

# #1 TIP

Use Zoom Webinar instead of Zoom Meeting for your digital board meeting.

## Tips for **SECURE** and Effective Digital School Board Meetings on



- Require registration to Zoom Webinar and enable auto-approve for registrants.
- Designate district administration and school directors as panelists in Zoom Webinar.
- Encourage all panelists to create a personal Zoom account for easier authentication.
- If using video and if devices permit, select a virtual background for panelists.
- Assign alternate hosts in case of technical difficulties.
- Turn screen-sharing options to “host only.”
- Set Q&A to be viewed only by the host/co-host.
- Use Raise Hand feature to facilitate public comment.
- Approve both telephone and computer audio.
- Set all microphones to be muted upon entry.
- Enable livestream to allow for more participants than limitation of license.
- Disable comments on livestream platform.

### If using Zoom Meetings, the following additional settings will enhance security and promote effective meetings:

- Set all microphones to mute and all video off upon entry.
- Disable “Join Before Host” and enable “Waiting Room.”
- Disable “File Transfer.”
- Disable “Allow Removed Participants to Rejoin.”
- Set chat to be viewable only by host.
- Do not share any meeting links publicly; require password and/or registration to join. (Registration link should be shared publicly for school board meeting)

For more information on transitioning to digital board meetings and for a more comprehensive guide to using Zoom for school board meetings, visit [myPSBA.org](https://myPSBA.org) to view recorded training in the store, share best practices in the discussions, and download additional guidance from resources. Email [edandtraining@psba.org](mailto:edandtraining@psba.org) for direct inquiries about using Zoom.



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