Using Zoom Meetings for Webinars

You can have up to 300 participants in your normal Zoom meeting. Due to limited resources, the CMS can only give access to the webinar mode if you have more than 300 participants. However, the normal mode of Zoom meetings offer almost all possibilities of the webinar function and even some functions, that are not included in the webinar mode (e.g. breakout rooms). Please follow the descriptions to use a Zoom meeting just like a webinar:

Turning participants' speakers and cameras off

This configuration makes sure that participants, who join the meeting, enter having their speakers and cameras turned off. Only the meetings' host and co-hosts (e.g. the people who moderate the meeting) can enter the meeting having their speakers and cameras turned on if they wish to do so.

Note: *This configuration is set as standard configuration in HU Zoom. We just mention it here for the sake of completeness.*

1. Log into HU Zoom (https://hu-berlin.zoom.us) with your normal login information.
2. Plan a meeting and scroll to the part "***Video***". Turn off the video option for participants.
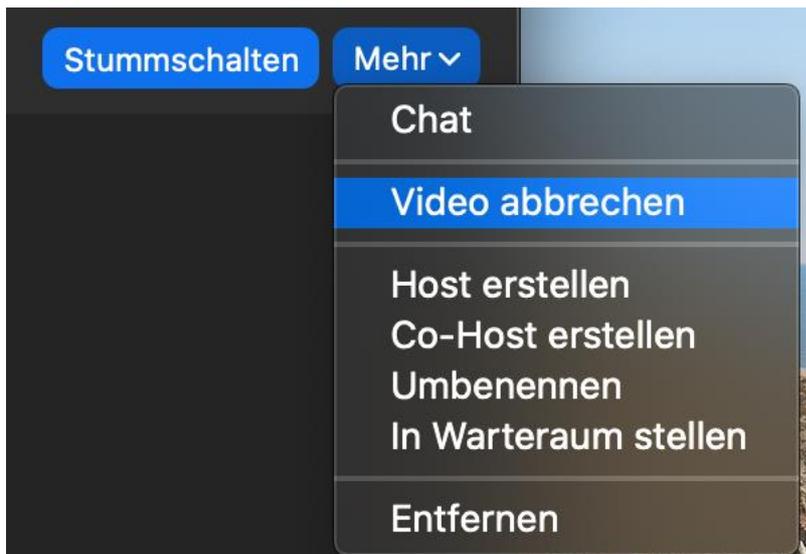
Video	Moderator	● Ein	○ aus
	Teilnehmer	○ Ein	● aus

3. Under „***Erweiterte Optionen***" („***Meeting Options***") please check the box „ „*Teilnehmer beim Eintrag auf Stummschaltung stellen*" („*setting participants on mute when entering the meeting*").
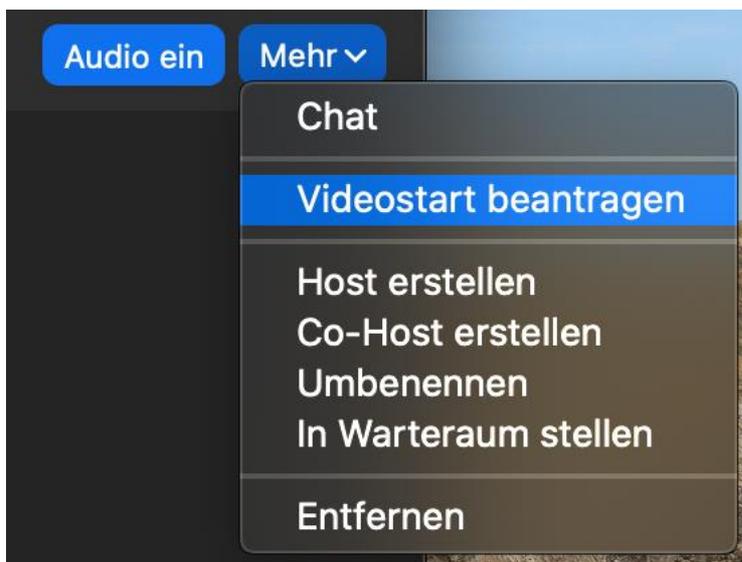
Meeting-Optionen	☐ Beitritt vor Moderator aktivieren
	☑ Teilnehmer beim Beitritt stummschalten ⬚

Important: This configuration does not prevent participants from enabling their cameras and speakers *later during* the webinar. If you wish to stop participants from using their cameras permanently, you can do so if you click within the **participants' list** next to the person's name on "**More**" and choose the corresponding option (see pictures below).
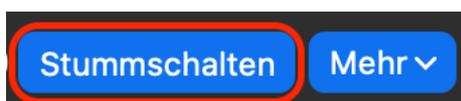
In the same way, you can allow the participant to use their cameras again by clicking on "*Videostart beantragen/Ask to Start Video*".
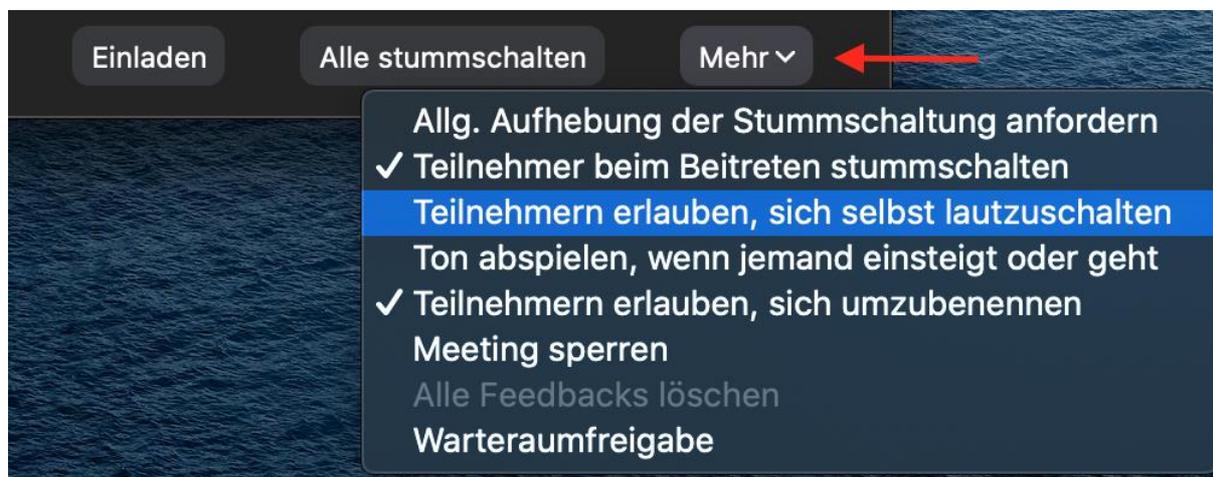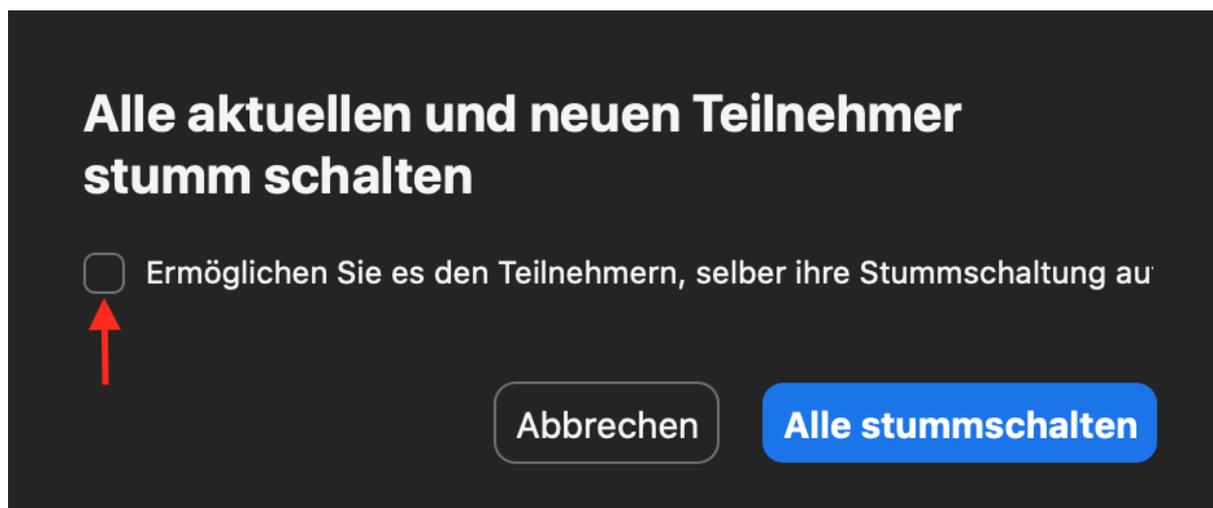

Audio
You can do the same regarding the participants' speakers.

If you wish to stop participants from using their speakers permanently, you need to click *below* the participants' list on „**More**" and disable the option "***Teilnehmern erlauben, sich selbst lautzuschalten/Allow Participants to Unmute Themseves***").

The same option you get when you click on the button „***Alle stummschalten***" ("***Mute All***"). Disable this option and confirm by clicking on „All *stummschalten*".

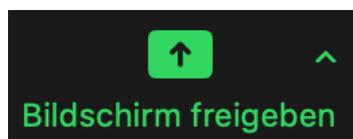## Optional: Hide non-video participants

The configuration explained above will make participants be shown only with their names in the Gallery View (black tiles). If you wish to change this view, you can switch to the following view and also recommend it to your participants.

Open Zoom and go to **Einstellungen/Settings**. Under „Video" you can check the option „***Teilnehmer ohne Videofunktion verbergen/Hide non-video participants***".
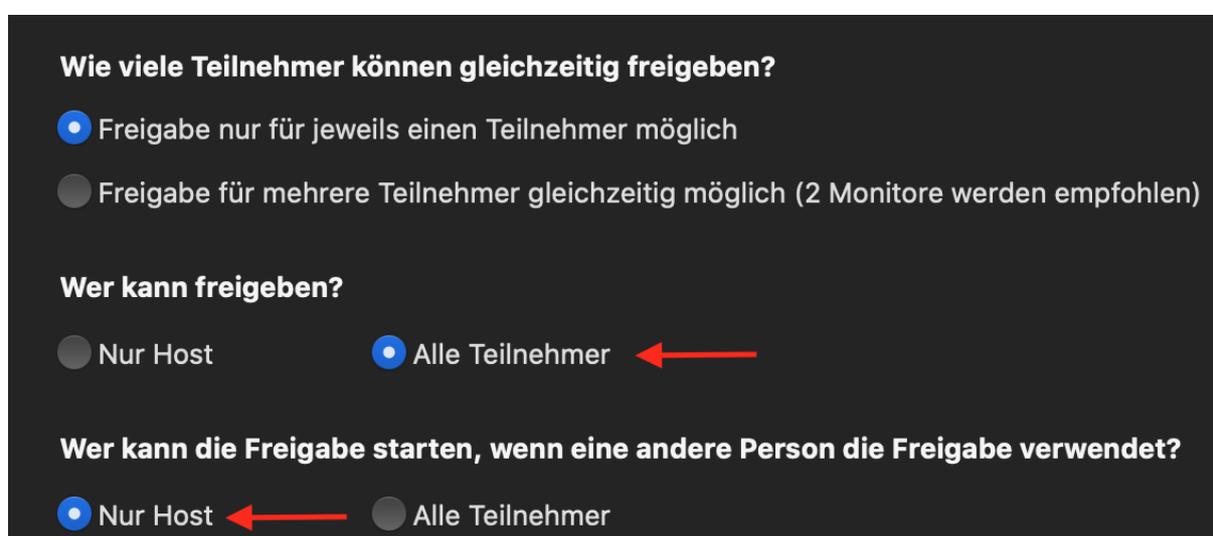

Screen Sharing

In the **standard configuration**, **only the meeting host** (you) can share their screen or individual windows of their screen. The button for screen sharing is a green button on the lower bar.

Click on this button and choose if you wish to share your complete screen or an individual window in order to show all participants. This function is **not** suitable for showing videos (neither in the meeting mode nor in the webinar mode).
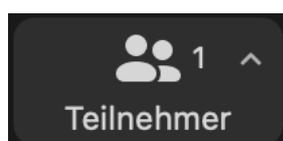
If you want to give other participants the option to share their screen, click on the little **arrow** on the right next to the symbol for screen sharing. *„Advanced Share Screen Options/Erweiterte Freigabeoptionen".* Chose the following options:
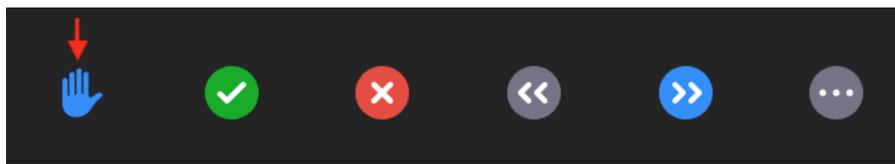

This way you can control who shares their screen. An information window will pop up to inform you which participants wants to share their screen. You can allow this or decline it.

Raising your hand in a webinar

Just like in a webinar, participants can raise their hand whenever they wish to actively contribute. In order to use this function, all participants should have the participants' list open in the meeting. To show the participants' list, click on the button in the bar below:

When you click on this button, the participants' list will open next to the video. On the lower bar of the list you will find several symbols and a "hand symbol" among these.
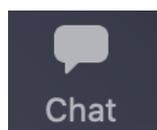
If you click on the symbols, they will show next to your name in the participants' list – visible for everyone. You can take down your hand again yourself or the host can do so (navigate to the participants' name and then click on "**more**").

Running a quick poll

You can use the above mentioned symbols to run a quick poll. The check mark symbol and the cross symbol can be used for Yes and No. We recommend to take not of the results immediately, because you cannot go back to the results later. This way of doing a quick poll is **not anonymously.**

Using the Chat

Just like in a webinar, participants can use the chat. You find the Chat symbol in the lower bar of the meeting.

By clicking on in, a chat window will open next to the video on the right side. It may be under the participants' list if you have that open. Chat messages can be send to everyone in the meeting or to individual participants or co-hosts.

As a host you can limit the chat. You can forbid the chat altogether or only allow messages to the host. Use the the button „More" directly in the chat window.

Running comprehensive polls

Just like in a webinar, you can run surveys in a meeting. You can prepare the questions in advance and have participants answer anonymously. Because this function ist quite extent, we recommend you check out Zoom's own tutorial:

https://support.zoom.us/hc/de/articles/213756303-Umfragen-für-Meetings

Q&A

There is no specific Q&A function in a Zoom meeting. For an alternative, we recommend using the chat function, the possibility to raise a hand and ask or the use of e-mails (with the most common questions in preparation of the webinar). You could also use an external Q&A tool, but you would need to check if it complies to HU data protection policy!

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Bitte beachten Sie auch den datenschutzrechtlichen Hinweis unter: https://otrs.hu-berlin.de/hinweis.html