ZOOM HOSTING BASICS

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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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TOPICS

- **Signing in or Claiming Host**

- **Waiting Room**

- **Hosts and Co-Hosts**

- **Room Settings**

- **Managing Participants**

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HOW TO BE "HOST"

1. SIGN IN

Use your own account or obtain the username and password and change your name after you enter the room as host.

There are different features available for different account levels.

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App or Web – Zoom.com

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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.

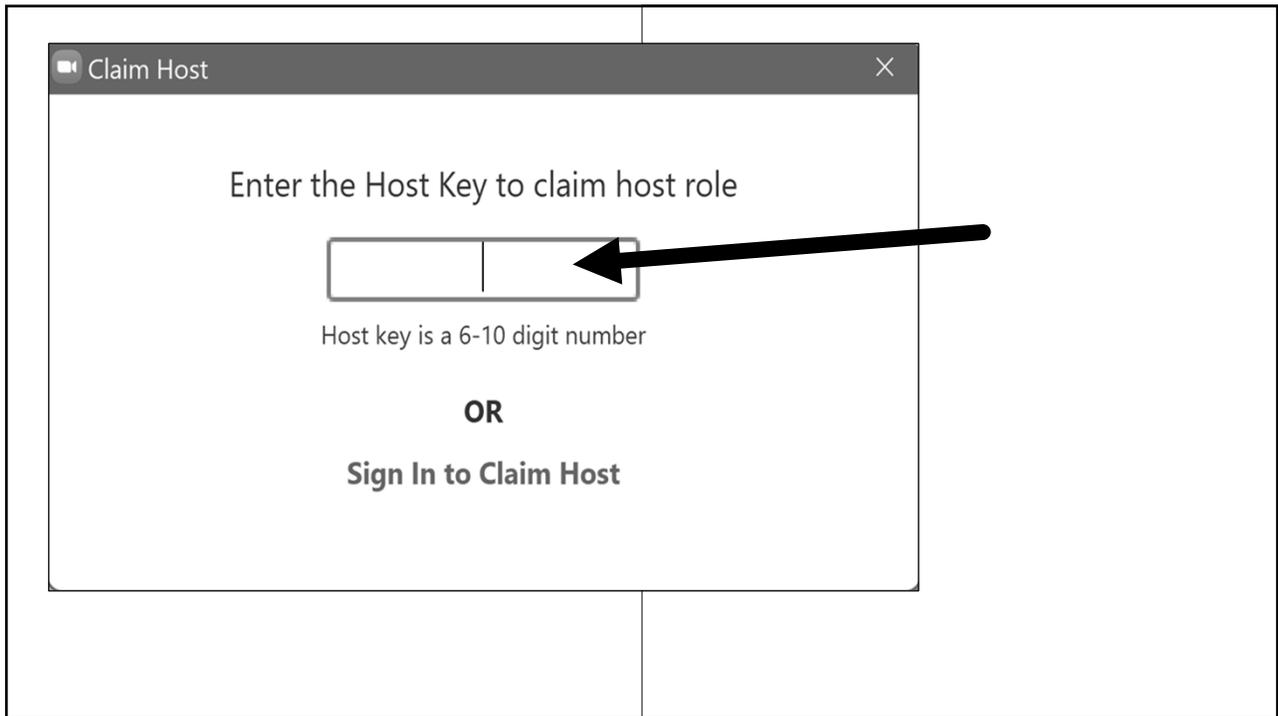- Type in the Host Key.

- Hit the "Enter" Key.

HOW TO BE "HOST"

2. CLAIM HOST

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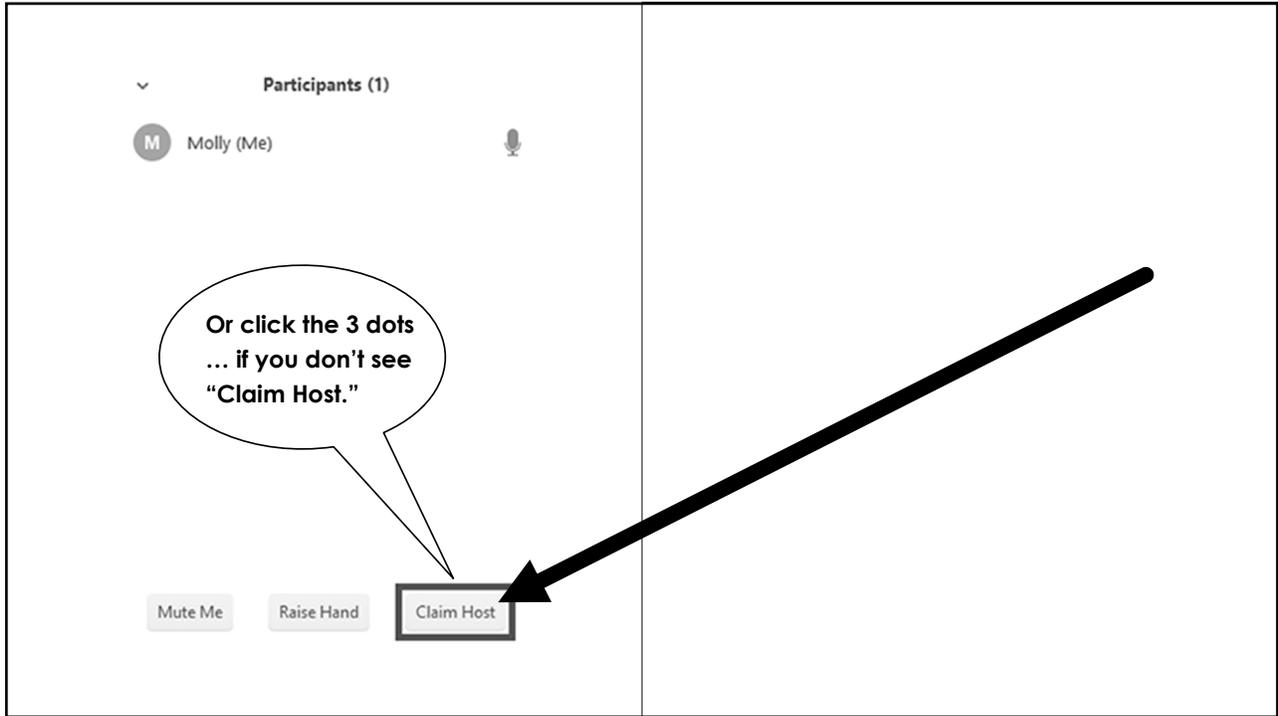
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- **For publicly available meetings, the waiting room is the <u>most effective security measure</u>. Make sure you take the Security Class.**

- **The waiting room is turned off by default for rooms using "Claim Host" method.**

WAITING ROOM

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Zoom controls for host

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.**
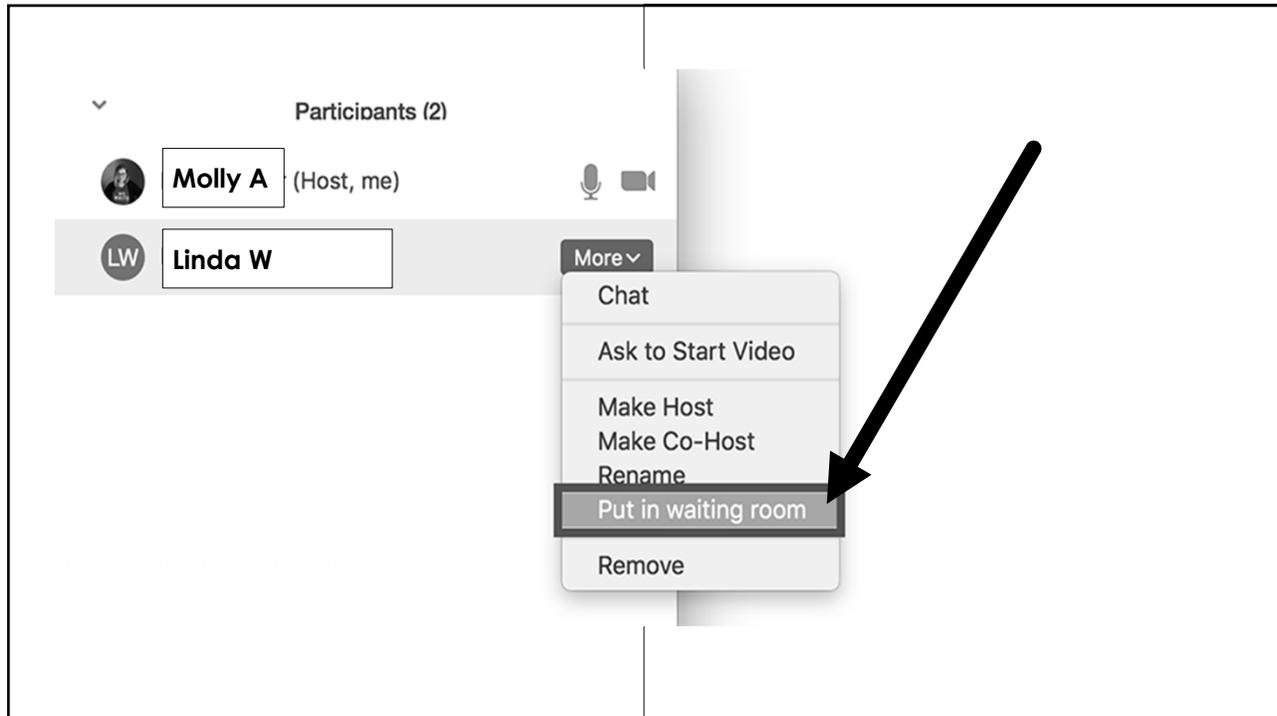
WAITING ROOM
Features

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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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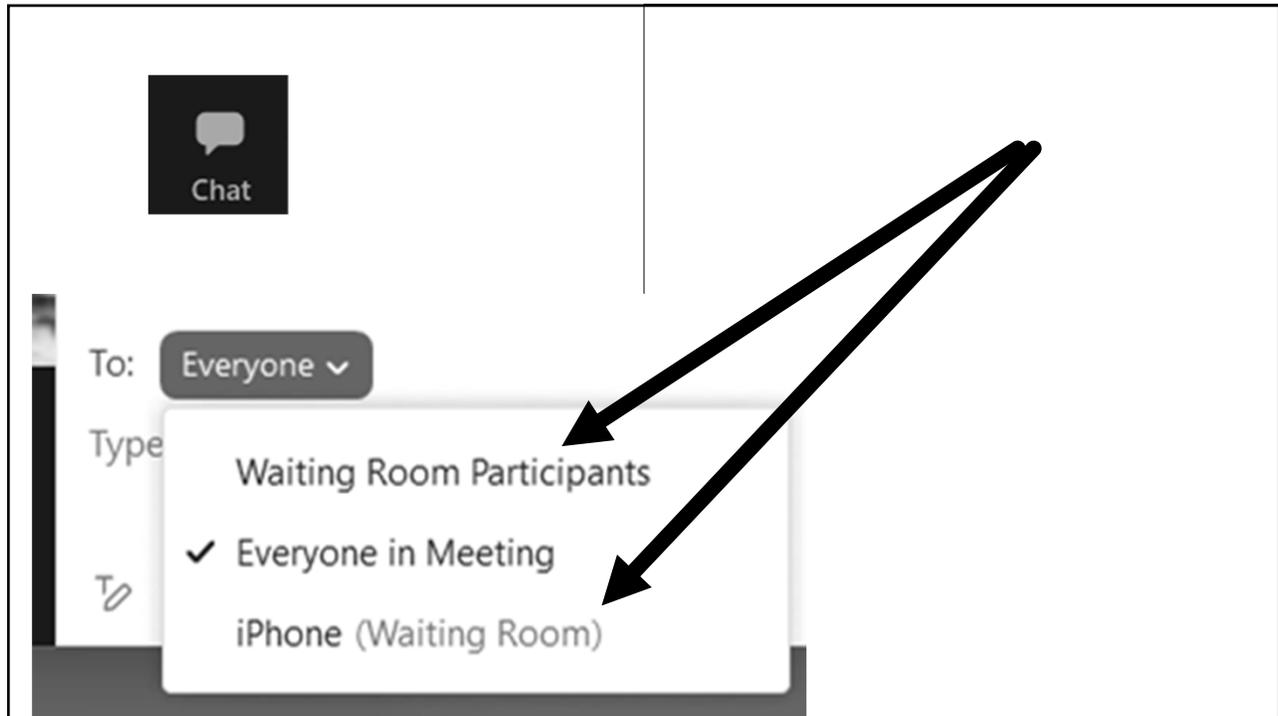
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- **Co-hosts share most tools with hosts.**

- **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.**
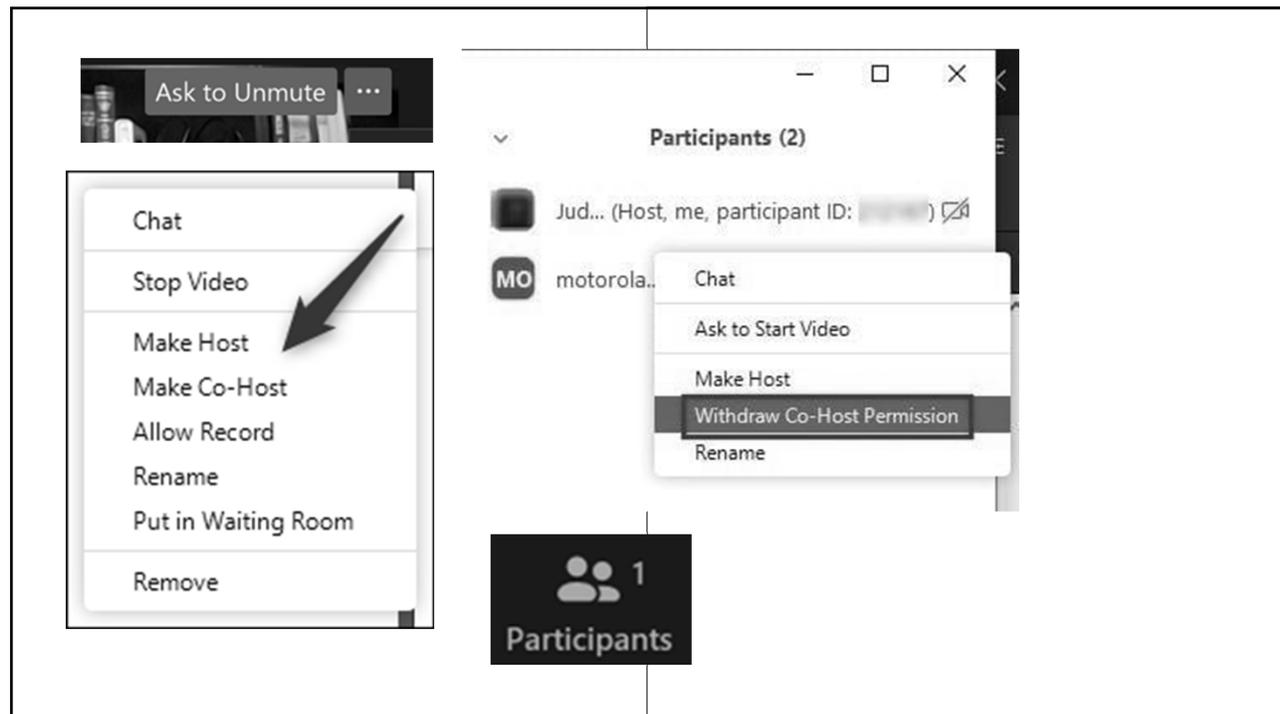
HOSTS VS. CO-HOSTS

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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).**
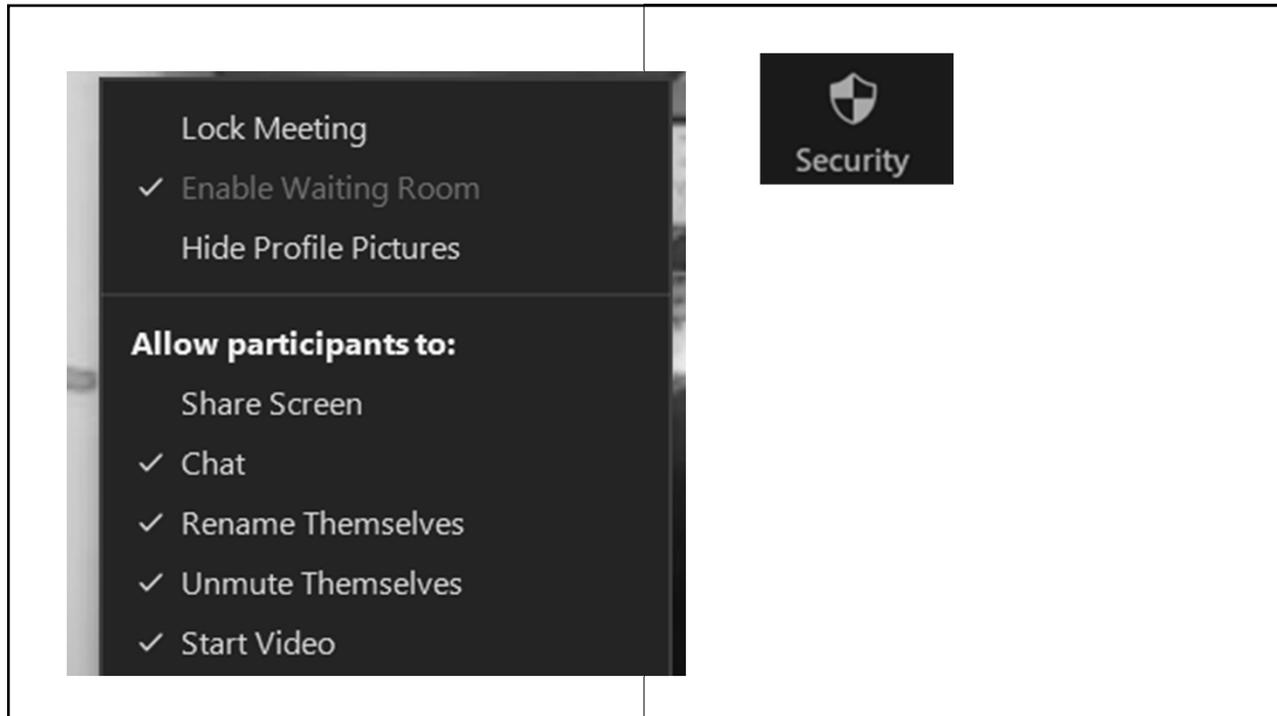 3. **Click "Make Co-Host."**

HOSTS AND CO-HOSTS

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- **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.**

  - **"Mute Participants upon Entry."**

  - **"Allow Participants to Unmute Themselves."**

  - **"Allow Participants to Rename Themselves."**

  - **"Allow Participants to Start Video."**

ROOM SETTINGS

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Ask All to Unmute

✓ Mute Participants upon Entry

✓ Allow Participants to Unmute Themselves

✓ Allow Participants to Rename Themselves

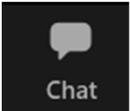Play sound when someone joins or leaves

👥 1
Participants

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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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Participant Can Chat with:

No One

Host and co-hosts

Everyone

✓ Everyone and anyone directly

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Hosts can:

- **Request a participant start video.**

- **Mute a participant.**

- **Request a participant unmute.**

- **Stop a participant's video.**

  Only the host who stopped the video will be able to restart it.
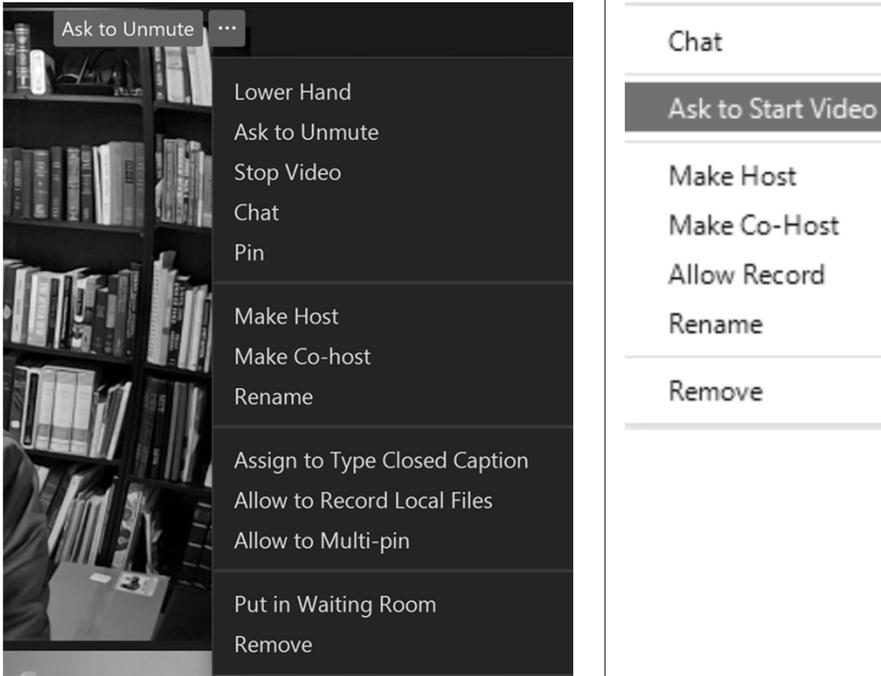
MANAGING PARTICIPANTS

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Hosts can:

- **Rename a participant.**

- **Lower a participant's hand.**

- **Mute all - in participants list.**

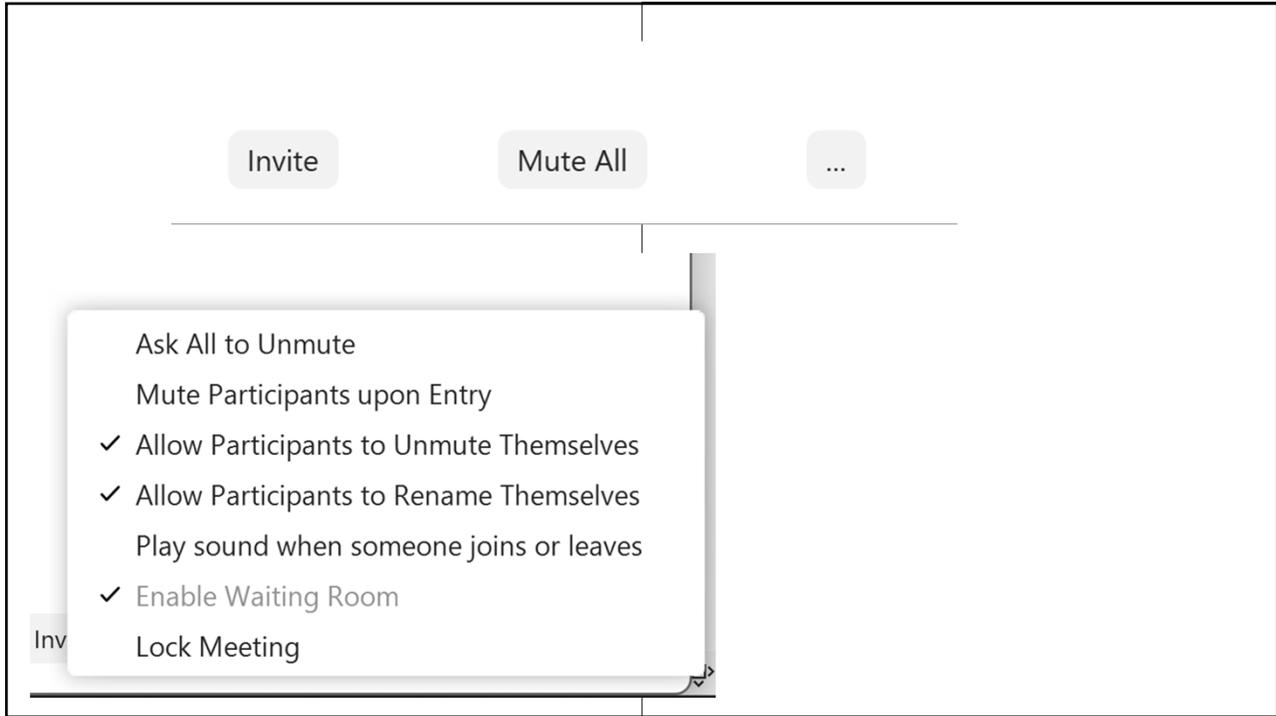- **Ask all to unmute - under … (More) in participants list.**
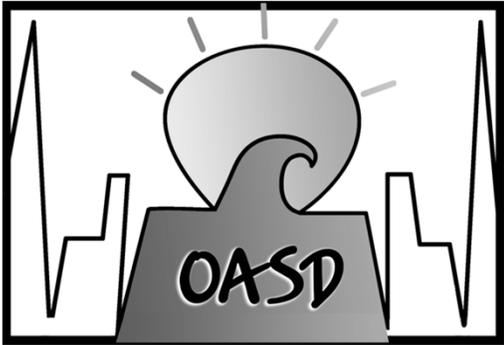
MANAGING PARTICIPANTS

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Invite   Mute All   ...

Ask All to Unmute

Mute Participants upon Entry

✓ Allow Participants to Unmute Themselves

✓ Allow Participants to Rename Themselves

Play sound when someone joins or leaves

✓ Enable Waiting Room

Lock Meeting

Inv

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MORE INFO

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