



Virtual meetings provide an excellent opportunity to bring people together when in-person meetings are not feasible. Various online platforms like Zoom can allow for continued networking through board meetings, virtual conferences and outreach events, while keeping costs low and limiting the need for long distance travel. Use these guidelines to help develop your meeting and help it succeed!

## **Virtual Meeting Platforms**

Several platforms are available, but Zoom is common due to accessibility and ease of use. This guide provides simple, step-by-step instructions for Zoom, but many other platforms are similar in their functionality.

## **Steps for Scheduling a Zoom Meeting**

- (1) You must create a Zoom account [on this webpage](#) to schedule a meeting. A basic Zoom plan for meetings of up to 100 people is free; however, Zoom offers a variety of meeting plans, with information online [here](#).
- (2) To schedule a meeting, visit the [web portal](#) through the Zoom Desktop client or mobile app, or through one of their integrators. View this [Zoom tutorial](#) if you have difficulties.
- (3) [Invite others](#) to join your meeting by sharing the 'Join Meeting' URL link or sending out an email invitation.

## **Joining a Zoom Meeting**

You do not need to create a Zoom account to join a meeting. There are two different ways to [join a Zoom meeting](#):

- (1) Click the meeting link sent to you from the host

Join Zoom Meeting  
<https://success.zoom.us/j/220873720>

- (2) Visit [join.zoom.us](https://join.zoom.us) and enter the meeting ID provided by the meeting host

Join a Meeting

Meeting ID or Personal Link Name

Join

For a walkthrough on how to join a meeting, watch Zoom's tutorial [here](#).



## Securing your Zoom meeting

Consider the following tips to ensure your Zoom meeting is secure and runs smoothly:

- Use a [unique meeting ID](#) for your call.
- Require a [meeting password](#).
- Create a [waiting room](#) and only allow people in that you recognize.
- Create an [invite-only meeting](#).
- [Disable private chat](#).
- [Manage participants](#) by only allowing the host(s) to share their screen, muting participant microphones, disabling a participant's video, kicking out unwanted participants, locking the meeting once it starts and more.

For additional questions and tips, visit [Zoom's Frequently Asked Questions Page](#).

## Other Tips for Virtual Meetings

- Like in-person meetings, virtual meetings function best with an agenda. Consider sending an agenda to attendees prior to the meeting and include a link to the Zoom meeting and the meeting password for easy access at the top of the agenda. If the virtual meeting is longer than two hours, make sure to include time for breaks.
- Prior to the meeting, designate someone who will help facilitate the agenda and a co-host who can help support the attendees with issues related to connecting, muting, troubleshooting their videos, etc. At the start of the meeting, ask attendees to contact the co-host with any issues or questions.
- At the start of the meeting, ask all attendees to mute their microphones and remain muted unless they are speaking on the agenda or called upon.
- Attendees may use the chat and hand raising features if they need to engage with the speakers.
- If you have arranged speakers who will present content via PowerPoint or other formats, make sure they are prepared to share their screen prior to the start of the meeting.
- If people have issues with hearing speakers or timing out of the video connection, ask those who are not speaking to turn off their videos.
- Many virtual platforms provide the option to record the session for future viewing or record-keeping. Prior to recording, notify attendees that the session will be recorded so they can choose not to join if they have any issues with a record of their attendance.