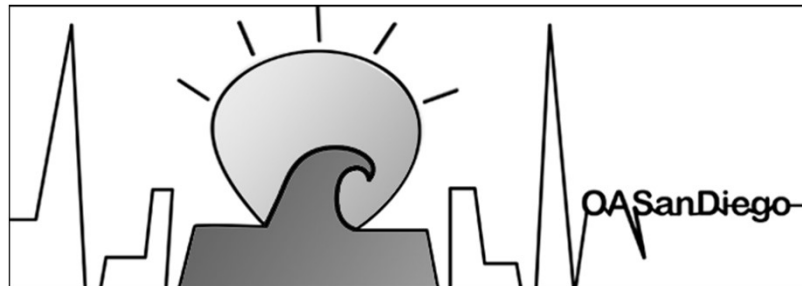


ZOOM HOSTING BASICS

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- It is strongly recommended you use a computer of some kind – not a mobile device. A mouse is also much better than a trackpad.
- Features in your rooms depends on account settings. Keep your Zoom client updated.
- This class covers Basic Hosting. Take the Security and our other classes to be fully educated on hosting.
- These slides and more are available to download from our website.
- Please note that these are my opinions only and do not represent Overeaters Anonymous.

NOTES

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- **Signing in or Claiming Host**
- **Views**
- **Waiting Room**
- **Hosts vs. Co-Hosts**
- **Room Settings**
- **Managing Participants**
- **Managing Chat**

TOPICS

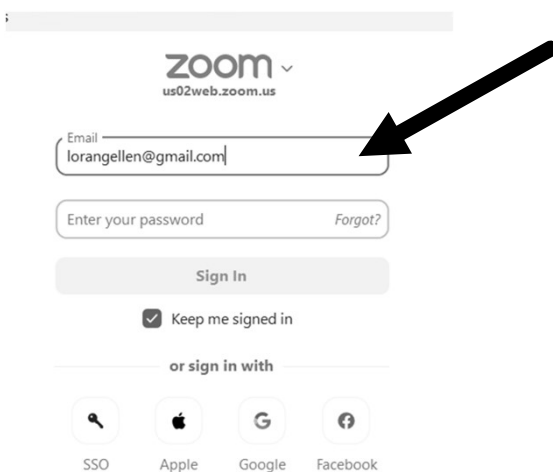
This class teaches you the tools and how to use them.

The security class discusses best practices and Traditions implications to using the tools.

3

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.

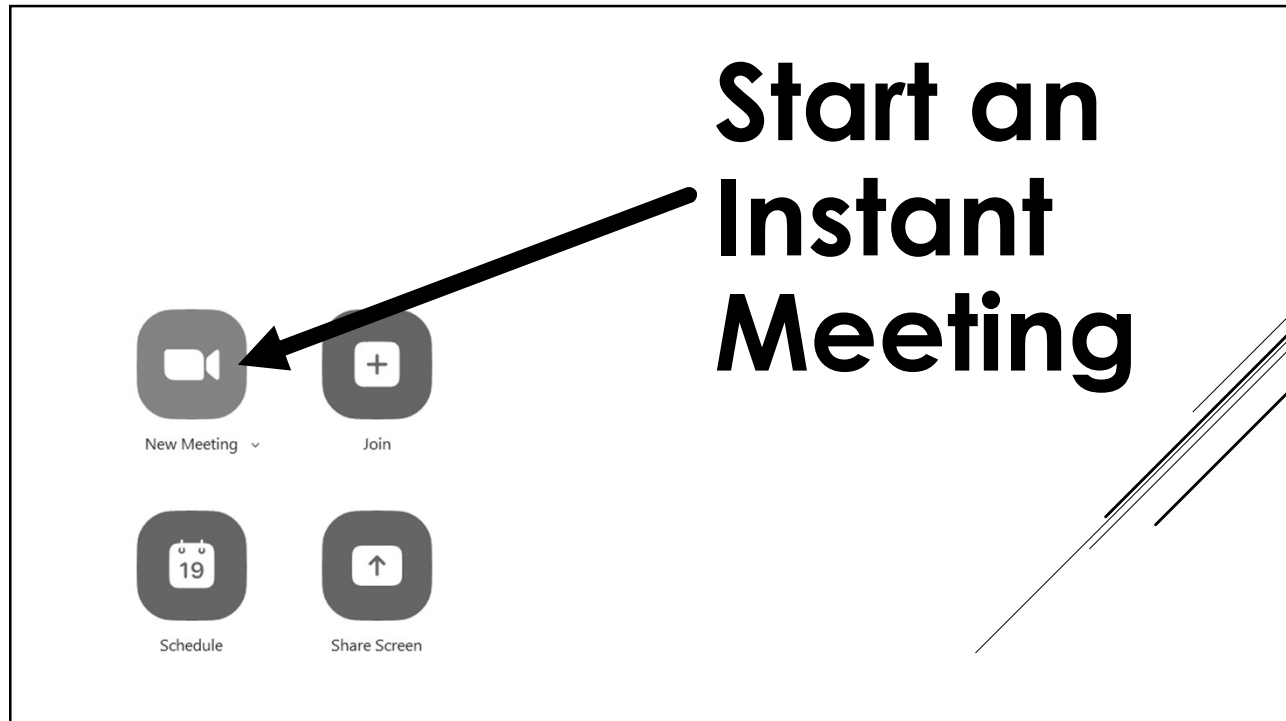


The image shows the Zoom web sign-in interface. At the top is the Zoom logo and the URL 'us02web.zoom.us'. Below this is a form with an 'Email' field containing 'lorangellen@gmail.com', a password field labeled 'Enter your password' with a 'Forgot?' link, and a 'Sign In' button. There is a checkbox for 'Keep me signed in'. Below the sign-in options is a section 'or sign in with' featuring icons for SSO, Apple, Google, and Facebook. A large black arrow points from the text 'Use your own account...' to the email input field.

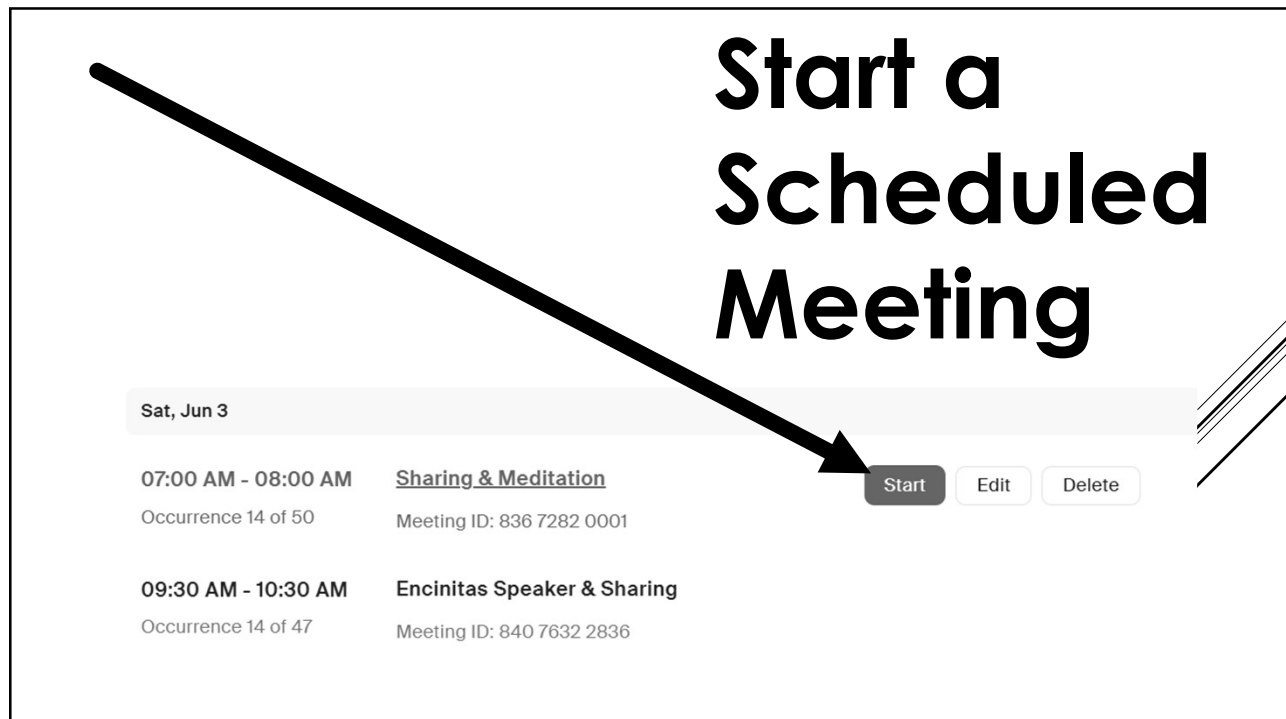
HOW TO BE “HOST”

1. SIGN IN

4



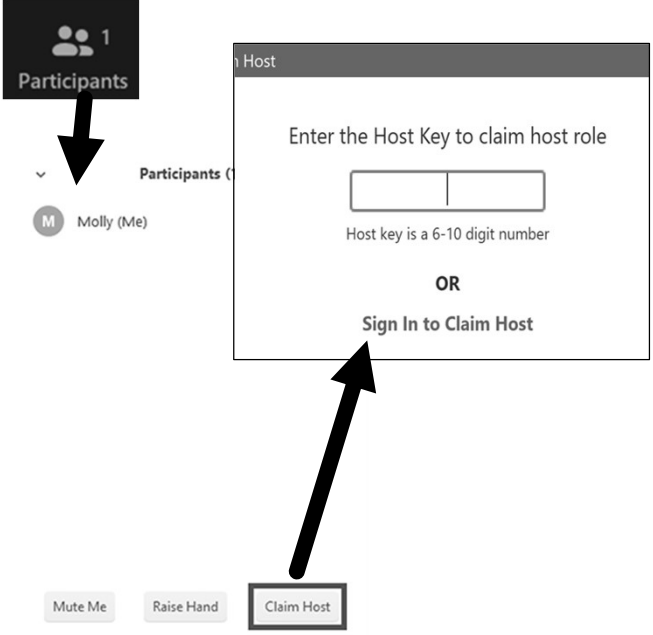
5



6

HOW TO BE “HOST”

2. CLAIM HOST

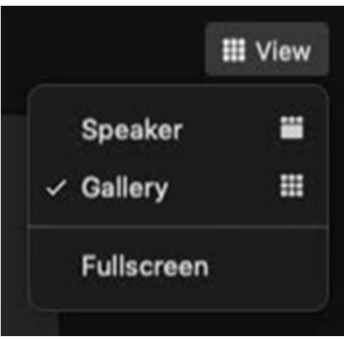


The screenshot shows a Zoom interface. On the left, a 'Participants' panel is visible with a dropdown arrow and a list containing 'Molly (Me)'. At the bottom, there are three buttons: 'Mute Me', 'Raise Hand', and 'Claim Host'. An arrow points from the 'Claim Host' button to a modal window titled 'Claim Host'. The modal contains the text 'Enter the Host Key to claim host role', a text input field, and the instruction 'Host key is a 6-10 digit number'. Below this, it says 'OR' and 'Sign In to Claim Host'.

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VIEWS

- Stay in Gallery View to be an effective host.
- Also display the Participants Panel.
- Learn more about Views in our other classes.



The screenshot shows a Zoom 'View' menu. It has three options: 'Speaker', 'Gallery' (which is selected with a checkmark), and 'Fullscreen'. Each option has a corresponding icon: a single person for Speaker, a grid of people for Gallery, and a full screen icon for Fullscreen.

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- For publicly available meetings, the waiting room is the most effective security measure.
- The waiting room is turned off by default for rooms using “Claim Host” method.
- **TURN IT ON!** Use it early and use it often.

WAITING ROOM

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Zoom controls for host



The screenshot shows the Zoom host controls bar at the top with icons for Unmute, Stop Video, Security, Participants, Share Screen, Reactions, Apps, Whiteboards, and More. 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 icons.

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

ENABLE WAITING ROOM

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▪ To make a user a co-host:

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

Only the host can assign co-hosts or make another user a host.

There is no limit on the number of co-hosts. It's very important to have at least one co-host.

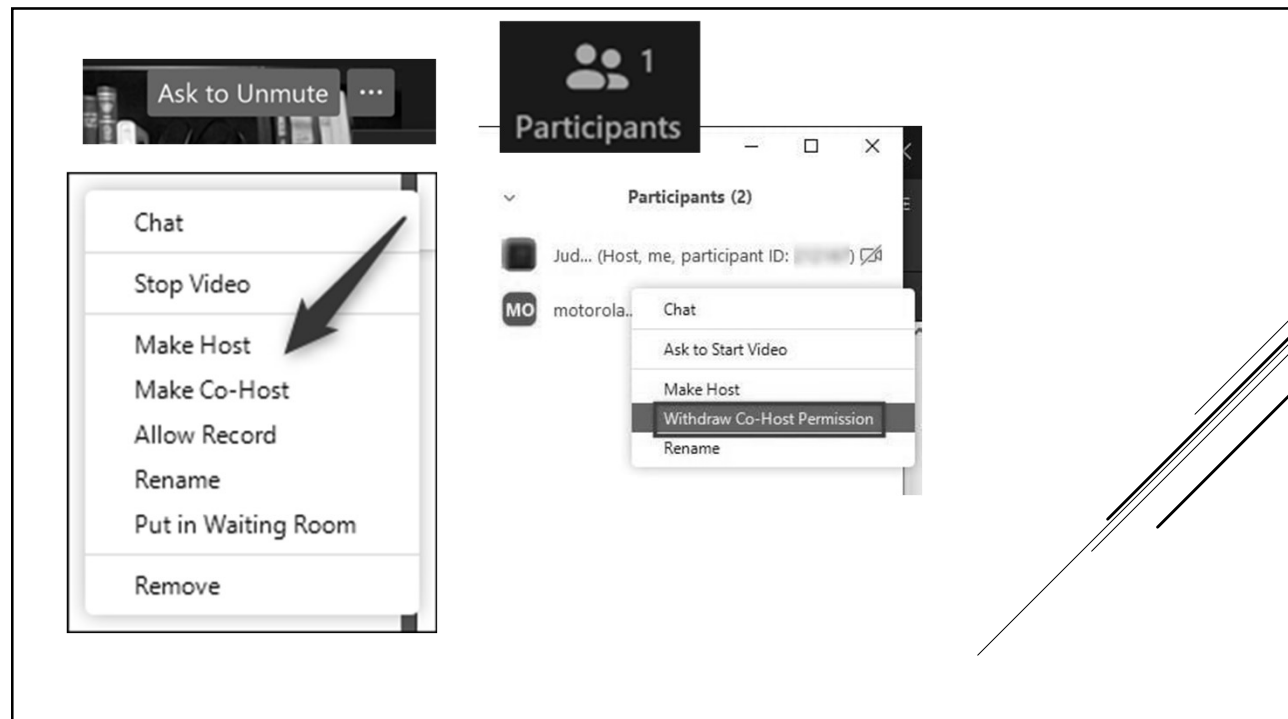
Co-hosts can not:

Start or end a meeting.

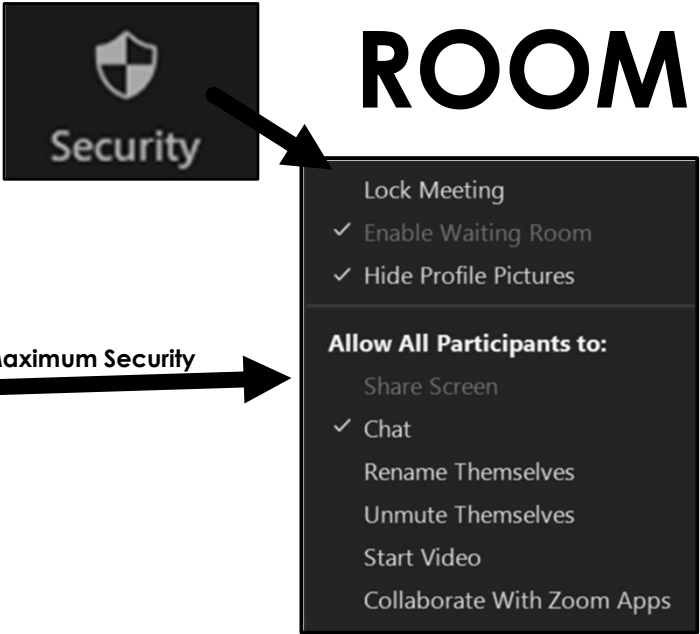
Start a few advanced features.

HOSTS AND CO-HOSTS

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ROOM SETTINGS

Security

Lock Meeting

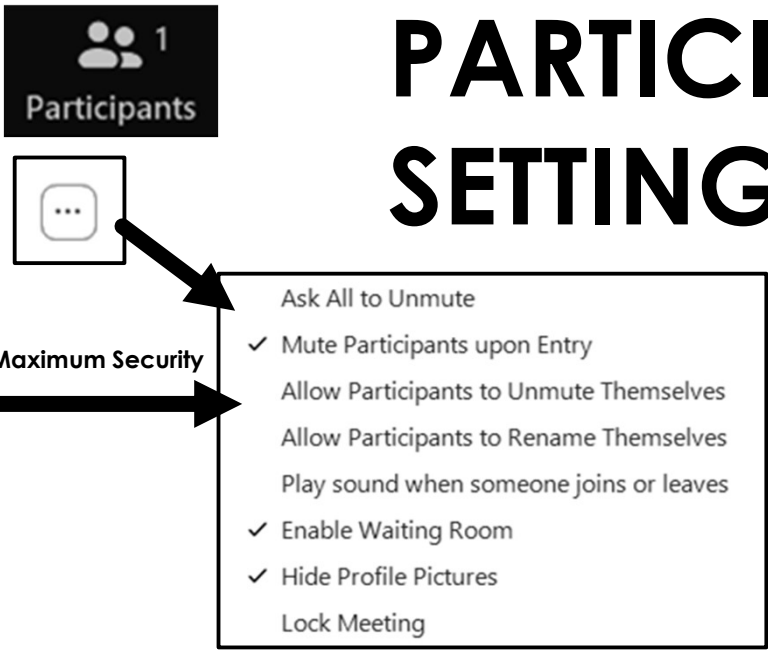
- ✓ Enable Waiting Room
- ✓ Hide Profile Pictures

Allow All Participants to:

- Share Screen
- ✓ Chat
- Rename Themselves
- Unmute Themselves
- Start Video
- Collaborate With Zoom Apps

Maximum Security

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PARTICIPANT SETTINGS

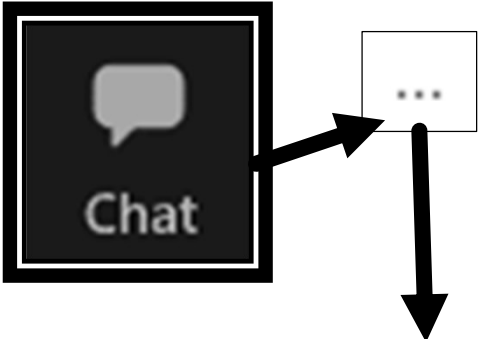
Participants

...

Maximum Security

- 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
- ✓ Hide Profile Pictures
- Lock Meeting

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CHAT SETTINGS

Participant Can Chat with:

- No One
- ✓ Host and co-hosts
- Everyone
- Everyone and anyone directly

Maximum Security

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MANAGING PARTICIPANTS

Mute a participant.

Request a participant unmute.

The participant will still be able to unmute unless restricted.

Request a participant start video.

Stop video for an individual participant.

The participant will not be able to restart their video.

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Restrict a participant's ability to chat.

Delete chat by a participant.

Rename a participant.

Lower a participant's hand.

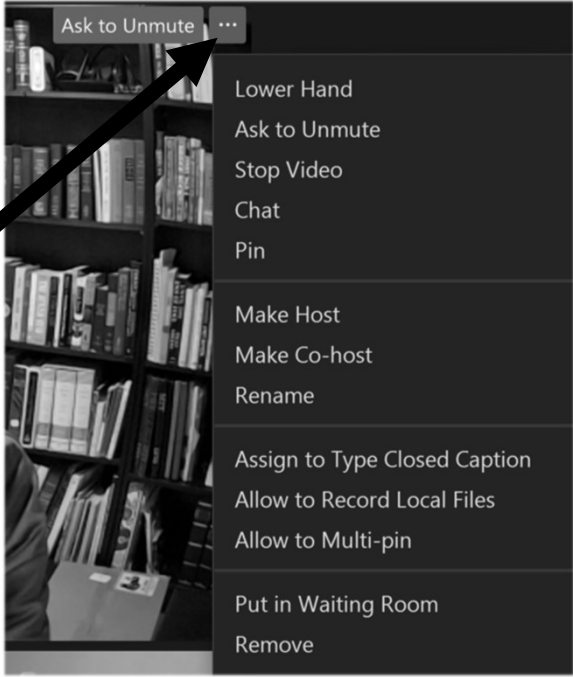
Mute all - in participants list.

Ask all to unmute - under ... (More) in participants list.

Remove a participant.

MANAGING PARTICIPANTS

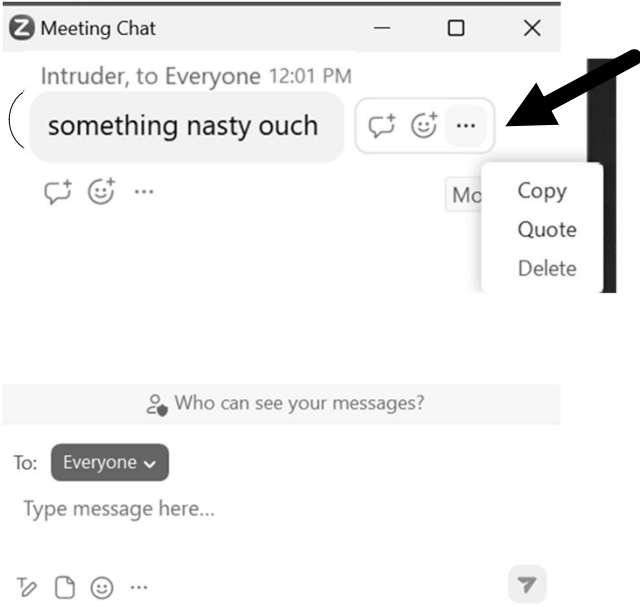
19



The screenshot shows a video conference interface. On the left, there is a video feed of a person in front of a bookshelf. Overlaid on the right side of the video feed is a dark menu with white text. The menu items are: 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. A black arrow points from the left towards the 'Ask to Unmute' option in the menu.

MANAGING PARTICIPANTS

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Meeting Chat

Intruder, to Everyone 12:01 PM

something nasty ouch

Who can see your messages?

To: Everyone

Type message here...

DELETE IN CHAT

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MORE INFO

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