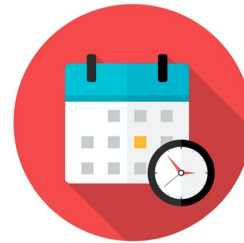




## Zoom Tips & Techniques

### Set Time for Join Before Host

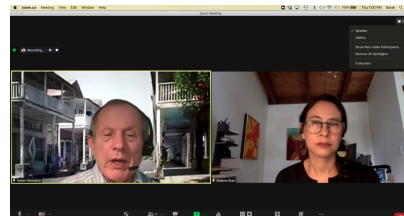
If you use the Join Before Host feature, maybe you have noticed that participants sometimes join way ahead of time - like a day, by mistake, or more than a half hour - then end up in a meeting wondering where everyone else is. Plus if you run attendance reports, it really throws off the numbers of the meeting duration. You'll be happy to hear that now you can set a window for how many minutes before your meeting starts (up to 15), that participants can join.



To do this, navigate on your portal to your **Settings> Schedule Meetings> Allow participants to join before host**. When this feature is enabled, you can check **Participants can join (select number of minutes from drop-down list) before start time**. Then click **Save**. You can also modify this in your individual Meeting Options. This ensures participants can join early, but not too early.

### Use Spotlight for Multiple Presenters

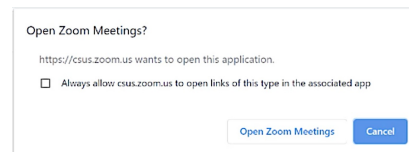
With Spotlight video you can designate up to 9 participants as primary active speakers for everyone to see in Speaker view. What that means is participants will see these speakers simultaneously, even when one isn't talking. It works well for a two-person interview, or for a larger group panel discussion.



As a host, hover over a participant's name in the participants list, then from the **More** menu select **Spotlight for Everyone**; as you select more people, the prompt changes to **Add Spotlight**. To get out of that mode, the host can select **Remove All Spotlights from View** (upper right corner). [More info](#)

### Join Links for Participants Not Active

If you're still getting feedback about Zoom links not being active in emails for your participants to click to join a meeting, here is a suggested workaround. Have them select the link in their email, **Copy** it, then navigate to their web browser. **Once in their web browser**, click in the Search bar, **Paste** it, then press Enter. They will be prompted if they want to Open Zoom Meetings, for which they should click the button to confirm. **Note:** Depending on their browser, they could get this prompt "Do you want to allow this page to open ["zoom.us"](#)? In which case they would click Allow.



When system dialog prompts, click **Open Zoom Meetings**.

**Coming soon: Drop-in Sessions on Tips**

We hope you have enjoyed reading these weekly Zoom Tips & Techniques. We'll finish up with them in October, then in November offer drop-in sessions where we discuss some of these tips in more depth. Stay tuned for more details.



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