



How to HOST a Zoom Meeting – Staff-led Teams

Before your Zoom meeting, you need to send your meeting participants the link to join and meeting ID which you received with your Zoom meeting reservation confirmation. Ideally, the Host should have a computer or tablet with a camera and a microphone. However you can use a cell phone for the audio.

Here is a sample of the meeting information that you should share with your participants;

Topic: Sample Test meeting

Time: Mar 16, 2020 11:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/200151548>

Meeting ID: 200 151 548

Dial by your location

+1 312 626 6799 US (Chicago)

1. Log into <https://zoom.us> and sign in with the following account:
 - a. Username: *this will be provided to you when the meeting is setup*
 - b. Password:
2. Go to Meetings (left menu) and find your meeting in the list of upcoming meetings.
3. Click on “Start” to begin the meeting at least 10 minutes beforehand.
4. The Zoom Meeting will start and may download an application on your PC for future meeting Hosting and Joining. Next a window will ask you to open the meeting.
5. Turn on your PC audio, you might want to first test your speakers and microphone. If your mic and speakers work choose the computer audio. If you prefer not to use the PC audio, choose the phone option. You will be asked for the meeting ID and participant number.
6. When you are connected to the meeting you will see the Zoom Meeting window. Your meeting may not have your camera on so you will not see yourself until you turn on the camera (video). To turn on the camera, click on the video camera (on the bottom bar). If your computer has more than one camera, you will choose the arrow to pick the camera.
7. Using these meeting controls to manage the meeting. There are some other options the host has more controls of participants.



- a. Participants – click on participants to see a list of participants on the left side bar. The host can control mute setting, see MORE on the participants bar for options.
- b. Share Screen ^ - use the up arrow to set who can share documents.
- c. Chat – the host can click on the ... (more) settings to control who can chat.
- d. Record – Usually only the host can record, but can grant permission to someone when asked.
- e. More – Livestream to our YouTube Channel. You will need to contact Shari Wright to setup your event beforehand.