

Hello. It looks like you're using an ad blocker that may prevent our website from working properly. To receive the best experience possible, please make sure any blockers are switched off and refresh the page.

If you have any questions or need help you can email us

people will try to talk at once. In others, everyone will sheepishly wait for...

**Amy Vetter** • Jul. 07, 2020



In January, Zoom was a niche concern, a videoconferencing service used by businesses and other organizations to bridge the distance when somebody couldn't make a meeting in person. Today, after months of work and social restrictions designed to help combat the coronavirus pandemic, Zoom is nothing less than a part of our culture. Monthly active users have **increased** by a factor of 10, and uses are varied. We talk to our families on Zoom, we **party** on Zoom, and of course, we work on Zoom. How well we work on Zoom, though, is a matter where results may vary.

At this point, I'm willing to bet that you have a grasp of the basics. You probably

Hello. It looks like you're using an ad blocker that may prevent our website from working properly. To receive the best experience possible, please make sure any blockers are switched off and refresh the page.

If you have any questions or need help you can email us

## **Get quick and clear responses with polling**

If you've ever asked a question to a large group during a videoconference, you know that getting a response isn't always straightforward. In some instances, a dozen people will try to talk at once. In others, everyone will sheepishly wait for somebody else to speak up. Zoom's [polling](#) feature is a great workaround for this inherent shortcoming. Polling allows you to send a custom survey to all members of a meeting, complete with custom responses for them to select. Once complete, the host will be able to see and share results. If you quickly need to put something to a vote or take the team's temperature on an issue, polling makes it a breeze. Do note that users designated as hosts or co-hosts for a particular meeting will not be able to participate in surveys.

## **Eliminate in-meeting busywork with scheduling privileges**

Oftentimes, the person who sets up and schedules a Zoom meeting is not the person running it. The usual fix for this is to simply have the person who set up the meeting assign the proper host upon their arrival. While that works just fine, you can eliminate the busywork by granting [scheduling privileges](#) to other users. It takes a moment to set up, but if your scheduler can set up meetings on behalf of others, it will make them run with fewer hitches once they begin.

## **Use extra rooms for added functionality**

Zoom also offers [waiting rooms](#) and [breakout rooms](#) so you don't have to have all meeting participants in the same virtual space at once. The waiting room features will hold all participants in a holding space (kind of like "The Good Place" waiting room) until the host calls them into the meeting. This is a great tool if, say, you're conducting a review and want to prepare before inviting the person being reviewed into the meeting. Breakout rooms can be created once a meeting has begun, for small

group sessions or other segmented assignments. They can be assigned manually or

Hello. It looks like you're using an ad blocker that may prevent our website from working properly. To receive the best experience possible, please make sure any blockers are switched off and refresh the page.

If you have any questions or need help you can email us

difference in the world.

=====

Amy Vetter is a CPA.CITP, CGMA is an accomplished c-suite executive and board member with deep experience in cloud technology and transformation, creating go-to-market (GTM) strategies to scale businesses nationally and internationally.

<https://www.amyvetter.com>

Firm Management • Technology

CPA Practice Advisor is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors.

© 2024 Firmworks, LLC. All rights reserved