

Configuring a Zoom meeting to limit disruptions

Contents

- Overview
- Modify meeting settings in advance
- In-meeting security options
- In-meeting audio/video options
- In-meeting miscellaneous options
- Other general settings for your Zoom account
- Live streaming

Overview

When broadcasting sacrament meeting, non-interactive technologies are preferred in order to minimize intended or unintended disruptions from participants. Zoom meetings are typically considered an interactive technology, but this document will help you configure Zoom settings to “lock down” the meeting in ways that will make it less interactive. (Note that Zoom also has a webinar option which accomplishes this, but the webinar add-on pricing is quite high if you don’t already have access to it.)

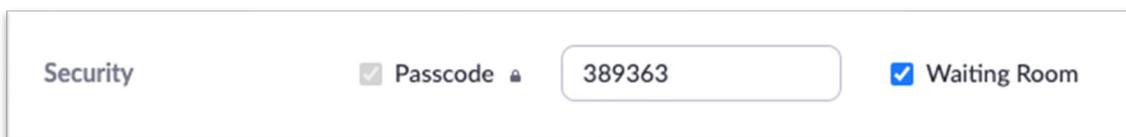
This document assumes:

1. You already have a Zoom account
2. You have scheduled a meeting

Modify meeting settings in advance

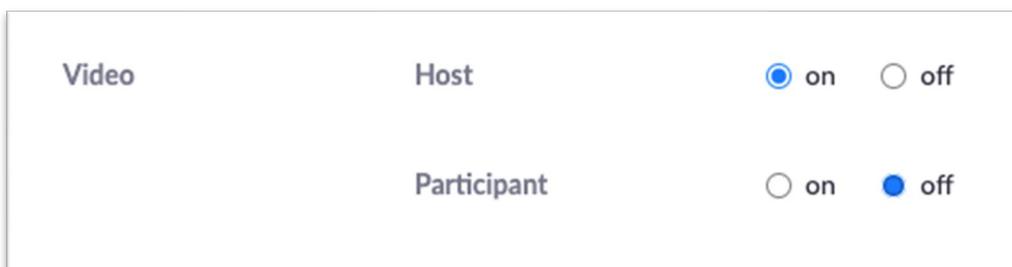
When scheduling your meeting in Zoom, you had the chance to configure a few basic settings. Once scheduled, you can still go back to the Zoom web portal and edit the meeting settings at <https://zoom.us/meeting>

You can configure security settings such as passcode and waiting room, if desired. Generally, your Zoom meetings will be adequately secure, but if you begin to have disruptive, uninvited participants, you may need to enable waiting room which will block participants from entering the meeting until admitted manually by a host. [More information here.](#)



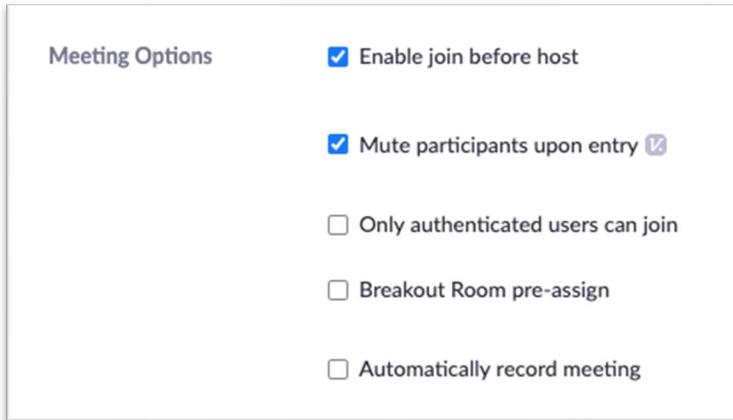
A screenshot of the Zoom Security settings interface. On the left, the word "Security" is displayed. To its right, there is a checked checkbox labeled "Passcode" followed by a small lock icon and a text input field containing the number "389363". Further right, there is another checked checkbox labeled "Waiting Room".

Then for video, you can choose to set participants to start with video OFF, meaning the participant’s camera would not be active. The participant would still see the host’s video. Note that this does not prevent participants from turning their video on after joining the meeting (see below for an option to overcome that).



A screenshot of the Zoom Video settings interface. On the left, the word "Video" is displayed. To its right, there are two rows of radio button options. The first row is labeled "Host" and has two radio buttons: "on" (which is selected) and "off". The second row is labeled "Participant" and has two radio buttons: "on" and "off" (which is selected).

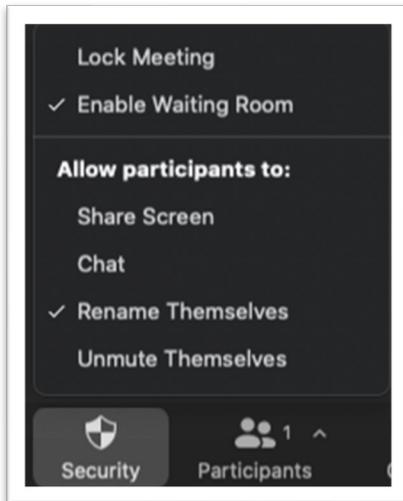
In the “Meeting Options” section, you can check the option to “Mute participants upon entry” and also ensure that the meeting is not automatically recorded. Note that muting participants in this way does not prevent them from unmuting after joining the meeting (see below for options to overcome that.)



In-meeting security options

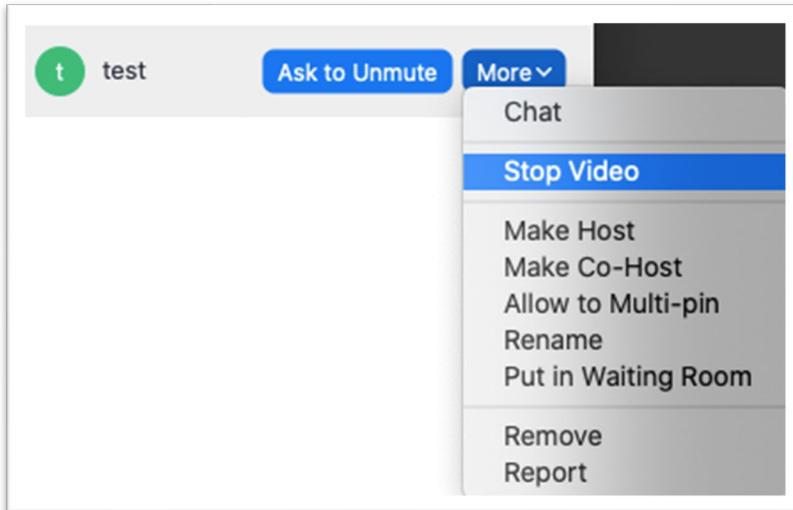
When the meeting starts, the host will have additional controls found through the Security button. Locking the meeting would prevent any additional participants from joining, so only use that if you are sure that everyone has joined. The waiting room can be toggled on/off here as well.

Most importantly, you may want to ensure that the Share Screen, Chat (see below for an alternate way to limit chat), and Unmute options are unchecked (meaning those will not be allowed). [More information here.](#)



In-meeting audio/video options

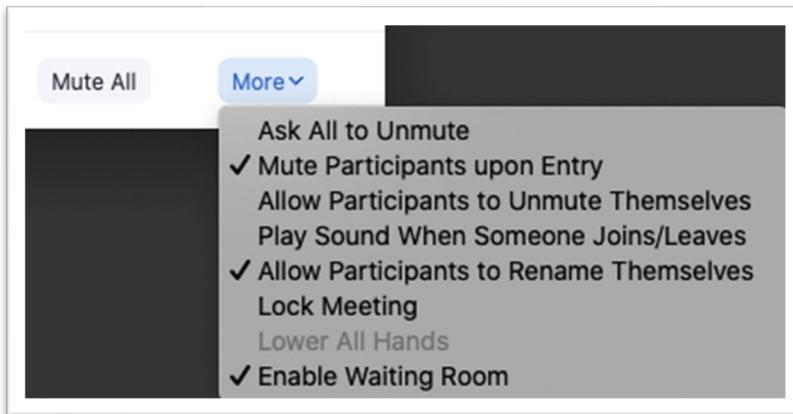
From the Participants panel, the host can make audio/video changes for specific participants. For example, if a participant has turned on video, you can use the “More” menu to stop the video for that person. Once you have done this, they will not be able to turn video back on without a host allowing it. (As of September 2020, Zoom does not yet provide an option to stop/block video for all participants at once.) [More information here.](#)



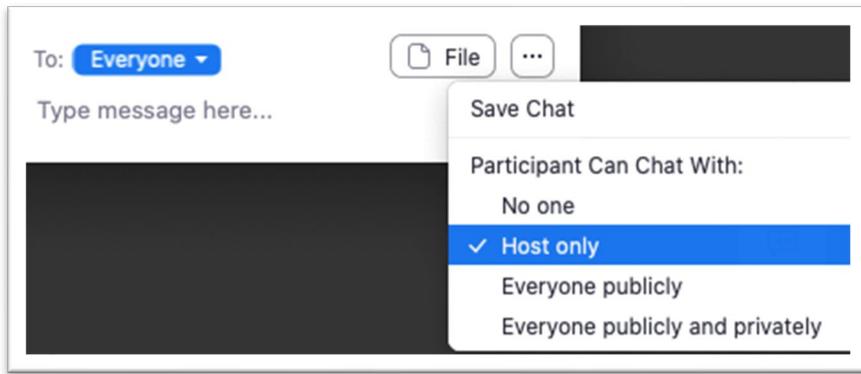
Note that you can also use the same menu to rename a participant or even remove someone who should not be in the meeting.

In-meeting miscellaneous options

At the bottom of the Participants panel, the host has additional options for managing participants (some of which have been mentioned previously). If not already muted, the “Mute All” button will mute all participants at once. From the “More” menu, you can perform various actions, such as disabling sounds when participants join/leave the meeting.



At the bottom of the Chat panel, the host has additional options for limiting chat (if it is not already disabled). By clicking the button with ellipses (three dots), you can change it so participants can only chat with the host. This is important if you wish to allow participants to report problems with the meeting via chat, but not create a distraction for other participants. [More information here.](#)



Other general settings for your Zoom account

There are some additional settings that can only be controlled from the general Settings page on your Zoom account. You can visit <https://zoom.us/profile/setting> to review these settings that affect all meetings hosted by you. For example, two options that you may prefer to have OFF for non-interactive meetings are “[Nonverbal feedback](#)” and “[Meeting reactions.](#)”

[More information about all general settings here.](#)

Live streaming

Another approach that can provide for a non-interactive participant experience is to “live stream” from your Zoom meeting to an external service such as YouTube Live, Facebook Live, or another Custom RTMP Service (including Meetinghouse Webcast). By doing this, the participants would be watching on that service rather than joining the Zoom meeting directly. You can learn more at the following links:

[Live Stream to YouTube Live](#)

[Live Stream to Facebook Live](#)

[Streaming Zoom Meetings to Church Webcast](#)