

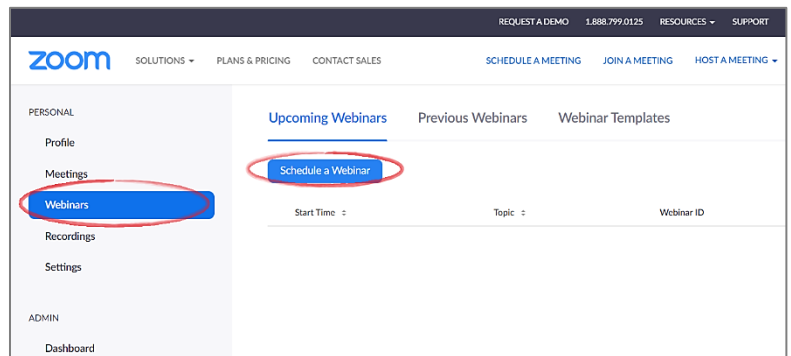
Zoom WEBINAR Safety Settings

There are a couple different places where you can manage safety settings when creating your Zoom webinar link. Then there are a few additional safety measures you can click once you are in the webinar just prior to attendees joining the room. The breakdowns below walk you through these settings step-by-step in order as you should see them in on your screen.

All of these settings are recommended for optimal security for large events like a CLE, or full membership meeting. If you are wanting to host a smaller council meeting, please contact the Sections Department for additional information and a different list of settings.

Schedule a Webinar Settings (found in your My Account page, click Webinars, click Schedule a Webinar)

- Fill in Topic and When as desired.
- Enable Registration
- Enable require password
- Turn on Host video
- Turn off panelists video
- Click audio option Both
- Enable Q&A
- Enable Practice Session
- Disable Authenticated Users



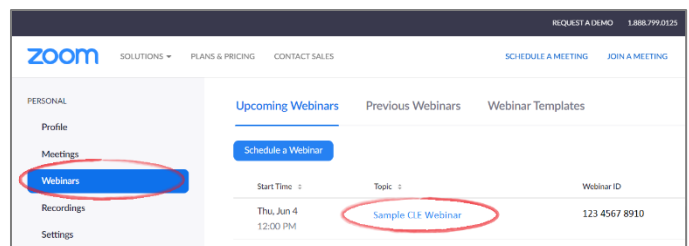
If this feature is enabled, it is an added level of security, but requires all of your participants to have a verified Zoom account. Some members of your section may not feel comfortable creating an account and giving their personal information to Zoom. With all other recommended security features in place, enabling only authenticated users is not strictly required.

- Disable automatic recordings

The Sections Department will record CLEs when specifically asked to do so, and then only with participant notification prior to starting the recording. Therefore we recommend disabling this automatic recording feature, in favor of manually hitting record in the room, once the webinar has begun and participants have been notified.

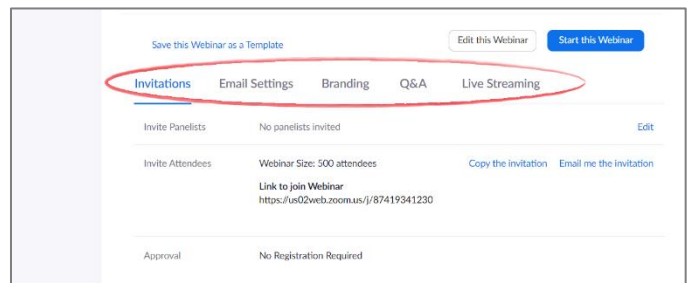
Manage Webinar Settings (found in Webinars, click on the specific topic title you want to edit, then scroll to the bottom of that page to find all the settings to edit)

- Invitations
 - Invite Panelists
 - Click edit to add panelists info
 - Invite Attendees
 - Click 'Copy the invitation' to view or edit full webinar email invite)
 - Approvals (click edit)



Registration Tab:

- Enable Registration
- Select Automatically Approve
- Notification email (enable/disable optional)



- Enable close registration after event date
- Restrict number of registrants (enable/disable optional)
- Disable attendees to join from multiple devices
- Disable social share buttons on registration page

Questions Tab:

- Click Required next to desired registration field information

Custom Questions:

- New Question – i.e. Bar Number
 - Short answer
 - Required (enable/disable optional)
 - Type question – i.e. Bar Number
 - Click Update

Click Save All

- Email Settings (Optional)
 - Edit any emails as you see fit
- Branding (Optional)
 - Upload banners, logos, themes as you see fit
 - Add speaker information as you see fit
 - Enable post webinar survey as you see fit
- Q&A
 - Disable anonymous questions
 - Enable attendees to view answered questions only
 - Click Save
- Live Streaming (Optional)
 - Select desired live stream service

In the Webinar

When you first enter the meeting, you are in Practice Mode Only: attendees cannot join until you hit the big orange Broadcast button. Once you are broadcasting...

- Click on the Chat button to bring up the Chat Box.
 - At the bottom right of the Chat Box, click the ... button to bring up more options and double check it is set to **Participant can chat with no one**.
- Click on the Participants button to bring up the Participants Box.
 - Click on the Panelists Tab to view and manage panelists, co-hosts, and webinar settings.
 - At the bottom of the Participant Box, to the right of the Invite button, click the ... button to bring up more options including Lock/Unlock Webinar.
 - Click on the Attendees Tab to view and manage attendees.
 - Hover next to attendee's name to bring up the More button.
 - Click More to Chat, Promote to panelist, Rename or **Remove** that specific attendee.
- Click on the Q&A button to bring up the Q&A Box.
 - Only hosts/co-hosts and panelists can view all the questions asked. Attendees can only view the questions that are asked once they are answered by hosts/co-hosts and panelists.
 - hosts/co-hosts and panelists click Answer Live to answer the question out loud during the webinar or click Type Answer to type out your answer for all attendees to see. (Optional): Check box Answer Privately before clicking send, if you would like to answer to that 1 specific attendee only, and not the whole group.

- Hosts/co-hosts and panelists can remove inappropriate questions. Hover over the question that you would like to dismiss and click Dismiss. Attendees will never see dismissed questions or know when a question is dismissed.
- Under the Answers Tab, hosts/co-hosts and panelists can dismiss answered questions so they no longer appear to all attendees in the Q&A box. Under the Dismissed Tab, they can reopen dismissed questions and opt to answer them after all. But only answered questions are seen by all attendees.
- At the end of the webinar, or in an emergency 'pull the plug' situation, hosts/co-hosts and panelists should click the red End Meeting button and then select **End Meeting for All**.