

#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 to view recorded training in the store, share best practices in the discussions, and download additional guidance from resources. Email edandtraining@psba.org for direct inquiries about using Zoom.



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