Zoom Webinar Preparation

License

- Login Zoom
- go to ADMIN > Account Management > Billing
- upgrade or buy your plan
    - Zoom Business x 10 licenses
- go to ADMIN > User Management > Users
- Invite all related users
- Assign at lease one Business license to each user

User Settings

Security

- Waiting Room
    - disabled
- Waiting Room Options
    - Customise Waiting Room
        - Upload correct logo (get logo from client)

In Meeting (Basic)

- Co-host
    - Enabled
- Meeting Polls/Quizzes
    - Enabled
        - Allow host to create advanced polls and quizzes
            - Enabled
- Webinar Polls/Quizzes
    - Enabled
        - Allow host to create advanced polls and quizzes
            - Enabled
- Annotation
    - Disabled
- Whiteboard
    - Disabled
- Allow removed participants to rejoin
    - Enabled
- Allow users to change their name when joining a meeting
    - Enabled
- Allow participants to rename themselves
    - Enabled

In Meeting (Advanced)

- Breakout room
  - Enabled
  - Allow host to assign participants to breakout rooms when scheduling
    - Enabled
- Group HD Video
  - Enabled
    - Full HD (1080P)
      - Enabled

Other

If this user will create meeting/webinar for another users, you need to enable the Schedule Privilege

- Schedule Privilege

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