



SENIOR PLANET

Aging with Attitude

Introduction to Hosting on Zoom

Why Host on Zoom?

- Basic plan is free with other plan [options](#)
- Host many types of events
- Zoom uses encryption to keep meeting video and audio secure
- In-meeting options allow host to control how participants can interact



Getting Started as Host

- Must sign up for a Zoom account
- Use “Meet now” feature to start a meeting right away
- Schedule meetings in advance
- Send meeting invitations via text, email, or online calendars, like Google and Outlook

What Hosts Can Do

- Mute participants
- Record meeting
- Share your screen
- Share files
- Send participants to breakout rooms
- End meeting

Tips

- Practice and test the tech
- Engage participants
- Make eye contact
- Adjust lighting, camera position, and noise level
- Use a plain, neat background



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