Zoom Video Conferencing

HOST GUIDE

ZOOM ACCOUNT -- Hosts will need a **Pro Account** at **https://zoom.us**. This allows for up to 100 participants in a meeting that can last up to 24 hours, provides for important capabilities (e.g. recording), and cost ~$150/annually. [Note: the Basic (free) Account only allows for 40 minute meetings.]

Participants *do not need a Zoom account* to join a meeting.

The host should **use Zoom's web interface** for meeting scheduling and settings found at **https://zoom.us/meeting**. The computer and device apps can schedule meetings also, but the web interface is where you can change advanced settings and access your cloud recordings.

ZOOM CLIENT --The first time you use Zoom you will need to **download and install a small application** on your computer or device.

- For PCs and Macs, you can download and install the **Zoom Client for Meetings** from the Zoom website
- For tablets and mobile devices, install the **Zoom Cloud Meeting** app from the device's app store.
- **If you are hosting a meeting you should use a desktop or notebook computer** (PC or Mac) to have access to necessary controls

AUDIO/VIDEO -- Most recent laptop and desktop computing devices come with a built-in webcam, speakers, and microphone.

- If your device does not, you will need an external webcam and a headset (earbuds or headphones) plus microphone (may be part of the earbuds)

Tablets and mobile devices should have everything built in but can use a headset (helpful if noise or echo is an issue). Hosting ability is limited.

STARTING A MEETING – from either the web interface or the Zoom Client you can start **a scheduled meeting** or start **an instant meeting.**

In either case you will have **a meeting invitation** that you can copy and send out to your participants prior to the meeting. The invitation will have a link to the Zoom meeting and information for people to dial in by phone.

Check/test your audio/video *before* people join a meeting.

REMEMBER

- Use a hardwired internet connection rather than Wi-Fi if possible
- Attend to good lighting for the host -- **avoid strong backlight** which makes it hard for people to see you – and reduce visible clutter
- Good audio is as crucial as video – if your built-in speaker/mic isn't high quality, use a separate headset – minimize background noise
- Practice in advance with a colleague to familiarize yourself with meeting controls and equipment set up
- Start the meeting early (~5 min) and greet/welcome folks as they join
- If your meeting link is public, turn off participant screen sharing

TUTORIALS

- **How do I start or join a scheduled meeting as a host?**
- You may have to **configure your audio and video options** to get your speakers, microphone, and camera to work properly.
- You may **join a test meeting** to make sure everything is working
- There are **several meeting controls** you can use during the meeting
- **Invite others to join your meeting**
- **How do I start a screen share during a meeting?**
- **Screen sharing a PowerPoint presentation**
- **Getting started with Breakout Rooms**

A variety of additional tutorials and guides are at: **https://support.zoom.us/**

Rev. Dr. Von Clemans, March 18, 2020