

# HOSTING A ZOOM MEETING

## ROLES

Host – Moderator/Class Assistant

Co-Host – Instructor

## DUTIES

Host

1. Schedule, Start and End the meeting.
2. Assign the instructor as co-host.
3. Start the meeting 15 minutes before the scheduled class time. Members will arrive early and want to chat among themselves.
4. Greet the participant with opening remarks and class rules.
  - a. Informing participants that their microphones should be muted during the talk.
  - b. Inform the participant how to use the Chat feature and Raise Hand icon to let the host know that the participant would like to ask a question or make a comment.
5. Mute all attendees at the start of the class. Remember to unmute the instructor.
6. Monitor Chat box and respond to private chat questions from participants
7. Mute participants as they join in and after they speak if they do not do it themselves
8. Monitor the Participant window to see if there are people are raising their hands.
9. Stay for the entire duration of the class, even if it runs over and removing participants manually who do not know how to leave a Zoom session on their own.
10. Make sure you contact instructor to help with hand-outs or emails.
11. At the start of the last class, post the link to the online evaluation.

Co-Host

See Tips for Zoom Presentations in Operational Guidelines.

## SIGN UP FOR ZOOM

To sign up for Zoom visit <http://zoom.us>. The host will need to sign up for the pro version of Zoom and ICL will reimburse the host for the cost.

- Zoom will request your email address and you will be asked to confirm the link: “We’ve sent an email to [xxxxx@xx.com](mailto:xxxxx@xx.com)”
- Click the confirmation link in that email to begin using Zoom.
- After you activate your account you will be directed to the “Welcome to Zoom” page where you will provide your name and create a password.

**You are now ready to schedule your first meeting!**

## ZOOM OPERATIONAL GUIDELINES

### SCHEDULE A MEETING

1. Start Zoom. Click **Home**. Click **New Meeting** to start now or click **Schedule** to start later. If later, log in to ZOOM and into your meeting at the scheduled date and time.
2. Choose a Title for Your Topic

3. Choose a Date and Time to begin your meeting
4. You may have to choose time zone
5. You can choose to create a course name and a meeting password or use defaults
6. Choose whether your host video should be on or off (If you would like the group to see the speaker's face, choose host video on).
7. Choose whether your guest video should be on or off. **Video on** means your guest will be visible if they have a camera. It is advisable to choose **Video off** if you are planning a lecture.
8. Choose how your guests will access audio – by calling in or through their computer or both. The default is **both** telephone and computer audio.
9. Send the meeting invitation to your guest. **Safely** invite members to your meeting by sending a personal email with a note and include the meeting ID number and password in the email.

## **START MEETING**

### Host

1. Open Zoom, click **Meeting**, select your meeting, and click **Start**.
2. Click on Join Audio Conference by Computer
3. Click on Mute Audio and choose **No Video** until you are ready to speak and be seen.

### Co-Host

1. **If applicable**, bring up the Power Point and queue it to start. Click on **Share Screen**.
2. Select the window where the PowerPoint slides are visible.
3. The PowerPoint or document you would like to display will be highlighted in green. You can scroll through your document or PowerPoint. When the presentation, meeting or lecture is over, mute the microphone, end the video, and stop screen share.
4. The share screen functionality allows the speaker to share the information appearing on their laptop or desktop. In the case of a lecture, the speaker will appear in the upper right corner of the monitor if the meeting is set to **video on**. The PowerPoint or document the speaker wishes to showcase will appear on screen when **share screen** is chosen.

## **STOP OTHER PARTICIPANTS FROM SCREEN SHARING**

Click the arrow next to **Share Screen** in the host controls at the bottom of the Zoom screen, then select **Advanced Sharing Options** and make sure the option to **Who Can Share?** is set to **Host Only**.

## **CONTROL WHO ENTERS A MEETING WITH THE WAITING ROOM FEATURE**

This feature puts all participants in a waiting area before the meeting starts, and you can admit them one by one, or all at once. You can enable it by going to Account Management >

Account Settings > Meeting > Waiting Room. Additional **Waiting Room information** is available at Zoom.

## END MEETING

Participants can exit the meeting at anytime by clicking **Leave Meeting** in the bottom control bar. The Host can end the meeting by clicking **End** in the bottom control bar. The Host can then select **Leave Meeting** or **End Meeting for All**. All Zoom programs can then be terminated.

## TIPS FOR ZOOM PRESENTATIONS

1. Prior to the session, make sure that your video and audio works on your computer. Go to <https://zoom.us/test> and follow the instructions to check your video and audio set up.
2. Make sure that you know how to mute your audio and stop your video. (Diagram 1)
3. If you are using PowerPoint, Keynote, or other slideshow product, open the presentation prior to the meeting. Do not, however, start the slideshow until after you have shared your screen.
4. Connect to the meeting at least five minutes before the start.
5. Look into the camera rather than at your screen.
6. If you are using audio in your presentation, such as music from your computer, a YouTube video, or other sound source that you want to share with the attended, make certain to click the **Share computer** sound checkbox in the lower left of your Sharing.
7. After you start your slideshow, ask the host or participant if the slides are showing. Advance forward one slide and ask if the slide changes.
8. What you see on your screen may not be what others see. That can depend on the size of the screen they have. They may see more or fewer participants. They may see you and the presentation or just the presentation.
9. Do not panic if your dog starts barking, the doorbell rings, or someone wanders into the room. Pause, excuse yourself, mute the microphone, stop your video, and take care of the interruption. We will talk among ourselves until you return.

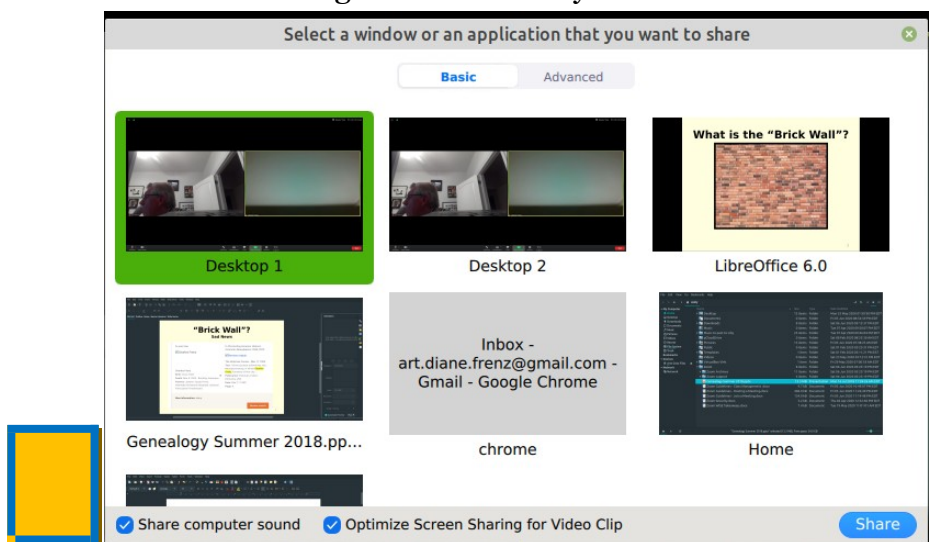


Diagram 1

## HANDLING ZOOMBOMBERS

It can happen. Despite your careful efforts of prevention, someone has gotten into the meeting to cause chaos for kicks. Short of ending the meeting entirely, here are a few things you can do to try and get rid of them.

1. Lock them out. Go to the **Security** in the host controls. Click **Lock Meeting** to stop further participants from entering the meeting and to be able to remove participants.
2. Shut them up. Go to the **Participants List**, scroll down to the bottom, and click **Mute All Controls**. This makes it so the unwelcome participant cannot use their microphone to disrupt your audio.

## OTHER RECOMMENDATIONS

Zoom performs best with laptops and desktop computers that have built in microphones and cameras. Zoom works poorly and sometimes intermittently with tablets and cell phones largely depending upon the quality of the internet connection. Experience has been that tablets and cell phones connected to the internet through wireless residential routers frequently suffer video and/or audio freeze.

Zoom works best for folks that have at least 25 mb of bandwidth and a router that can handle same. Even folks who sometimes have adequate bandwidth will have problems at times when internet usage is high. To determine your Internet speed, do a search on “test internet speed” and select one of the choices. This usually takes less than 60 seconds. One example is of a speed test is <https://testmy.net/>.

## OPTIONAL INFO:

You can also find many other online tutorials at [www.zoom.us](http://www.zoom.us)

## SAFELY HOST A ZOOM MEETING – FBI RECOMMENDATIONS

1. Require passwords or use the waiting room feature.
2. Do not share the link publicly, provide the link directly to specific people.
3. Manage screen sharing options, use **Host Only**
4. Use the latest updated version of application (from <http://www.zoom.us>).