



Hosting a Meeting on Zoom



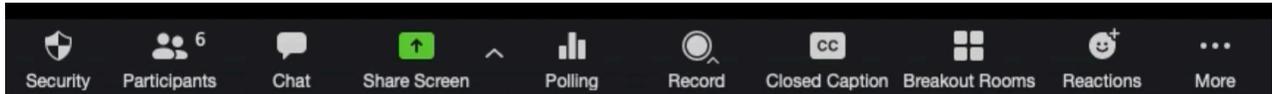
Zoom offers several in-meeting controls that can help you better manage your meeting and participants, so that everyone can get the most out of your virtual meeting! Below is a brief list of some of the most common features that hosts rely on during a Zoom meeting:

- Mute and unmute participants
- Request a participant to turn on video
- Rename participants
- Lower participants' "hands"
- Send a file via **Chat**
- Share your screen
- Add or change **Security Options**
- Send participants to **Breakout Rooms**



Before Starting a Meeting

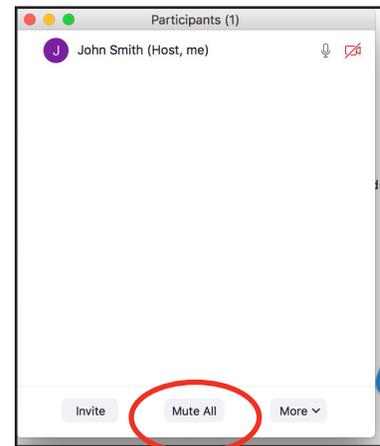
Familiarize yourself with the host Menu options. You'll have more options than you do as a participant.



Muting All Participants

Make sure that all participants are muted before a meeting starts. This will ensure that background noises aren't an issue and will enhance everyone's experience.

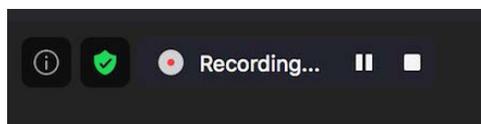
- 1 Locate the **Participants** icon  at the bottom of your screen. Click on it to bring up a list of all participants in the meeting.
- 2 Select **Mute All**.



Recording

If you decide to record, you should let all participants know.

- 1 Locate the **Record** icon  in the menu bar at the bottom of your screen.
- 2 Once you click the **Record** icon, you'll see controls where you can pause and stop the recording. You'll know you're recording when you see this control panel. Note that paid Zoom accounts may have more recording options.



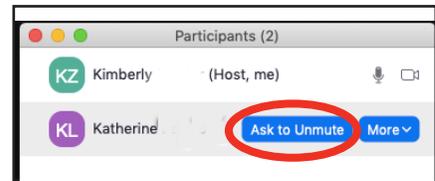


Managing Participants

As host, you can allow individual participants to unmute themselves, request individuals to turn on their video, and even rename individual participants. This last point is especially helpful if you have multiple people joining from a similar device, e.g., iPad or iPhone.

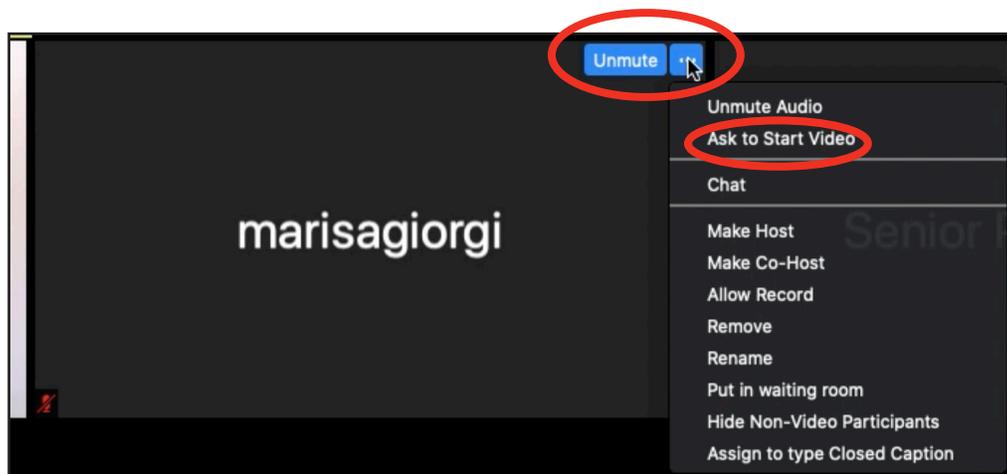
- 1 To allow individual participants to unmute themselves, locate the **Participant** icon from the menu bar at the bottom of your screen.

- 2 Hover over the name of the participant you would like to unmute and click **Ask to Unmute**. That participant will receive a notification asking them to unmute themselves.



- 3 You can also request a participant to unmute themselves by clicking on **Unmute** in the window where you see their image.

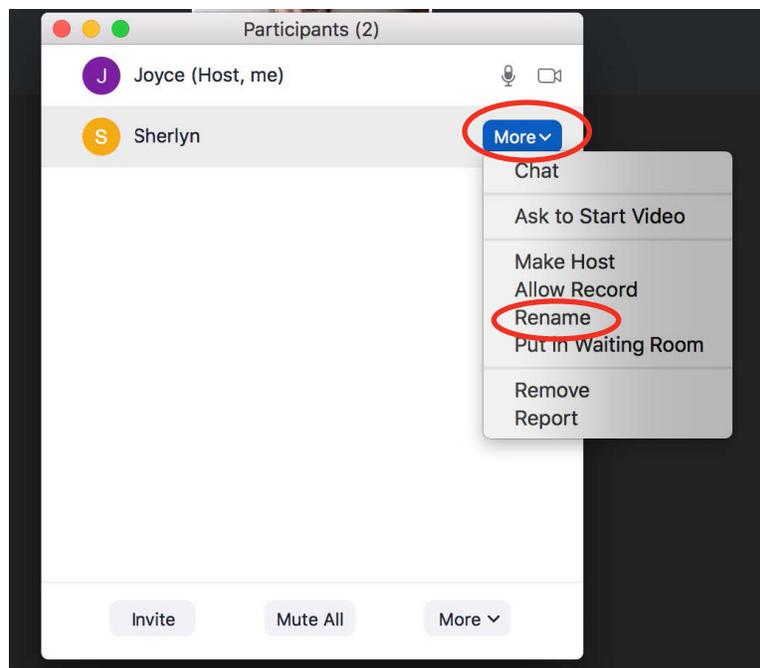
- 4 You can also request that a participant turn on their video by selecting the **More** menu (the 3 dots). Then select **Ask to Start Video**.



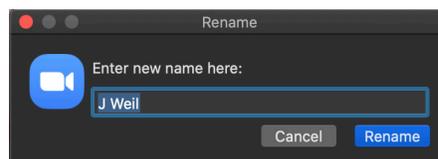


Renaming Participants

- 1 To rename an individual participant, locate the **Participants** icon from the menu bar.
- 2 Hover your mouse over the participant that you want to rename until you see **More**.
- 3 Then select **Rename** from the dropdown menu.



- 4 Enter the participant's name so that they're more easily identifiable by the host and fellow participants.



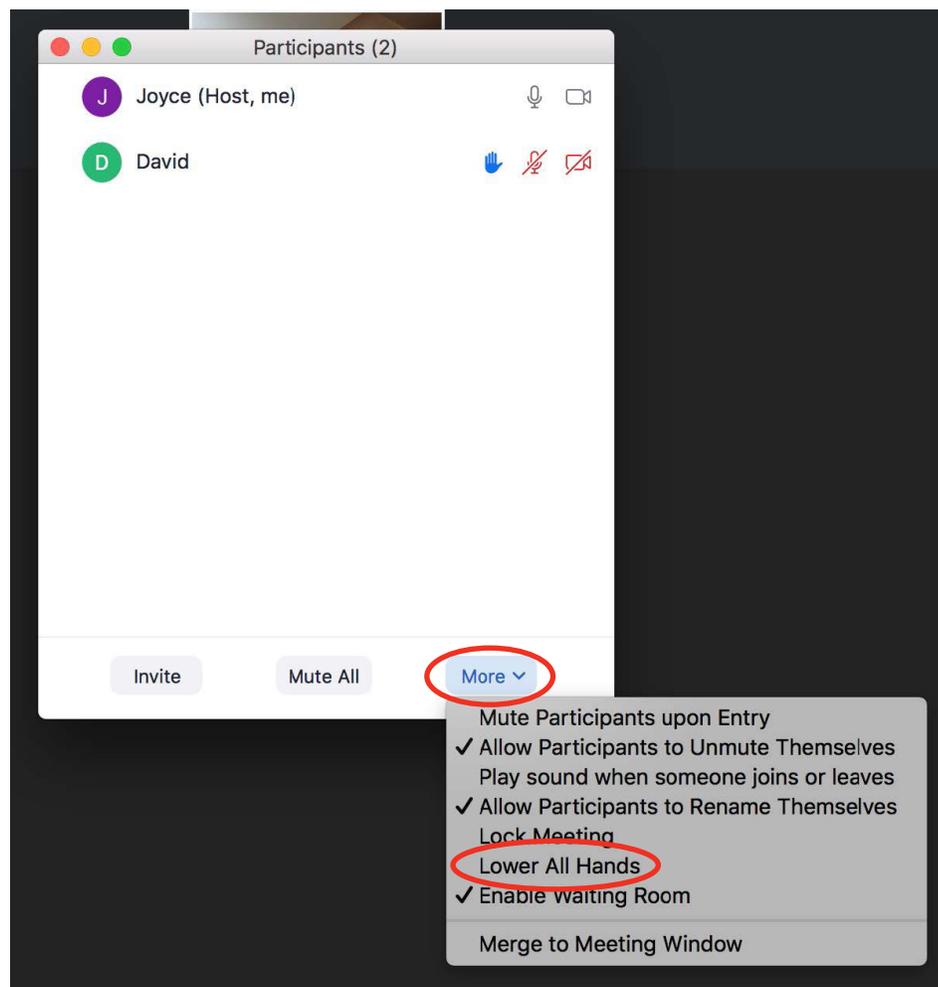
You can also change a participant's name from the three dots next to their image! See image at the bottom of page 2. Select **Rename** from the menu.



Lowering Participants' "Hands"

If participants have used the raise hand function, but never lowered their "hands", you can do it for them as host.

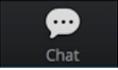
- 1 Select the **Participants** icon from the menu bar.
- 2 Select **More** from the menu options at the bottom of the window.
- 3 Select **Lower all hands** from the dropdown menu.

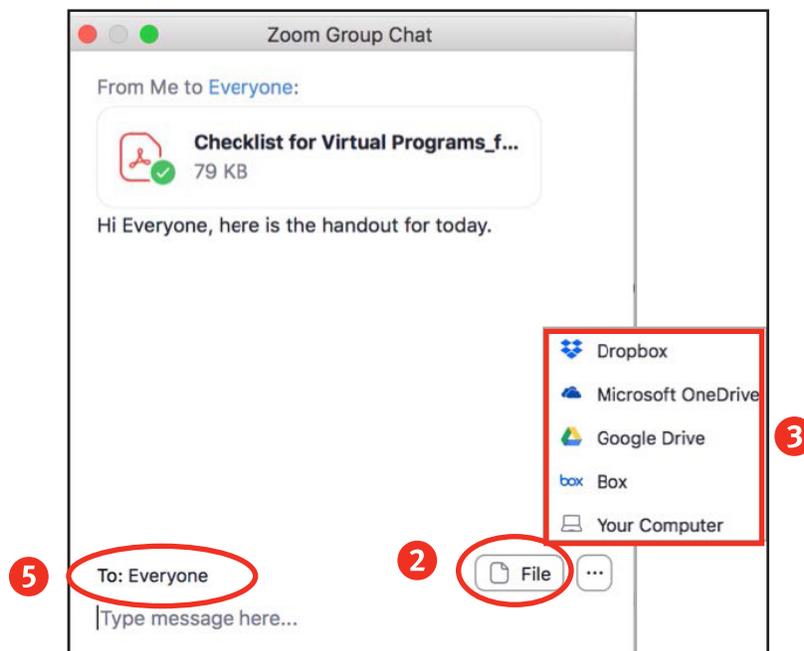




Sending Files via Chat

A convenient Zoom feature is the ability to send files via the **Chat** function.

- 1 To get started sending a file to the participants in your Zoom meeting, select the **Chat** icon  from the menu bar.
- 2 Select **File**.
- 3 Then select the location where the file you want to share is located on your computer.
- 4 Click on the file you want to share.
- 5 If you want to send the file only to an individual participant, select that user from the dropdown menu. Otherwise, select **Everyone**.

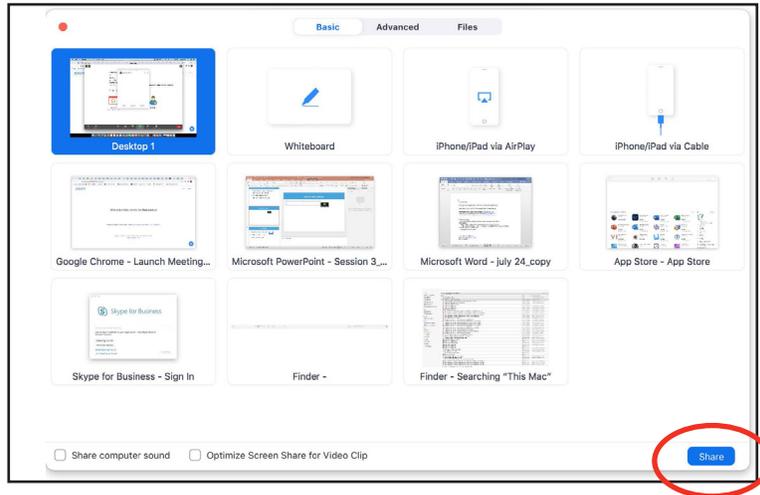




Screen Sharing

The screen sharing feature allows you to share any open window on your computer. This can be an open file or a web browser. Remember, when sharing your screen, participants can see everything you can see.

- 1 To get started, select the **Share Screen** icon  from your menu bar. It's easy to find because it's green.
- 2 Depending on how many windows you currently have open, you may have several options to choose from. Select the window you want to share, then click **Share**.



- 3 Once you've started sharing your screen, the main menu bar will move to the top of your screen. You'll know you're sharing your screen because you'll see the message **You are screen sharing** in green. To stop sharing your screen, click **Stop Share**.



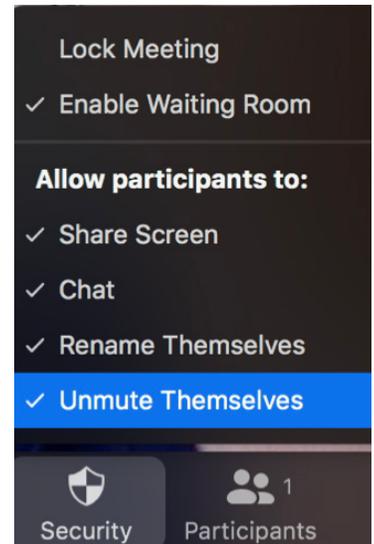
Give screen sharing a try! If your trainer prompts you, share your screen.



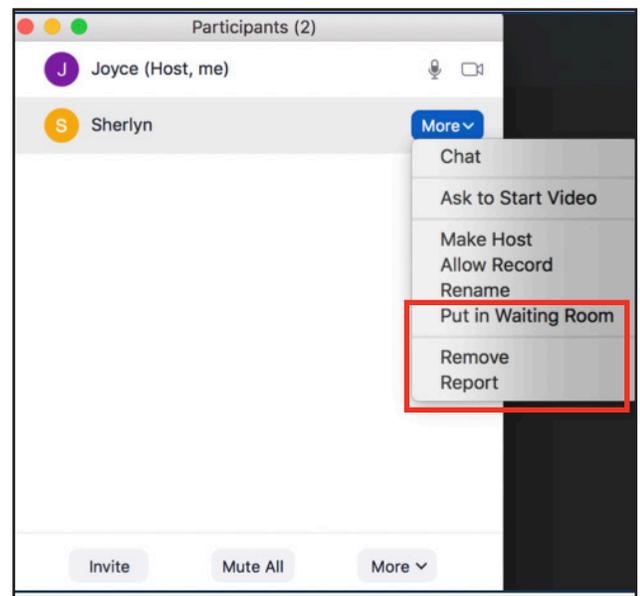
Security Options

Security can be a concern during a live, virtual event, especially if the link is widely available and open to the public. As a precaution against unwanted attendees, Zoom offers several in-meeting, security options.

- 1 Locate the Security icon from the menu bar. 
- 2 From here, you have several options, including **Lock Meeting**. Once all invited participants have arrived, you can lock the meeting so that nobody else can enter. You can also quickly disable participants' ability to share their screens.
- 3 You can access other in-meeting security features during a meeting by clicking on the **Participants** icon in the menu bar.
- 4 Hover your mouse over the participant until you see the **More** menu appear. From here, you have several security options:



- **Put in Waiting Room:** Place a disruptive participant in the waiting room to remind them of your meeting's code of conduct.
- **Remove:** Permanently remove a participant from your meeting. They will not be able to re-enter.
- **Report:** Allows you to report a participant to Zoom. You can include a written description and attachments. Should be reserved for serious issues.





Breakout Rooms

Breakout rooms are a convenient Zoom feature that allow participants to talk in smaller groups. As host, you can visit each breakout room. If you have one or more co-hosts you could assign each one to a different breakout room.

- 1 To get started, locate the **Breakout Rooms**  icon in the menu bar.
- 2 You'll have the option to manually assign participants to breakout rooms, let Zoom automatically place them in rooms, or allow participants to choose their breakout rooms. You can also change the number of rooms.
- 3 If you select to manually assign participants to rooms, you'll see **Assign** next to each breakout room. With your mouse, hover over **Assign** to move participants into the different breakout rooms.

