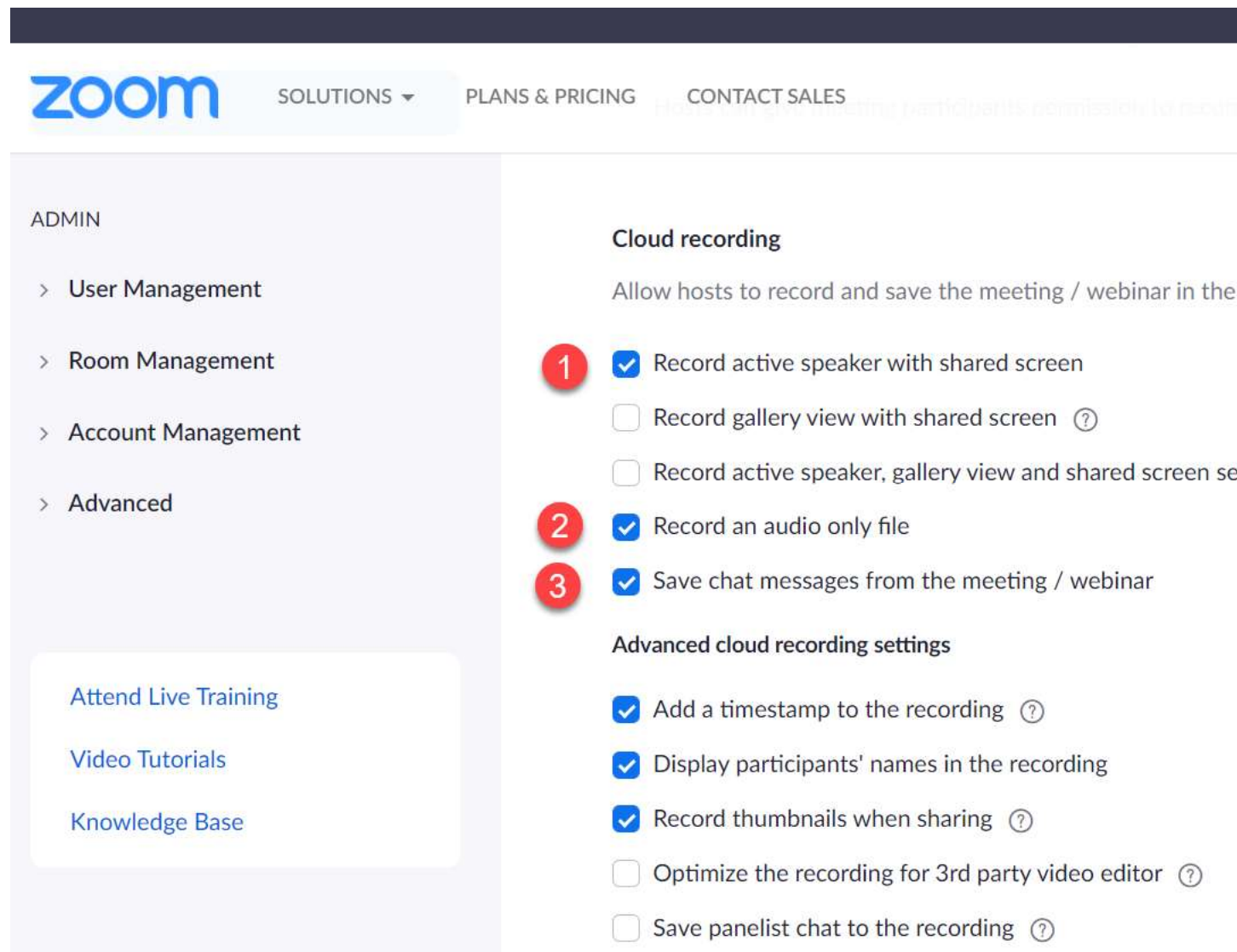


10 “Hat-ke” Tips to make Zoom Meetings effective

- 1) Don't do too many meetings, just because it's free. It's a cognitive load. If you do networking; it needs further processing as well. It's like planting a seed, nurturing it. **Hence limit these 1-2-1s.**
- 2) If you are recording the meeting, record it to Cloud if using a PRO version. Zoom sends you an email once the recording is ready to use. You can download that link. **Record in “Active Speaker” mode + Audio file download + Save Chat.**

The screenshot displays the Zoom Admin console interface. On the left, a sidebar menu is visible with sections for 'PERSONAL' and 'ADMIN'. Under 'PERSONAL', the 'Settings' option is highlighted with a red circle containing the number '1'. Under 'ADMIN', there are options for 'User Management', 'Room Management', and 'Account Management'. The main content area on the right shows the 'Recording' tab selected, indicated by a red circle with the number '2'. Below the tabs, there is a 'Security' section with a heading 'Require that all meetings are secured with one security option'. The text explains that if a security option is enabled, Zoom will secure all meetings. A 'Learn more' link with an external icon is provided. Below this, a yellow warning box states: 'Per new security guidelines, you cannot change your security option. Please contact your account admin for more information.' At the bottom, the 'Waiting Room' section is partially visible, with the text 'When participants join a meeting, place them in a waiting room'.





The screenshot shows the Zoom Admin console interface. On the left is a sidebar with the 'ADMIN' section expanded, showing options like 'User Management', 'Room Management', 'Account Management', and 'Advanced'. Below these are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'Cloud recording' and includes a sub-header 'Allow hosts to record and save the meeting / webinar in the'. Below this, there are three numbered steps (1, 2, 3) each with a checked checkbox: 1. Record active speaker with shared screen; 2. Record an audio only file; 3. Save chat messages from the meeting / webinar. Further down, under 'Advanced cloud recording settings', there are more checkboxes, some checked and some unchecked, including 'Add a timestamp to the recording', 'Display participants' names in the recording', 'Record thumbnails when sharing', 'Optimize the recording for 3rd party video editor', and 'Save panelist chat to the recording'.

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ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Attend Live Training

Video Tutorials

Knowledge Base

Cloud recording

Allow hosts to record and save the meeting / webinar in the

- 1 ☒ Record active speaker with shared screen
☐ Record gallery view with shared screen ⓘ
☐ Record active speaker, gallery view and shared screen se
- 2 ☒ Record an audio only file
- 3 ☒ Save chat messages from the meeting / webinar

Advanced cloud recording settings

- ☒ Add a timestamp to the recording ⓘ
- ☒ Display participants' names in the recording
- ☒ Record thumbnails when sharing ⓘ
- ☐ Optimize the recording for 3rd party video editor ⓘ
- ☐ Save panelist chat to the recording ⓘ

3) **Schedule follow-ups through ZOHO CRM.** Follow-up is just doing what you said you will do. It's not ridiculous follow up, It's not hammering.



Welcome Soumitra

Active Fo

Today + Overdue Tasks

Activity Type	Related To	Due Date	Subject	Description
Tasks	@ N Nahz	02/06/2021	121	
Tasks	@ A Dhar	02/06/2021	Casual Touch	
Tasks	@ K Lond	01/06/2021	Whatsapp follow up	
Tasks	@ N	01/06/2021	Refer Agua Puro Connect	
Tasks	@ H Baba	01/06/2021	Message on FB	Response to my message on WA

Todays Scheduled+Overdue Calls

Subject	Related To	Call St
Final List of elements from the quote	@ Nirz Mantri	02/06 07:00
Comments about the quote ?	@ Prai Smart	02/06 06:00

4) Use Google Calendar with Tasks to keep records in Place, sync it with your Mobile

Today < > May – Jun 2021

Week

GMT+05:30

SUN 30 MON 31 TUE 1 WED 2 THU 3 FRI 4 SAT 5

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

Tasks

My Tasks 2

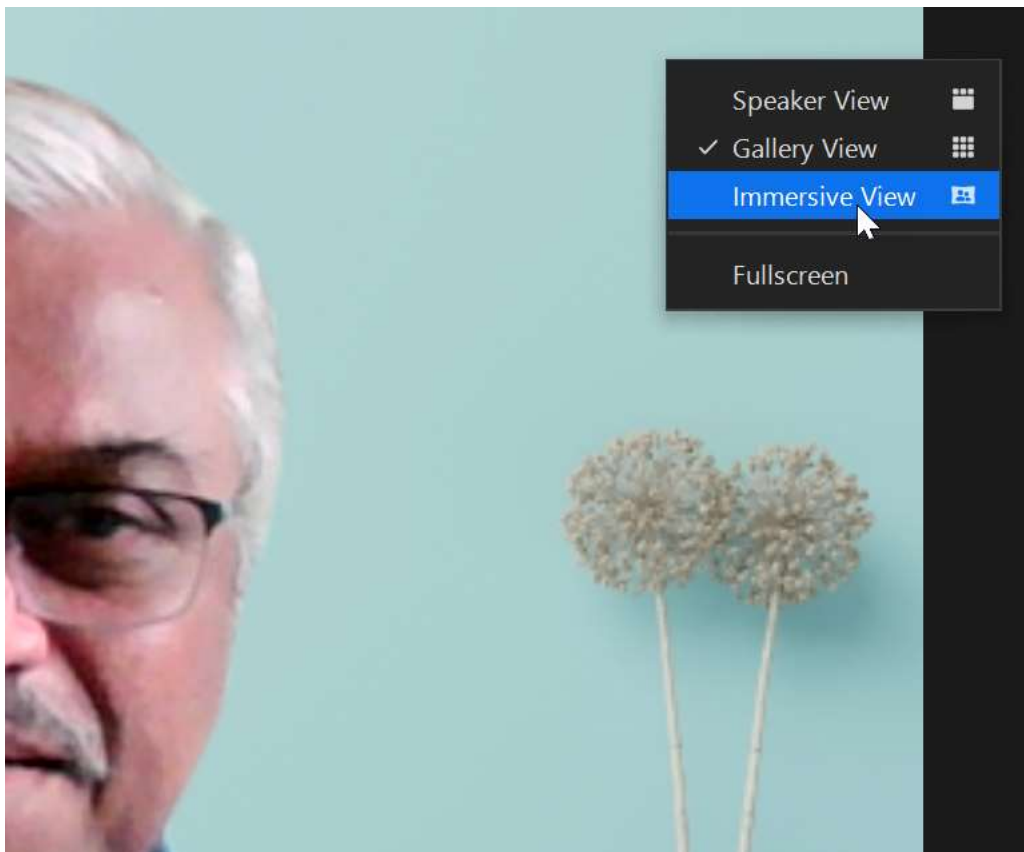
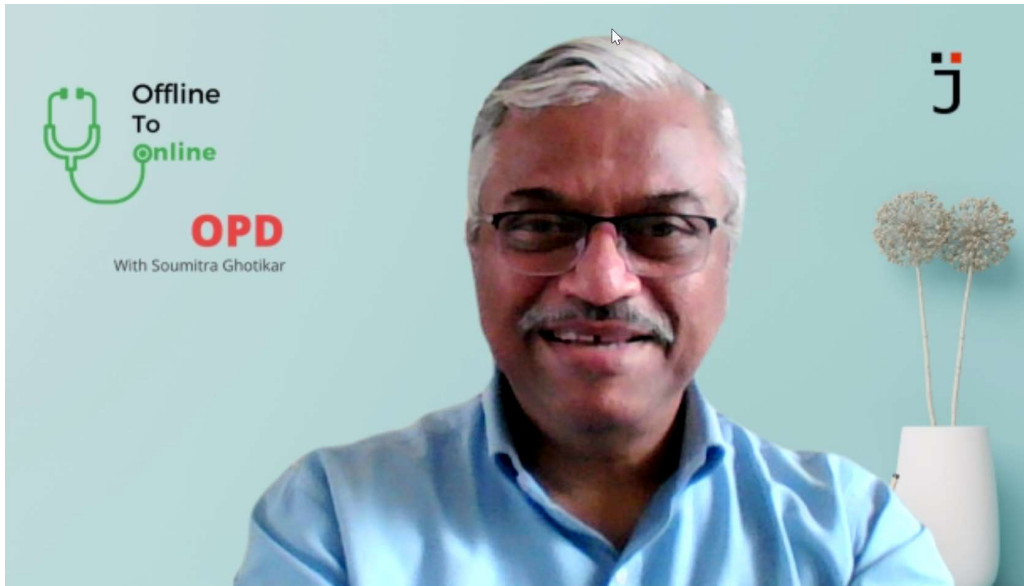
Add a task

- Call:- Mr. Pran
- Call:- Mr. Yoge
- Nilesh Gaikwar Rs:- 18,150/-
- Nilesh Gaikwar Rs:- 18,150/-

5) Make your “Look & Feel” Impressive. Attend the meeting in a professional way. Keep your dressing formal. Try changing your **Zoom Virtual Backgrounds** to suit to your brand. You can use Canva to create your own background yourself. You can also try the new “Immersed View” feature from Zoom.



Soumitra M Ghotikar | Mentor (Pune Chapter-BYST) | Linked In :
<https://www.linkedin.com/in/soumitra-ghotikar/>



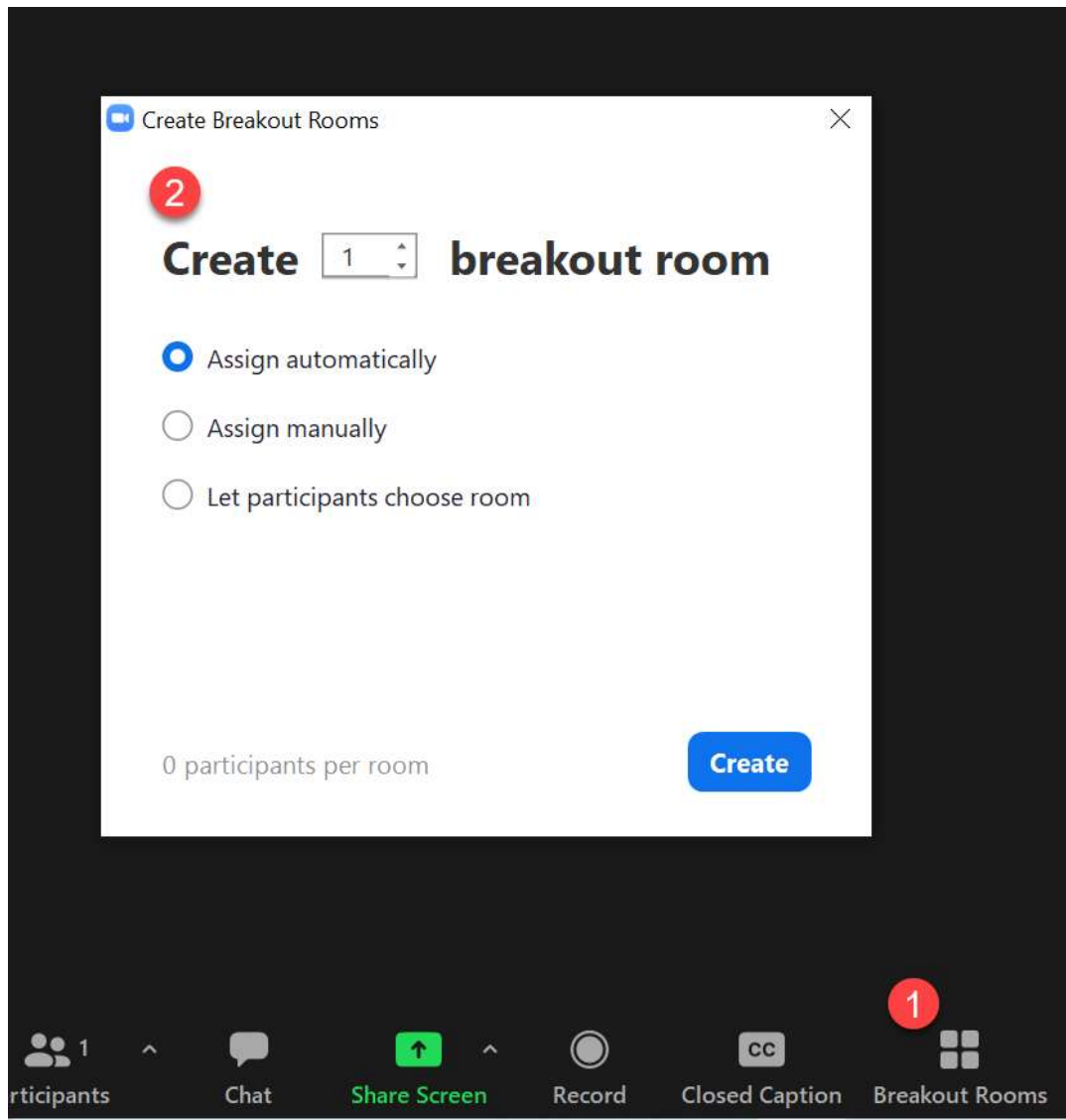
What we do ? : [Check Website](https://joywebservices.com) :- <https://joywebservices.com>

Soumitra M Ghotikar | Mentor (Pune Chapter-BYST) | Linked In :
<https://www.linkedin.com/in/soumitra-ghotikar/>



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- 6) Use **Break-Out Rooms** from Settings , split participants into separate rooms.

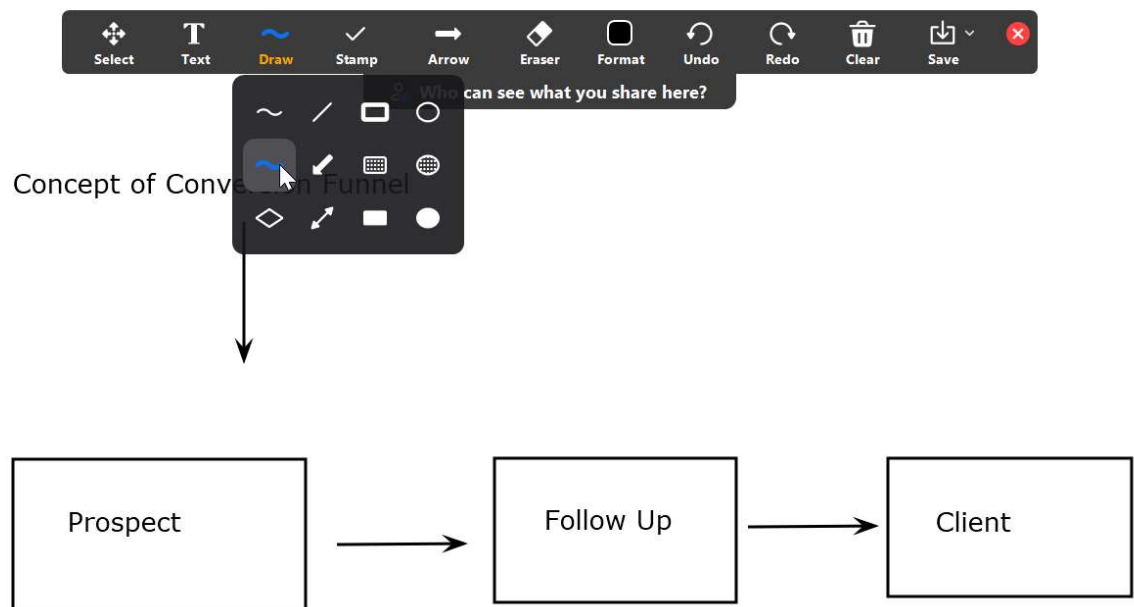
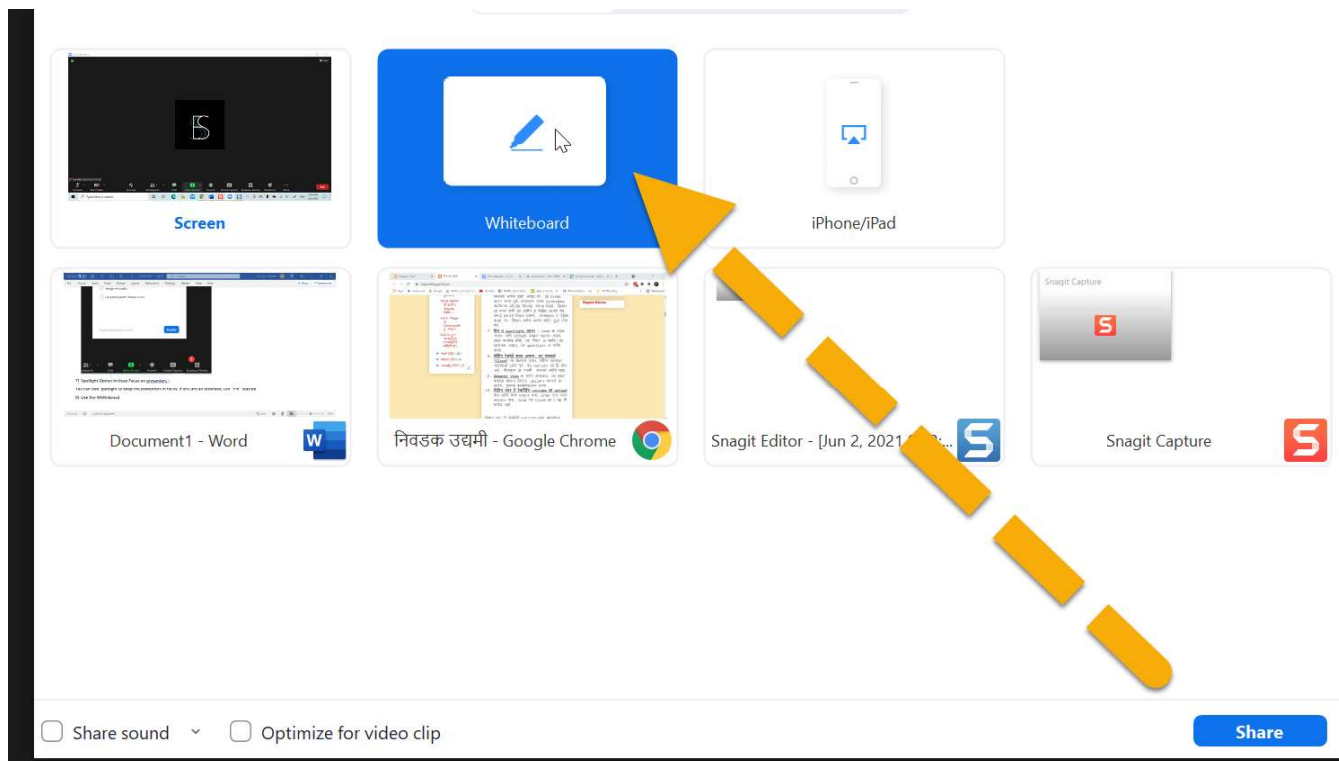


- 7) **Spotlight Option** to keep Focus on presenters :-

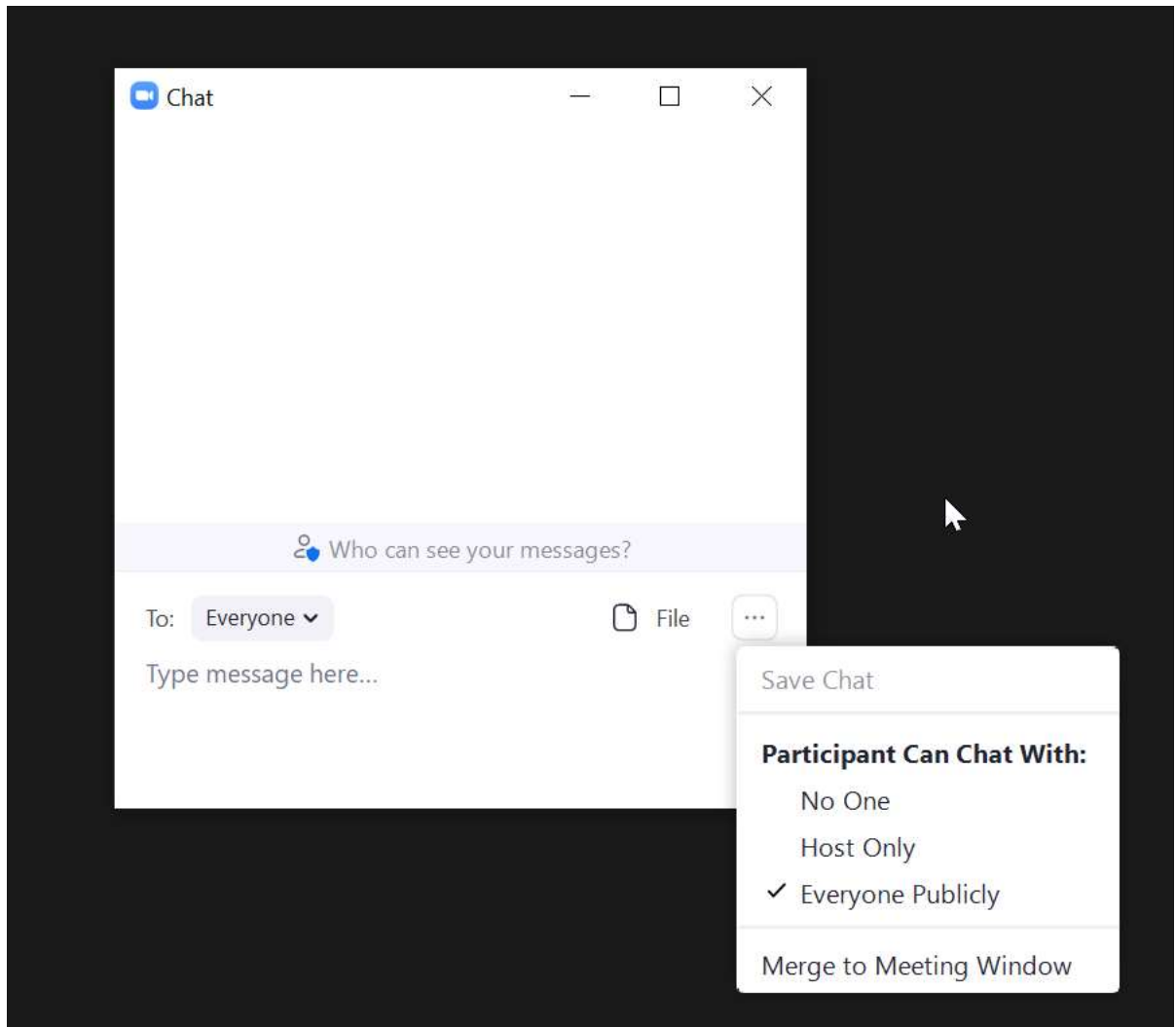
You can Add Spotlight to keep the presenters in focus. If you are an attendee, use “Pin” feature

- 8) Use the **Whiteboard**. They are saved inside zoom folder





- 9) Save Chat, Send File : Send your all files instantly from the meeting itself to reduce the gap between follow-ups. Also save Chats to store all information in 1-place. These files can be accessed from Documents => Zoom Folder Later.



- 10) If recording to be used for engagement, then upload it on youtube, once done, delete the same from zoom to reduce the space (2 GB)



Soumitra M Ghotikar | Mentor (Pune Chapter-BYST) | Linked In :
<https://www.linkedin.com/in/soumitra-ghotikar/>

The screenshot shows the Zoom Cloud Recordings page. On the left is a sidebar with 'PERSONAL' and 'ADMIN' sections. The 'Recordings' option in the 'PERSONAL' section is highlighted with a red circle and the number 1. The main content area has tabs for 'Cloud Recordings' and 'Local Recordings'. Below these are filters for 'From' and 'To' dates, and a status dropdown. A search bar with 'Search by ID' and a 'Search' button is present. Below the search bar are buttons for 'Delete Selected (1)' (annotated with a red circle and number 3) and 'Delete All'. A table lists recordings with columns for 'Topic', 'ID', 'Start Time', and 'File Size'. One recording is listed: 'NU Select Weekly Meet' (annotated with a red circle and number 2), ID '848 5755 0502', dated 'May 28, 2021 07:35 PM', and size '4 Files (413 MB)'. To the right of the table are 'Share...' and 'More' buttons. A 'Trash (1)' button (annotated with a red circle and number 4) is at the top right. A 'Settings' link is at the top right of the main area. A blue chat bubble icon is at the bottom right.

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PERSONAL

Profile

Meetings

Webinars

Recordings 1

Settings

ADMIN

> User Management

> Room Management

> Account Management

Cloud Recordings Local Recordings Settings

From dd/mm/yyyy To 02/06/2021 All Status

Search by ID Search Export

3 Delete Selected (1) Delete All 4 Trash (1)

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input checked="" type="checkbox"/>	NU Select Weekly Meet 2	848 5755 0502	May 28, 2021 07:35 PM	4 Files (413 MB)	Share... More



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