Large Group Online Meetings Reminders and How-Tos:

Reminders

When scheduling

- Set: Presenters (Skype for Business), Alternative Hosts (Zoom)
  - Main Presenter(s)/Host(s)
  - Designate 1-2 people as monitors, and set them as Presenter/Alternative Host
- Mute: Attendees (Skype for Business), Participants (Zoom)
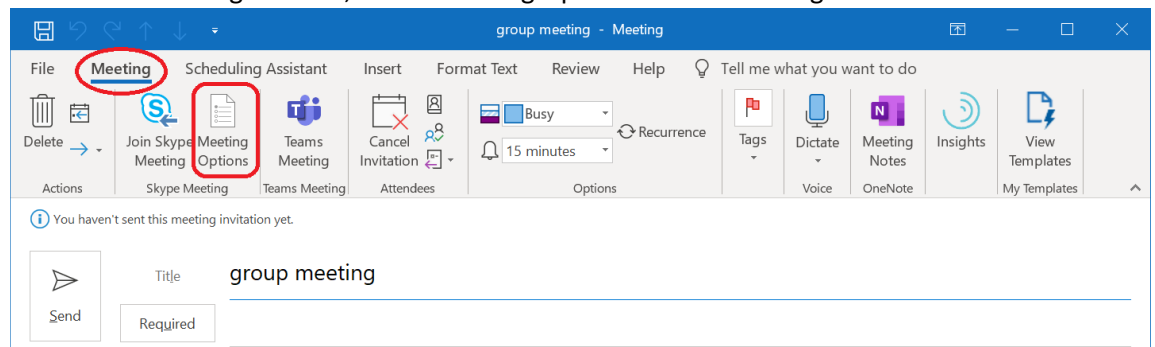
During online meeting

- Only current people talking should have their mic unmuted
- When done talking make sure to mute your mic
- Main presenter/host can focus on meeting
- Designated monitor(s) (Presenters/Alternative Hosts) can:
  - Mute/unmute Attendees/Participants, if issues arise
  - Keep an eye on the IM/Chat portion
    - Can be the designated Q&A person within IM/Chat
  - Mute/unmute video as needed
  - Add/adjust Presenters/Hosts for control or to share their screen
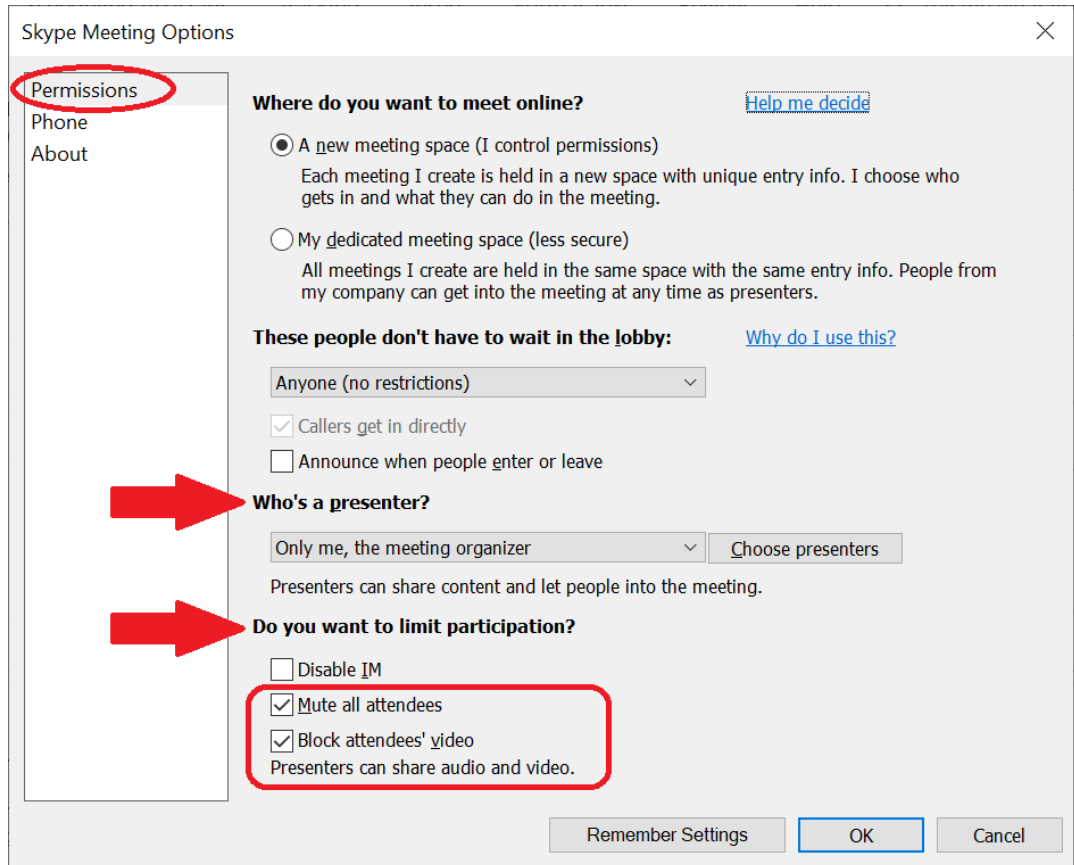 - Possibly fill in for main presenter if something comes up

How-Tos

Scheduling – location of presenters/meeting hosts and mute options
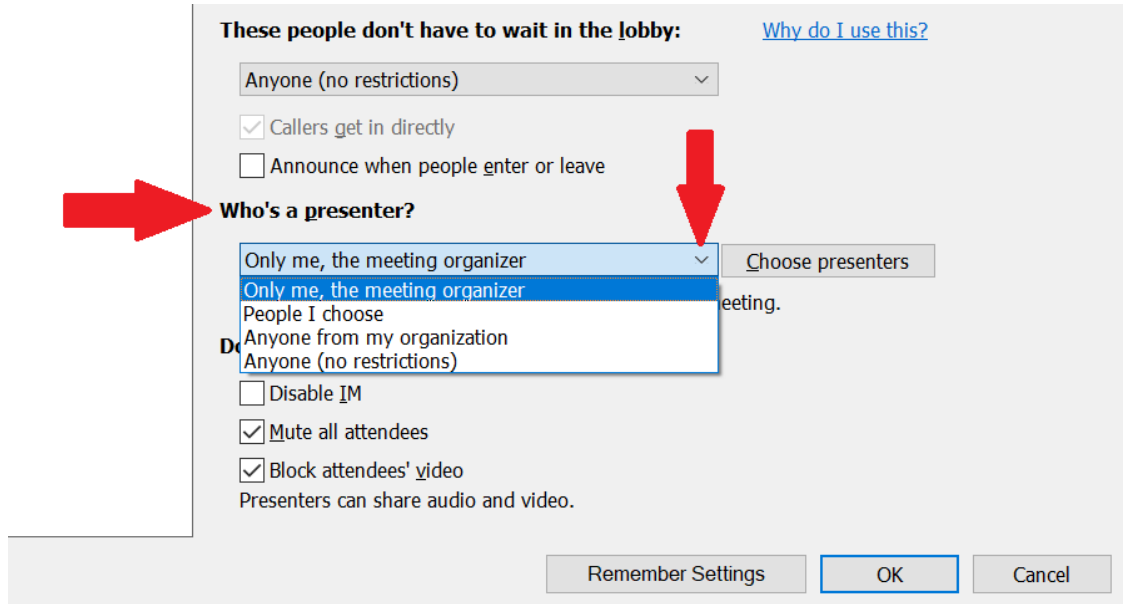
Skype for Business

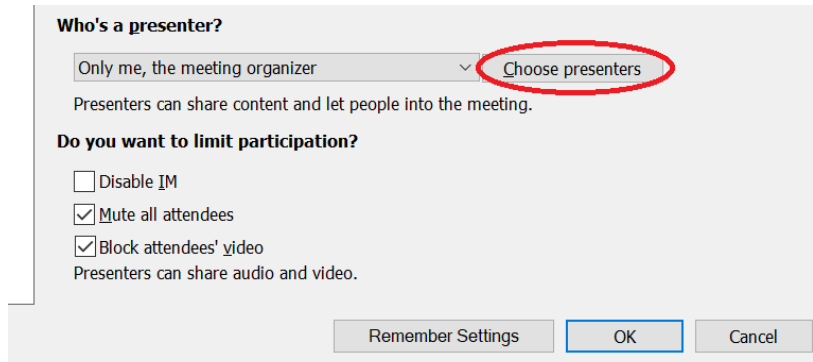- Within the Meeting window, select Meeting Options within Meeting header

- Skype Meeting Options window will open, select Presenter and limit participation
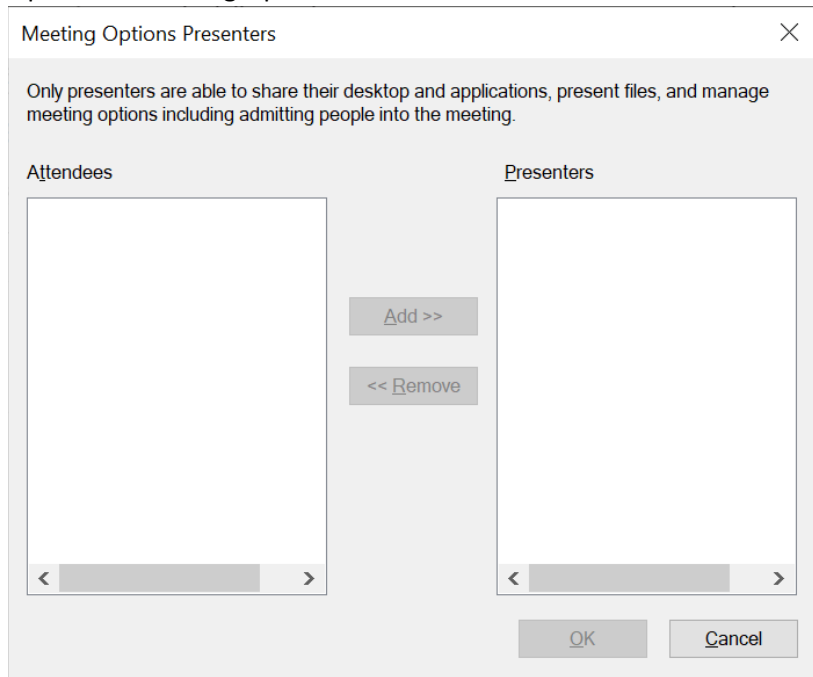
Skype Meeting Options   ✕

Permissions
Phone
About

Where do you want to meet online?   Help me decide

◉ A new meeting space (I control permissions)

  Each meeting I create is held in a new space with unique entry info. I choose who
  gets in and what they can do in the meeting.

○ My dedicated meeting space (less secure)

  All meetings I create are held in the same space with the same entry info. People from
  my company can get into the meeting at any time as presenters.

These people don't have to wait in the lobby: Why do I use this?

Anyone (no restrictions)   ⌄

☑ Callers get in directly

☐ Announce when people enter or leave

Who's a presenter?

Only me, the meeting organizer   ⌄   Choose presenters

Presenters can share content and let people into the meeting.

Do you want to limit participation?

☐ Disable IM

☑ Mute all attendees

☑ Block attendees' video

Presenters can share audio and video.

Remember Settings   OK   Cancel

- More Presenter options, select the drop down arrow, to view and select option

These people don't have to wait in the lobby: Why do I use this?

Anyone (no restrictions)   ⌄

☑ Callers get in directly

☐ Announce when people enter or leave

Who's a presenter?

Only me, the meeting organizer   ⌄   Choose presenters

Only me, the meeting organizer
People I choose   eeting.
Anyone from my organization
Anyone (no restrictions)

☐ Disable IM

☑ Mute all attendees

☑ Block attendees' video

Presenters can share audio and video.

Remember Settings   OK   Cancel

- Add specific presenters, select the Choose Presenters button

Who's a presenter?

Only me, the meeting organizer   Choose presenters

Presenters can share content and let people into the meeting.

Do you want to limit participation?

☐ Disable IM

☑ Mute all attendees

☑ Block attendees' video

Presenters can share audio and video.

Remember Settings   OK   Cancel

- Opens the Meeting Options Presenters window

Meeting Options Presenters   ✕

Only presenters are able to share their desktop and applications, present files, and manage meeting options including admitting people into the meeting.

Attendees   Presenters

Add >>

<< Remove

OK   Cancel

- If no one is listed, they need to be added within the meeting email first to show here. Select Cancel button to go back and add people to meeting

group meeting - Meeting

File   Meeting   Scheduling Assistant   Tracking   Insert   Format Text   Review   Help

Cancel Meeting   Join Skype Meeting   Meeting Options   Teams Meeting   Contact Attendees   Busy   Recurrence
                                                                                                        15 minutes

Actions   Skype Meeting   Teams Meeting   Attendees   Options

ⓘ No responses have been received for this meeting.

Send Update   Title   group meeting

Required   netid@illinois.edu

Optional

Zoom Desktop

- Select Advanced Options and add Alternative hosts at the bottom of the page

Audio

◯ Telephone   ◯ Computer Audio   ⦿ Telephone and Computer Audio

Dial in from United States and other 8 countries/regions   Edit

Calendar

⦿ Outlook   ◯ Google Calendar   ◯ Other Calendars

Advanced Options ⌃

☐ Enable waiting room

☑ Enable join before host

☑ Mute participants on entry

◯ Record the meeting automatically

Alternative hosts:

netid@illinois.edu ✕   netid2@illinois.edu ✕

[**Schedule**]   [Cancel]

Zoom Web, https://illinois.zoom.us/

- Select Meeting Options and add Alternative Hosts at the bottom of the page

Meeting Options

☑ Enable join before host

☑ Mute participants upon entry ☑

☐ Enable waiting room

☐ Only authenticated users can join

☐ Breakout Room pre-assign

☐ Record the meeting automatically

Alternative Hosts

netid@illinois.edu; netid2@illinois.edu

[**Save**]   [Cancel]

Edit/change current meeting settings

Skype for Business

- Open online meeting within Outlook > under Meeting heading select Meeting Options
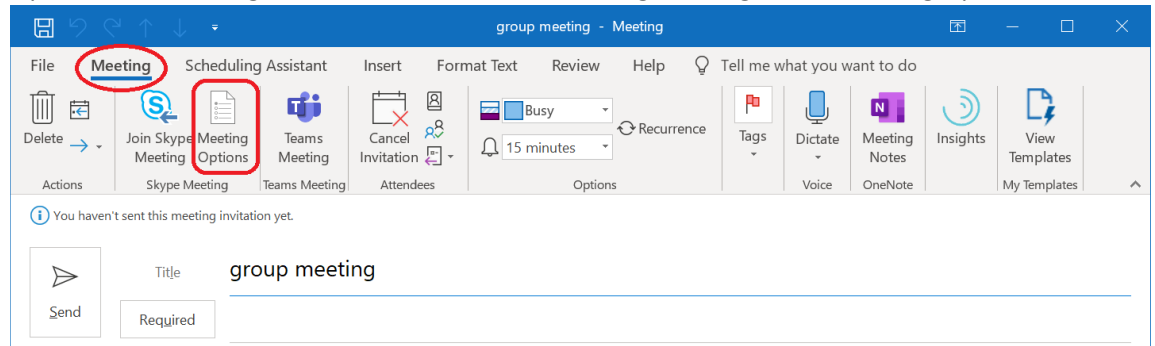
- Meeting Options window opens, Permissions section > make your changes > select OK button
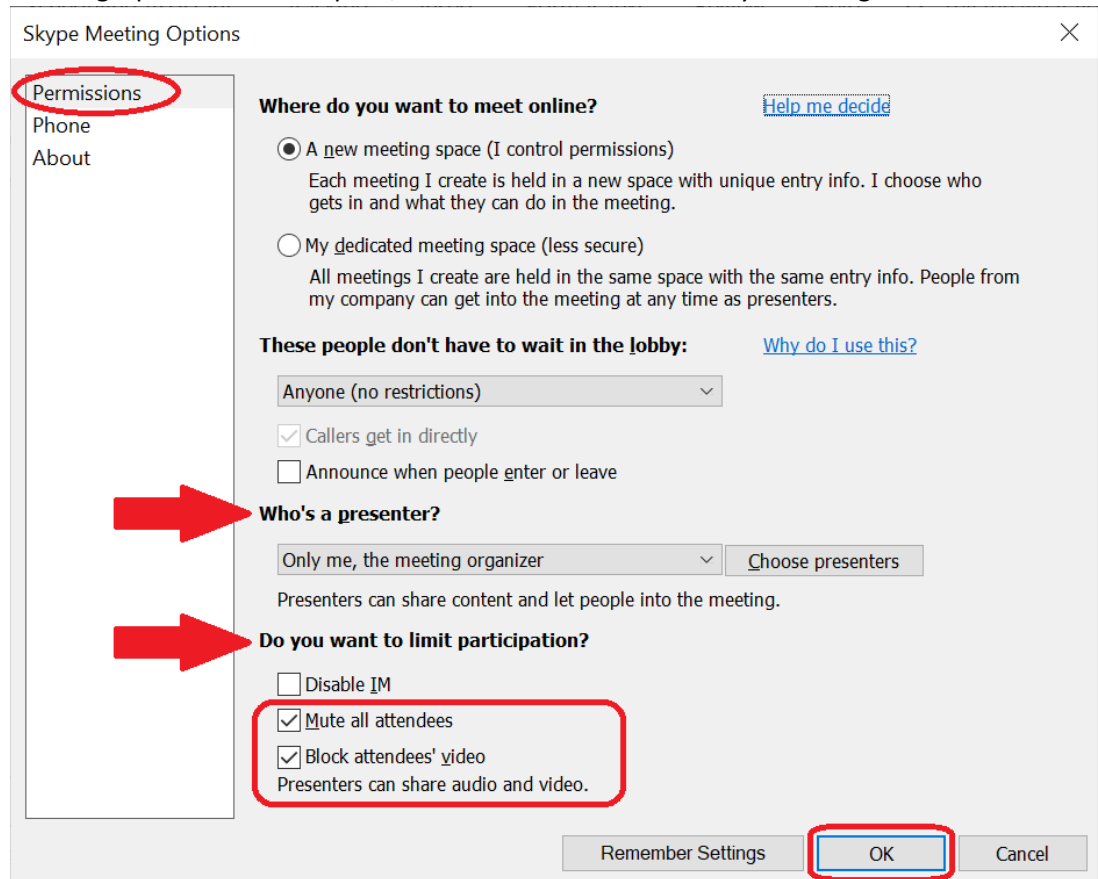
- For more details go back up to the Scheduling -- Skype for Business section

Zoom Desktop

- Select Meetings within header > select meeting to edit within left pane > select Edit button
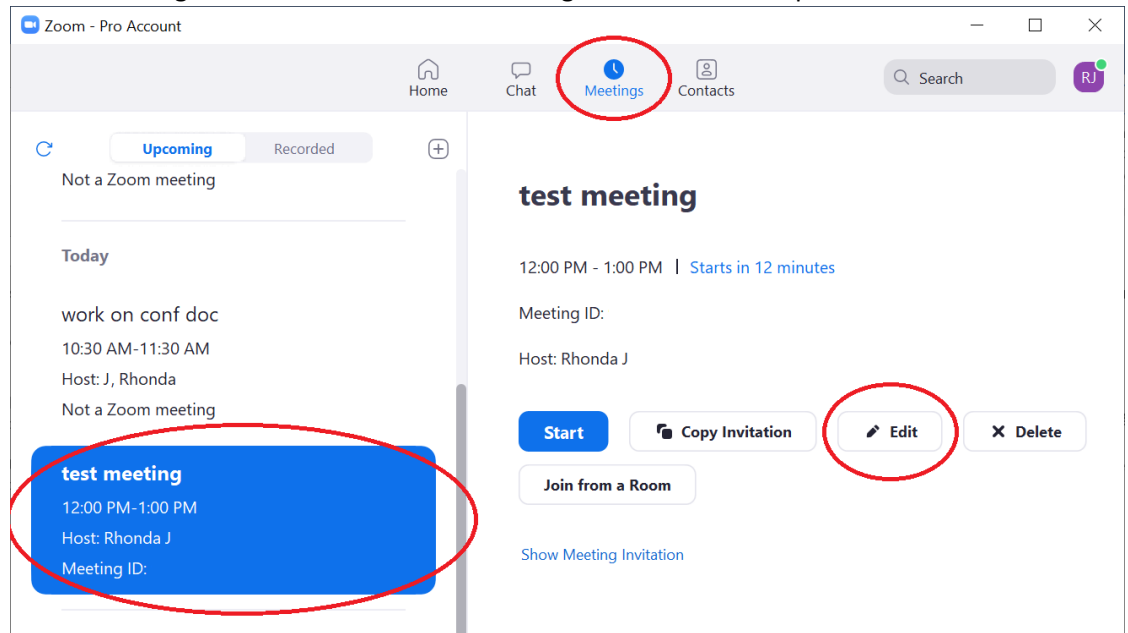
- Scroll down to Advanced Options > make your changes > select Save button

Zoom Web, https://illinois.zoom.us/
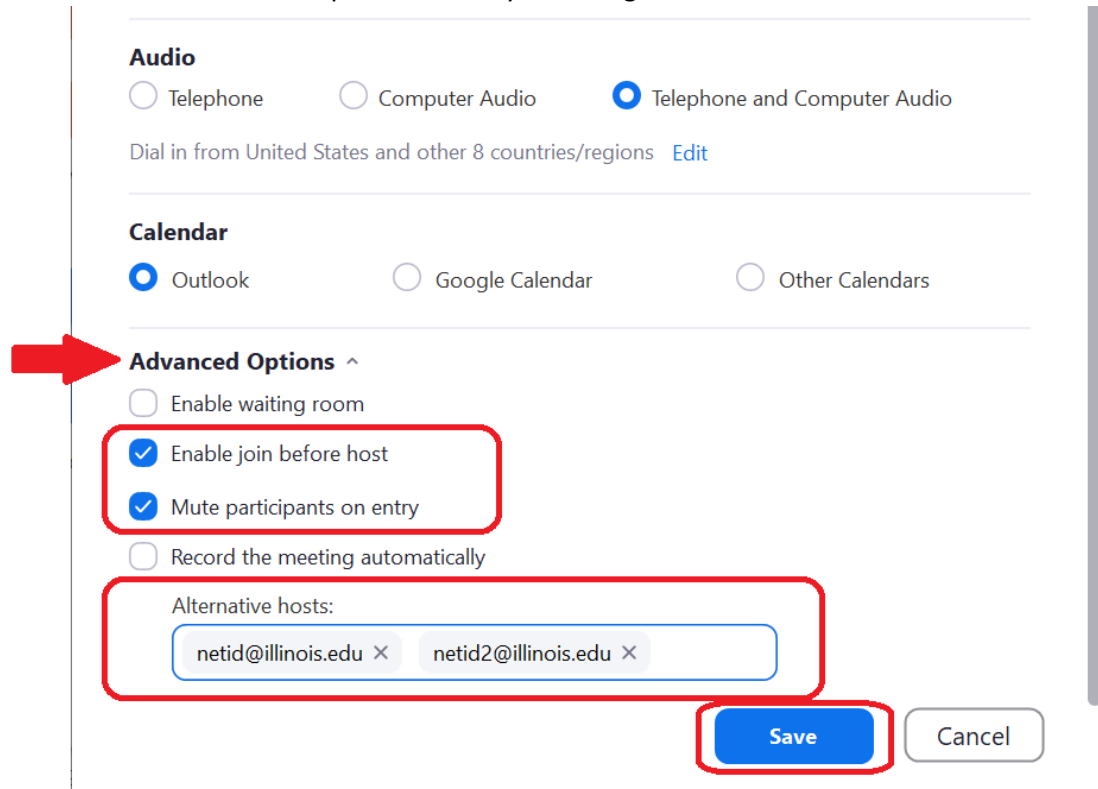
- Select Meetings within left pane > select your meeting Topic name to edit (which is an embedded URL) within the Topic column

- Selected meeting page opens > scroll down to the bottom right of the page > select Edit this Meeting button

- Make your changes > select Save button