

IGNIA'S ZOOM BEST PRACTICES

ASSIGN SOMEONE TO GUIDE THE CONVERSATION



KEEP MEETINGS BETWEEN 15-45 MINUTES

WEBINARS VS MEETINGS

Size

- Up to 10,000 view-only attendees at a time

- Up to 1,000 participants

Q&A



Polling



Breakout rooms

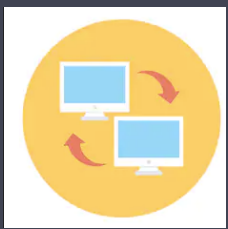


Chat



TAKE ADVANTAGE OF ZOOM'S FEATURES

Screensharing



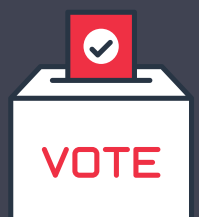
Break out rooms



Zoom-Slack Integration



Polling



PREVENT GATECRASHERS



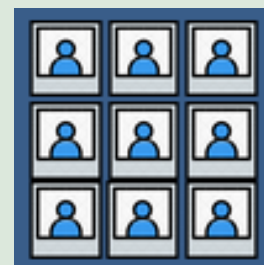
- Keep your meeting links off social media
- Do not use your Personal Meeting ID to host public events
- Use waiting room

GET INTO VIRTUAL BACKGROUND



HAPPY BIRTHDAY

USE GALLERY VIEW TO SEE ALL PARTICIPANTS



ZOOM IN FOR OTHER ACTIVITIES



Check in meetings and birthday parties with friends and family

NETFLIX

- Watch a movie long distance



- Beers and cheers with your friends



- Take an online fitness class