

9/3/2020

- Start Meeting - keep Waiting Room on - listen for chime to admit attendees at 5 p.m.
 - Admin to log in 20 minutes early - Ask to Unmute
- Disable Chat - "Security" uncheck Chat
- Mute All - "Ask to Unmute" district personnel
- Break-out rooms - (do not rename)
 - Create Rooms Manually - add Administrators, then admit attendees at 5 p.m. and add to rooms
 - "Options"
 - Check - "Allow participants to return to main session at any time."
 - Check - "Countdown after closing breakout rooms set timer 60 seconds"
 - Broadcast message to all - "This is the 5 minute warning to return to the main session."
- Watch Participant List for attendee count.
- Monitor: When 300 registrants is reached, Edit and change to "Manually Approve" see below.

Step 1 - page 1

Meetings

- open all rooms

My Meetings (<https://everettsd.zoom.us/meeting?type=upcoming>) Edit ""Let's Connect" Central Region"

Topic

"Let's Connect" *Region One*

Description (Optional)

Enter your meeting description *Not Needed*

When

09/21/2020 5:00 PM

Duration

1 hr 0 min

Time Zone

(GMT-7:00) Pacific Time (US and Canada)

☐ Recurring meeting

Registration

☒ Required *(Complete after you Save.)*

Schedule For

Sally Lancaster (SLancaster@everettsd.org)

Meeting ID

☒ Generated ID 919 7892 8395 ☐ Personal Meeting ID 354 274 8631

Security

☒ Passcode 535714 ☒ Waiting Room

Video

Host

☒ on ☐ off



Meetings *After you Save*

My Meetings (/meeting?type=upcoming) Manage ""Let's Connect" Central Region"

Start this Meeting (<https://everettsd.zoom.us/j/91978928395>)

Topic

"Let's Connect" Central Region

Time

Sep 21, 2020 05:00 PM Pacific Time (US and Canada)

Add to

Google Calendar (<https://everettsd.zoom.us/meeting/tJUkcOGhrDMpE9Ezo5XIo5VY7VGZYv30vZQz/calendar/google/add>)Outlook Calendar (.ics) (<https://everettsd.zoom.us/meeting/tJUkcOGhrDMpE9Ezo5XIo5VY7VGZYv30vZQz/ics>)Yahoo Calendar (http://calendar.yahoo.com/?v=60&VIEW=d&TITLE=%22Let%27s%20Connect%22%20Central%20Region&in_loc=https%3A%2F%2Feverettsd.zoom.us/j/91978928395)

Meeting ID

919 7892 8395

Security

☒ Passcode

Show

☒ Waiting Room

Host

Sally Lancaster (SLancaster@everettsd.org)

Registration Link

<https://everettsd.zoom.us/meeting/register/tJUkcOGhrDMpE9Ezo5XIo5VY7VGZYv30vZQz>
(<https://everettsd.zoom.us/meeting/register/tJUkcOGhrDMpE9Ezo5XIo5VY7VGZYv30vZQz>) Copy Invitation

Include in monthly Newsletters, if possible.

Video

Host On

Participant On

Audio

Telephone and Computer Audio

Dial from United States of America

Meeting Options

Enable join before host

☒ Mute participants upon entry☒ Only authenticated users can join: Sign in to Zoom Leave "Only authenticated users can join" UNCHECKED - if checked only Everett Public Schools employees can join.

Automatically record meeting

Enable additional data center regions for this meeting



Delete this Meeting

Save as a Meeting Template

Edit this Meeting (<https://everettsd.zoom.us/meeting/91978928395/edit>)

715 8592 or +1 312 626 6799

Meeting ID: 919 7892 8395

International numbers available: <https://everettsd.zoom.us/j/91978928395>Start this Meeting (<https://everettsd.zoom.us/j/91978928395>)Registration **Email Settings** Branding

Email Contact:

Sally Lancaster, SLancaster@everettsd.org (<mailto:SLancaster@everettsd.org>)

Edit

Confirmation Email to Registrants

Send upon registration Send me a preview email

English ▾ | Edit

Want a webinar instead of a meeting? Convert this Meeting to a Webinar

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