



HOW TO HOST A ZOOM MEETING

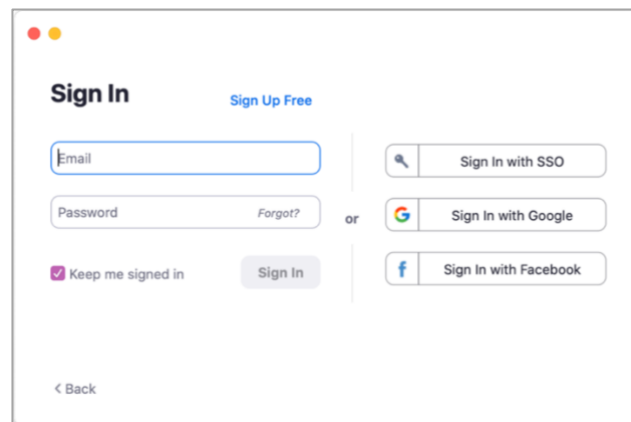
Launching and Hosting a Zoom Meeting Through the Zoom App

From your PC or mobile device launch the Zoom Application. If you do not already have the App view the Tech Coaches Tool Box note on *How to Install the Zoom App*.

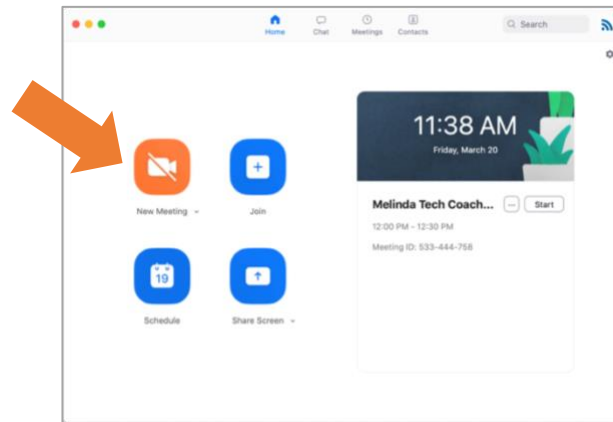
STEP 1 - Select **Sign In**.



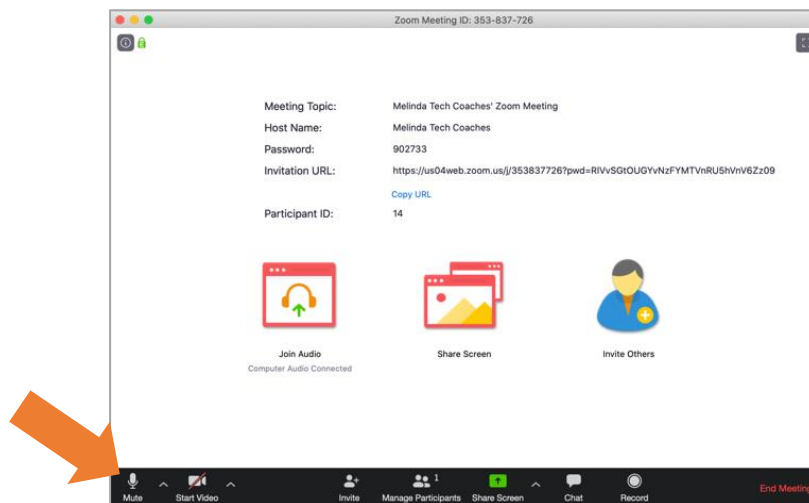
STEP 2 - Enter your Account information, email address and password. Select **Sign In**. If you do not have an account please see the steps from the Tech Coaches Tool Box *How to Create a Zoom Account*.



STEP 3 - Once signed in select **New Meeting**. If prompted allow permission to your computer's camera and microphone, select **Allow** or **Ok**.

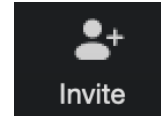


STEP 4 – A new window will appear; this is the meeting screen. Common controls of the meeting will be found at the bottom of the window.



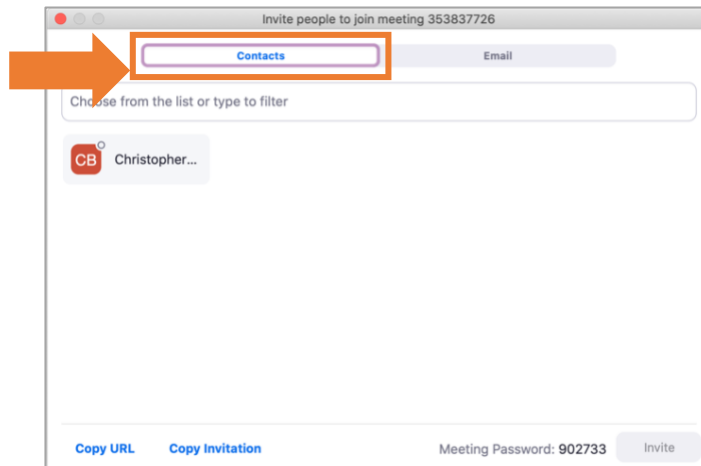
If the Microphone symbol and Camcorder symbol have a **red** diagonal line through it them, it means you are not sharing access or they have been turned off. To turn back on select the symbol. For further settings of either, select the arrow facing upward beside it.

STEP 5 - To invite others at any time during the call, select Invite Others.



Once selecting **Invite** a new window will appear, as below.

Only if **Contacts** have been added, imported from an email address, or contacted before through Zoom they will appear under the **Contacts** tab. If the name is under Contacts select the name and select **Invite** near the bottom right corner. Move to **Step 6** if the contact you wish to call is not there.

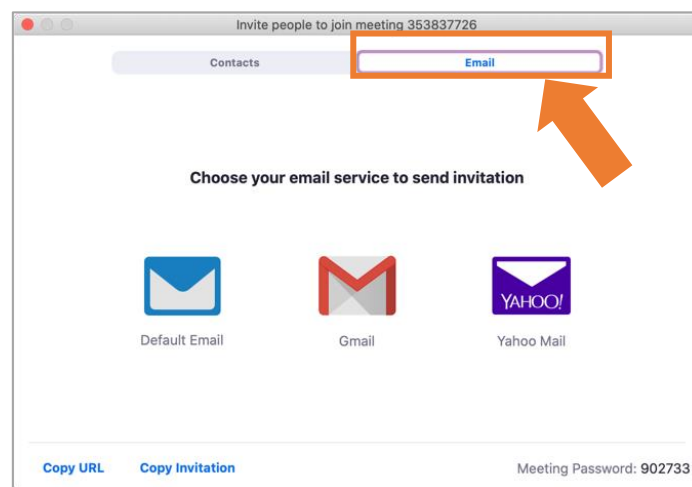


STEP 6 - Select the title/tab **Email** to send an invitation via the email address used for your Zoom account.

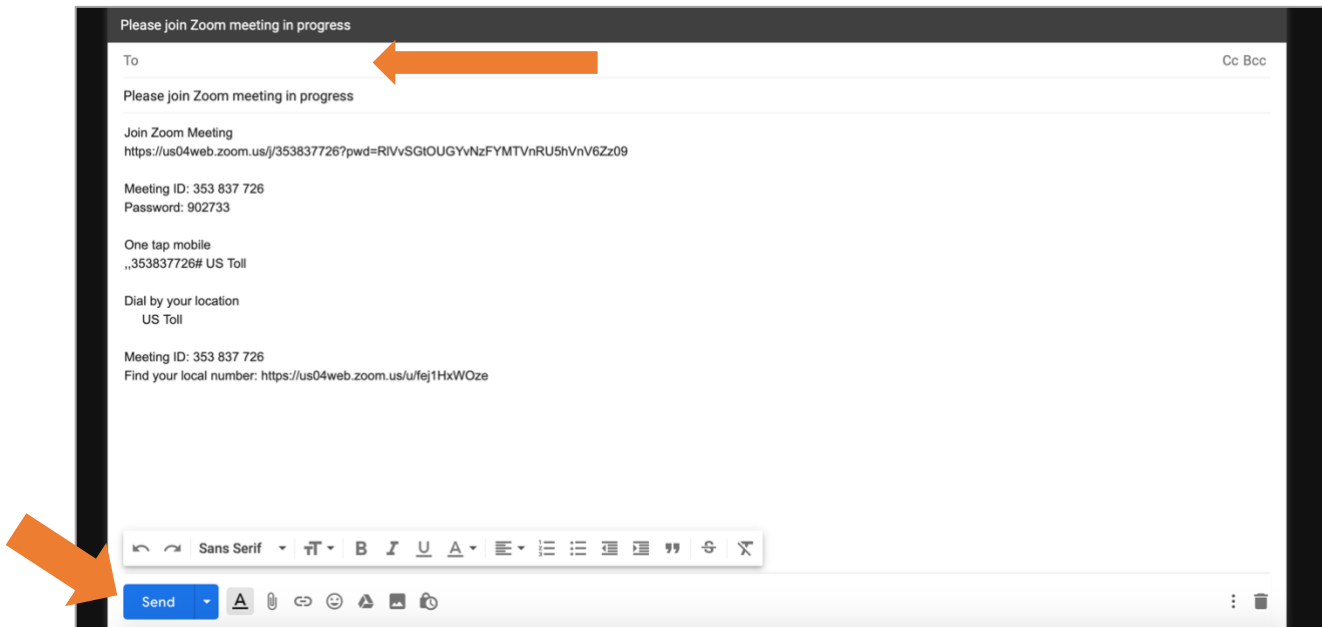
Choose **Default Email** if you do not have a Gmail or a Yahoo account. Selecting the Default Email will open the Mail app on a mobile or laptop device, that may already be signed into a different email account other than the one that is associated to Zoom, this is OK. It is only needed to send the access link for the recipients.

Choose Gmail or Yahoo Mail if you have either account.

Zoom will open a webpage for you to sign in your email address if not already signed in.



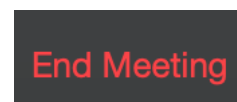
STEP 7 - Once signed into your email account a new message will be composed for you. In the **TO** field, typing contacts/email address of those you would like to join the meeting. Select **Send**.



STEP 7 - You will be brought back to the Zoom meeting.

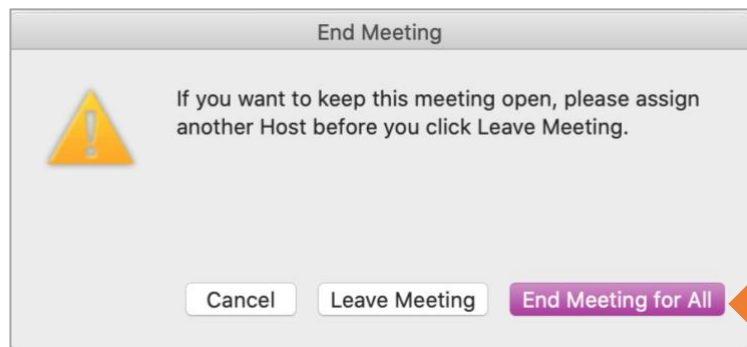
When someone joins the call, you will see their screen name appear and video if they have shared it.

STEP 8 – To end the call. In the bottom right corner of the call screen, select **End Meeting**.



select **End Meeting**.

A new window will appear, select **End Meeting for All**.

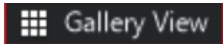


Meeting Tips

These symbols below will only be found once a meeting has started, and can help you manage participants by viewing them in different way and controlling their audio.



As a host you can **mute** participants at any time by selecting the Manage Participants button at the bottom of the screen, locating their screen name which will appear in a list format on the right side of the screen, and selecting the microphone button. When the microphone button appears red with a diagonal line through it you have muted that participant.



Gallery View and Speaker View – utilize when you have more than 2 people in the meeting.

Gallery view will tile all participants videos equally on the screen.

Speaker View will show the one speaking in a larger view, which could constantly change.



Found near the upper right corner to enter Full screen mode.