2025/12/13 22:54 1/2 Zoom Webinar Preparation

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
 - o Enabled
 - Allow host to create advanced polls and guizzes
 - Enabled
- Webinar Polls/Quizzes
 - Enabled
 - Allow host to create advanced polls and 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

 $update: \\ 2021/12/10 \\ course: zoom_webinar_preparation: start \\ https://wiki.questwork.com/dokuwiki/doku.php?id=course: zoom_webinar_preparation: start \\ krev=1639105917 \\$ 11:11

- Enabled
- Allow host to assign participants to breakout rooms when scheduling
- 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

From:

https://wiki.questwork.com/dokuwiki/ - Questwork's Wiki

Permanent link:

Last update: 2021/12/10 11:11

