

ZOOM HOSTING BASICS



Overeaters Anonymous
San Diego County Intergroup, Inc.
oasandiego.org

Ellen Lorang
919-999-6085
zoom@oasandiego.org

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- This class will apply to users of PCs and Macs.
- A basic knowledge of Zoom features is assumed.
- Please hold Q&A until after the presentation.
- Except where noted, “Host” also refers to “Co-Host.”
- These slides are available to download from our website.
- Check out our other classes.

NOTES

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<ul style="list-style-type: none">▪ Signing in or Claiming Host▪ Waiting Room▪ Hosts and Co-Hosts▪ Room Settings▪ Managing Participants	<h1>TOPICS</h1>
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<p>Use your own account or obtain the username and password and change your name after you enter the room as host.</p> <p>There are different features available for different account levels.</p>	<h1>HOW TO BE “HOST”</h1> <h2>1. SIGN IN</h2>
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App or Web – Zoom.com

zoom
us02web.zoom.us

Email
lorangellen@gmail.com

Enter your password [Forgot?](#)

Sign In

Keep me signed in

or sign in with

SSO Apple Google Facebook

Sign In

Email Address
lorangellen@gmail.com

Password

[Forgot password?](#)

Sign In

By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.

Stay signed in

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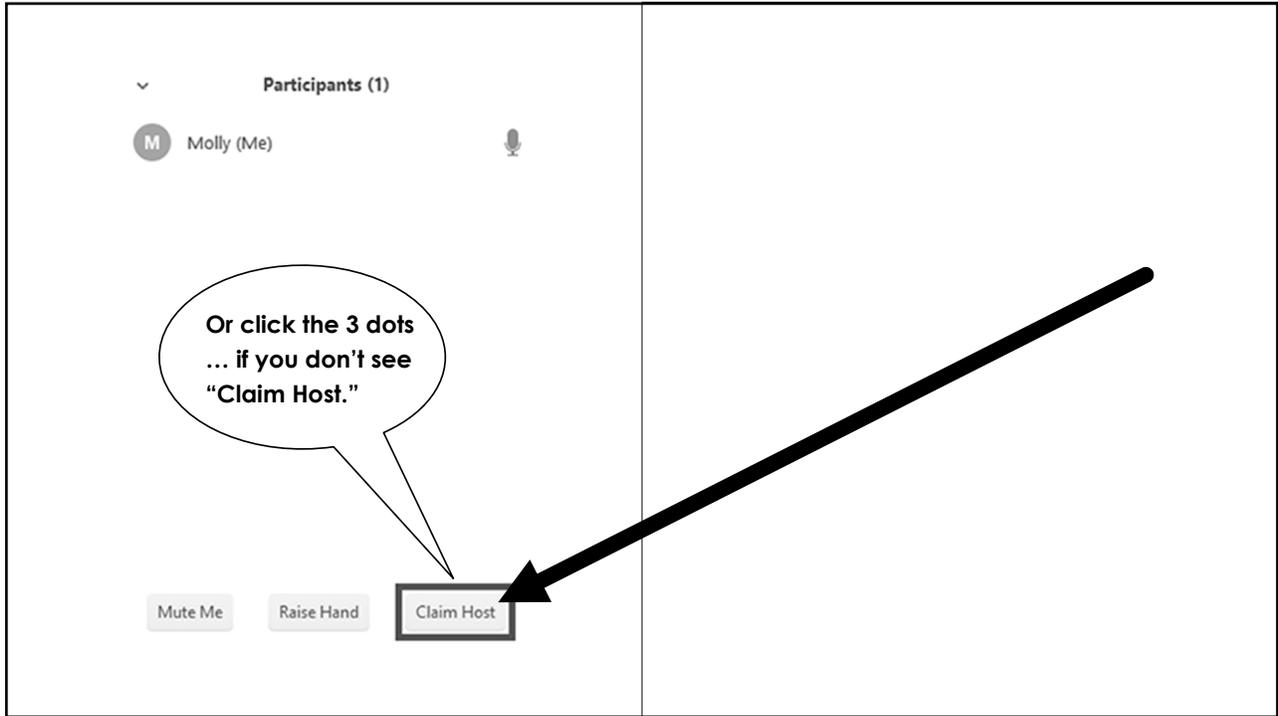
Sign into your own account, enter the room and then “Claim Host.” This is the best method for shared accounts.

- Get the Host Key from the account owner (Zoom administrator).
- Join the meeting after it opens. Options when scheduling a meeting are 15, 10 or 5 minutes before the scheduled start time.
- Click “Participants.”
- Click “Claim Host” at the bottom.
- Type in the Host Key.
- Hit the “Enter” Key.

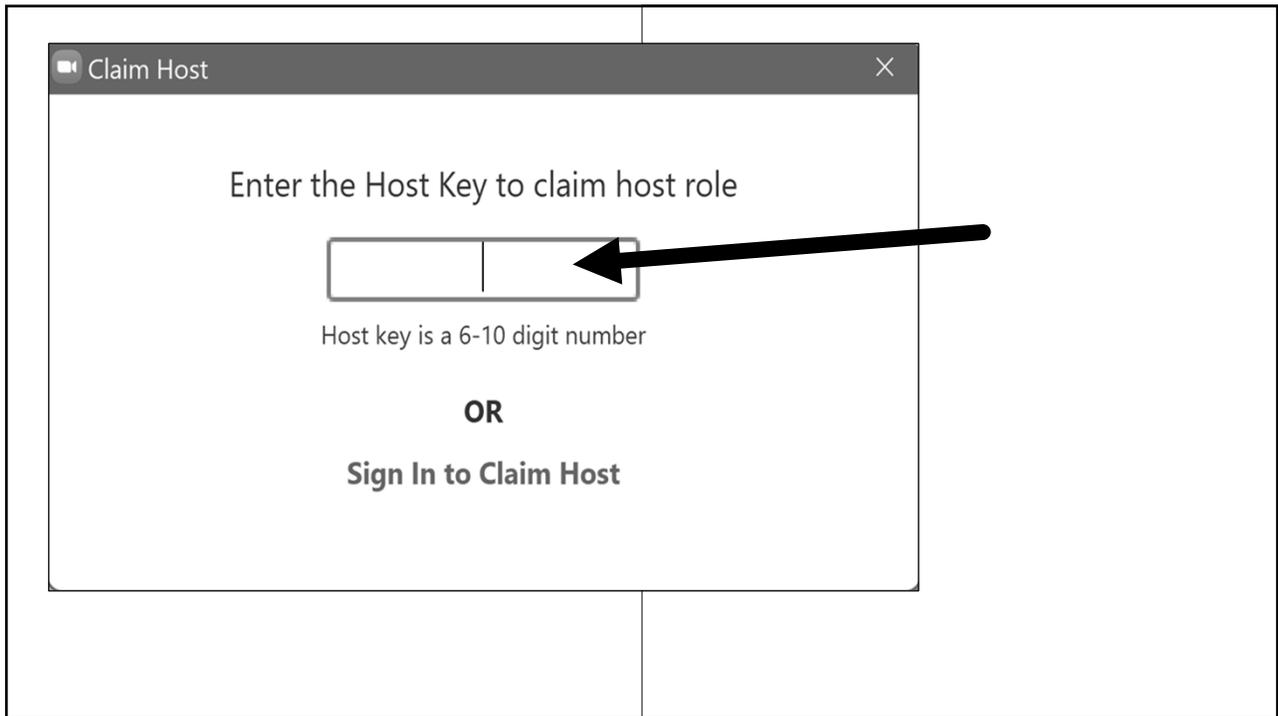
**HOW TO BE
“HOST”**

2. CLAIM HOST

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- For publicly available meetings, the waiting room is the most effective security measure. Make sure you take the Security Class.
- The waiting room is turned off by default for rooms using “Claim Host” method.

WAITING ROOM

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Zoom controls for host



The screenshot shows the Zoom host control bar with the following items: Unmute, Stop Video, Security, Participants (1), Share Screen, Reactions, Apps, Whiteboards, More, and End. The Security menu is open, showing options: Lock Meeting, Enable Waiting Room (checked), Hide Profile Pictures (checked), Allow participants to: Share Screen, Chat, Rename Themselves, Unmute Themselves, Start Video, Remove Participant, and Suspend Participant Activities. The bottom of the menu shows Security and Participants (2).

ENABLE WAITING ROOM

1. Click “Security.”
2. Select “Enable Waiting Room.”

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Hosts can:

- View participants in the waiting room, at the top of the participants list.
- Admit participants individually or all at once. **NOT RECOMMENDED**
- Broadcast a chat message to the waiting room. Participants will not be able to respond. (*See New Features)
- Remove participants. They will not be able to come back in for that meeting.
- Participants can also be moved back to the waiting room.

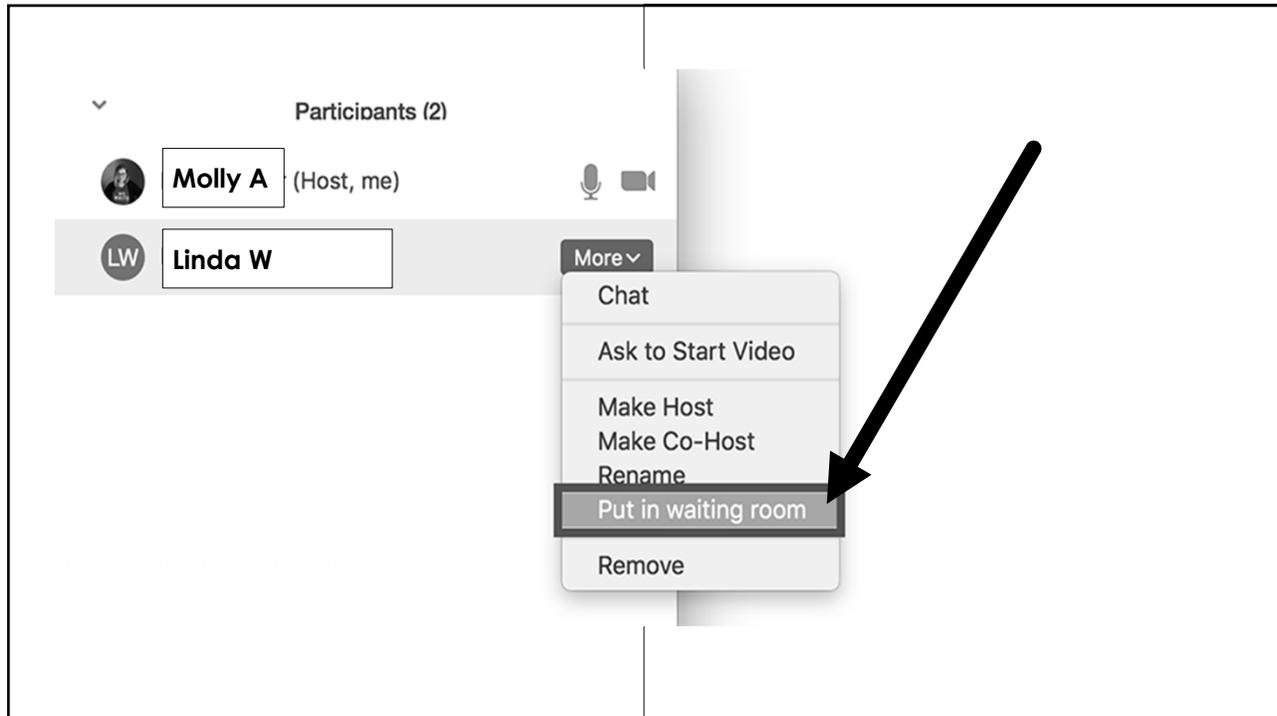
WAITING ROOM

Features

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Hosts can now have a two-way chat with people in the waiting room. Access through the chat window.

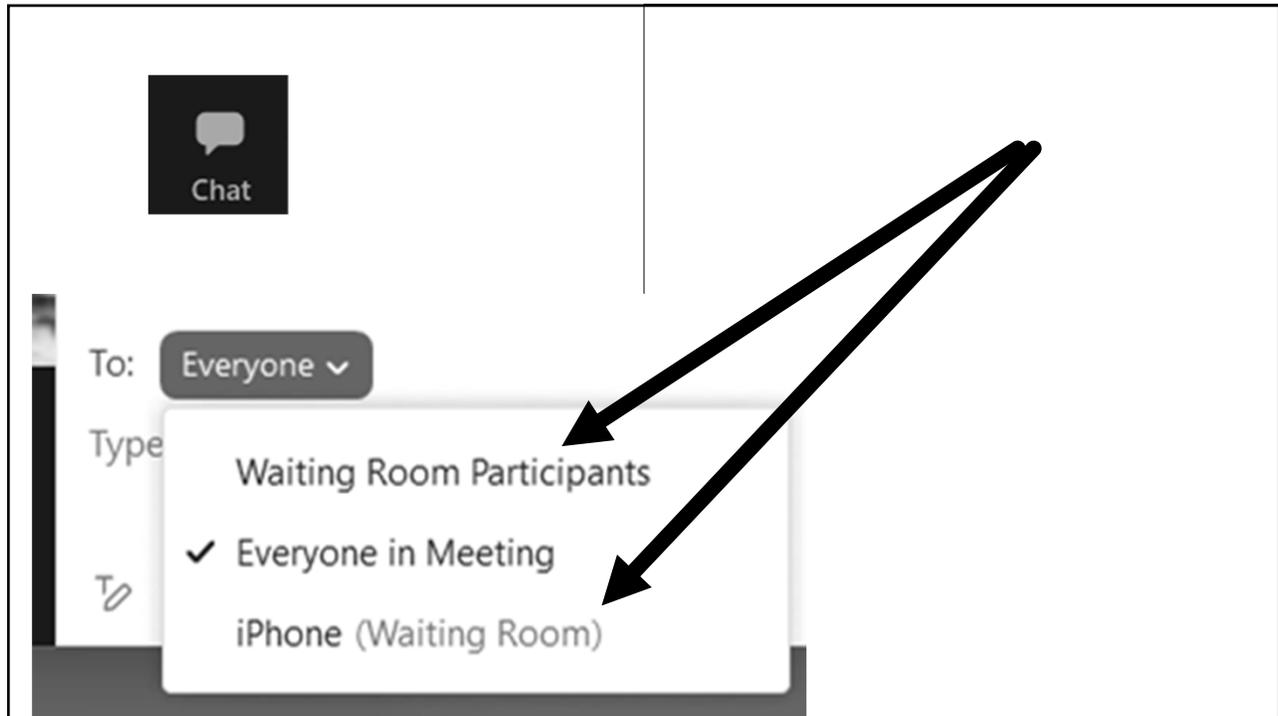
Participants can also be renamed by hosts while in the waiting room.

- These features must be turned on in account settings.
- Attendees are required to be running a recent version of Zoom or they will be prompted to upgrade before entering the room. Choose the version in settings.

WAITING ROOM

NEW Features

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- Co-hosts share most tools with hosts.
- Only the host can assign co-hosts.
- There is no limit on the number of co-hosts.
- If a meeting doesn't have a co-host and the host leaves, the meeting might end. **MAKE SURE YOU APPOINT A CO-HOST!**

Co-hosts can not:

Start or end a meeting.

Start a few advanced features.

- A host can assign another participant to be host.

HOSTS VS. CO-HOSTS

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- **To make a user a co-host:**

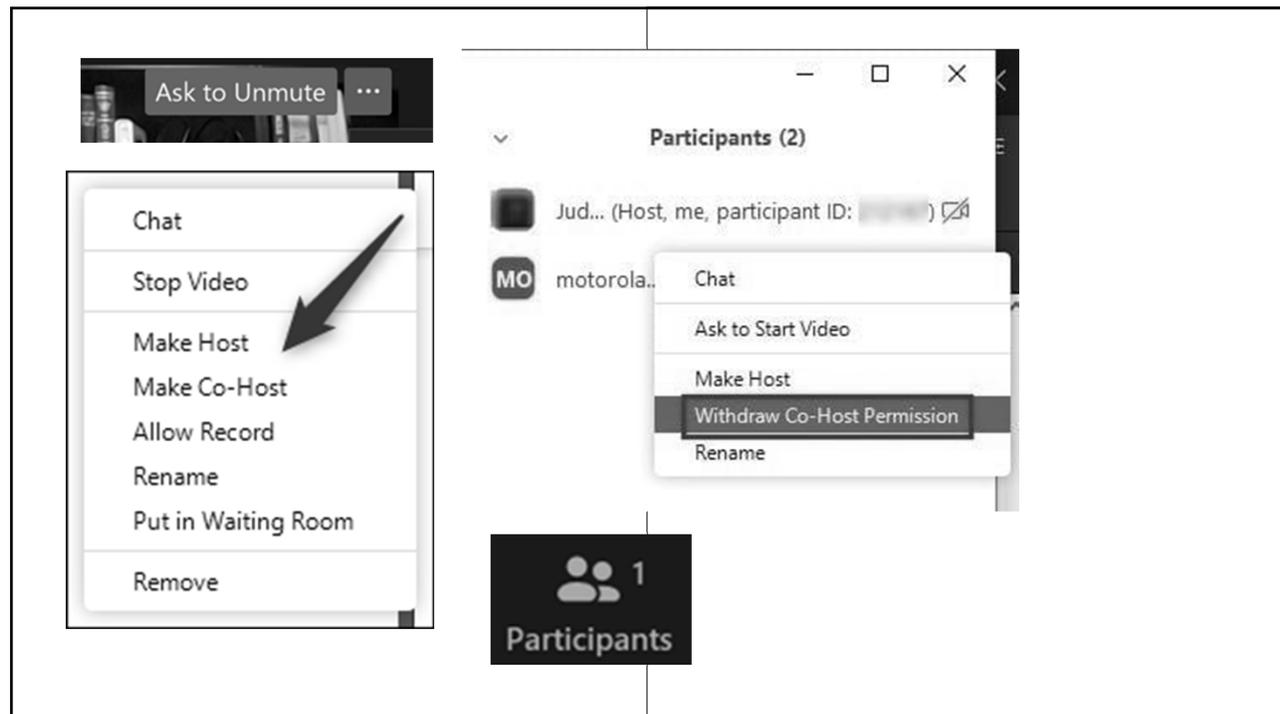
1. Click "Participants."
2. Hover over a name; click ... (More).
3. Click "Make Co-Host"

OR

1. Hover over their video
2. Click ... (More).
3. Click "Make Co-Host."

HOSTS AND CO-HOSTS

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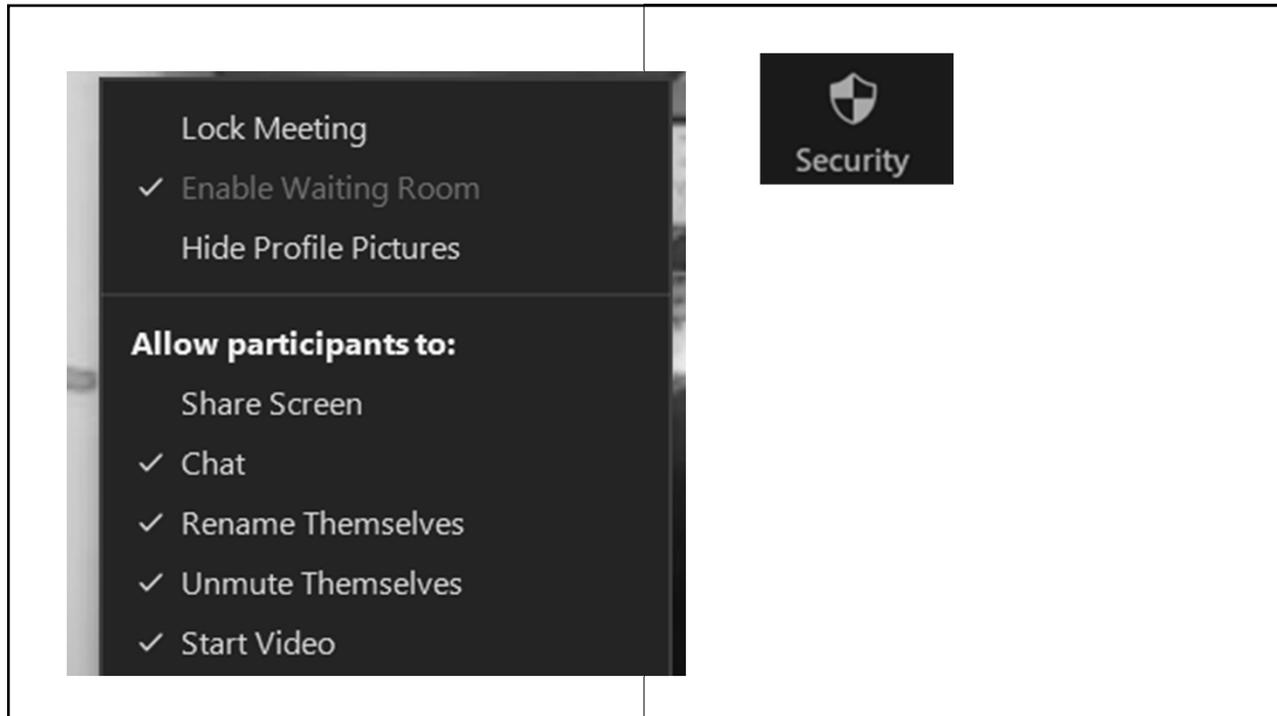
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<ul style="list-style-type: none"> ▪ These settings are <u>turned on by default</u> in SD rooms. Change them at the bottom of the participants list under the ... (More) or under Security. <ul style="list-style-type: none"> ▪ “Mute Participants upon Entry.” ▪ “Allow Participants to Unmute Themselves.” ▪ “Allow Participants to Rename Themselves.” ▪ “Allow Participants to Start Video.” 	<h1>ROOM SETTINGS</h1>
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<p>Ask All to Unmute</p> <ul style="list-style-type: none"> ✓ Mute Participants upon Entry ✓ Allow Participants to Unmute Themselves ✓ Allow Participants to Rename Themselves <p>Play sound when someone joins or leaves</p>	 <p>Participants</p>
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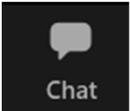
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- **There are 4 chat options:**
 - “No One.”
 - “Hosts and co-hosts.”
 - “Everyone.”
 - “Everyone and anyone directly.” (the default in SD rooms)

Change this setting by clicking on ... (More) in the chat window.



CHAT SETTINGS

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<p>Participant Can Chat with:</p> <ul style="list-style-type: none">No OneHost and co-hostsEveryone✓ Everyone and anyone directly	
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<p>Hosts can:</p> <ul style="list-style-type: none">▪ Request a participant start video.▪ Mute a participant.▪ Request a participant unmute.▪ Stop a participant's video. <p><i>Only the host who stopped the video will be able to restart it.</i></p>	<h1>MANAGING PARTICIPANTS</h1>
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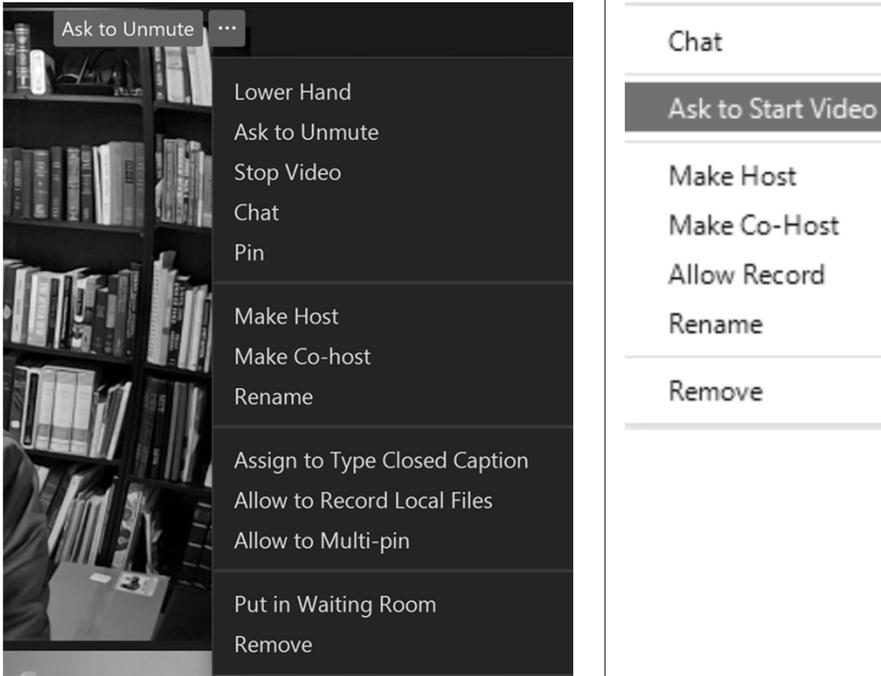
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Hosts can:

- **Rename a participant.**
- **Lower a participant's hand.**
- **Mute all - in participants list.**
- **Ask all to unmute - under ... (More) in participants list.**

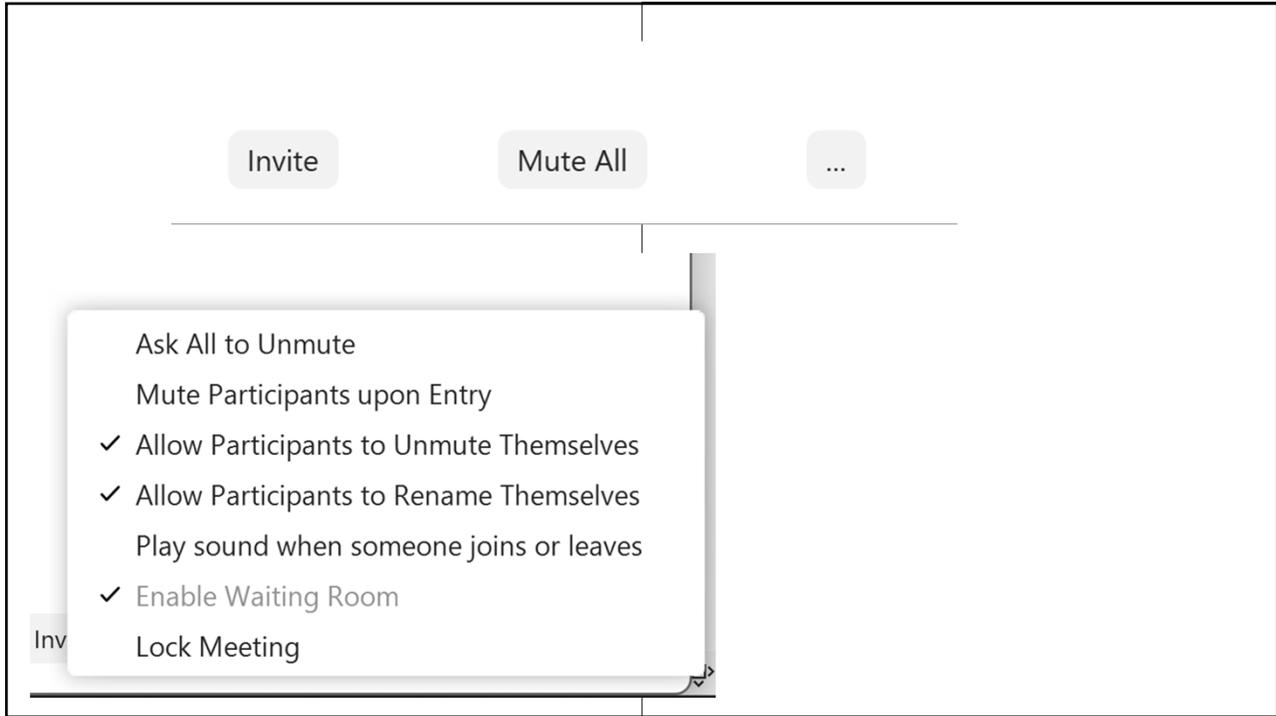
MANAGING PARTICIPANTS

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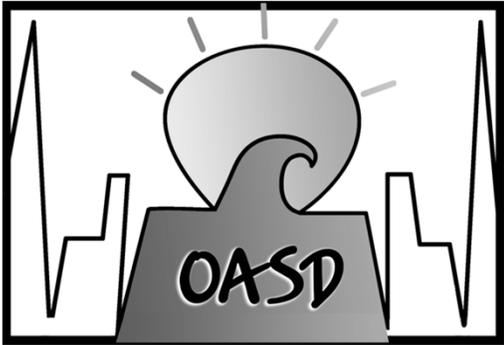


The image displays two panels of a meeting interface. The left panel shows a dark overlay menu with the following options: Ask to Unmute, Lower Hand, Ask to Unmute, Stop Video, Chat, Pin, Make Host, Make Co-host, Rename, Assign to Type Closed Caption, Allow to Record Local Files, Allow to Multi-pin, Put in Waiting Room, and Remove. The right panel shows a 'Chat' window with the following options: Ask to Start Video, Make Host, Make Co-Host, Allow Record, Rename, and Remove.

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<h1>MORE INFO</h1> <p>Ellen 919-999-6085 zoom@oasandiego.org</p>	
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