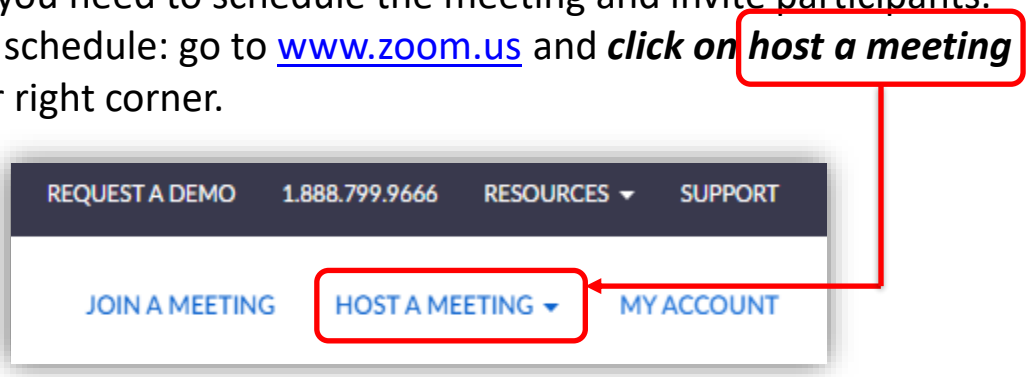
Zoom - Hosting

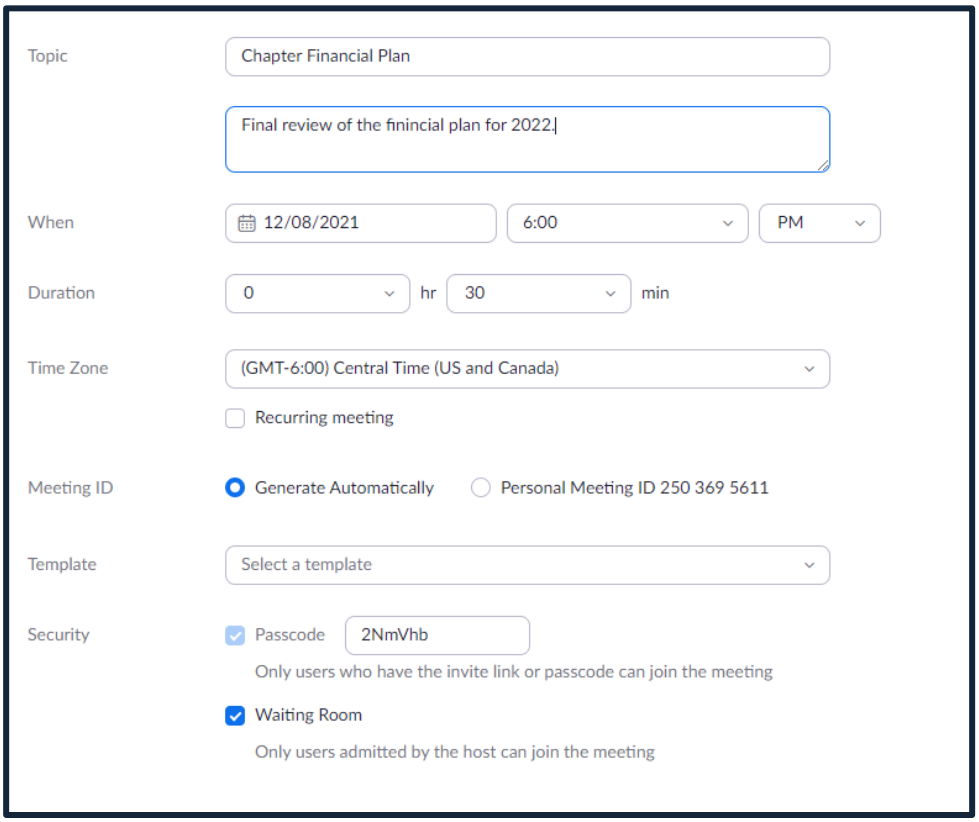
PCs and Laptops
(January 2022)

Step 1: Open Zoom and Schedule a Meeting

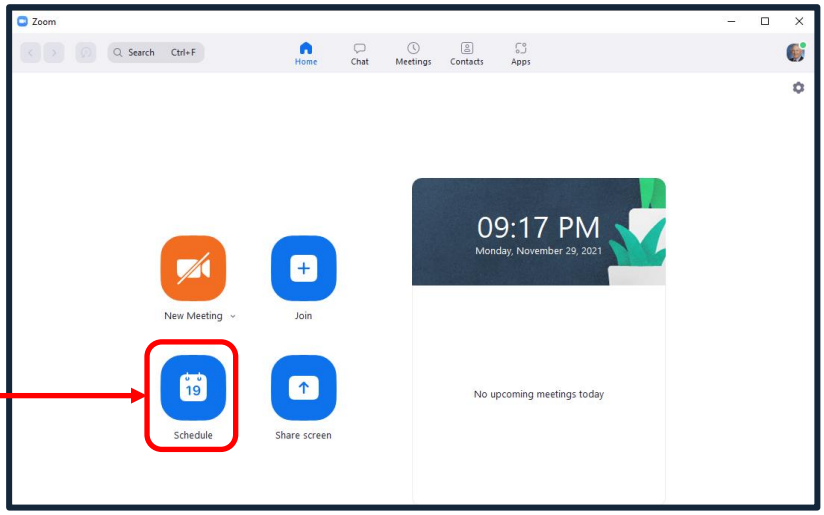
- If you are hosting, then you should have or set up a Zoom account.
- If you need to, please review Zoom Training - Participant (PCs & Laptops)
- As the host, you need to schedule the meeting and invite participants.
- Two ways to schedule: go to www.zoom.us and ***click on host a meeting*** in the upper right corner.



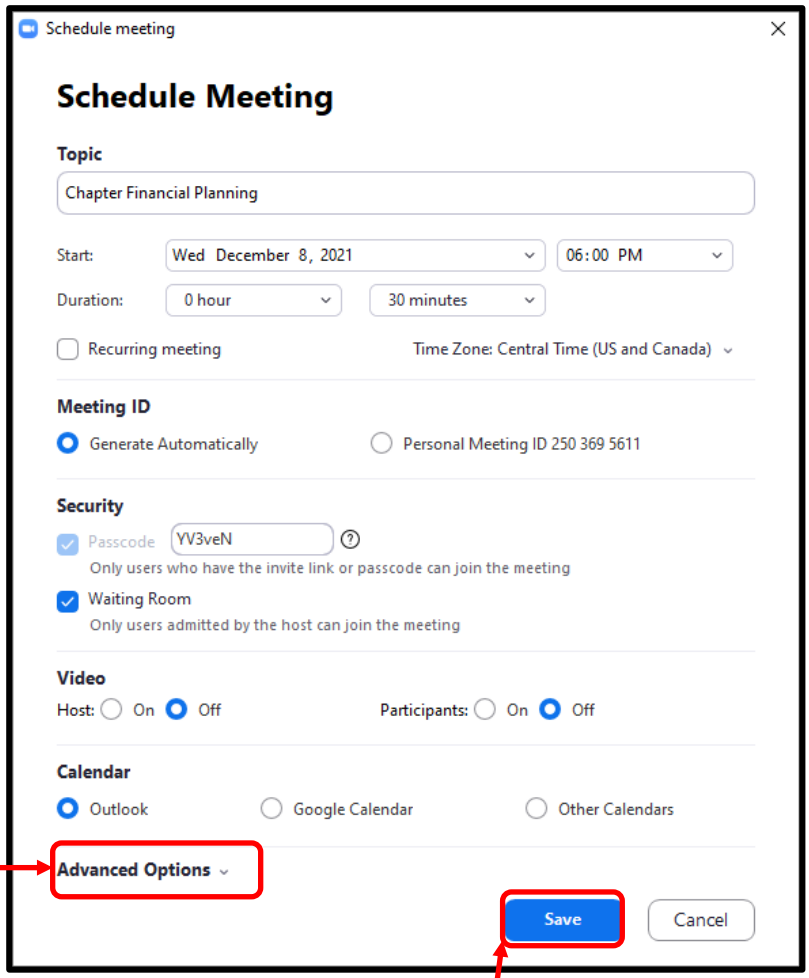
- When this screen comes up, you can name the meeting, select the date/time and set parameters, such as having a waiting room.



Or open the Zoom app on your computer, and your home page should look like this. To schedule the meeting, ***click on schedule*** and follow the same process as before.

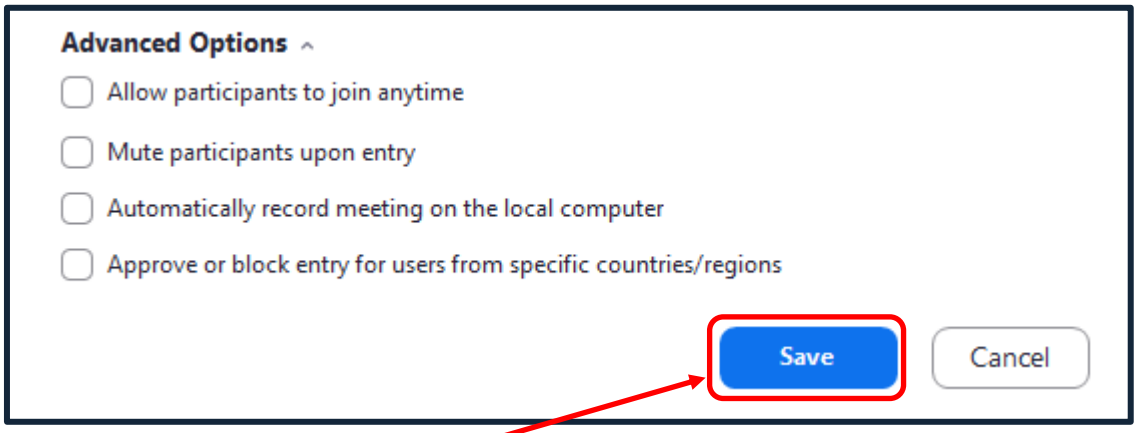


Essentially the same information, but slightly different look.

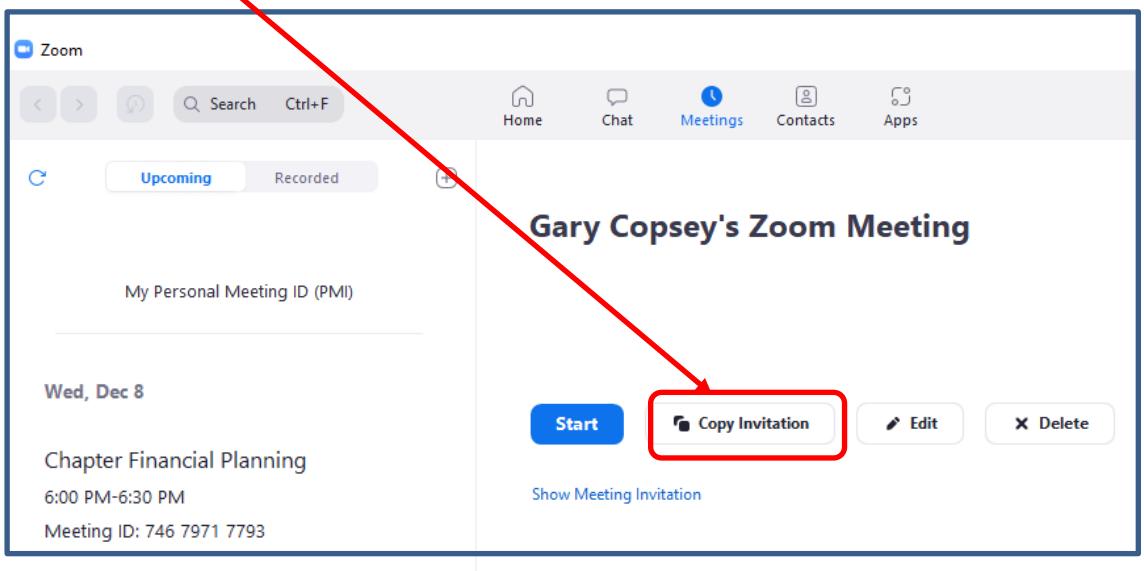


To schedule the meeting, ***Click the Save button***. Also note the ***Advanced Options dropdown*** (expanded on next page).

- If you select Advanced Options on the previous page, you will have the opportunity to set some parameters shown below:



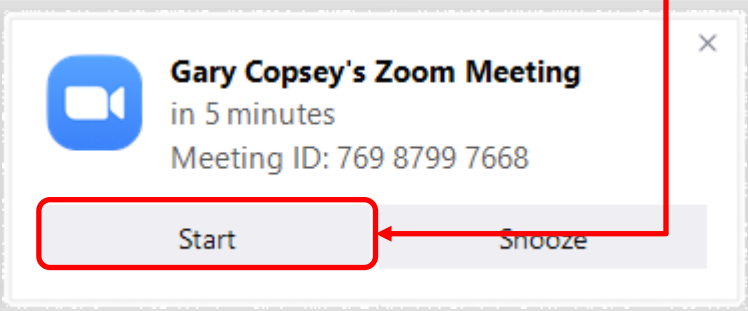
- Once you ***click Save,*** it will schedule the meeting.
- There are are two ways to invite participants:
  1. Through the calendar as you schedule it, or
  2. ***Copy the URL link*** into an email and send to your participants.



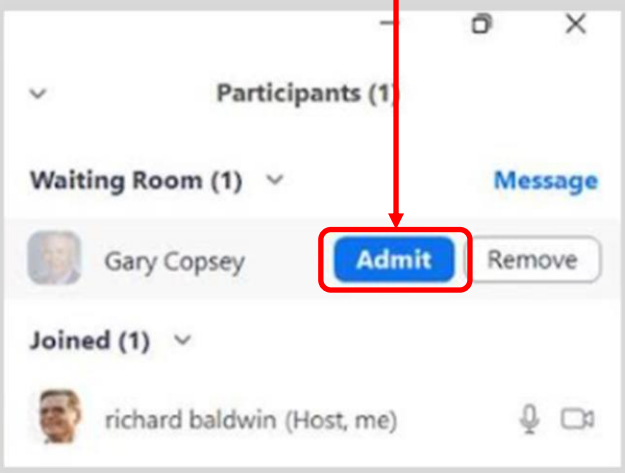
TIP: If you're planning on having recurring meetings, you can save the URL to a desktop shortcut and then use that same link over and over, rather than having to create a new link every time. If you are unsure how to create a shortcut, check this out: AFA E-Mail: Create a Shortcut

Step 2: Start Your Zoom Meeting

When you are ready to start your meeting, click on ***Start***, then check to see that you are visible, and your mic is working.

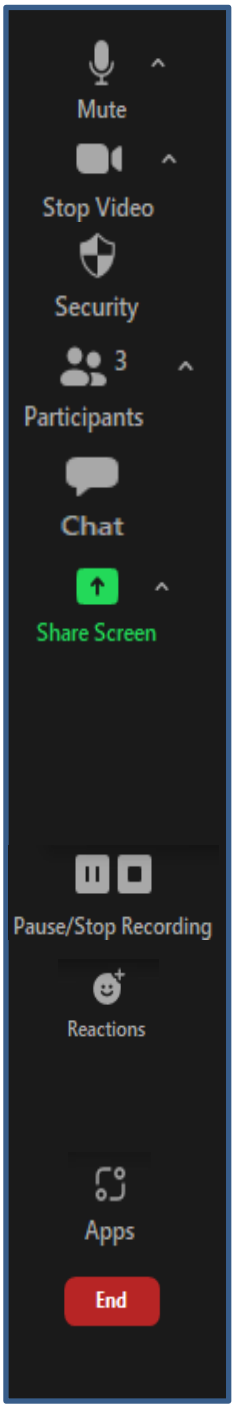


Once you start the meeting, if you have a waiting room, you can ***Admit*** participants. This is a way to control who comes on. If you selected "Allow participants to join anytime" from the advanced options, then they will immediately be able to join once you start the meeting.



The control panel, bottom of the Zoom screen:

Description of each of the icons on the control panel left to right:



Mute or unmute your microphone

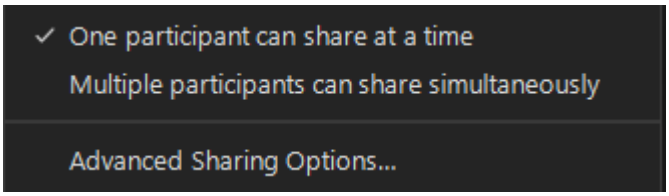
Activate/deactivate your camera

Hovering over this lets you see meeting information

See the participants who have joined

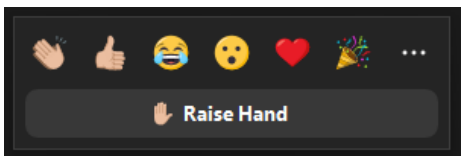
Start or engage in a chat with the group or one person

Share your screen or allow others to share theirs
Here's what you see when you click the carat:



Start/Pause/Stop the recording

Reaction emojis. Also, raise/lower hand
Emoji examples:



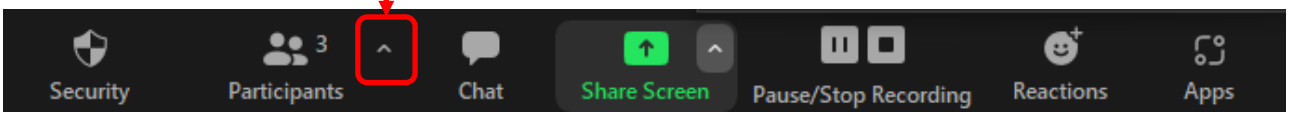
Opens any apps you have linked to Zoom

End lets you end the session. Only the Host can do this

Step 3: Manage Your Zoom Meeting

Establish the ground rules before starting your meeting. This can be done in the email invitation, or a brief introduction at the start of your Zoom meeting. There are some “Zoom Conferencing Etiquette” points at the end of this document.

How to view the participants list:
To see participants, ***click on the caret*** to the right of the Participants icon, and a list will appear.

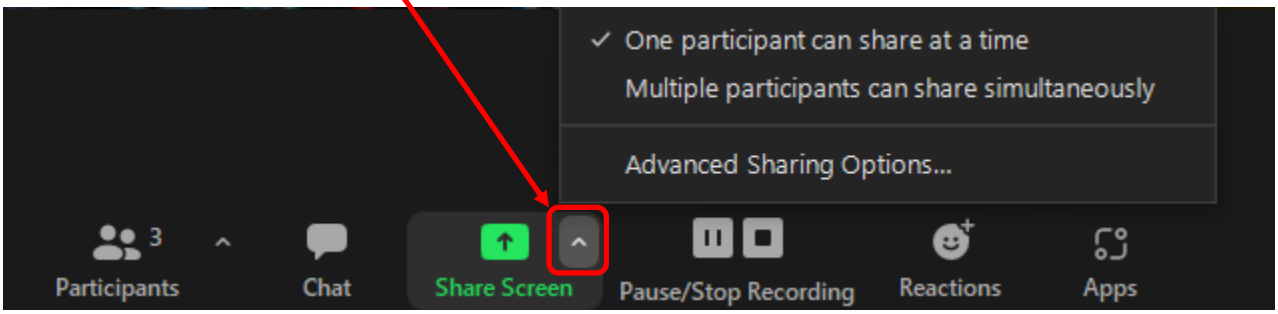


To see other participants if there are more than 25 (the most that will be shown on one screen)—left- and right-pointing arrowheads (< and >) appear at the sides of the screen when you move your pointer toward the screen edges.

With a large meeting, if someone uses the “raise hand” function, their image moves to the upper left corner position of the main screen. This will help you manage those who are waiting with questions or who wish to make a statement.

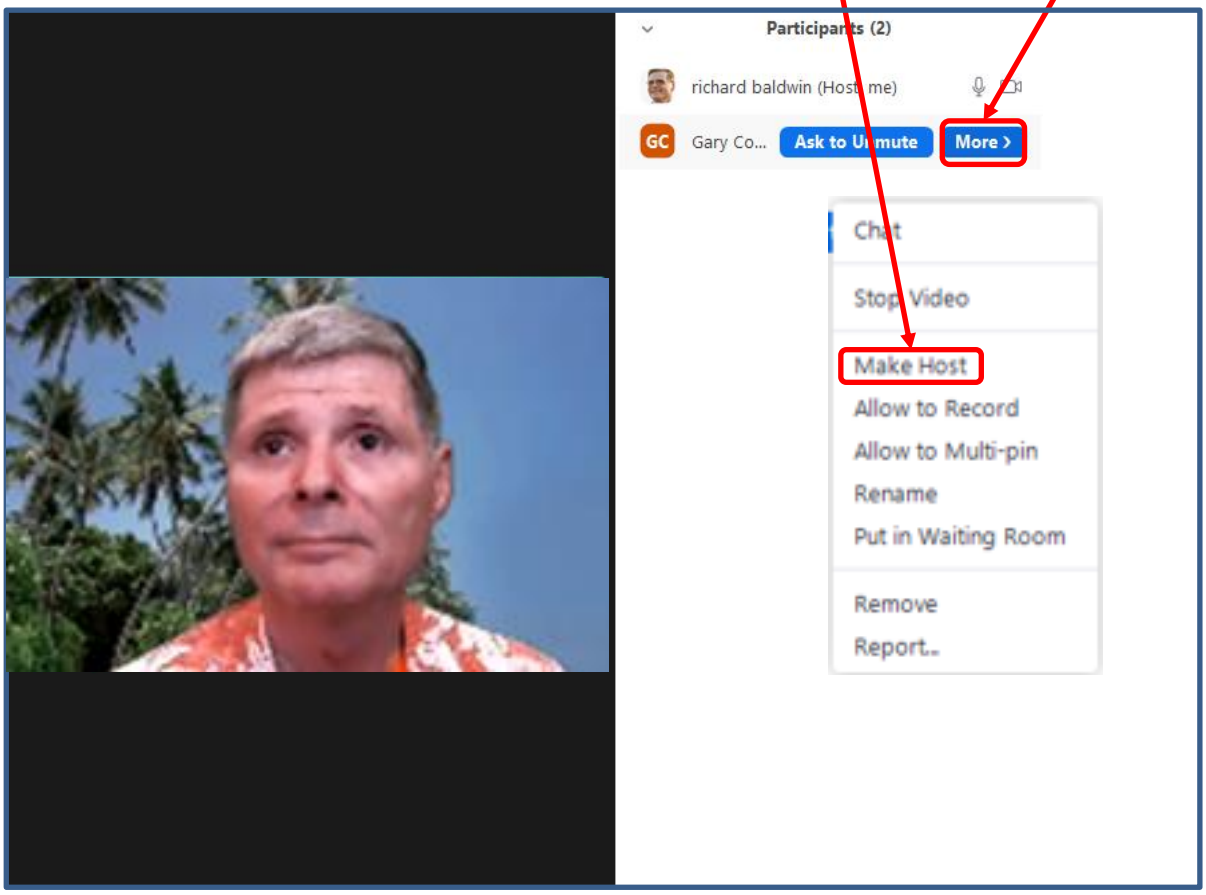
How to allow others to show their screen:

If someone requests or if you want someone to share their screen, ***Click on the caret*** to the right of the "Share Screen" icon. You can then allow one or more to share, but probably best to limit to one to avoid confusion.

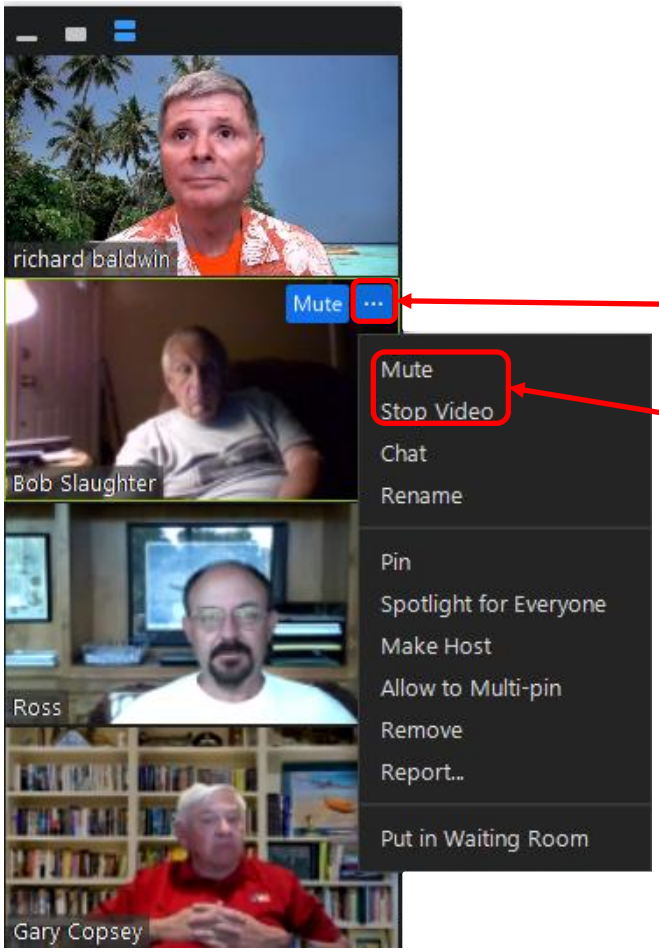


How to pass the "host" to someone else:

To pass the "host" to another, select the person, ***click on More,*** then when the drop down appears, ***click on Make Host.***

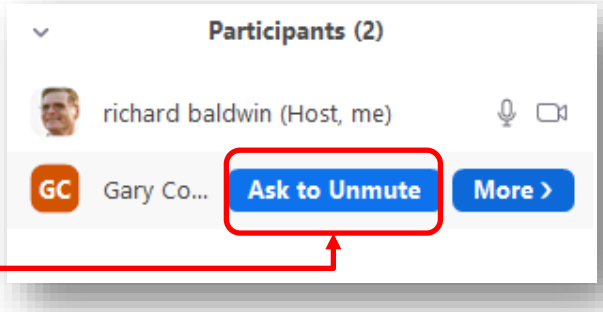


How to turn off someone's mic or camera, then how to ask to turn them back on:

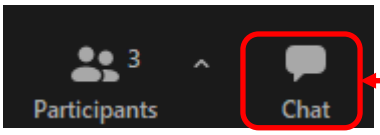


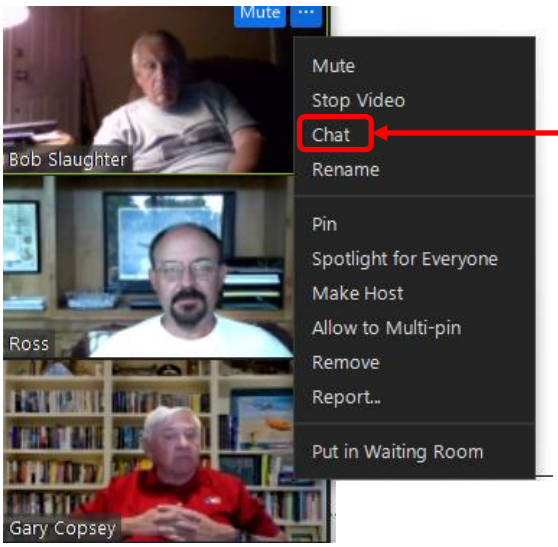
To mute or turn off a participant's camera, you have control to do so as the host. ***Click on the ellipsis*** associated with the participant, then ***select Mute and/or Stop Video.***

To request that they turn their mic or video back on, you will see ***Ask to Unmute*** or ***Ask to Start Video*** by their name in the participant area. Click on the applicable item and the participant will receive a message to do so.



How to use the chat section:





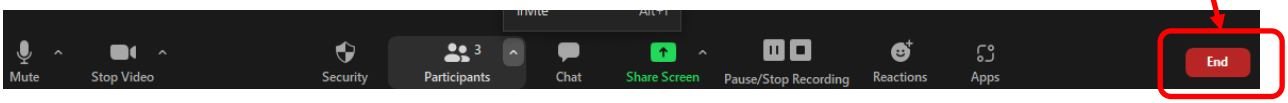
You have the option to chat with the entire group or an individual participant. You can ***select Chat*** at the bottom of the screen for a group chat or find the individual's name and ***select Chat*** there to only address that person.

Things to look for as the meeting progresses:

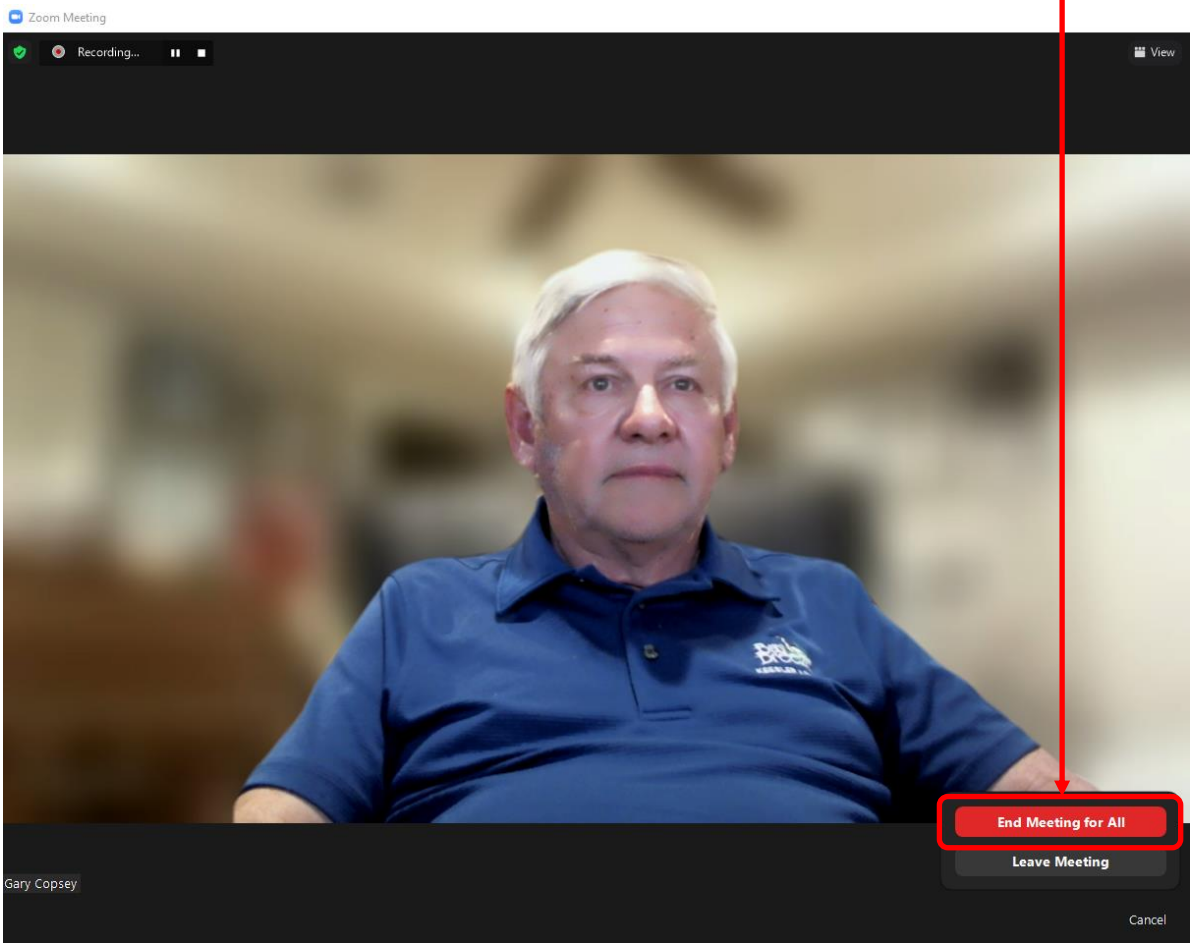
- **Participants not on mute.** This can be distracting. You can mute them or ask all to mute and let someone know that they are not on mute.
- **Raised hand icons.** If you see them, be sure to let the person know you have them on your list to call on.
- **Monitor chat.** Look for questions or suggestions that you might want to address.
- **Monitor your email** for folks having trouble getting on, etc. You can just copy/paste a link in your email response so that they can get on quickly. Works best with dual screens or a larger one.

Step 4: End Your Zoom Meeting

Once the meeting has concluded, participants may exit on their own, or you can end the session as the host by ***clicking on End*** at the lower right corner of the screen.

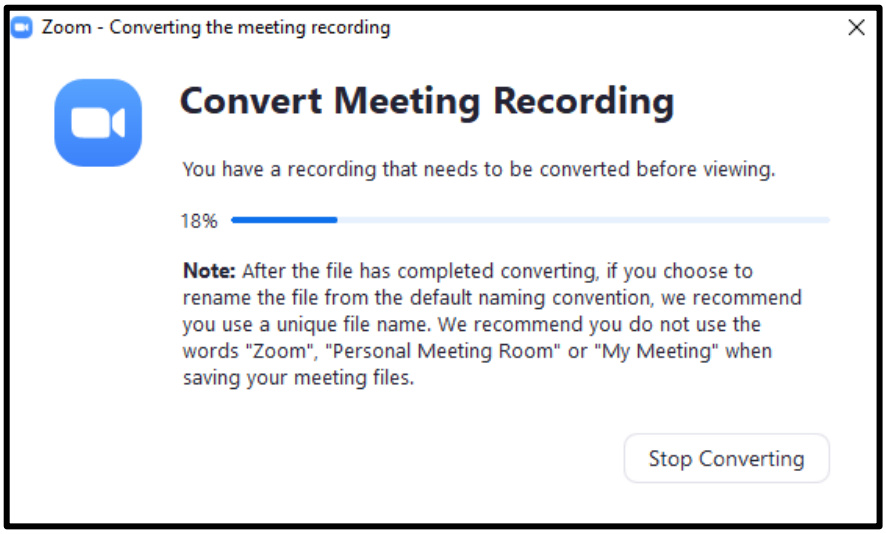


Then ***click on End Meeting for All.***

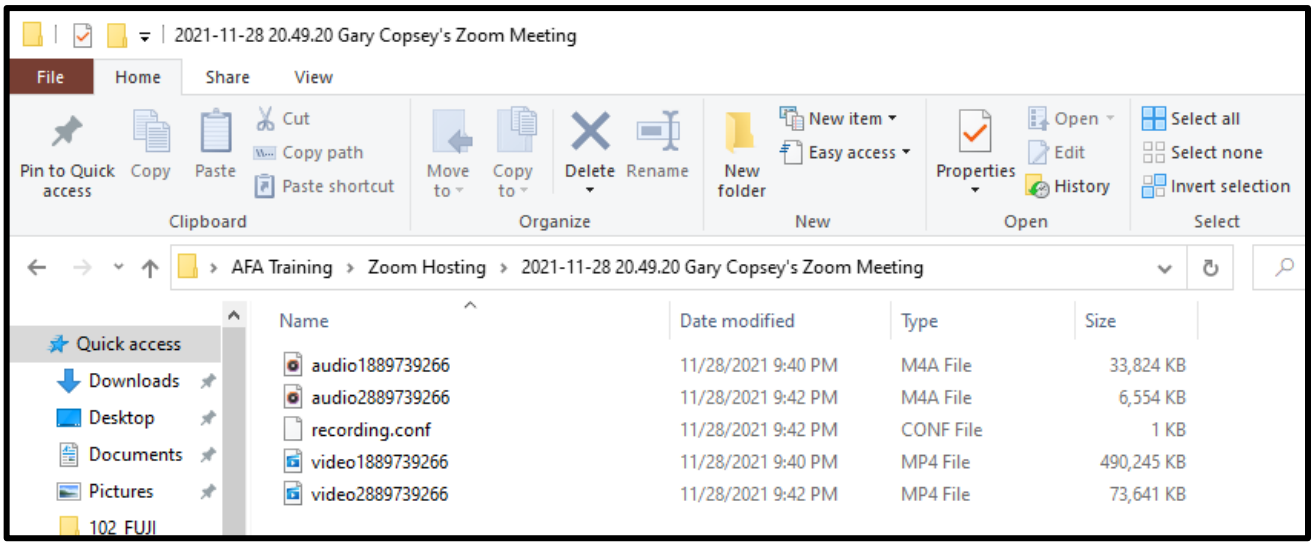


Step 5: How and Where to Find Recordings of your Meeting

If you record your meeting, start the recording early. When you end your meeting, if you recorded it, the system will ask if you want to convert the recording to save for later. While it is converting, it will look like this:



Once conversion is complete, the system will create a folder and save it to a file on your computer. It should look like this:



Zoom Training Resources

Here is a link to training that Zoom has built if you want to look into some specific capabilities:

Zoom Tutorials

One closing note before getting into etiquette.

Remember that technology changes quickly and Zoom will likely make frequent updates to the look, layout, tools and accessories within the product.

So, what you see on this instruction may not be an exact replica of the current Zoom platform at the time of your viewing.

But likely, all the same functions…and probably more…will be there!

Zoom Conferencing Etiquette

- **Mute before you join the conference and when you are finished speaking.**
- **Don't interrupt when someone is speaking. Wait for a natural break. Use the "raise hand" function!**
- **Speak clearly. Don't yell.**
- **Don't be distracting. If you need to temporarily leave or pay attention to something off-screen, mute your microphone and deactivate your camera. If using your smart phone, don't take it to the bathroom!**
- **Drinks are OK. Try to avoid eating while on-camera.**
- **Don't let what is behind you distract the conference.**
  - -- **Close any doors behind you.**
  - -- **Watch out for shiny/reflective surfaces. (lights, pictures, mirrors, windows).**
  - -- **No distracting moving art, blowing trees or bushes, active TVs or video monitors.**
  - -- **Avoid non-obvious items that cut across the screen behind your head**
  - -- **If you use virtual background use one that isn't distracting.**
- **Center yourself in the frame (use the selfie view) and make sure it is good view of you (not looking up your nose!). Likewise, the conference is not interested in just the top of your head.**
- **Make sure that you are appropriately lit and not "in the dark."**
- **Try to look towards the camera, particularly when you are speaking.**
- **Minimize background noise when speaking (fans, TVs, music, pets, grandkids, computer, landlines). Otherwise, be on mute.**
- **Dress appropriately.**
- **Be yourself, have fun, but don't be disruptive.**

Survey

Was this instruction helpful?
Can we make it better?

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