

## Zoom Host Instructions

<p><b><u>Host: schedule a meeting</u></b></p>	<ol style="list-style-type: none"> <li>1. Double click the Zoom icon or ap the Zoom.</li> <li>2. Click or tap <b>Schedule</b></li> <li>3. Enter Meeting Specifics. Don't use your Personal Meeting ID.</li> <li>4. Set both host and participant vide to <b>ON</b>.</li> <li>5. Audio: Chose Telephone and Device Audio. (Telephone may only be available for paid accounts)</li> <li>6. If your meeting includes the public or children or people you don't trust yet, turn Waiting Room <b>ON</b>. Participants will wait until you let them into the meeting.</li> <li>7. Click or Tap <b>Advanced Options</b> to set these additional features <ul style="list-style-type: none"> <li>• Allow Join Before Host</li> <li>• Automatically Record Meeting.</li> <li>• Mute participants upon entry (desktop version only)</li> </ul> </li> <li>8. Click <b>Schedule</b> or tap <b>Done</b></li> <li>9. Email the meeting link to all participants.</li> </ol>
<p><b><u>Host: Start a meeting:</u></b></p>	<ol style="list-style-type: none"> <li>1. Double click the Zoom icon or tap the Zoom.</li> <li>2. Click or Tap <b>Meetings</b>. NOTE: You may see a Start button at the top of the screen. Do not tap that button.</li> <li>3. <b>Desktop:</b> Click the <b>Start</b> button next to your scheduled meeting. <b>Mobile App:</b> Tap the date for your meeting and tap <b>Start</b></li> </ol>
<p>(email to participants)</p> <p><b>Participants: Prepare for Meeting</b></p> <hr/> <p><b>Participants: Join a meeting</b></p>	<p><b>Mobile users</b> (smartphones and tablets) MUST download the Zoom.us Cloud Meeting app. At meeting time, they click the link in the email you sent them. Video and audio should connect automatically.</p> <p><b>PC/Mac desktop or laptop users</b> must install the Zoom connection executable which will download when they test their connection here: <a href="https://zoom.us/test">https://zoom.us/test</a>. The Zoom software will download and install automatically for Explorer and Chrome users. The software will download for Firefox users but they will have to double click on the downloaded file to install the Zoom software.</p> <hr/> <p><b>Option 1:</b> Click the link in the email you sent them. If this is the first time they've used Zoom, they will need to install the client.</p> <p><b>Option 2:</b> Visit <a href="http://zoom.us">http://zoom.us</a> and click Join a Meeting. They will have to enter the meeting number you supply.</p>

**Audio problems:** If the meeting host has a Pro account, participants can switch from computer audio to phone. (If using a free account, the host could call the participant on a speaker phone. The host would mute the participant in **Manage Participants** and the participant would turn off their speakers.)

1. Click the ^ appearing to the right of the Microphone icon - lower left of the Zoom screen.
2. Choose **Audio Options** and then click **Leave Computer Audio**.
3. Click the **Phone Call** tab.
4. Pick up your phone and dial the phone number that appears on the screen.
5. Enter the Meeting ID followed by # and the Participant ID followed by #.
6. Put the phone on speaker if possible.