

## **Instructions for "Hosting" a meeting**

- To be a "Host" you will need to sign up for a Zoom account in your name (later, you can designate someone else to be the Host if you wish).
- Go to the Zoom website and open up a **Basic** account, which is free. A free account will allow a videoconference for 40 minutes at a time.
- Once your account is established, go to the "Meetings" tab and schedule your meetings there.
- Save the meeting schedule at the bottom of the page "Save" and then click on "Copy the Invitation " on the right. A menu will pop up that has the details for the meeting that can be copied and pasted to an e-mail to send to all invited participants.
- You can pre-select certain Zoom features for all future sessions under the tab "Settings". It is recommended that you don't preselect the requirement that a password be required each time you schedule a meeting
- The meeting's Host will have full control of many of the Zoom functionalities, such as renaming participants, muting and video controls, answering questions and screen sharing (although anyone else can also share their screen if required).
- To share your screen, go to the bottom ribbon section where several options are available, and click on "Screen Sharing" . Find the particular file or application on your computer that you wish to share and open it up for all participants to see. When finished, just click on "End Sharing".
- When the meeting is finished, the Host can end the session for all participants by clicking on "End Meeting for All".
- Some of the other features available on the Zoom ribbon at the bottom are as follows:
  - **Chat** - allows you to send a text message without sound to either the host, or to all the meeting participants, and for your message to be responded to on screen. When the message is sent, a "hands up" sign will show the Host that there is a message to reply to. The Host can then lower the hand sign after answering.
  - **Invite** - allows the host to invite someone while the meeting is in progress. This can be done by sending an email to the participant.

- **Participants** - lists everyone in the meeting, is another place where you can mute your microphone, and lets the Host rename participants when they click on 'more'.
- **Reaction** - allows you to click on a thumbs up or a wave that will show briefly on each participant's picture.
- **Record** – ask permission to record the session, and initiate the recording by clicking on 'Record'. You will see 'Recording' on the top left of your screen. At the end of the meeting, the file is converted automatically and can be saved where the Host chooses for future access.