This document goes over different meeting types that you may want to host in Zoom. Included are recommended settings you can configure on your meetings to make them conform to the intended meeting type.

**Meeting Types**

**Basic Collaboration Meeting**

Usage examples: weekly team meeting or presentations with multiple active participants
Pseudo-Webinar
Usage: webinar-like functionality without the official Webinar addon. This would be used for a host presenting without audience interaction. For large/frequent webinar usage, the addon is highly recommended. For more information go to [https://uw.service-now.com/catform.do?form=tmznbg](https://uw.service-now.com/catform.do?form=tmznbg).

After starting a “pseudo-webinar”, make sure participants cannot unmute themselves and that they are muted on entry. This is done from the “More” menu in the Participants Panel.
Usage examples: voice chat and/or screensharing without video
Useful Features

Advanced meeting controls:

- The security panel adds easy access to security settings for the meeting in progress.
- Go here to manage participants. You can mute/unmute as the host, raise your hand, etc.
- Share your screen. If helping somebody else, they'll need to share from their end.

When sharing, you can choose the entire screen or a particular application/window:

If you need to share the sound on your computer, check this box. If not, leave this unchecked!

Participant raising a hand from the “Participants” list:
When a participant “raises their hand”, the host will see a notification:

This will also be flagged in the participant list:

A host muting/unmuting individual participants:

A host muting/unmuting ALL participants (individual participants and be muted/unmuted – e.g. mute all, then unmute one particular participant)

Advanced participant settings under the “More” menu