

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 least one Business license to each user

User Settings

Security

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

In Meeting (Basic)

- Co-host
 - Enabled
- Meeting Polls/Quizzes
 - Enabled
- Annotation
 - Disabled
- 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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