


# CCT Zoom Meeting Best Practices


For additional instructions <https://support.zoom.us/hc/en-us/categories/201146643>

1. Allow Zoom to Generate the Meeting ID Automatically. Avoid using your Personal Meeting ID (PMI) to host public events. Your PMI is basically one continuous meeting and you don't want random users crashing your personal virtual space after the call/meeting is over or the ability to join future meetings. Basically, PMI meetings should never be used.
2. Use waiting room. The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once. You can send all participants to the waiting room when joining your meeting or only guests, participants who are not on your Zoom account or are not signed in.

To enable Waiting Room for your own use:


1. Sign in to the Zoom web portal.
2. In the navigation menu, click [Settings](#).
3. On the **Meeting** tab, navigate to the **Waiting Room** option under In-Meeting (Advanced) and verify that the setting is enabled.

**Waiting room** 

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 


**Choose which participants to place in the waiting room:**

All participants

Guest participants only 

Allow internal participants to admit guests from the waiting room if the host is not present

**Save** **Cancel**

Customize the title, logo, and description 

## Notes:

- If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
- If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

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4. Select who you want to admit to the waiting room.
  - **All participants:** All participants joining your meeting will be admitted to the waiting room.
  - **Guest participants only:** Only participants who are not on your Zoom account or are not logged in will be admitted to the waiting room. If not logged in, they will have an option to log in.  
**Note:** If **Guest participants only** is enabled, you can also enable the option to allow internal participants (users on the account), to admit guests from the waiting room if the host is not in the meeting.
3. Add a password to the meeting. See below settings
4. Add password for phone users. See below settings. Optional Step for users who call in from a phone only.

## Enabling Password Settings for Your Own Meetings and Webinars

1. Sign into the Zoom web portal and navigate to [Settings](#).
2. Navigate to the Meeting tab and verify that the password settings that you would like to use for your meetings and webinars are enabled.

The screenshot shows the 'Meeting' settings page in Zoom. It features five toggle switches, all of which are turned on (blue). Below each toggle is a title and a descriptive paragraph. The first three toggles have radio button options below them. The first toggle is 'Require a password when scheduling new meetings' with a description: 'A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.' The second is 'Require a password for instant meetings' with the description: 'A random password will be generated when starting an instant meeting'. The third is 'Require a password for Personal Meeting ID (PMI)' with two radio button options: 'Only meetings with Join Before Host enabled' (selected) and 'All meetings using PMI'. The fourth is 'Embed password in meeting link for one-click join' with the description: 'Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.' The fifth is 'Require password for participants joining by phone' with the description: 'A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.'

If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

**Note:** If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

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