Generate a Unique Meeting ID

To join a meeting, participants provide a 9- or 10-digit ID number unique to said meeting. Programs must use unique IDs. **Do Not Post meeting ID's on public websites.** To create a unique ID:

- Log in.
- Click 'Schedule a New Meeting'.
- Provide all details for your meeting.
- Do not select 'Recurring meeting', even if your meeting is part of a series.
- Click 'Save'. The page will reload, and the ID should be listed to the right of "Meeting ID".

If your meeting is part of a series, then you will need to schedule a new meeting for each session. You cannot change an existing meeting's ID.

Require a password

- Log in.
- Click the name of the desired meeting.
- Click 'Edit this meeting'.
- Check 'Require meeting password'. In the resulting text field, enter the desired password. *When creating meeting passwords, keep in mind that some videoconferencing equipment can only enter numbers. If some participants might connect from videoconferencing hardware instead of a computer or mobile device, set a numerical password to ensure that they can connect without issue.*
- Click 'Save'.

Require Campers to be Logged into a Zoom Account

You can require all participants to be logged into their Zoom accounts before accessing your Zoom meeting room. While this setting does not discriminate between institutions providing Zoom accounts (that is, it cannot restrict the meeting to accounts provided by UT), this is an additional precaution you can take to restrict access to your meeting.

To enable this setting:

- Log in.
- Click 'Meetings'.
- Click 'Upcoming Meetings' (or Personal Meeting Room).
- If you clicked 'Upcoming Meetings', select the desired meeting.
- Click 'Edit this Meeting'.
- Check the box to the left of 'Only authenticated users can join'. After you check the box, "Sign into Zoom" will appear to the right of "Only authenticated users can join".
- Click 'Save'.

Turn Off Camper Video upon Entry

You can configure your meeting room so that every camper's video feed is disabled when first joining. However, unless you have manually disabled the user's video feed (see Stop the participant's video), these participants can enable their video feed once they have joined. To do this:

- Log in.

- Click the name of the desired meeting.
- Click 'Edit this meeting'.
- Scroll to the "Video" section. To the right of "Participant", click off.

Mute Campers upon Entry

You can configure your meeting room so that every camper's audio feed is disabled when first joining. However, unless you have manually disabled the user's audio feed (see Mute the camper), these campers can enable their audio feed once they have joined. To do this:

- Log in.
- Click 'Meetings'.
- Click the name of the desired meeting.
- Click 'Edit this meeting'.
- Check 'Mute participants upon entry'.
- Click 'Save'.

Enable the Waiting Room

If you enable the waiting room, campers will not be able to join the meeting until you admit them individually. This option works best for meetings with fewer numbers of attendees. To enable the waiting room:

- Log in.
- Click 'Meetings'.
- Click the name of the desired meeting.
- Click 'Edit this meeting'.
- Check 'Enable waiting room'.
- Click 'Save'.

Designate a Co-Host

All programs must designate a co-host for all Zoom meetings. In order to designate host privileges to an additional person:

- In the Zoom meeting window, click 'Manage Participants'. A tab called 'Participants' should appear on the right.
- Hover over the name of the desired co-host and select 'More'.
- Click 'Make Co-Host'.

Mute the Camper

To mute a camper:

- In the Zoom meeting room window, click 'Manage Participants'. A tab called 'Participants' should appear on the right.
- Hover over the name of the desired participant and select 'More'.
- Click 'Mute'.

Stop the Camper's Video Feed

To disable a camper's video feed:

- In the Zoom meeting room window, click 'Manage Participants'. A tab called 'Participants' should appear on the right.
- Hover over the name of the desired participant and select 'More'.
- Click 'Stop Video'.

Remove the Camper

To remove a camper from the meeting:

- In the Zoom meeting room window, click 'Manage Participants'. A tab called 'Participants' should appear on the right.
- Hover over the name of the desired participant and select 'More'.
- Click 'Remove'.

Chat Features

- Chat is allowed, but ONLY to Everybody.
- Private Chat IS NOT ALLOWED.
- Chat must be saved.
- Chat functions can be enabled and disabled in Zoom settings under "In Meeting (Basic)"
    - Private chat can be turned off here
    - Auto saving chats can be turned on here.

Breakout Rooms

- When using Breakout Rooms, there must be at least two (2) designated individuals present in every Breakout Room.
- Breakout Rooms need to be pre-assigned.
- All breakout rooms must be recorded.

Recording Sessions

- **ALL SESSIONS MUST BE RECORDED**
- Sessions can be saved to Box and give the YPP Office Staff access to the files.