

# 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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