

One Way to Reduce “Zoom Fatigue”:

Setting up Zoom Features Before Your Hosted Session Goes Live

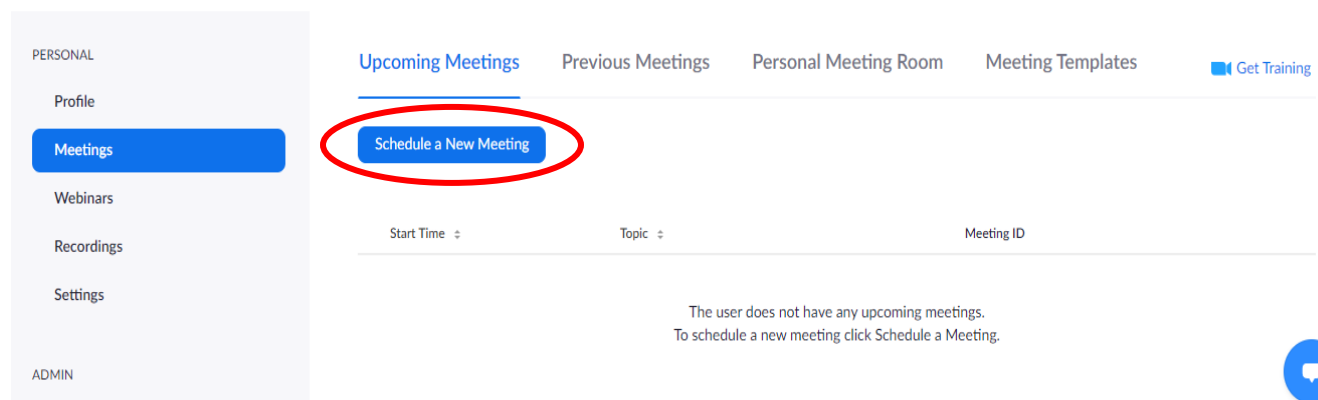
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There have been widespread reports about [“Zoom Fatigue”](#) recently as many more people use the software frequently to communicate with the outside world during the COVID-19 pandemic. For example, have you ever hosted a Zoom session and found that you quickly needed to make changes on the fly? This can feel distracting, take time away from the other responsibilities of hosting, and contribute to a Zoom Host feeling tired and exhausted.

Wouldn't it be nice if there were a way to tip the balance (at least a little) towards feeling more energized and less enervated during and after a session? Well, perhaps there is by being proactive with your session's settings ahead of time.

Below is a listing of some useful settings that can be set up on your [Zoom account](#) after you have logged into your account, where to set them up, and why they matter.

Note: Many of the settings in Schedule a Meeting (below) are duplicated (with slightly different wording) under Settings → Meeting if you want to make these default settings for multiple meetings. If so, these will display as already being selected when Scheduling a New Meeting below.

A screenshot of the Zoom account interface. On the left is a navigation menu with 'PERSONAL' and 'ADMIN' sections. Under 'PERSONAL', 'Meetings' is highlighted in blue. In the main content area, there are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Meeting Templates'. The 'Upcoming Meetings' tab is active, and a blue button labeled 'Schedule a New Meeting' is circled in red. Below the button is a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. The table is empty, and a message below it says: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.' There is also a blue speech bubble icon in the bottom right corner.

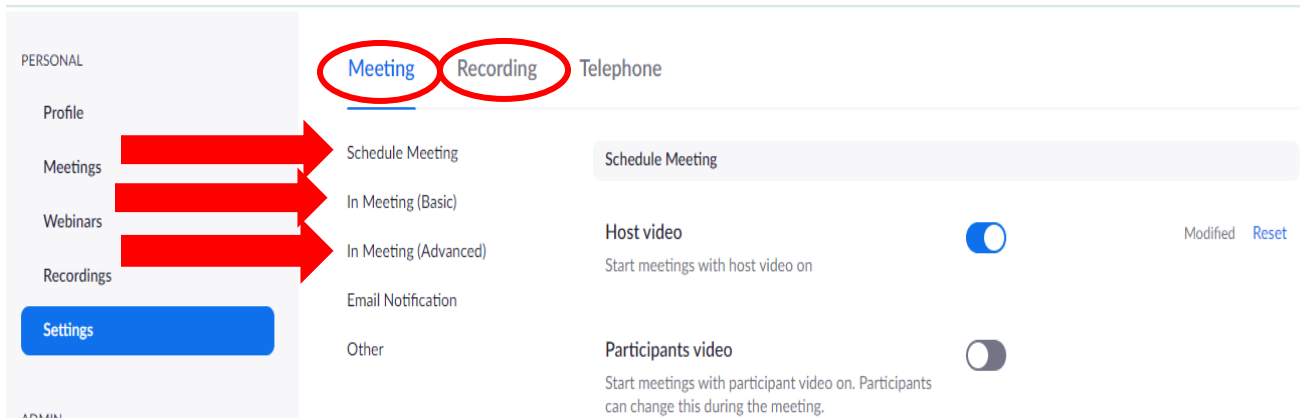
Schedule a New Meeting button (under Personal → Meetings, if you don't see as default) -> Schedule a Meeting features:

- **Audio – Both (computer and phone)** - Yes – This enables those who connect BOTH by phone and computer to be set up to hear the session from the beginning
- **Enable Join Before Host – No/Enable Waiting Room** - Yes – These two features work together for security and control, so the Host starts the meeting and can admit only those registered or expected for the meeting. They also can help prevent incidents of Zoom bombing where bad characters can take over a meeting even before the Host joins.

- **Mute Participants Upon Entry** – Yes – The host will enter the meeting with all of the participants initially muted to prevent an unnecessary din for everyone. The host can unmute the participants (individually or all at once) or the participants can unmute themselves as warranted during the meeting.
- **Record Meeting on Local Computer (See Settings -> Recordings below.)** – Yes - This can be activated or not when setting up the meeting. Thus, the Host will not have to press the Record button during the session if the host wishes to record it locally. (Note: Fee-based subscribers can also set up Cloud Recordings.)

Note: During the session, the Host can stop recording the session at any time if need be.

Note: If any changes are made in these any of these settings, don't forget to press the Save button at the bottom to save these features for the current session.



Settings -> Meeting -> In Meeting (Basic)

- **Auto Saving Chats** – Yes/No – If the Host wants to save the information contained with the chat messages exchanged during a meeting, then select this feature. Otherwise, don't.
- **Play Sound When Participants Join or Leave** - Yes
 - **Heard by Host Only** – This will help the Host keeps track of who is currently in the meeting.
 - **When Each Person Joins by Phone** – Record and Play Their Own Voice – Yes (To activate both options, press the Save button.) – This will help the Host keep track of who has entered the meeting.
- **Always Show Meeting Control Bar** – Yes - Otherwise, it is hidden and must be activated each time it is needed by scrolling toward the bottom of your screen.

- **Screen Sharing** – Yes/No – This setting is important for control and security of the meeting. If Screen Sharing will be needed during the meeting, then there are two sub-features to consider:
 - **Who Can Share** – Host Only/All Participants – I would leave on Host Only unless you know for sure that Participants will need to share their screens during the meeting.
 - **Who Can Share When Someone Else is Sharing** – Host Only. I would keep this setting off and take turns sharing, or if Participants can share, just allowing the host to have this authority.
- **Annotation** – Yes/ **White Board** – Yes – These two add-ons work together and will enhance screen sharing if it is done during a session. The Annotation tools are used to create images and text on the Whiteboard.
 - **Auto Save Whiteboard Content When Sharing Is Stopped** – No (probably unless there is a reason to retain this newly-created content)
- **Remote Control** – Yes/No – May be useful if the Host or Participant creating the White Board wants someone else to contribute to it. If the Host is expecting White Board collaboration during the meeting, then Remote Control should be invoked. Otherwise, leave it off.

Settings → Meeting → In Meeting Advanced

- **Breakout Room** – Yes
 - **Allow Hosts to Assign Participants to Breakout Room When Scheduling** – Yes
If Breakout Rooms are being used for a session, this splits up Participants attending into groups ahead of time instead of having to do so later on the fly.

Settings → Recordings – The two features below (Local Recording and Automatic Recording) work together and makes the process automatic for recording the meeting locally if the Host chooses.

- **Local Recording** – Allow Hosts and Participants to record the meeting to a local file – Yes
 - **Hosts Can Give Participants Permission to Record Locally** – Yes (probably)
- **Automatic Recording** – Yes
 - **Record on the Local Computer** - Yes

As you can see, there are about a dozen features you can set up ahead of time in Zoom that may make it easier to host a live session.

I would be interested in your feedback of this article if there are any you find particularly useful or others that I did not mention. Feel me to email me at roger@rogermagnusresearch.com and let me know your thoughts. Thank you.