UF Continuing Medical Education
CONFERENCE PLANNING SERVICES

This free resource has been created for you by the Conference Planning Team at UF Continuing Medical Education.
UF CME offers full planning services for your in-person or virtual event.

Visit cme.ufl.edu/planning-services/ for more information or to contact us. We'd love to see how we can help!

HOSTING LIVE VIRTUAL MEETINGS ON ZOOM

Scheduling Your Meeting:

1. Sign in to your Zoom web portal (https://ufl.zoom.us/).
2. Click **Meetings**.
3. Click **Schedule a Meeting**.

4. Choose the date and time for your meeting.
5. (Optional) Select any other settings you would like to use.
6. Click **Save**.

Starting Your Meeting:

It is recommended that you start your Webinar with your presenter at least 15 minutes before the presentation to make sure the presenter's video, audio, and slides are working.

1. Log into your zoom account and select "Start" next to the meeting you want to start.
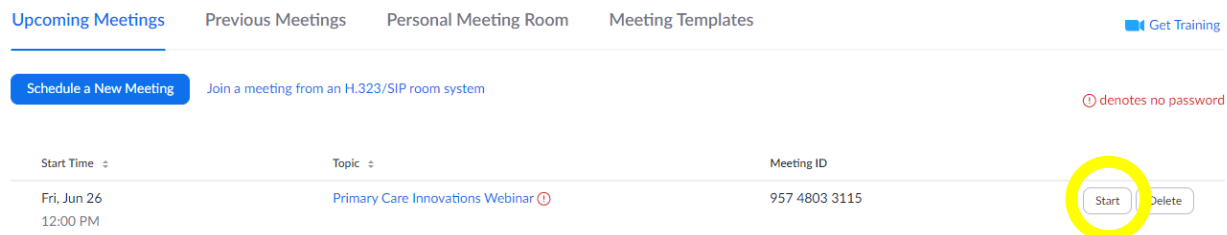
Note: Make sure to start the meeting from within your account – not from the participant link included in your invitations. (Starting from the participant link will not always give you host access if you aren't logged in)

2. Your Zoom meeting will now open. Click "**Join with Computer Audio**".
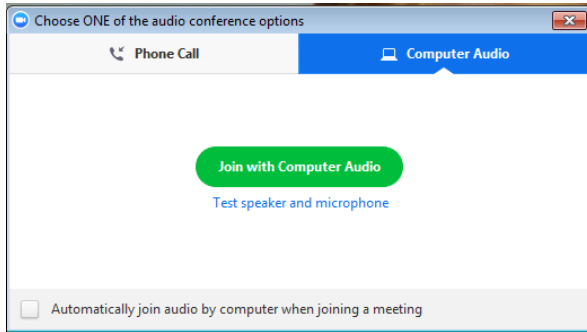
3. If you are not the one presenting slides, once the presenter joins, click the "**…**" on their video box, and select "**Make Co-Host**" so that they can share their screen.

   Make sure you select "Make Co-Host", not "Make Host" or else you will lose the ability to control participants, video, audio, etc.
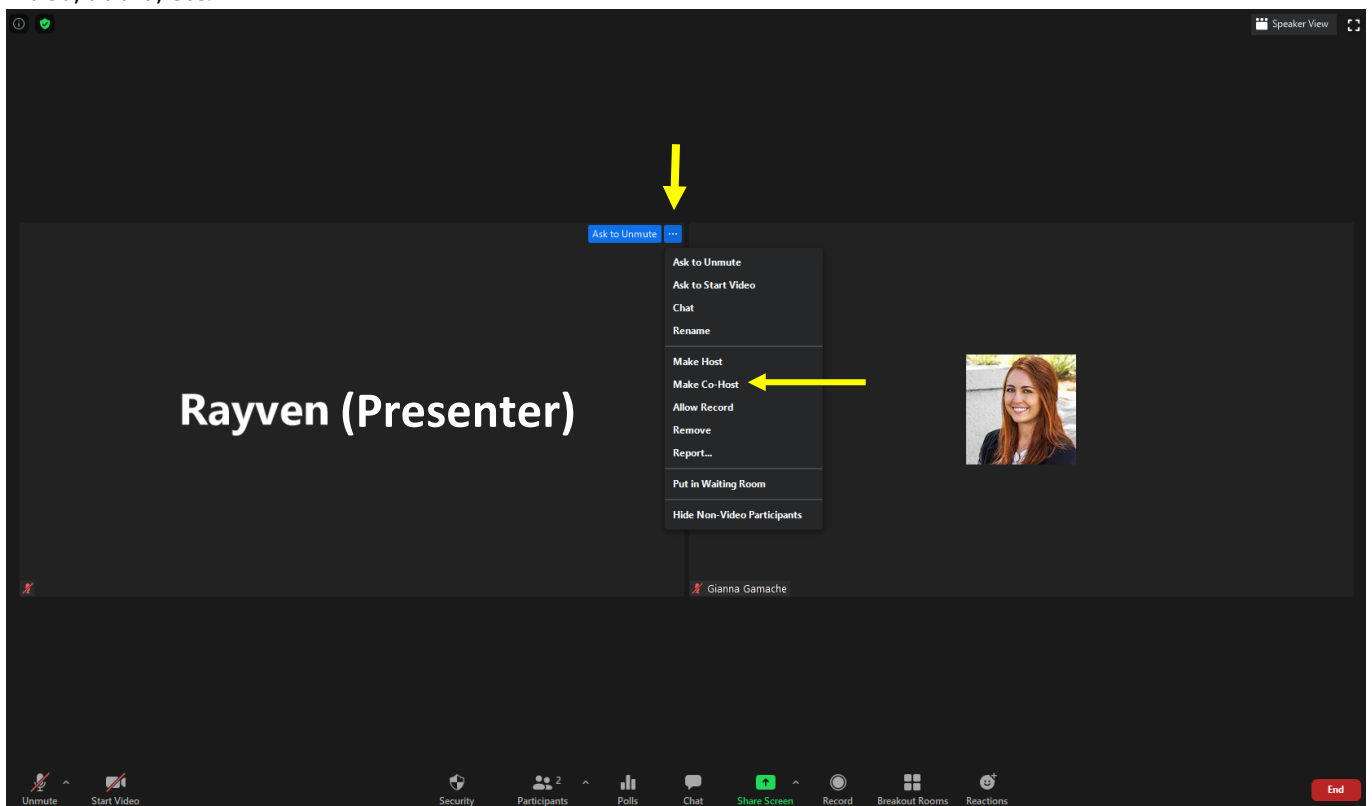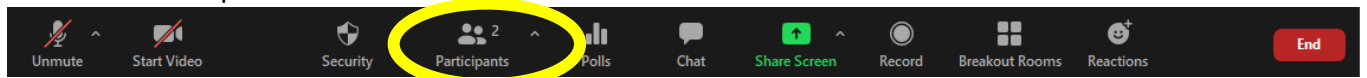

4. To Record the Zoom Meeting, click "Record" at the bottom of your screen. You have the options to record to your computer or to the Zoom Cloud (which is accessible by logging into your Zoom account at https://ufl.zoom.us/)
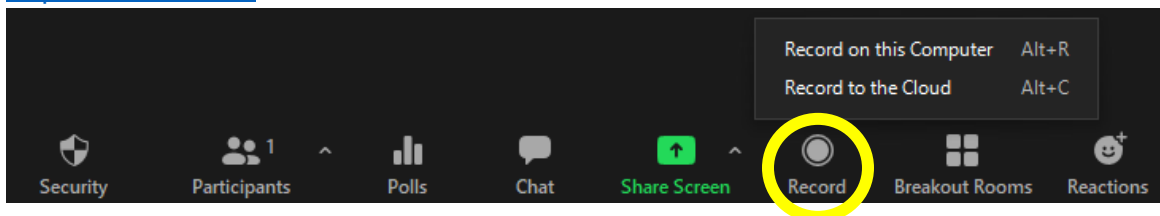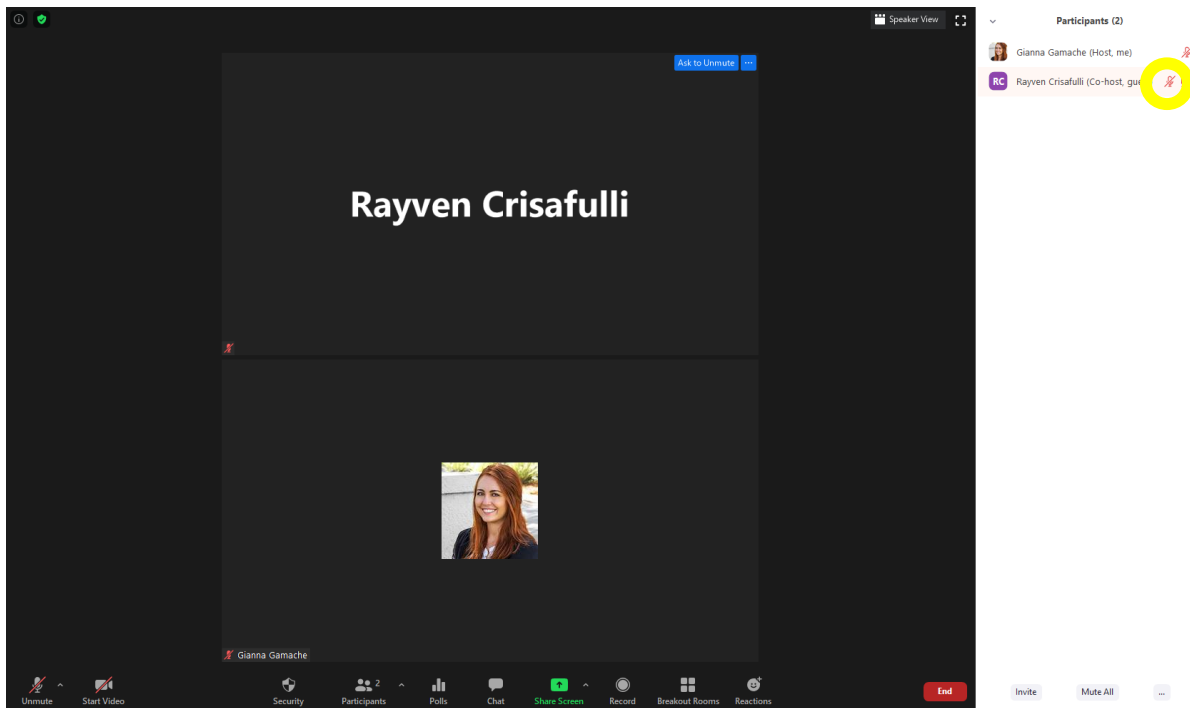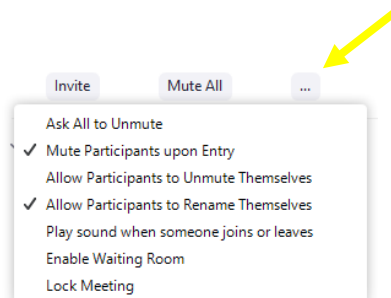
Managing Participant Audio

1. Select the "Participants" button at the bottom of the screen.

2. Participants will appear in a box on the right hand column of your screen. Participants can be easily muted by clicking the microphone button next to their name.
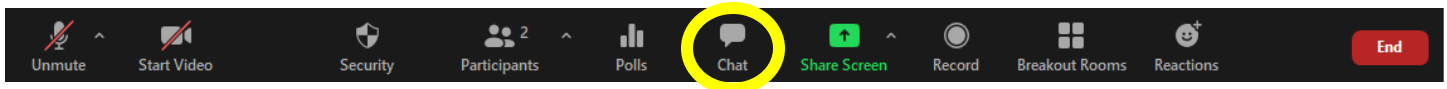

3. To manage participant audio, click the "**...**" at the bottom of the participant panel, and adjust your settings:
   *Automatically Mute Participants upon entry is recommended*

Managing Q&A

1. Encourage participants to submit Q&A in the Zoom Group Chat Feature. To view and monitor the chat, click the "Chat" button in the bottom ribbon.

2. By selecting the arrow next to "To: Everyone", you can choose to chat with everyone in the meeting, or an individual in the meeting. We recommend explaining this feature to participants at the beginning of the meeting to make sure that they are submitting questions to "Everyone" instead of one person.
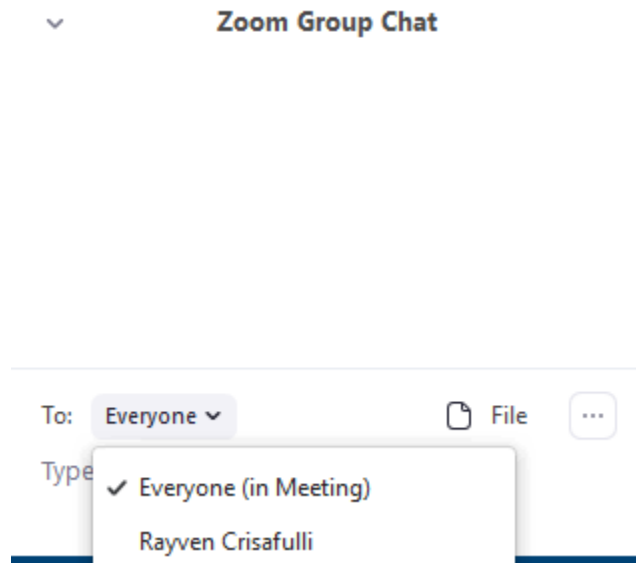
Tip: To easily manage Q&A, we recommend copying and pasting the text from the chat into a Word Document and striking through questions as they are answered. Any questions that weren't answered due to time, you can have the speaker answer outside of the meeting and email the participants the answers to the remaining Q&A.