



# GFWC Florida



## Zoom- Host a Meeting Instructions

### Host a Zoom meeting

- Zoom meetings are free for up to 100 participants and up to 40 minutes. They are also free for an unlimited amount of time if you have less than three participants. Paid subscriptions begin at \$14.99/month (as of May 1, 2020). There are reports that some free meetings are cut off promptly after 40 minutes, but other reports of free meetings continuing on well beyond the 40 minute limit.
- You can record Zoom meetings and save them to your computer for future use or sharing. Note – you should have permission from all participants before you record the meeting.
- The person who sets up the Zoom meeting is called the host.

### Create a Free Zoom account

In order to host a Zoom meeting, you need to create an account. This step is not necessary for meeting participants, only for the meeting host.

1. Open the Zoom app and click Sign Up. Enter your date of birth. This can be used to verify it's you if you later try to sign in from a different device.

The screenshot shows the Zoom app's sign-up process. On the left, there are buttons for 'Start a Meeting', 'Join a Meeting', 'Sign Up', and 'Sign In'. The main screen displays a date selection interface for verification. The date 'Jul 14, 1985' is selected. Below the date, it states 'This data will not be stored'. A 'Confirm' button is visible at the bottom right of the date selection area.

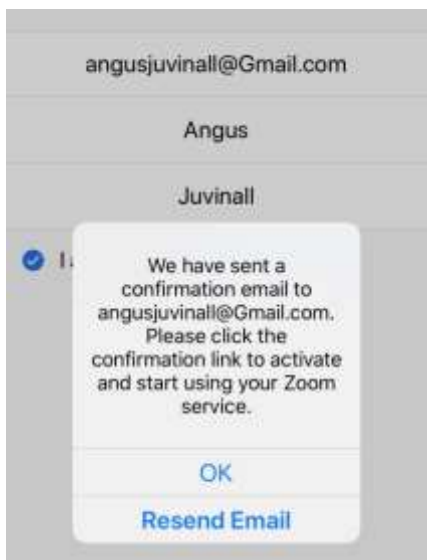
April	11	1982
May	12	1983
June	13	1984
<b>July</b>	<b>14</b>	<b>1985</b>
August	15	1986
September	16	1987
October	17	1988

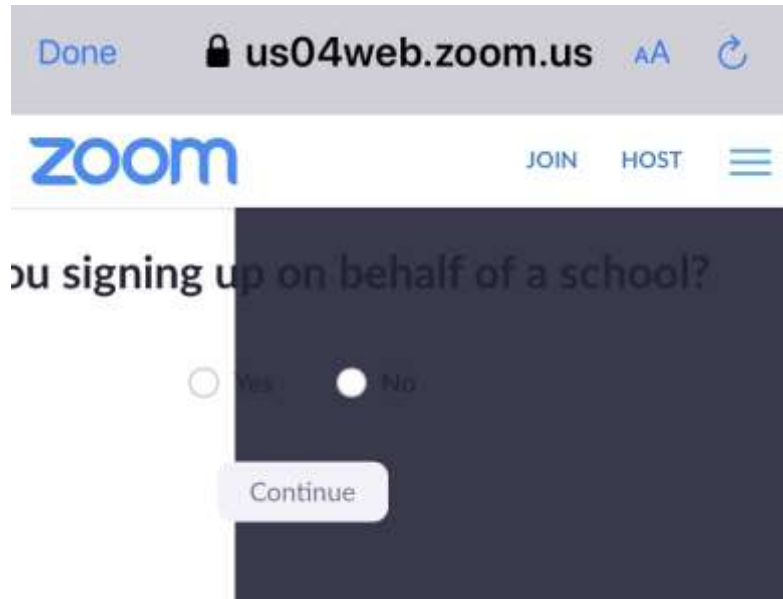
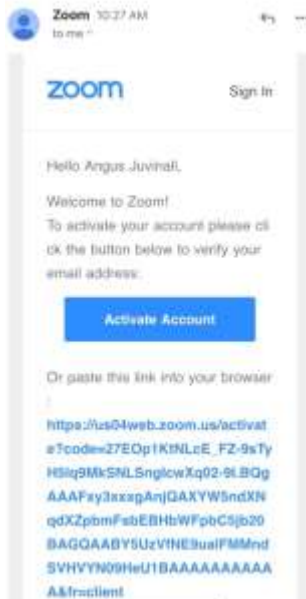
2. Enter your name and email address. Check the box to agree to the terms of service.

A screenshot of a sign-up form. At the top, there are three buttons: 'Cancel' (blue), 'Sign Up' (black), and 'Sign Up' (grey). Below these are three input fields: 'Email Address', 'First Name', and 'Last Name'. At the bottom, there is a checkbox with the text 'I agree to the Terms of Service'.

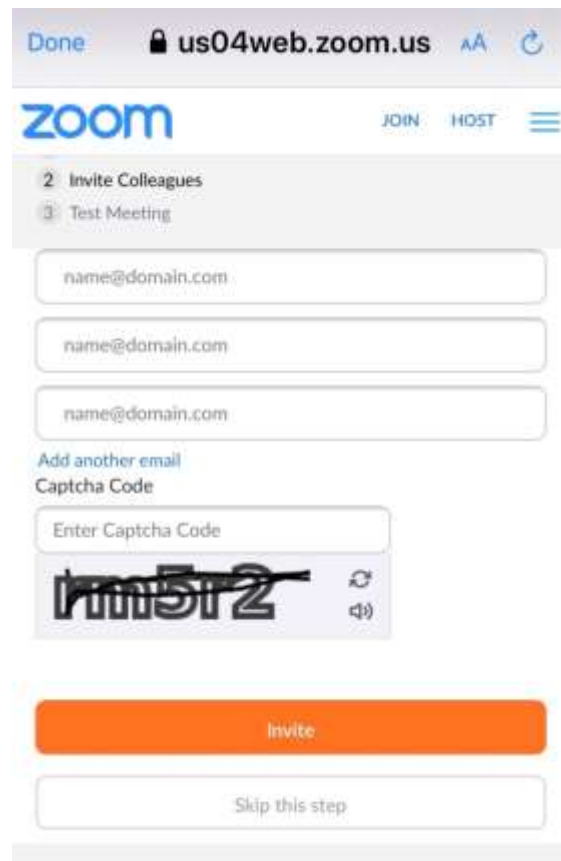
A screenshot of a mobile keyboard. The text input field above the keyboard contains the text 'I agree to the Terms of Service'. The keyboard is in a light grey theme.

3. Open your email and look for a confirmation email from Zoom. Open the email that says please activate your Zoom account and follow the instructions, clicking on the blue button that says Activate Account.

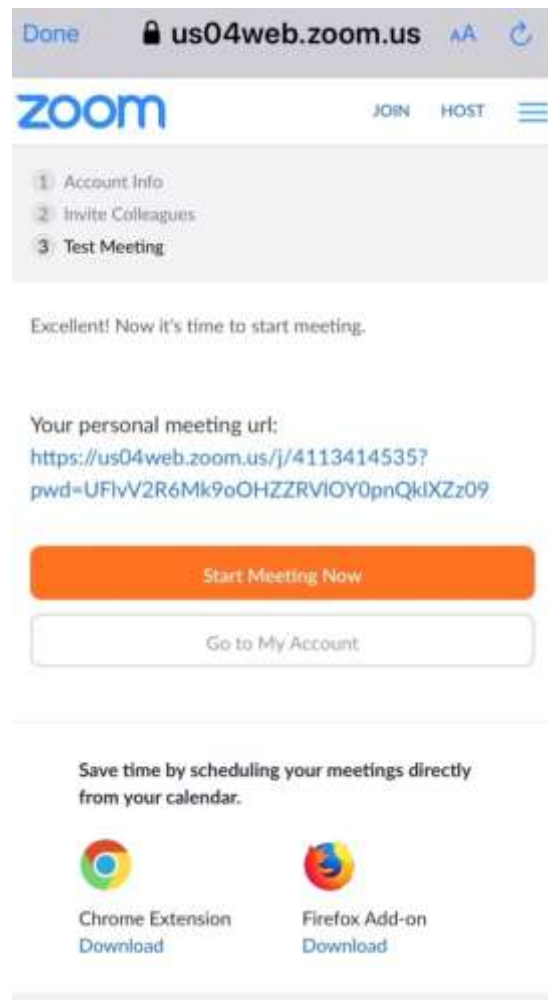




4. You will be taken back to Zoom where you will need to create a login and password. Follow the instructions for creating a strong password, and enter the Captcha code. This is extra protection to ensure you are a real person.

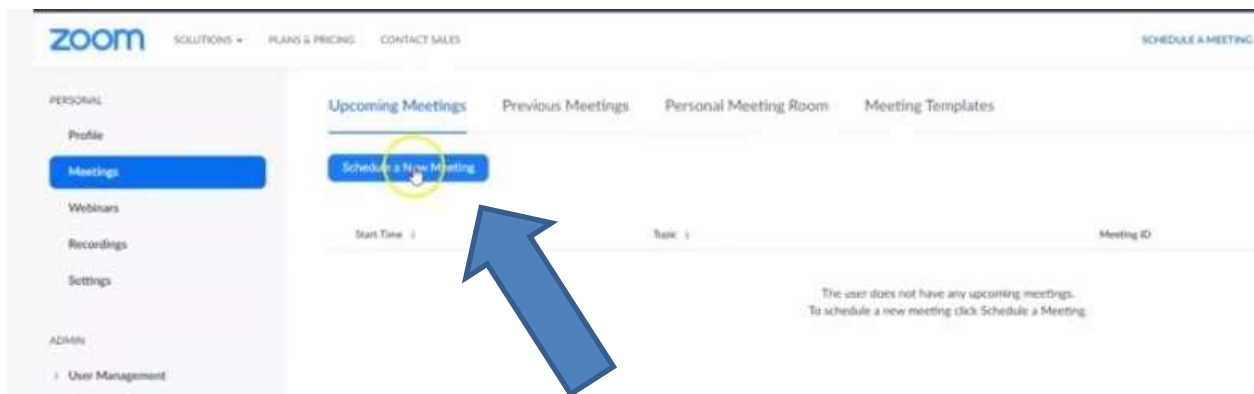


5. You will be given a personal meeting ID, and you will have an opportunity to do a test meeting. Click Start Meeting Now to test Zoom.

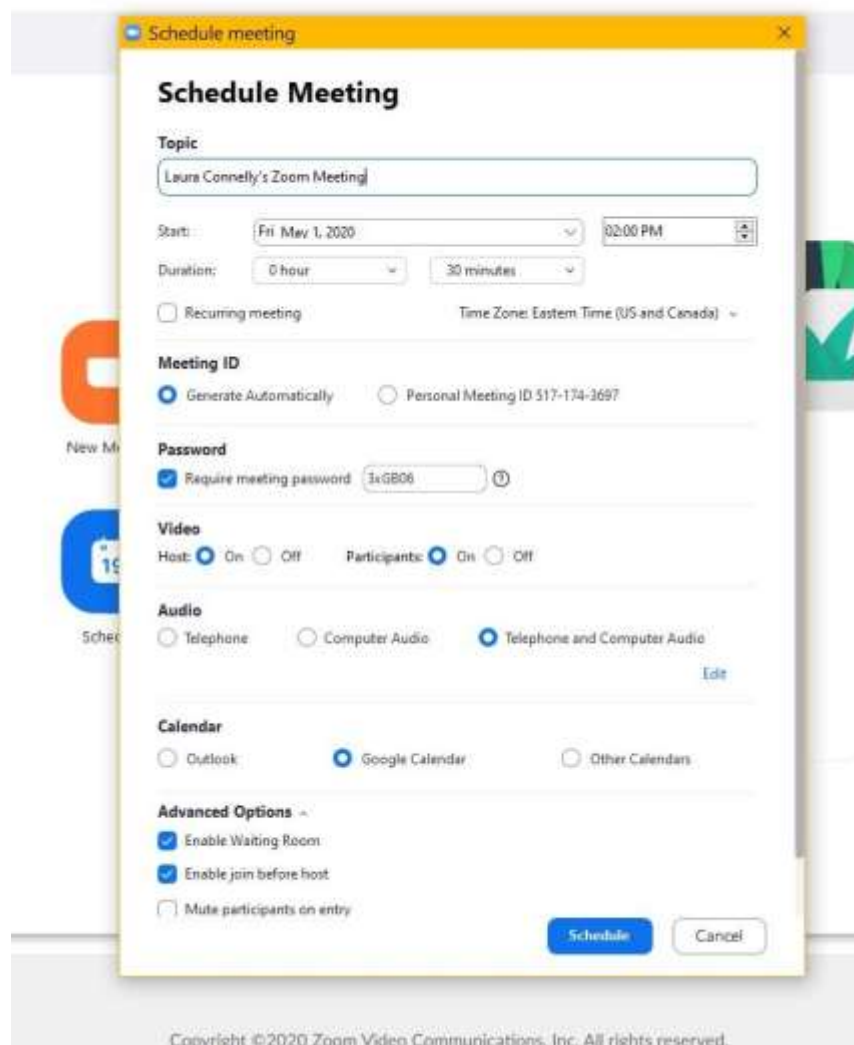


### Schedule a Zoom Meeting

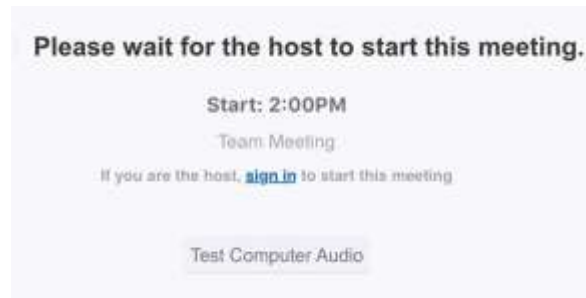
1. Open the Zoom app you have downloaded. Log into your Zoom account.
2. Click Schedule a Meeting.



3. Choose the details of your meeting.



- Give your meeting a name, date and time, duration (remember, less than 40 minutes for the free version), and choose whether it's recurring.
- Requiring a password that participants need to enter is optional but recommended, since it provides an extra layer of security.
- Turn on video – for both host and participants
- Audio – choose “both”
- Meeting options:
  - Enable waiting room – it is a good idea to check the box to enable this feature. It's an extra layer of security. It requires meeting participants to be admitted by the host in order to join the meeting.
  - Enable others to join before host – - checking the box to enable this feature removes a layer of security. This feature cannot be used if you have enabled the waiting room. If you don't enable this feature, users will see this message if they join before the host:



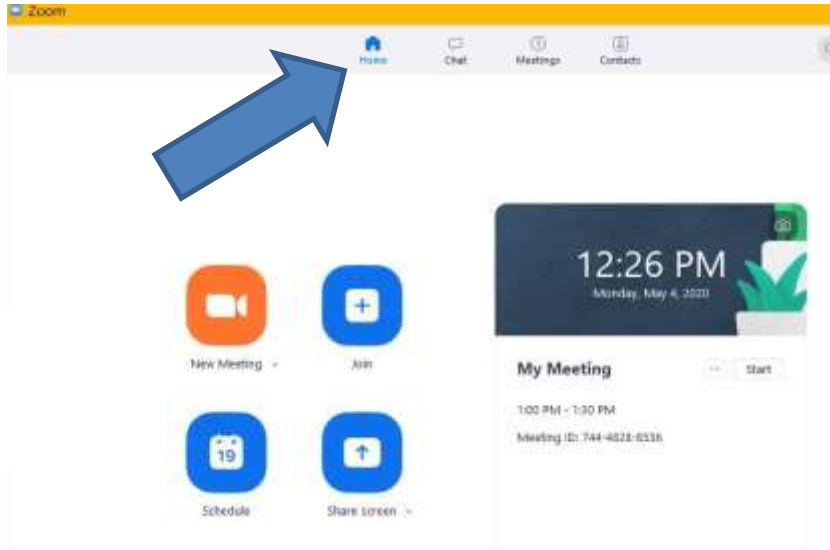
- View participants upon entry – “yes” is recommended
- Record meeting – “yes” is recommended. The recording will save to your computer and can always be deleted if you don't need it.

#### 4. To invite participants to your meeting:

- If you are not already in the Zoom app, you need to open the app. Go to the start menu in the lower left corner of your computer and click on Zoom..



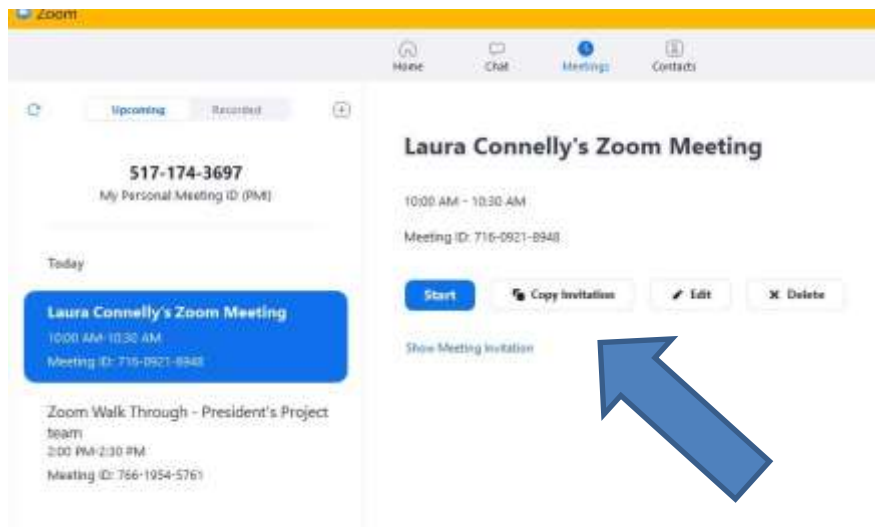
- If Zoom does not open on the home screen, go to the home screen.



- From the Zoom home screen, click View Today's Upcoming Meetings.



- Click "Copy Invitation".



- Open a new email and in the body of the email, right click your mouse and choose Paste. The copied invitation will appear.

Laura Connelly is inviting you to a scheduled Zoom meeting.

Topic: Laura Connelly's Zoom Meeting  
Time: May 2, 2020 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://us04web.zoom.us/j/71609218948?pwd=eVdkaCsvg1NxWlhGSUx5MUwwdzlWQT09>

Meeting ID: 716 0921 8948  
Password: 8xnr6

- You don't have to copy the entire invitation to email to someone. If you like, you can just copy the Zoom URL and send it to your participants via email. You can also paste the link into the comments field of a calendar invite and send it to your participants.
- In order to make the link clickable for your participants (so they don't have to copy and paste it, they can just click on it), use your mouse to highlight the link, then right click your mouse and choose Hyperlink, then OK.

Join Zoom Meeting  
<https://us04web.zoom.us/j/71609218948?pwd=eVdkaCsvg1NxWlhGSUx5MUwwdzlWQT09>

- Please do NOT post your Zoom meeting link in a public place such as Facebook or a website. This encourages hackers and uninvited guests to access your meeting. A password helps cut down on this possibility.

### Start your Meeting

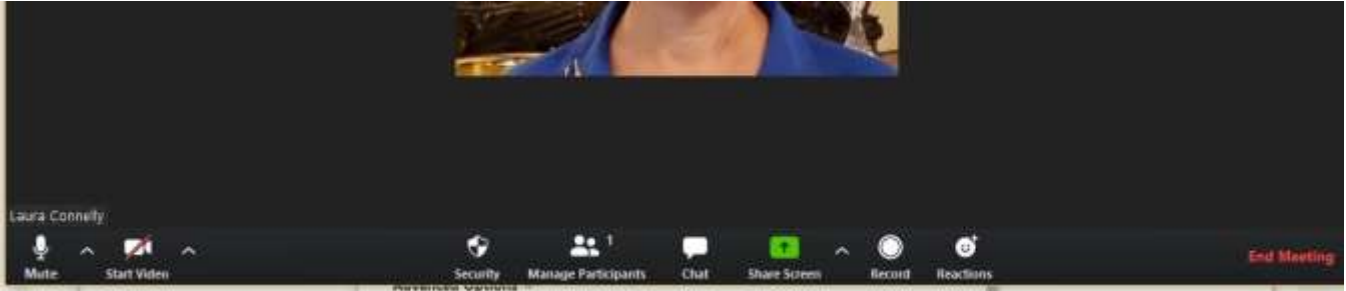
1. Open your Zoom app OR go to zoom.us, log in and click Meetings OR click the link you sent out to the participants. All of these options will take you into the meeting.
2. Turn on your webcam and audio if needed. Check Zoom instructions document for more details.
3. Admit participants from the waiting room when a message pops up on your screen. You can do this individually, or click the Admit All button to admit them all at once.





## Meeting Host Tools

1. Share your screen – this allows participants to see what is on your computer screen. It is useful to be able to show a power point slide, document, spreadsheet, photo or anything else you have pulled up on your computer screen. Click the Share Screen button at the bottom of your screen to activate screen sharing.

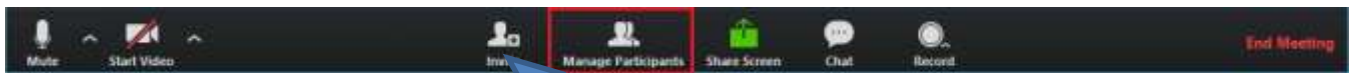


To exit screen sharing, click on the red Stop Share button.

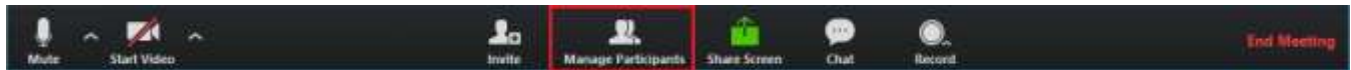


Any participant can share her screen. The host does not need to grant access for her to do so.

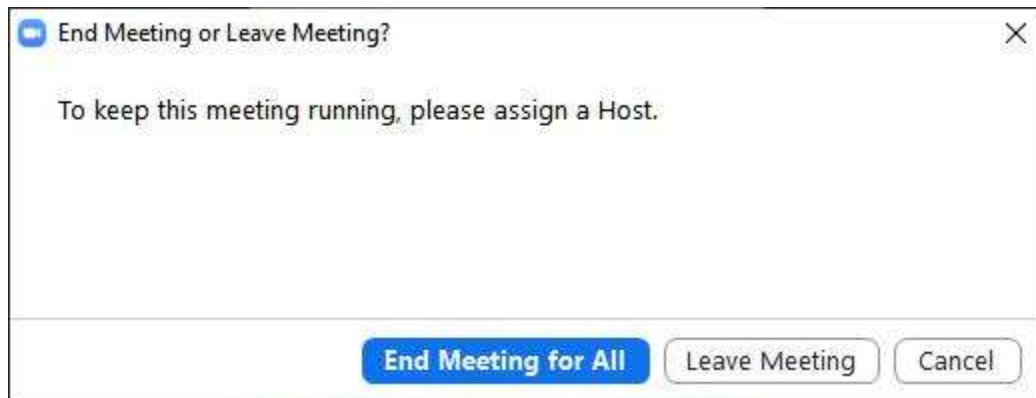
2. Mute all participants – this feature can be used by the host to control background noise. It is especially helpful with a large number of participants. Click on Manage Participants, and then Mute All. Participants can unmute themselves individually if they wish to speak.



3. Add a Co-Host (paid subscription only) – it may be helpful to assign a co-host for the meeting. A co-host can manage the administrative side of the meeting, such as managing participants, allowing participants to enter from the waiting room, and starting/stopping the recording. There is no limit on the number of co-hosts you can have, but you need a paid Zoom subscription. To add a co-host, click on Manage Participants, hover over the name of the participant you wish to add as co-host, and choose More. Click Make Co-Host.



4. End the meeting – as the host, you will click on the End Meeting for All button.



This video also provides an overview of how to host a Zoom meeting.

<https://www.youtube.com/watch?v=3WBpYCLLn4>