HOW TO HOST A GREAT MEETING USING

GETTING STARTED WITH ZOOM

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- Go to www.zoom.us

- Click or [SIGN UP, IT'S FREE]

- Sign up and follow instructions

- Download Zoom on any device(s) you will want to use for meetings – works on iPad/Android tablets.
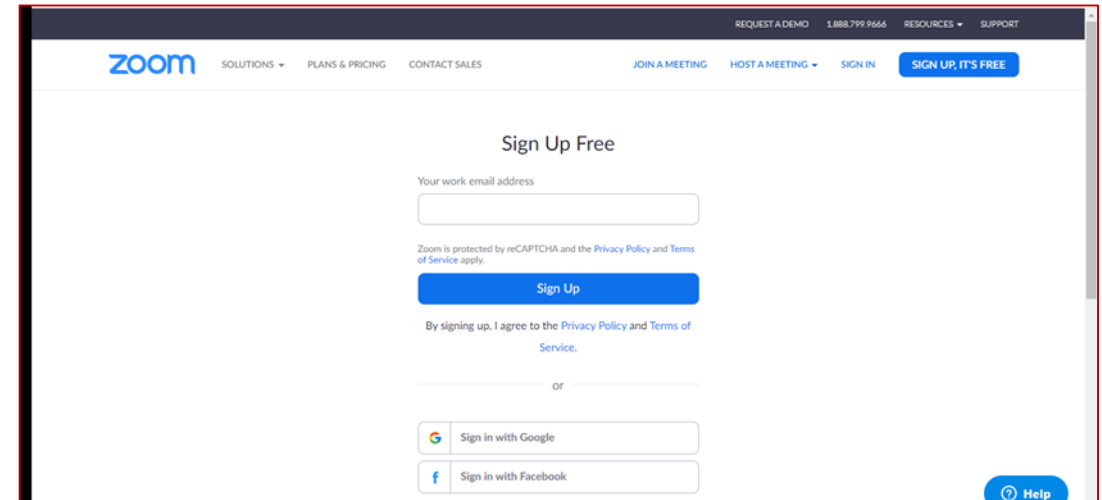
SCHEDULING A ZOOM MEETING

Fill in all of the information keeping the following in mind:

✓Clicking "ON" for both Host and Participant for the Video option.

✓Under Audio – click on Edit to change Dial from location to Canada to ensure you receive local dial-in #s.

SCHEDULING A ZOOM MEETING cont'd

Meeting Options	☐ Enable join before host
	☐ Mute participants upon entry ⊠
	☐ Enable waiting room
	☐ Only authenticated users can join
	☐ Record the meeting automatically
Alternative Hosts	Example: mary@company.com, peter@school.edu

Save **Cancel**

Options to be aware of:

➤ Enable join before host

➤ Mute participants upon entry

➤ Enable waiting room

➤ Only authenticated users can join

➤ Record the meeting automatically

SCHEDULING A ZOOM MEETING cont'd

To provide details of the meeting to participants, click on "Copy the invitation"
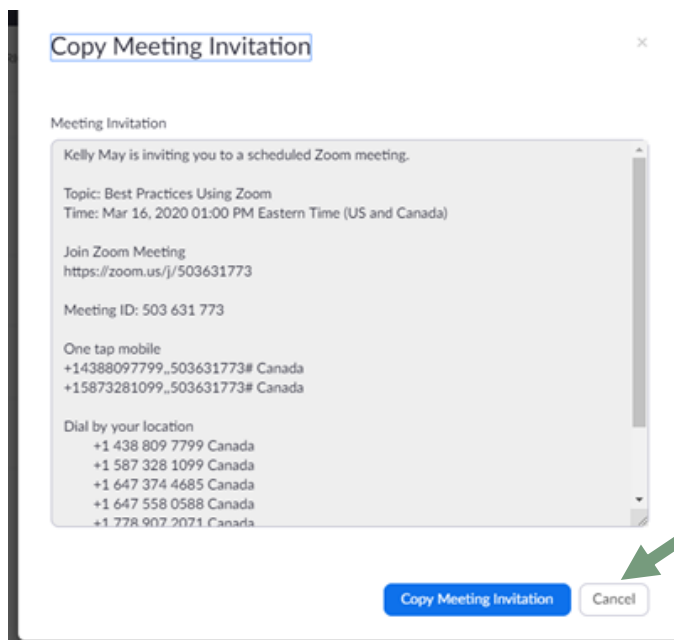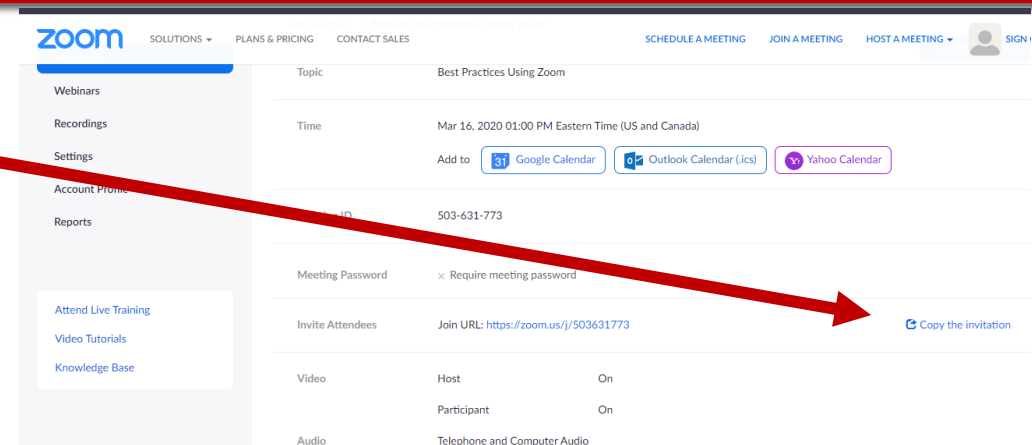
Click Copy Meeting Invitation and past the invitation into the body of a calendar invite.

MANAGE A MEETING | MEETING CONTROLS
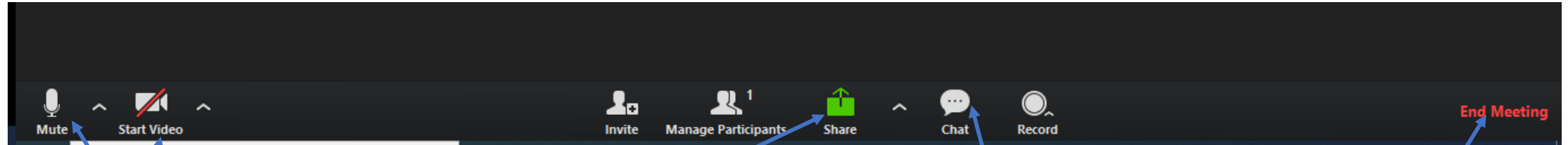
Control Video & Audio Settings

"Mute" and "Stop Video" controls are located along the bottom left of the meeting window. Clicking on the feature once will disable it; clicking it again will turn it back on.

Share Screen

•The "Share Screen" function is located on the bottom center of the meeting window.
•After selecting "Share Screen" you can choose to share your desktop, an individual application/window, or start a whiteboard.

Be sure that files, applications and browser windows you want to share are open on your computer before you start the meeting.

Chat

The "Chat" function is found on the bottom right of the meeting window. Clicking this icon will open a side window where participants can type messages to the whole group, one particular person or facilitator.
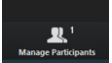
End Meeting

•At the conclusion of the Meeting, click "End Meeting" located in red at the bottom right of the meeting window.
•You can either "Leave Meeting" or "End Meeting for All" – "Leave Meeting" allows other participants to stay on after you have left; "End Meeting for All" does not.

MANAGE A MEETING | MUTE

It is important to remind participants to make sure they are on **MUTE** when joining your Meeting, and to remain on mute unless they are speaking

If needed, you as the host, can mute participants:
- Click the Manage Participants icon at the bottom of your screen
- A "Participants" window will open to the right
- You can mute participants: →
- Individually by clicking the microphone icon located to the right to their name
- Or mute all at once by clicking the "Mute All" button located at the bottom left of the Participants screen

MANAGE A MEETING | HAND RAISING

Meeting participants can "Raise their hand" if they have a question or would like a chance to speak. You will be notified if a participant has raised their hand

A pop-up notification will appear at the bottom of your meeting screen directly above the "Manage Participants" icon

2 participants raised hand

Mute   Stop Video   Invite   Manage Participants   Share Screen   Chat   Record   Reactions   End Meeting
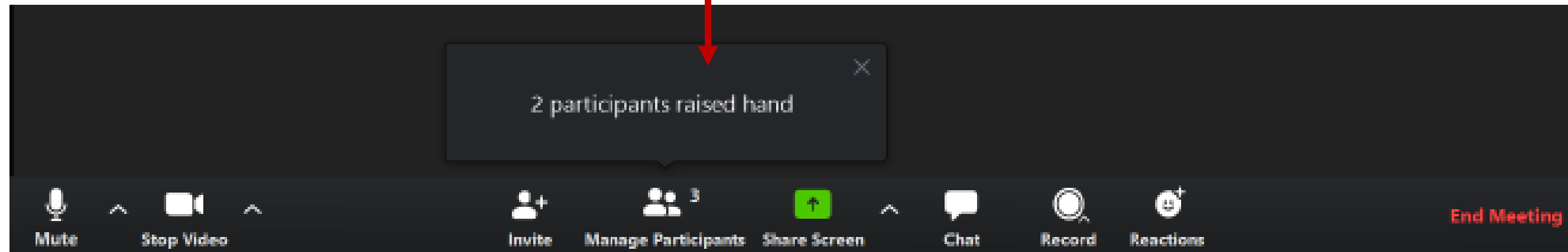
A blue hand icon will appear on the individual participant screen

Justin King   Jill Frechtman
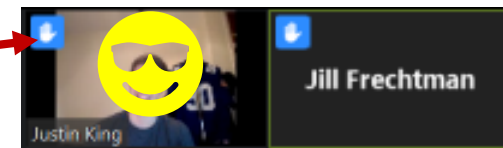
MANAGE A MEETING | ENABLING BREAKOUT ROOMS

1. Sign in to Zoom as an Administrator (able to edit settings)

2. Click Account Management - Account Settings

3. Scroll down to the **Breakout Room** option under "in Meeting (Advanced) and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.
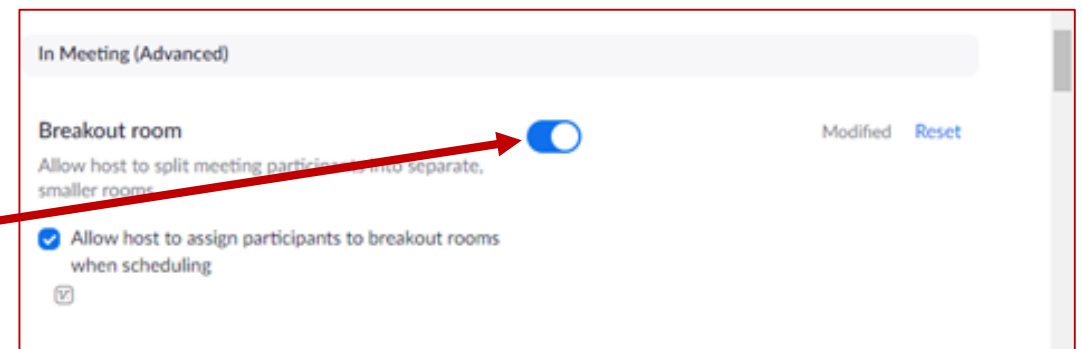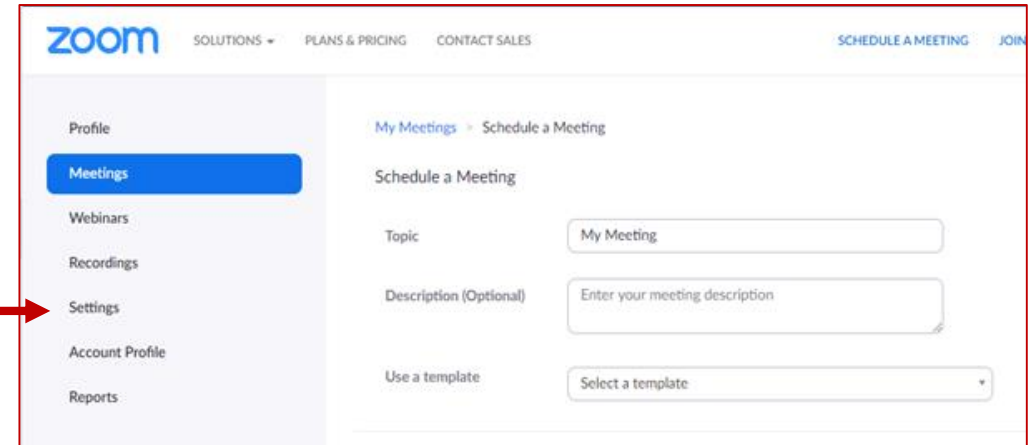
MANAGE A MEETING | CREATING BREAKOUT ROOMS

- Click **Breakout Rooms**
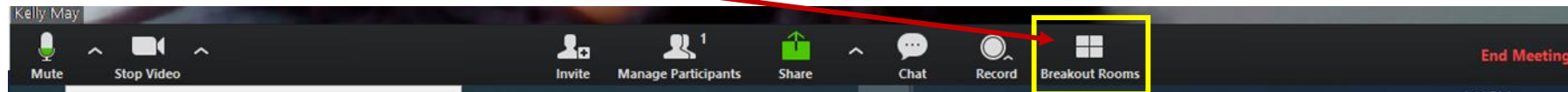
- Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
  - *Automatically*: Let Zoom split your participants up evenly into each of the rooms
  - *Manually*: Choose which participants you would like in each room
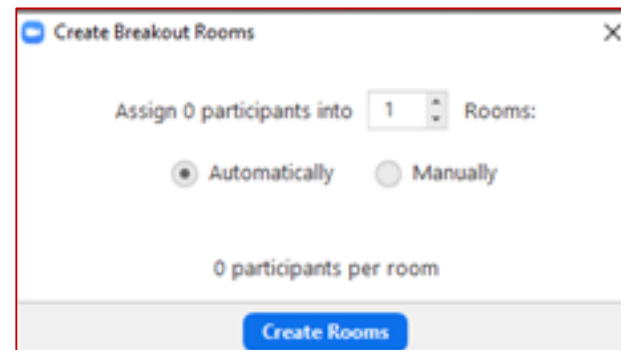
- Your room will be created but will not start automatically. You can manage the room, prior to starting them by following the instructions on the following slides

MANAGE A MEETING | OPTIONS BREAKOUT ROOMS
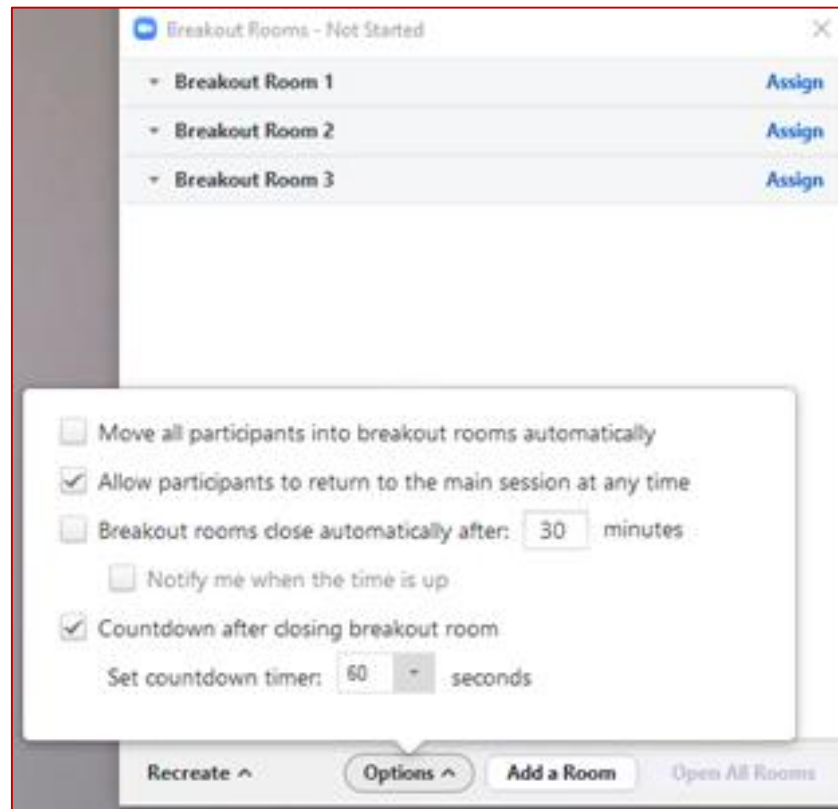
1. After creating the breakout rooms, click Options to view additional Breakout Rooms options.
2. Check any options that you would like to use for your breakout rooms.
3. **Move all participants into breakout rooms automatically**: Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click Join to be added to the breakout room.
4. **Allow participants to return to the main session at any time**: If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms.

5. **Breakout rooms close automatically after x minutes**: If this option is checked, the breakout rooms will automatically end after the configured time.

6. **Notify me when the time is up**: If this option is checked, the host will be notified when the breakout room time is up.

7. **Countdown after closing breakout rooms**: If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.

8. Follow the steps on the next page to assign participants to rooms or click Open All Rooms to start the breakout rooms.
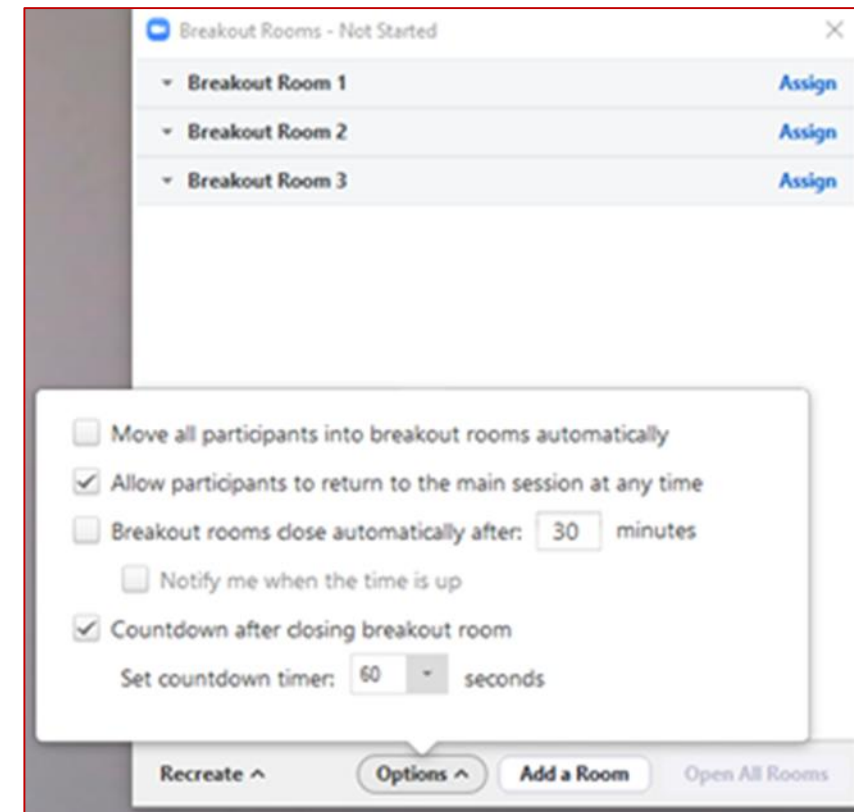
To assign participants to your rooms, select **Assign** next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.
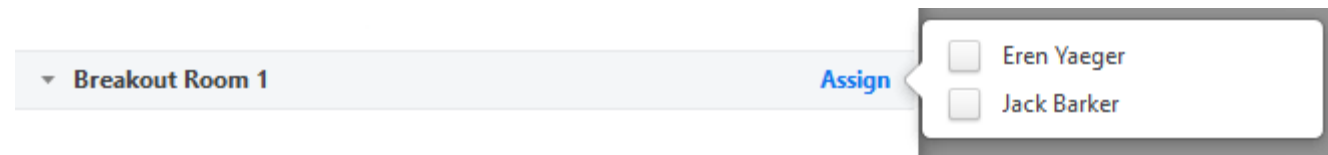
Once a participant has been assigned (manually or automatically), the number of participants will show in place of the **Assign** button.
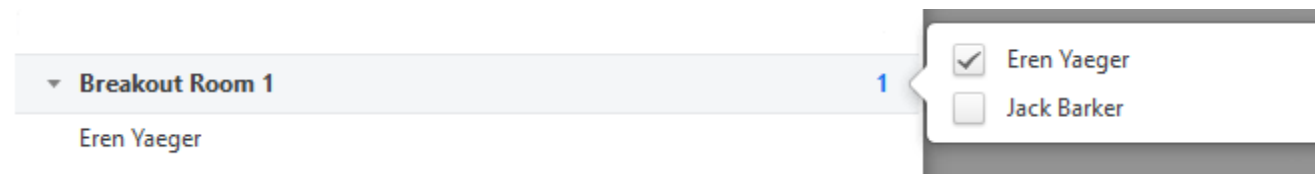
Once the Breakout Rooms have been started, the participants will be asked to join the Breakout Session. The host will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted by (not joined) next to their name

Broadcasting a Message to All Breakout Rooms
The host can broadcast a message to all breakout rooms to share information with all participants.
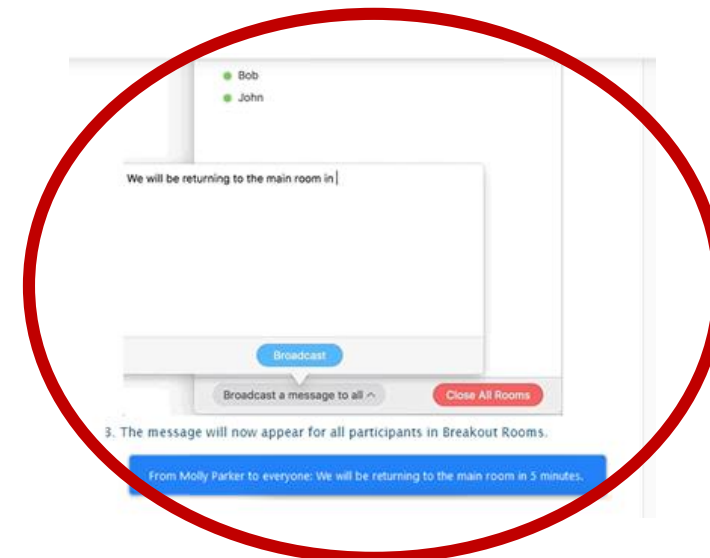
ZOOM MEETING BEST PRACTICES

CHECK YOUR INTERNET CONNECTION

This will help you avoid any issues with an unstable wifi connection, which can affect your audio quality and the overall attendee experience. If you can establish a hard-wired connection into your internet, that is preferred.

TEST AUDIO BEFORE YOUR MEETING BEGINS

This will ensure your speakers and mic are working properly before the Meeting begins. To test your device audio, visit
https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Device-Audio-?zcid=1231

START ON TIME

We recommend you start your event 5 minutes early to allow your attendees to join before the Meeting kicks off.

CHECK YOUR LIGHTING & CAMERA ANGLES

Ensure your location lighting does not limit a member's visibility; try to avoid backlighting from windows or lamps. Also, try to avoid awkward angles and position your webcam at eye level.

ESTABLISH PARTICIPATION GROUND RULES

Since you will not be physically sitting next to all of your Members, it's important to set up ground rules for participation. Establish a process that allows Members to literally or figuratively "raise their hand" when they would like to add a comment or ask a question.

AVOID LONG MEETING STRETCHES

It may be too much to ask Members to stay on video conference for an all-day Meeting. Consider dividing up your Meeting into sections with sustained breaks so Members can remain fully engaged.

USE THE MUTE BUTTON EFFECTIVELY

Remind Members to mute their microphones if their location has excessive background noise or they won't be speaking.

ZOOM MEETING BEST PRACTICES CONT'D

CHECK YOUR INTERNET CONNECTION
This will help you avoid any issues with an unstable wifi connection, which can affect your audio quality and the overall attendee experience. If you can establish a hard-wired connection into your internet, that is preferred.

TEST AUDIO BEFORE YOUR MEETING BEGINS
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START ON TIME
We recommend you start your event 10 minutes early to allow your attendees to join before the meeting kicks off.

CHECK YOUR LIGHTING & CAMERA ANGLES
Ensure your location lighting does not limit a member's visibility; try to avoid backlighting from windows or lamps. Also, try to avoid awkward angles and position your webcam at eye level.

ESTABLISH PARTICIPATION GROUND RULES
Since you will not be physically sitting next to all of your Members, it's important to set up ground rules for participation. (length of call, will call be taped?) Establish a process that allows Members to literally or figuratively "raise their hand" when they would like to add a comment or ask a question.

AVOID LONG MEETING STRETCHES
It may be too much to ask Members to stay on video conference for an all-day Meeting. Consider dividing up your Meeting into sections with sustained breaks so Members can remain fully engaged.

USE THE MUTE BUTTON EFFECTIVELY
Remind Members to mute their microphones if their location has excessive background noise or they won't be speaking.

HELPFUL LINKS & VIDEOS

- [Getting Started on Windows or Mac](#)
- [Join a Meeting](#): (0:53) What to click from the invitation, How Zoom will download itself, What you see when first joining & how to join audio/video
- [Meeting Controls](#): (1:02) Once in the Meeting how to Mute/Unmute, Display/Hide Video, inviting others to the Zoom, how to see other participants, how to share screen, how to chat, etc. THIS ONE IS GREAT FOR HOSTS because it covers the host-specific capabilities like how to mute participants, kick participants, and how to record.
- [Joining and Configuring your Audio](#): (0:48) Similar to the Meeting control video but goes more in depth on how to join computer audio, how to test speakers/microphone, change speaker/microphone source, change the camera source.
- [Sharing your Screen](#): (0:36) How to share your screen, including Full Desktop, individual applications, how to ensure you are also sharing sound, how to Stop sharing screen with others.

PEO LEADERSHIP