

# ZOOM

## HOW TO GUIDE FOR HOSTING MEETINGS AND WEBINARS

14 April 2020

**Allianz** Retire+  
POWERED BY PIMCO

CLASSIFICATION: PUBLIC

**Allianz** 

# DISCLAIMER

Allianz Retire+ has ceased the use of Zoom video-conferencing due to privacy and security concerns. There have been recent reports in the media that suggest that Zoom has been found to have software vulnerabilities that can enable hackers to gain access to and disrupt Zoom meetings. Allianz Retire+ does not endorse the safety, security or privacy of Zoom video-conferencing.

Allianz Retire+ does not in any way recommend the use of Zoom. Zoom may not be secure. Advisers should ensure that they make their own enquiries about the performance of Zoom and its security features. Please consider whether you should (a) Password protect your meeting so that anyone with a link will also need to enter a code, and (b) Lock your call down by selecting the 'more' button at the bottom of the participant list on the right hand side of the screen.

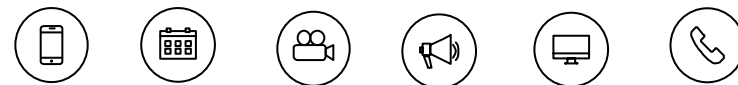


# SCHEDULING A MEETING

# 01

Meetings are designed to be a collaborative event with all participants being able to screen share, turn on their video and audio, and see who else is in attendance.

<https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>

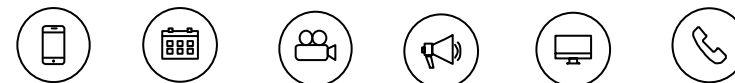


# SCHEDULING A WEBINAR

# 02

Webinars are designed so that the host and any designated panelists can share their video, audio and screen. Webinars allow view-only attendees. They have the ability to interact via Q&A, chat, and answering polling questions. The host can also unmute the attendees.

<https://support.zoom.us/hc/en-us/articles/200917029-Getting-Started-With-Webinar>

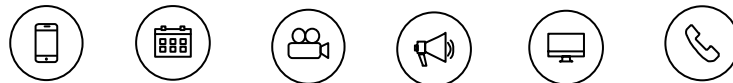
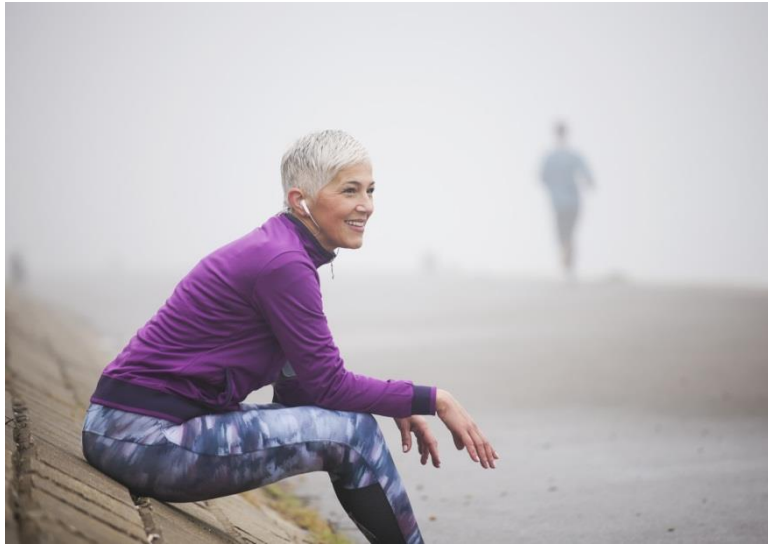


# IN MEETING TOOLS EXPLAINED

# 03

Video explains what the icons on screen during a meeting mean and what you are able to do as a host.

[https://youtu.be/ygZ96J\\_z4AY](https://youtu.be/ygZ96J_z4AY)



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