

Hosting Zoom Meetings - 101

- **Getting Started**

- Signing in

- **Scheduling a Meeting**

- Enabling Passwords
- Ensuring Canadian phone access
- Setting how participants enter the call

- **Host/Run a Meeting**

- *For host and participants:*

- Muting audio
- Turning video on/off
- Changing the name displayed
- Changing your background setting
- Using the chat box
- Sharing additional reactions

- *For host:*

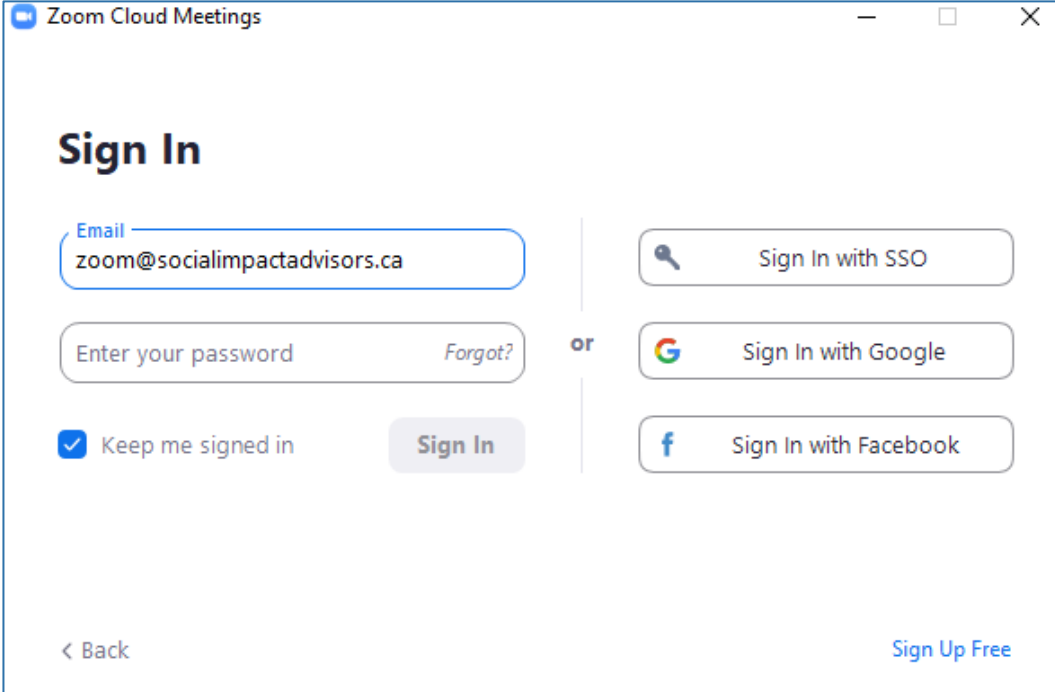
- Manage meeting participants
- Lock the Zoom meeting
- Sharing your screen
- Using break out rooms
- Recording the session

Helpful videos at
support.zoom.us

Getting Started

Signing in on the Desktop App

- When you open your Zoom App you will be greeted with the sign-in screen below:



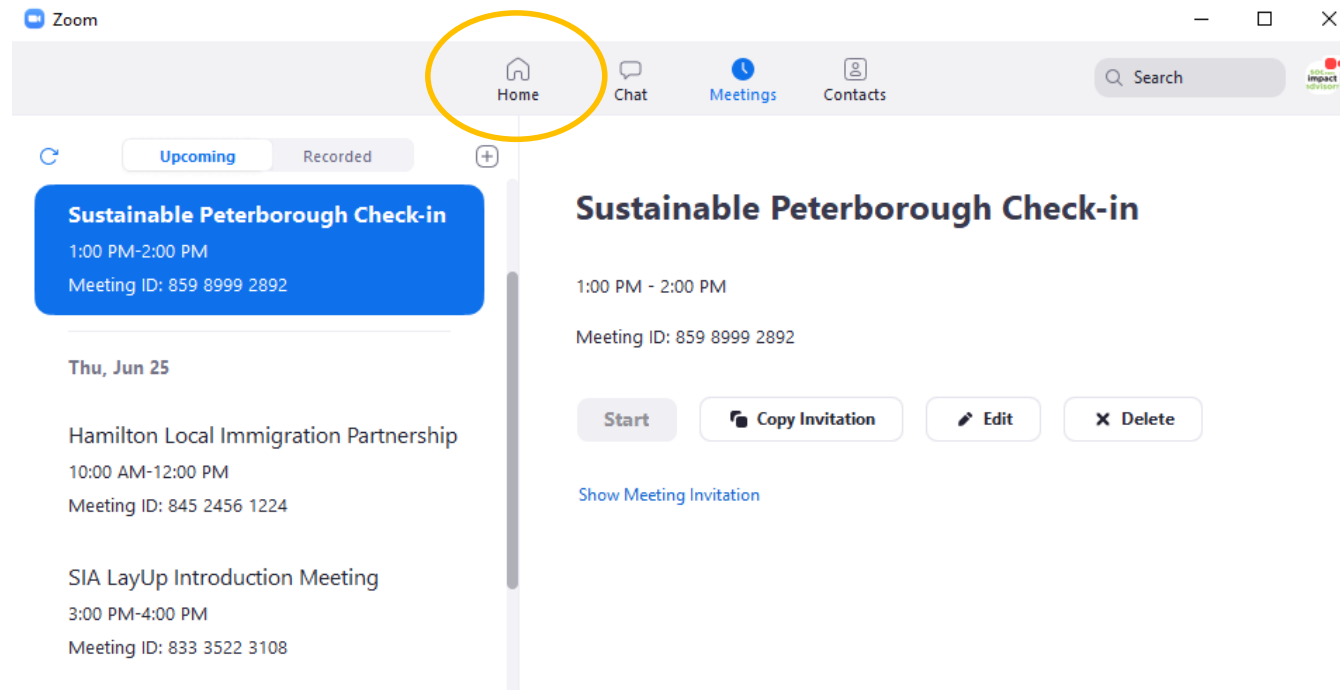
The screenshot shows the Zoom Cloud Meetings sign-in interface. The window title is "Zoom Cloud Meetings". The main heading is "Sign In". On the left side, there is an "Email" input field containing "zoom@socialimpactadvisors.ca", a password input field with the placeholder "Enter your password" and a "Forgot?" link, a checked "Keep me signed in" checkbox, and a "Sign In" button. On the right side, there are three social sign-in options: "Sign In with SSO" (with a key icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo). A vertical line with the word "or" is positioned between the email/password fields and the social sign-in options. At the bottom left, there is a "< Back" link, and at the bottom right, there is a "Sign Up Free" link.

- Enter your email and Zoom password into the specified fields.

Getting Started

Signing in on the Desktop App

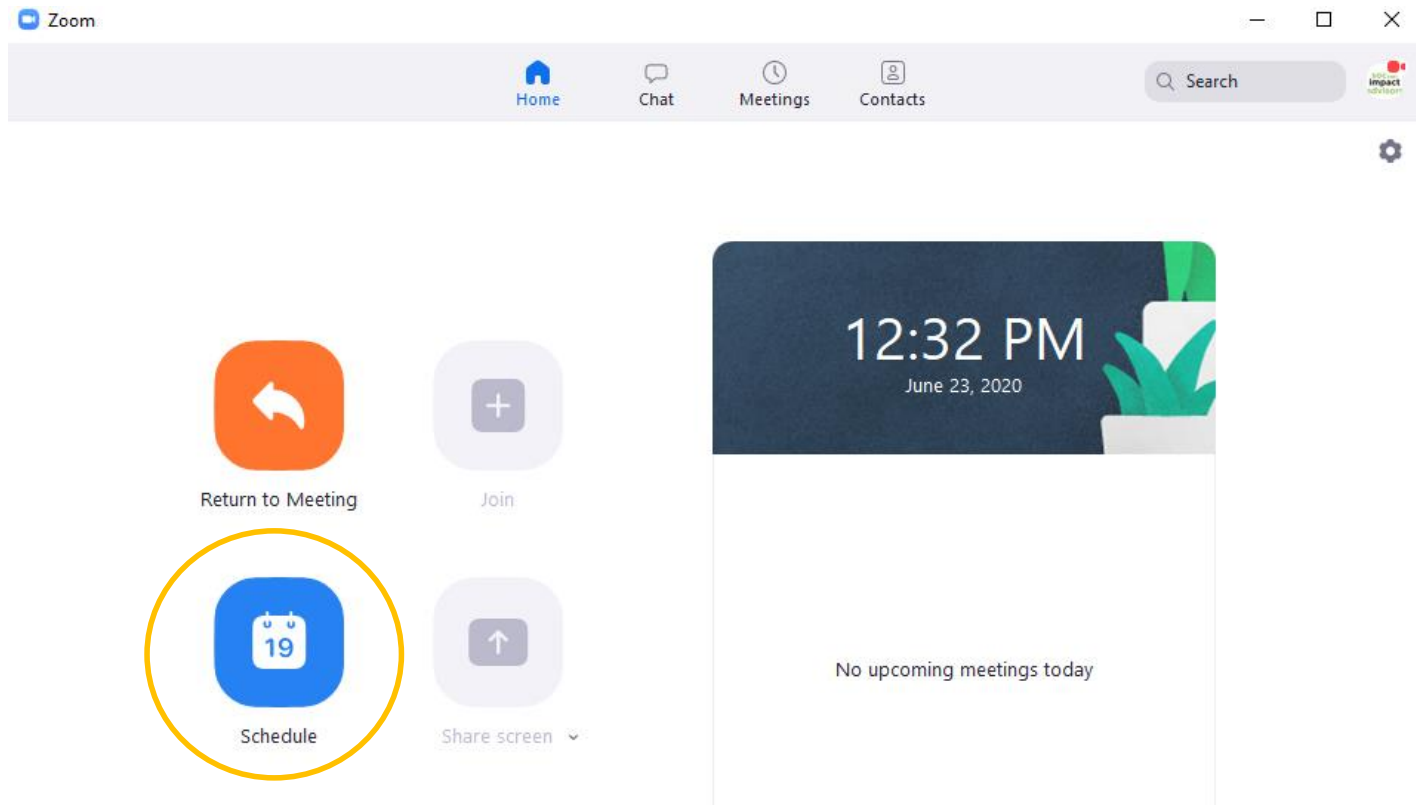
- Below is the welcome page you will see on your Zoom App
- Click the “Home” button to schedule a new meeting



Getting Started

Signing in on the Desktop App

- To schedule a new meeting, click the “Schedule” icon



Getting Started

Scheduling a meeting on the Desktop App

- When you click “schedule” this control box will appear.
- Fill in the identified fields to schedule and set up a meeting.
- Scheduling considerations:
 - Date/Time
 - Meeting duration
 - Required meeting password
 - Video/Audio log in settings

Advanced options to consider:

- Mute participants
- Enable Entry before host

Schedule Meeting

Topic
Social Impact Advisors' Zoom Meeting

Start: Tue June 23, 2020 01:00 PM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Eastern Time (US and Canada) ▾

Meeting ID
 Generate Automatically Personal Meeting ID 356 838 2399

Password
 Require meeting password 228639

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from Canada and United States [Edit](#)

Calendar
 Outlook Google Calendar Other Calendars

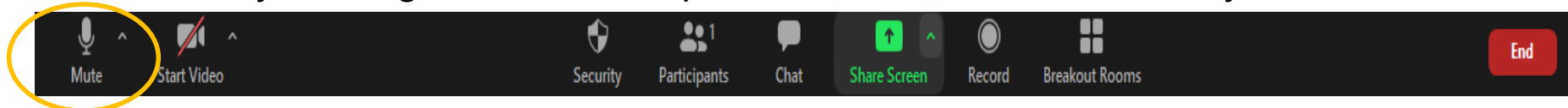
Advanced Options ▾

Schedule **Cancel**

Zoom Features for Hosts and Participants

How to turn sound on and off

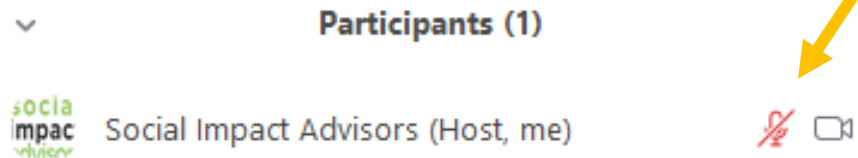
- Start by clicking on the “Participants” button at the bottom of your screen



- Here is what you see when your sound is active



- Here is what you see when you are muted



- Click on this icon to turn the sound on or off

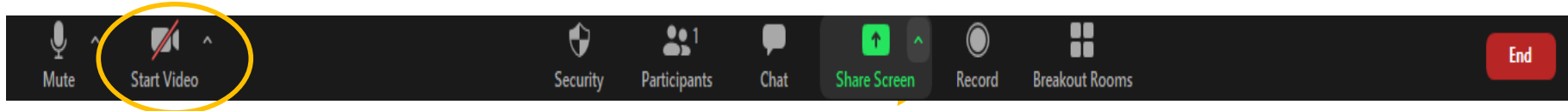


- If you are on the phone, dial *6

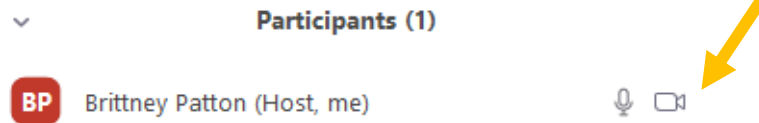
Zoom Features for Hosts and Participants

How to turn video on and off

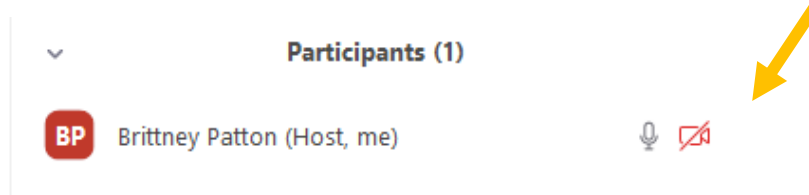
- Start by clicking on the “Participants” button at the bottom of your screen



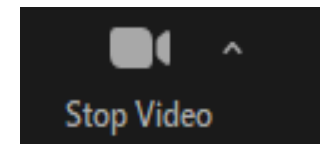
- Here is what you see when your video is active



- Here is what you see when you are off video



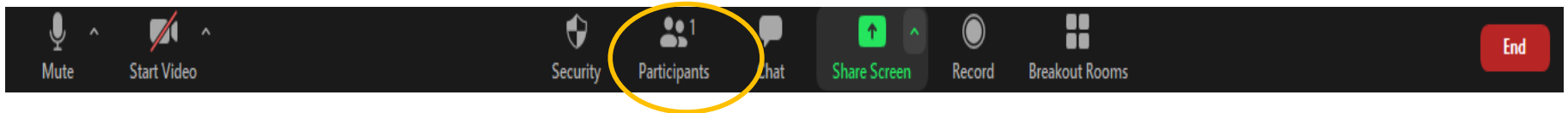
- Click on this icon to turn the video on or off



Zoom Features for Hosts and Participants

How to change your displayed name

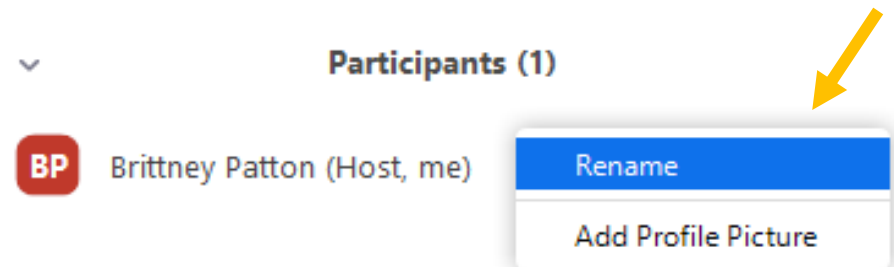
- Start by clicking on the “Participants” button at the bottom of your screen



- Hover over your name and a “more” button will appear



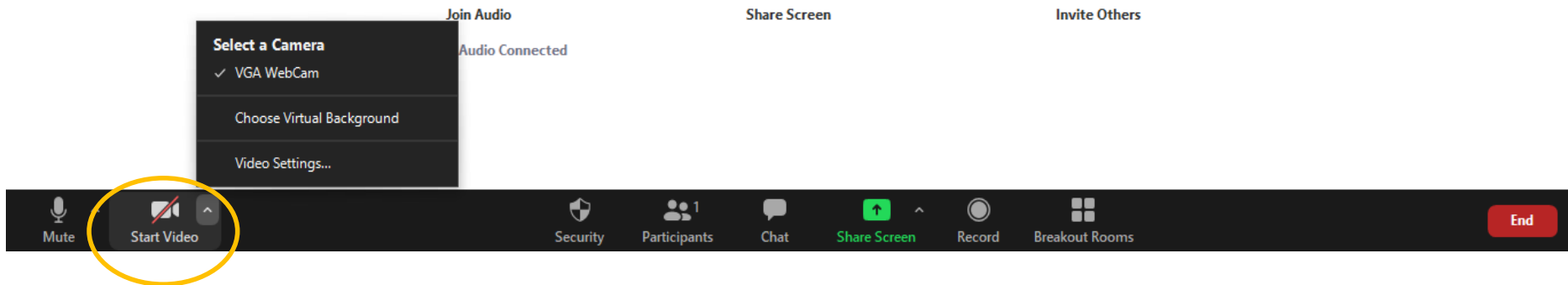
- Click on more and select “Rename”



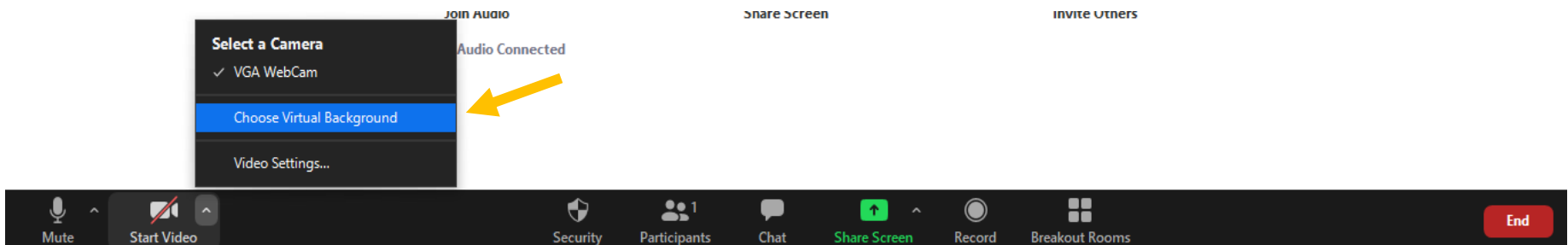
Zoom Features for Hosts and Participants

How to change your virtual background

- Click on the video icon



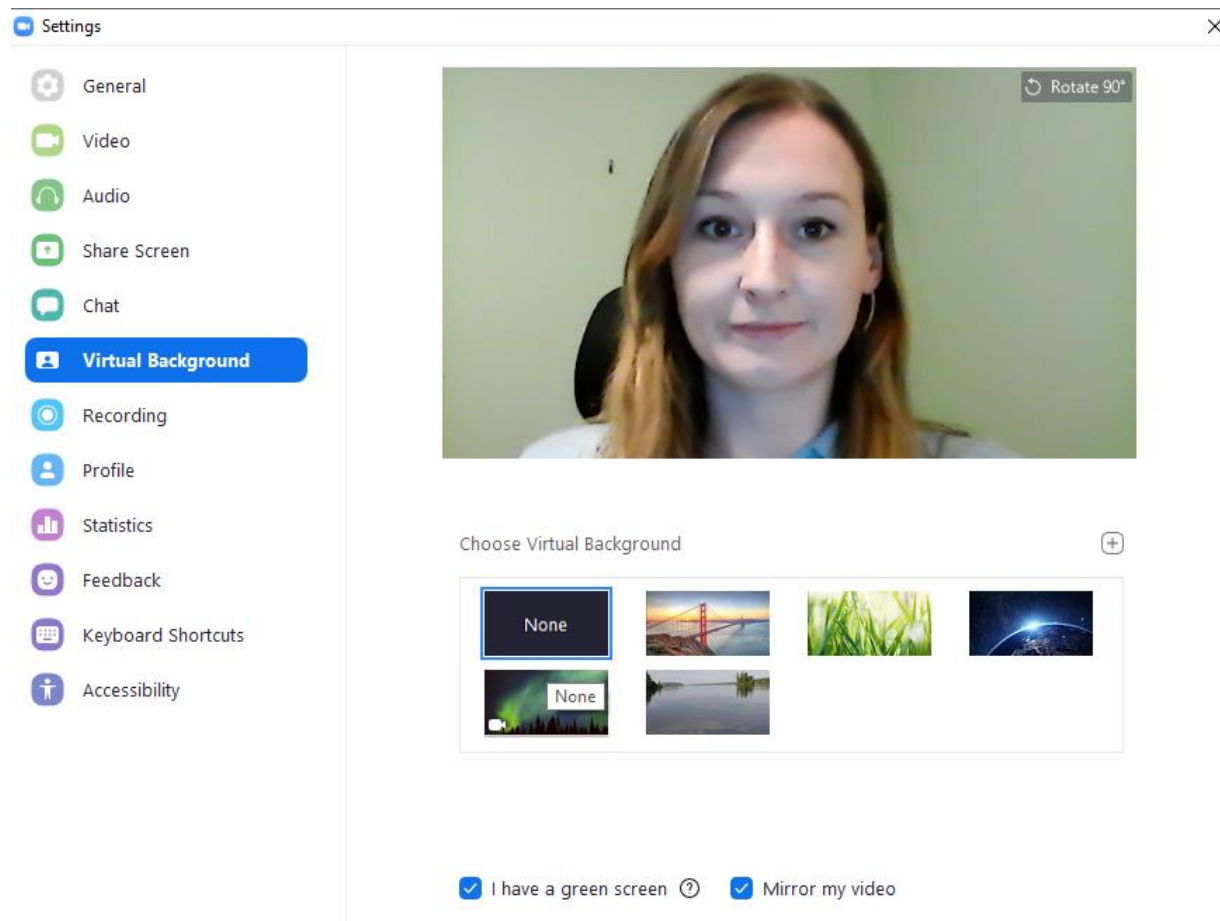
- Select choose virtual background



Zoom Features for Hosts and Participants

How to change your virtual background cont.

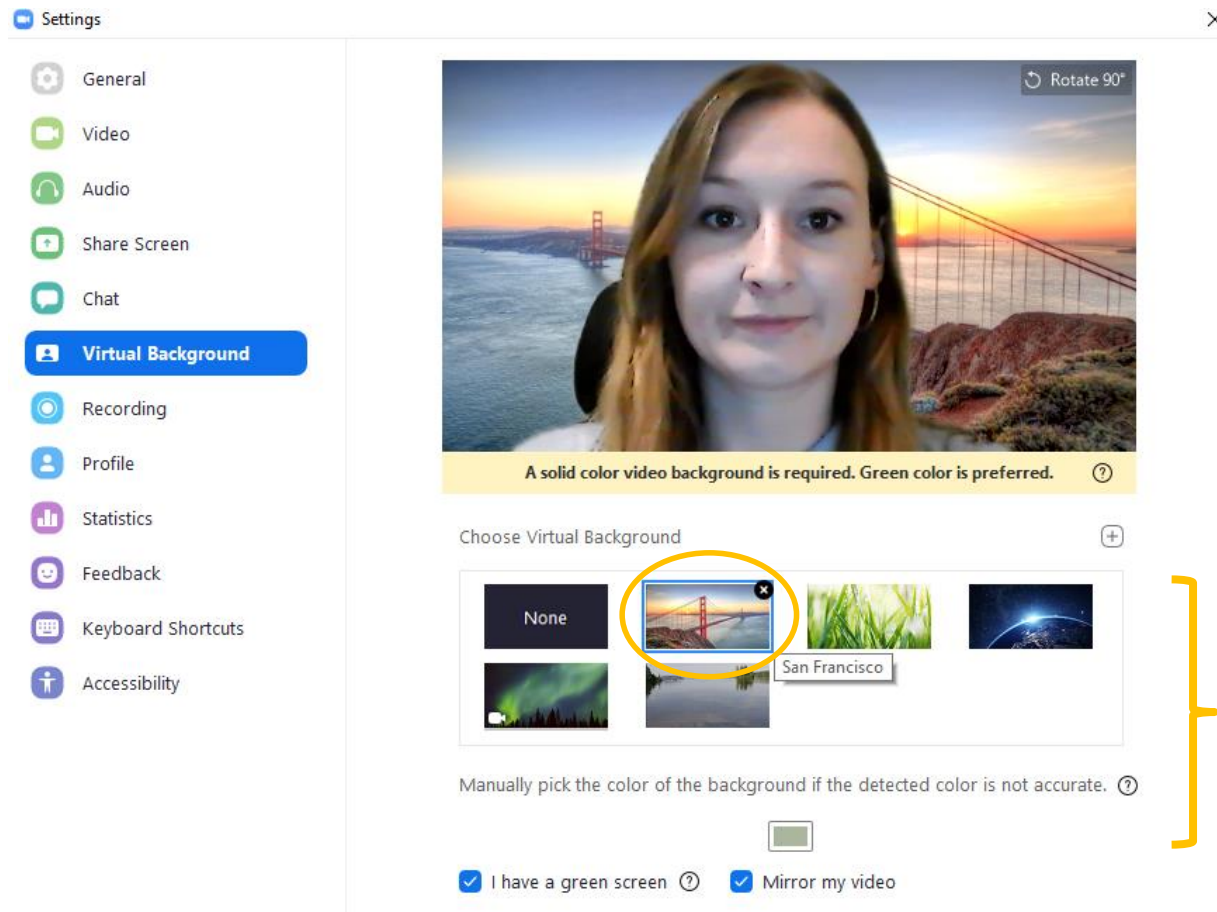
- When you select “choose virtual background” this settings box should pop up



Zoom Features for Hosts and Participants

How to change your virtual background cont.

- Select one of the virtual background options



The screenshot shows the Zoom Settings window with the 'Virtual Background' tab selected. The main preview area displays a woman's video feed with a virtual background of the Golden Gate Bridge at sunset. A yellow banner below the preview reads: "A solid color video background is required. Green color is preferred." Below this, the 'Choose Virtual Background' section shows a grid of options: 'None', a selected 'San Francisco' background (circled in yellow), 'Green Screen', and 'Space'. A yellow bracket on the right side of the interface groups the 'Choose Virtual Background' section and the 'Manually pick the color of the background' section. At the bottom, there are two checked checkboxes: "I have a green screen" and "Mirror my video".

Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Virtual Background**
- Recording
- Profile
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

Rotate 90°

A solid color video background is required. Green color is preferred.

Choose Virtual Background

None San Francisco

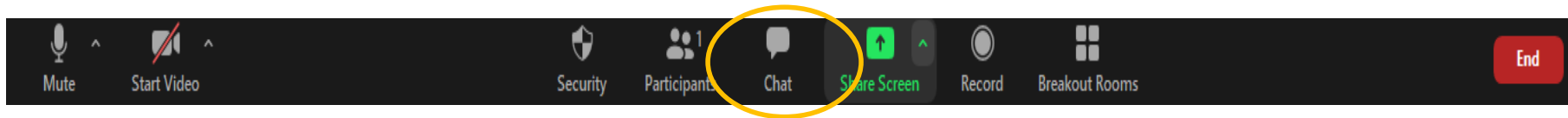
Manually pick the color of the background if the detected color is not accurate.

I have a green screen Mirror my video

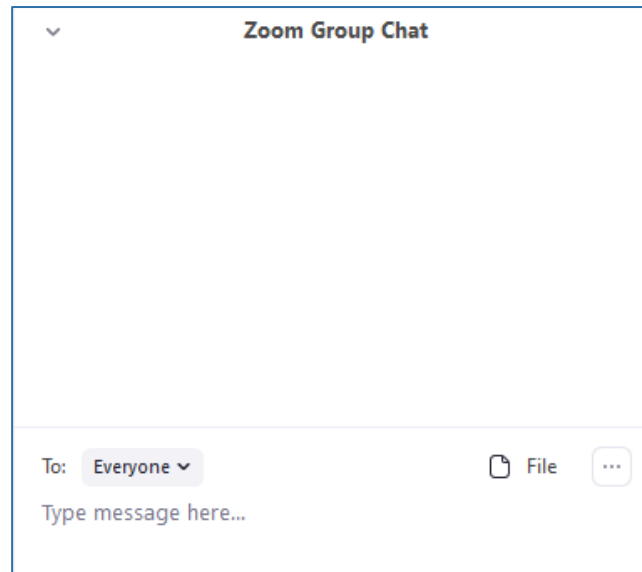
Zoom Features for Hosts and Participants

Chat box

- The “Chat” icon opens at chat box on the right side of your screen.



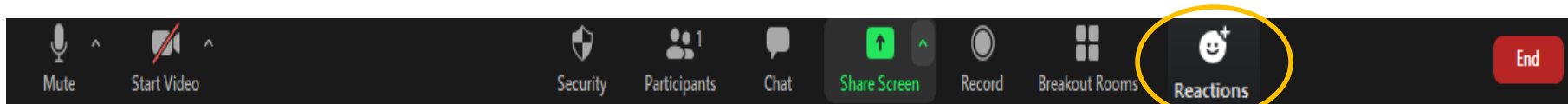
- You can use the chat box to send a message to everyone in the group or to specific individuals.



Zoom Features for Hosts and Participants

Reactions

- This is the reactions function. It allows you to react non-verbally through-out the session.



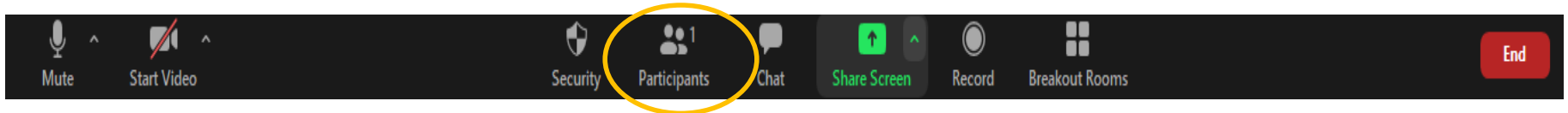
- When you click on the icon, you have the option to give feedback in the form of a thumbs up or hand clap.



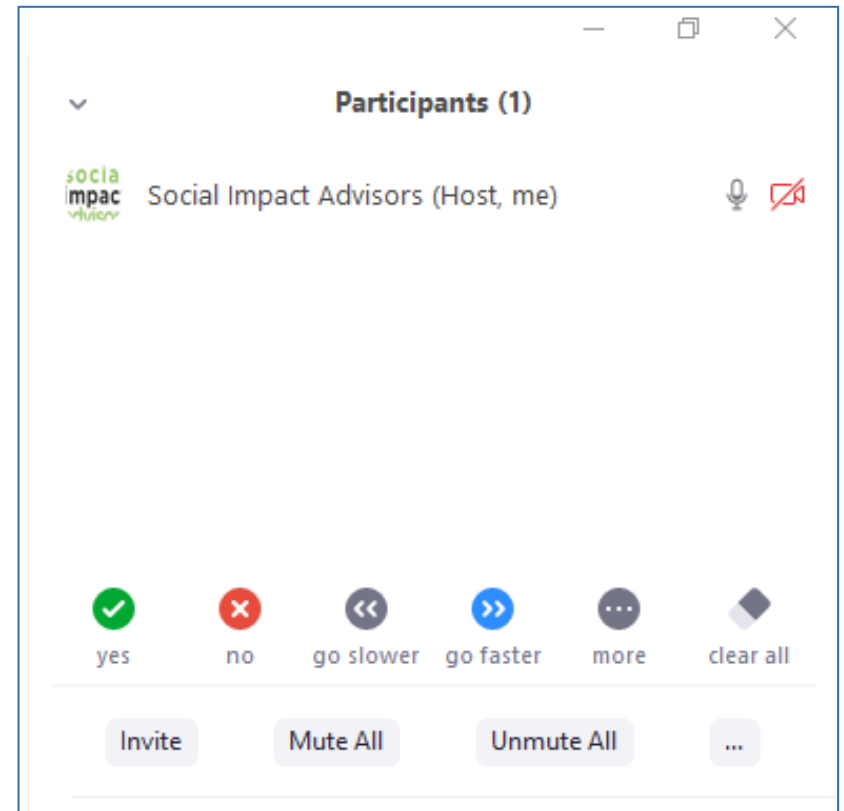
- Your reaction will appear in the top left corner of your video screen.

Zoom Features for Hosts

Manage Meeting Participants



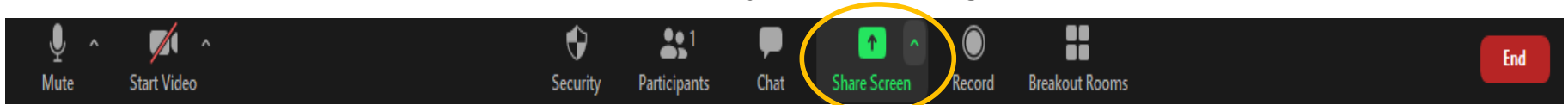
- To view the meeting participants meeting click on the “Participants” icon in your control bar.
- The pop-up screen will show you who has joined the meeting, if they are on video, and if they have turned on their sound.
- As the host you have the option to mute participants or remove them from the meeting.



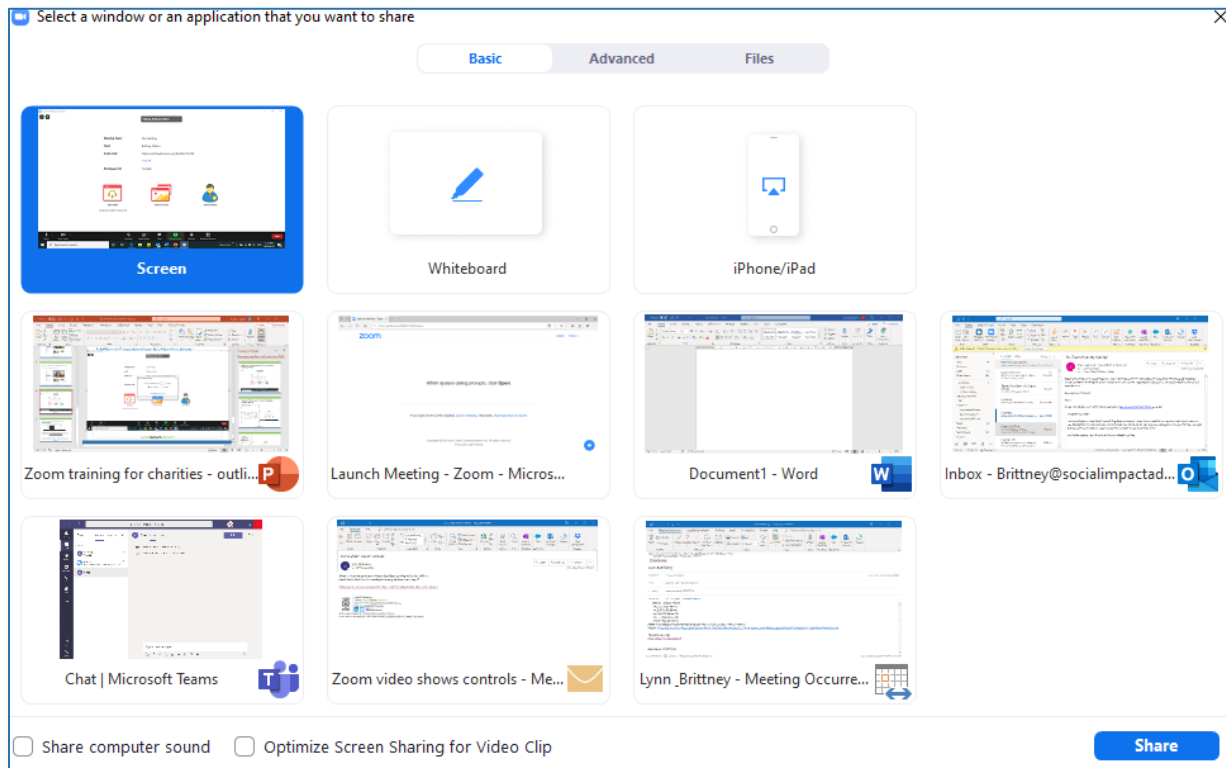
Zoom Features for Hosts

Sharing your screen

- Click on the “Screen Share” icon on your meeting controls bar



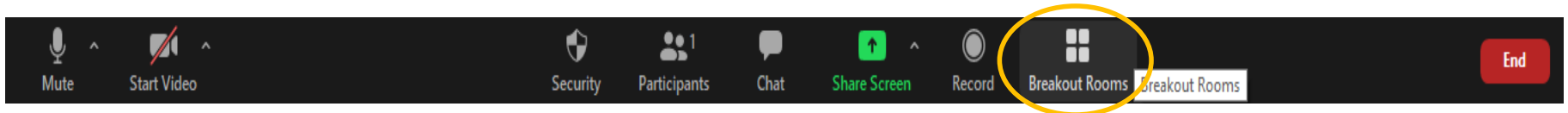
- Select the window you would like to share with your participant and click Share.



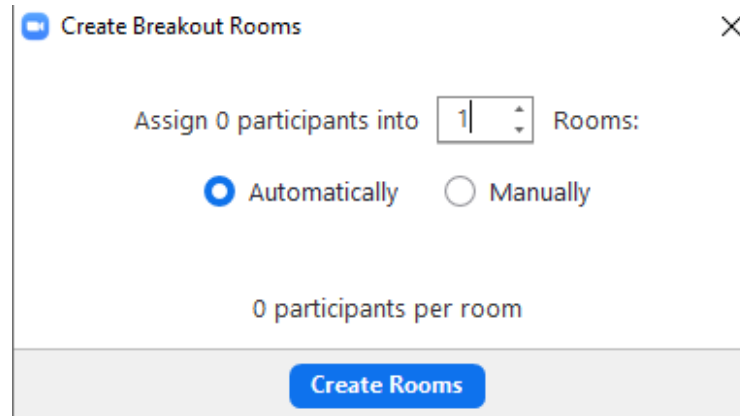
Additional Functions for Meeting Hosts

Breakout Rooms

- Click on the “Breakout Rooms” icon on your meeting controls bar



- A “Create Breakout Rooms” control box will pop-up. Here you can split your participants into break-out rooms, you can choose the number of rooms and if you split up participants automatically or manually

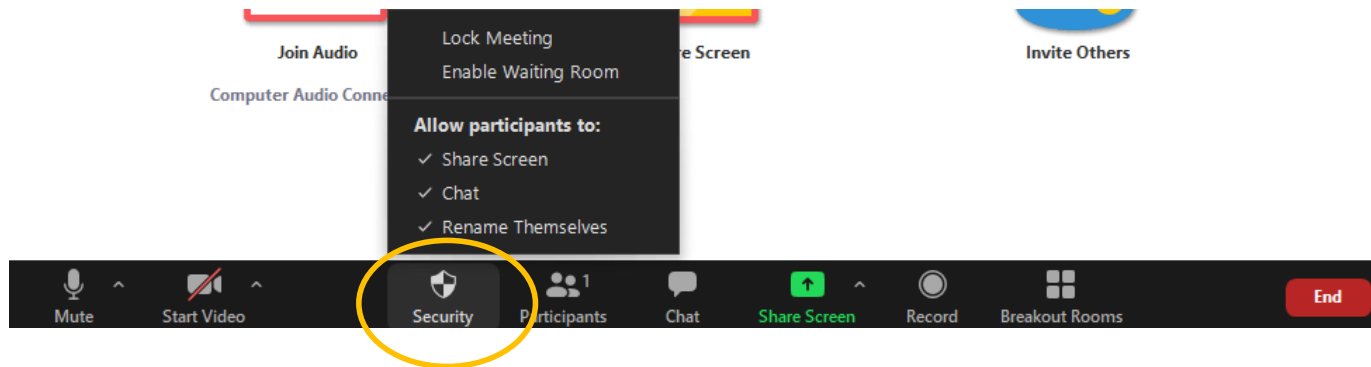


- If you have the participants email addresses, you can also pre-set breakout rooms in your Zoom meeting settings.

Additional Functions for Meeting Hosts

Lock the Meeting

- Click on the “Security” icon on your meeting controls bar



- Select “lock meeting” to prevent additional participants from entering the Zoom call. You will know you have successfully locked the meeting when you see this message:

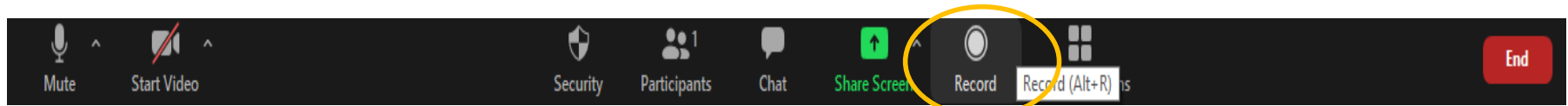
You have locked the meeting. No one else can join.

- If you are expecting more participants, you could enable the waiting room function which lets the host know when a new participant would like to join.

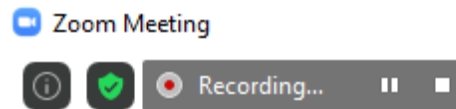
Additional Functions for Meeting Hosts

Record a Meeting

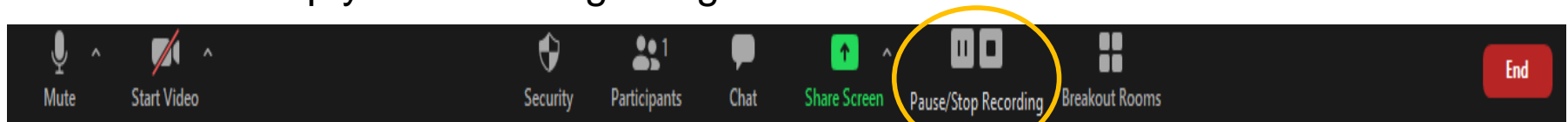
- Click on the “Record” icon on your meeting controls bar



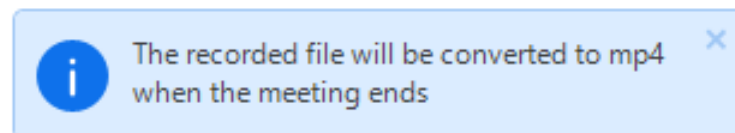
- You should see this notification in the top left of your screen telling you that you are recording.



- Pause or stop your recording using these buttons:



- When you stop recording this message should pop up in the top right of your screen letting you know that the file will be converted and saved when the meeting ends.



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