

Hosting a Zoom Meeting



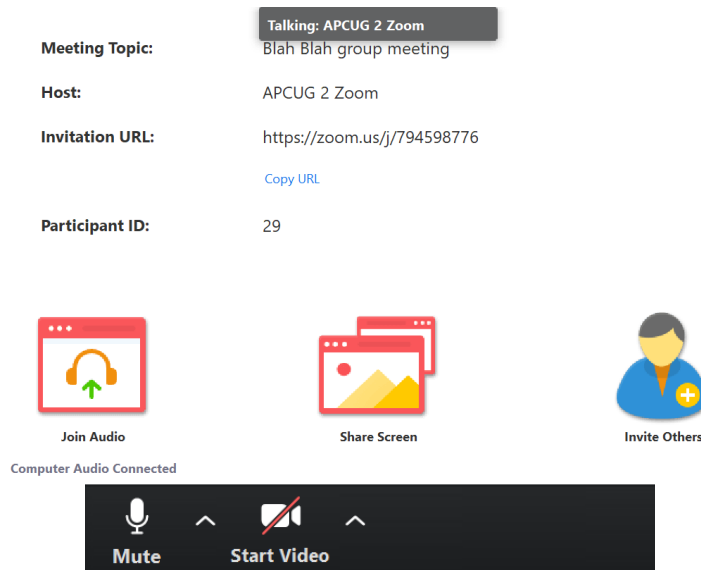
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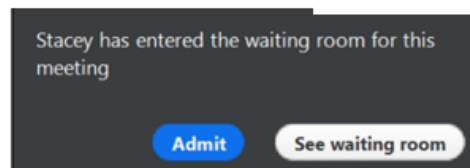
- Sign into the Zoom account and click Start this Meeting.



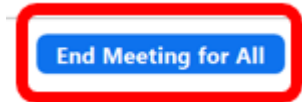
- Click on Join Audio
- If your video isn't on, click on the *Start Video* icon to show your screen and start the meeting.



- **Waiting Room** – Before you start the meeting, decide on who you want to be your meeting Co-hosts (one to admit attendees from the Waiting Room and another to monitor the Chatbox). Admit these two participants first so they can be upgraded to Co-hosts, When you start the session/meeting, you will need to click on Admit all so attendees in the Waiting Room can enter. If there are late entrants, the box will pop up to let the Co-host know someone is waiting.



- Click on **End Meeting for All** to close the meeting. Individual participants can leave the meeting at any time.



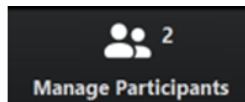
It is suggested there be three co-hosts:

- 1 - To monitor the Waiting Room and admit participants
- 2 - To monitor the Chatbox
- 3 – The presenter so he/she can share the screen to give a presentation. As of 5/23, the default has been changed to only Host can share his/her screen.

Controls for Hosts and Co-hosts

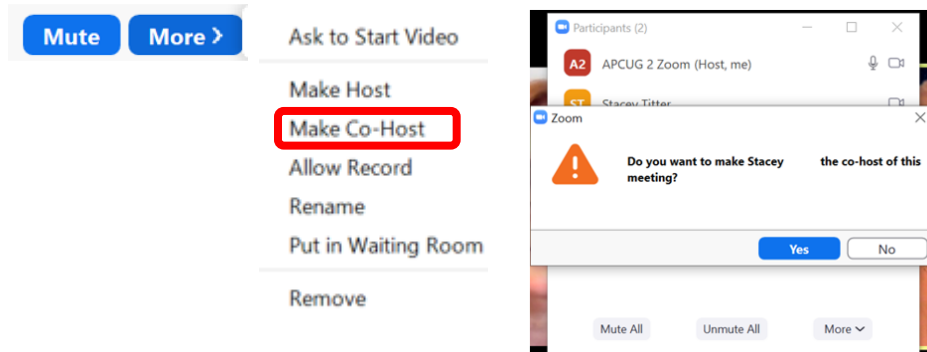
Hosts and Co-hosts can control the following features:

- Mute all participants
- Request that a participant unmutes
- Stop a participant's video
- Request that a participant start their video
- Prevent participants from screen sharing
- Rename a participant
- Choose to play an enter or exit chime
- Lock the meeting to prevent anyone new from joining
- Place participants in the waiting room or admit/remove participants from the waiting room (waiting room can only be enabled by the Host)



Adding a Co-host

- Hover over a name in Manage Participants and More, click Co-Host.

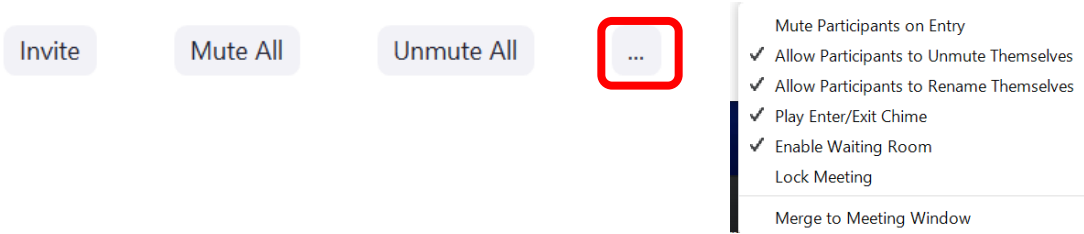


Rename a Participant

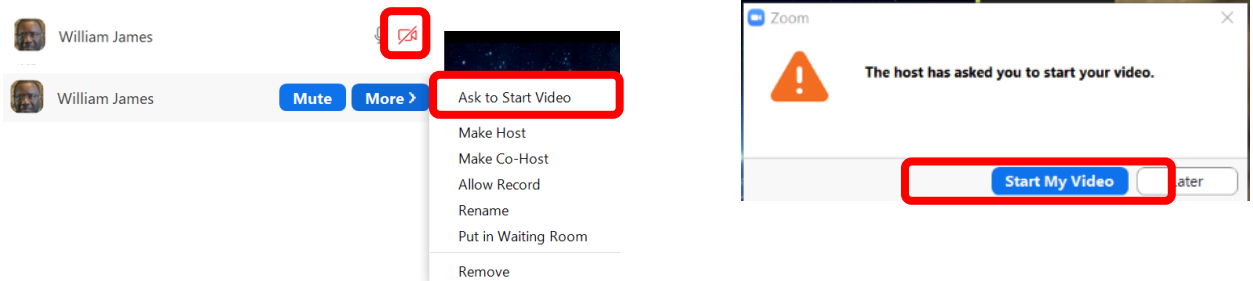
- Rename a Participant by hovering over their name and clicking More or
- Click on the 3 dots in the upper right corner of a participants thumbnail
- Participants can also do this



- At the bottom of the Participant list, click on the 3 dots to customize the choices.

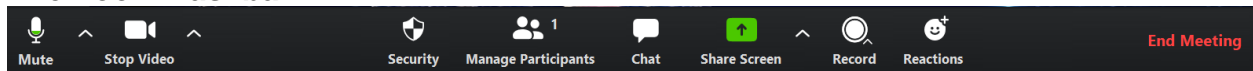


Ask to Start Video - If a participant does not have his/her video turned on, hover over the participant's name and More, click on Ask to Start Video. This is what the person sees.

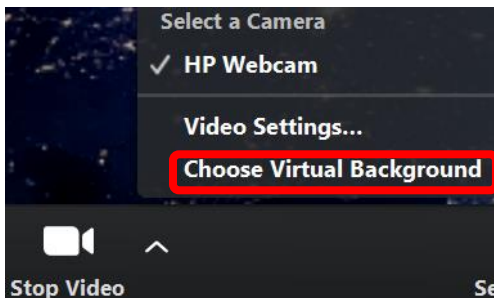
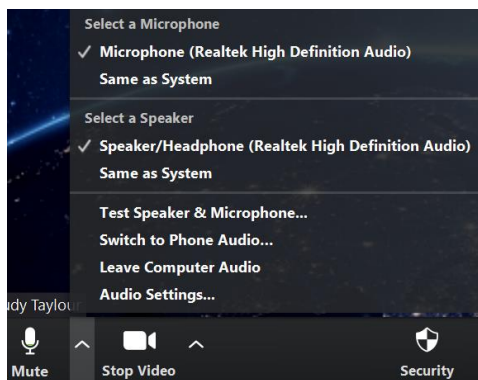


Ask if OK to Unmute a participate – (coming up)

The Zoom Taskbar



- Mute and Stop Video are for participants to Mute/Unmute themselves and Start and Stop their video. In emails you send to groups, you should always include www.zoom.us/test and ask members to check their audio before the meeting.
- Participants can Choose a *Virtual Background*; if it doesn't work, their CPU does not meet the standard for using that feature.
- Click on the + sign to add their own picture

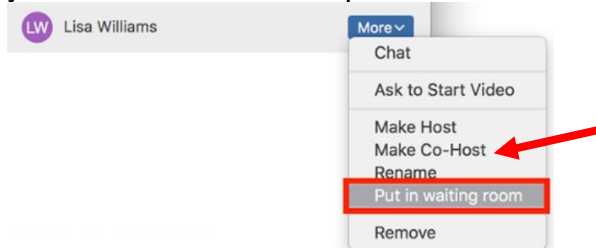


Security Icon



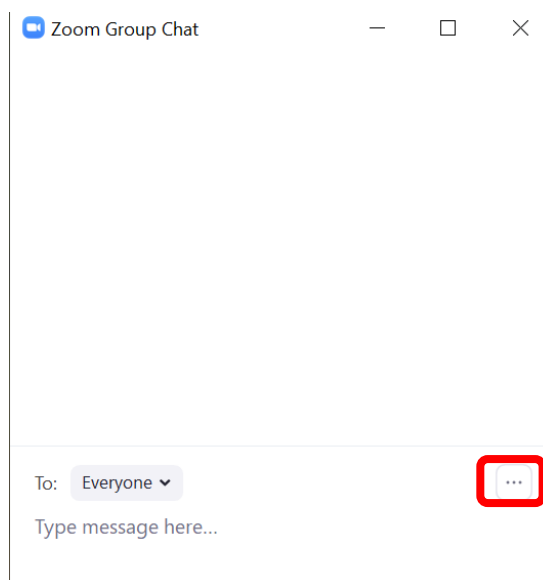
Lock Meeting – As security precaution, meetings can be locked at a designated time after the meeting begins. Several groups are locking their meetings 15-minutes after it begins. The information is included in the invitation email and no one can enter after the meeting is locked.

Enable Waiting Room - This lets the Host control when people join the meeting and check out if those in the *Waiting Room* were invited to the meeting. The Host can send attendees back into the *Waiting Room* if need be. Hover over a *Participants* name and you will see the below options.



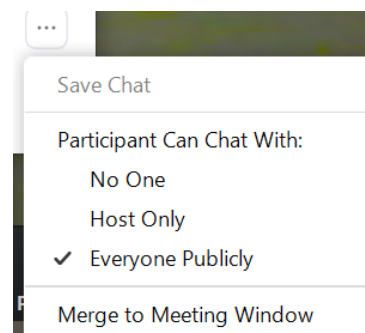
- If someone needs to be removed from a meeting, click on *Remove*; they will be unable to return to the meeting.
- You can designate a *Co-Host*.

Chat



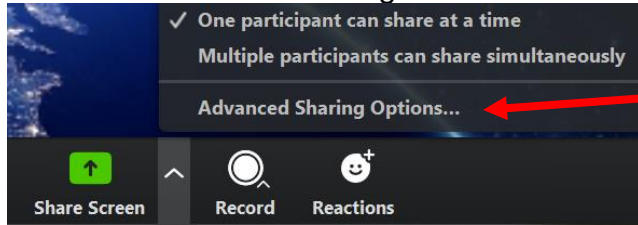
Some participants might be more comfortable asking questions via the Chatbox. It can be moved to either side of the screen

Depending on the setting, participants can send a chat to No One, Host Only, or Everyone Publicly. If you want to save the chat, click on the three dots in the lower-right corner and click Save Chat. It will download as a .txt file.



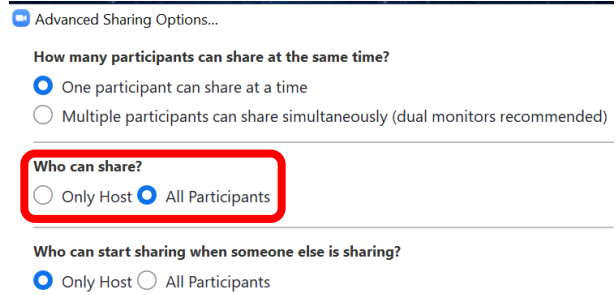
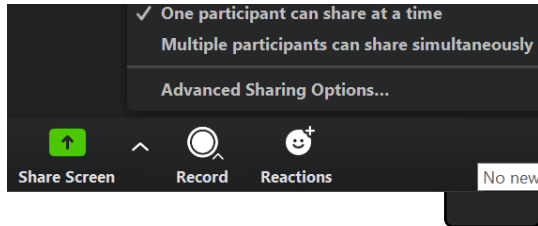
Share Screen

Click on the arrow to the right of the icon.

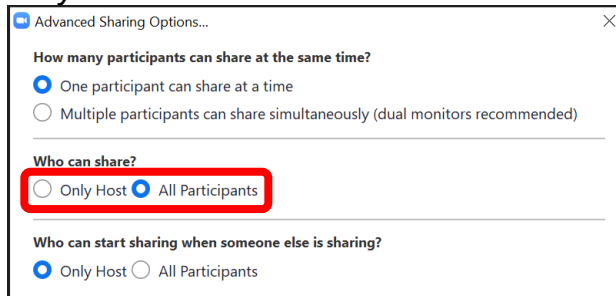


Click on Advanced Sharing Options....

If only the *Host* will be sharing his/her screen, click the *Who can Share? Only Host* button.



OR Under Advanced Sharing Options, for security purposes, click on *Who can share? Only Host*.

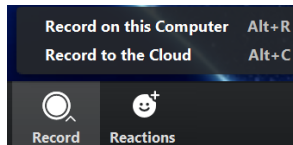


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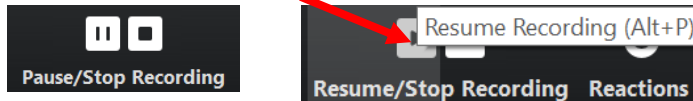
**Upcoming changes – Only host can share pre-selected.

Ask participant if OK to Unmute

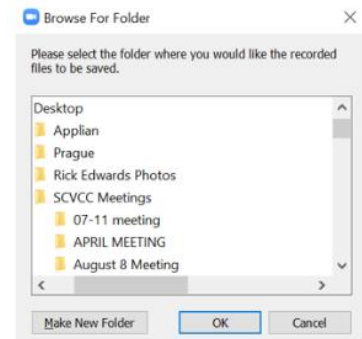
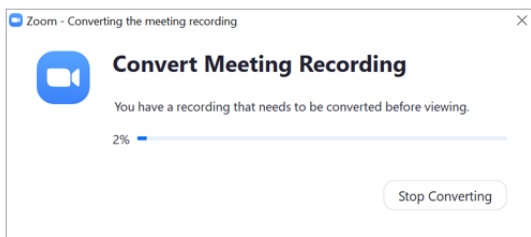
Record



- Choose *Record on this Computer*; the recording will download to the hard drive of the person who scheduled the meeting.
- After a recording has been started, click Pause or Stop Recording at the bottom.



- After you End the Meeting, you will see Convert Meeting Recording
- A Zoom folder is automatically created with the first recording.
- When the recording is finished, you will see the below asking where you want to save the recording.



- Click OK to download the recording to the Zoom folder.
- I use VLC Media to play videos; the icon is to the left of the MP4

<input type="checkbox"/>	Name	Date modified	Type	Size
<input type="checkbox"/>	audio_only.m4a	4/18/2020 1:15 PM	M4A File	66,866 KB
<input type="checkbox"/>	chat.txt	4/18/2020 12:44 PM	Text Document	1 KB
<input type="checkbox"/>	meeting_saved_chat.txt	4/18/2020 12:44 PM	Text Document	1 KB
<input type="checkbox"/>	playback.m3u	4/18/2020 1:15 PM	M3U File	1 KB
<input type="checkbox"/>	zoom_0.mp4	4/18/2020 1:15 PM	MP4 Video File (VLC)	1,189,912 KB

Reactions - *Clap* or *Thumbs Up* appear on a participants thumbnail.

