

# Zoom: How to Host a Meeting



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## 1.0 hours

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Class Evaluation: [https://ufl.qualtrics.com/jfe/form/SV\\_1Ojjkl6IRsKV3XT](https://ufl.qualtrics.com/jfe/form/SV_1Ojjkl6IRsKV3XT)

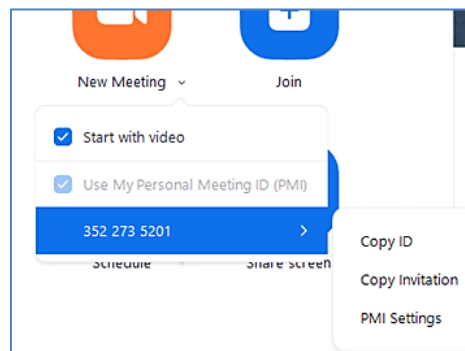
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## Before the meeting

### Starting an Unscheduled Meeting

This method will allow you to start a meeting right away. You will have to invite attendees after the meeting is running. You can invite all of them using email, text message.

1. Open Zoom
2. Sign in using the **SSO** option
3. Click **New Meeting**
4. Choose either **Copy ID** or **Copy Invitation**
5. Send the meeting information using text message or email



The Meeting Invitation is best sent using email, it is too large for text message.

### Scheduling a Meeting

This method will allow you to set up a meeting for the future. You will be able to set the options you want and invite all your attendees using email.

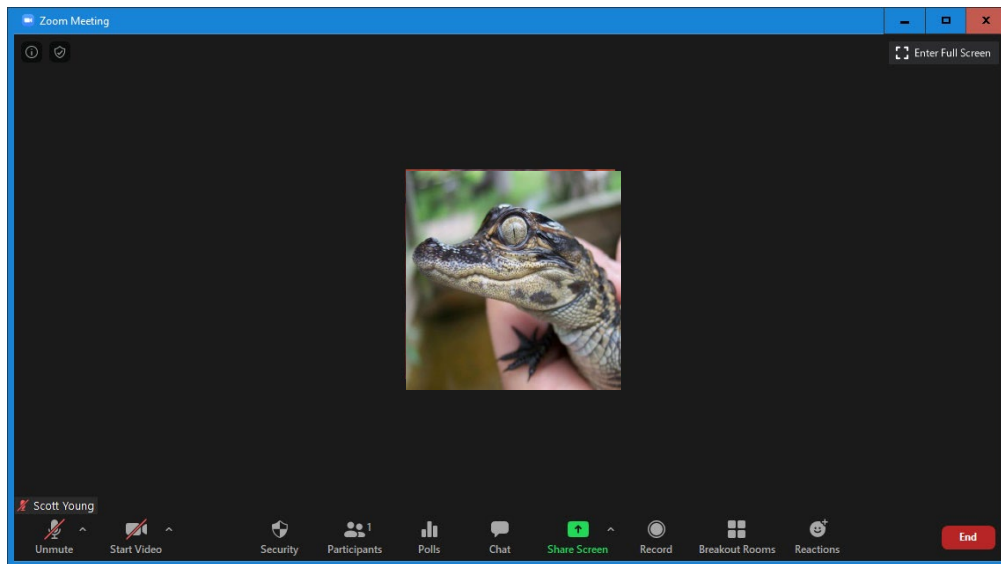
1. Open Zoom
2. Sign in using the **SSO** option
3. Choose **Schedule**. A **Schedule Meeting** window will open
4. Choose the settings you want your meeting to start with
  - a. **Basic info:** At the top of the schedule meeting window, choose the meeting topic, start date and time, meeting duration, time zone, and whether it should be a recurring meeting.
  - b. **Meeting ID:** Choose whether you want to generate a meeting ID automatically, or use your own ID
  - c. **Password:** Choose require password to prevent Zoombombing “the unwanted intrusion into a video conference call by an individual, causing disruption”<sup>4</sup>. Participants will not have to type in a password if they use the link in the meeting request email, but anyone that joins by phone or other method will need to have the password to enter. It is not required with a Personal Meeting ID
  - d. **Video:** Choose whether the host and participants will have ability to use video during the call
  - e. **Audio:** Choose what type of audio will be available to participants. Telephone & Computer Audio provides the most flexibility for participants
  - f. **Calendar:** Choose one of the calendar types for the meeting request.
  - g. **Advanced Options:**
    - i. **Waiting Room:** Lets you choose when participants join the meeting
    - ii. **Join before host:** Lets participants join the meeting before the host or without one
    - iii. **Mute participants upon entry:** Does just that. They will be able to unmute themselves
    - iv. **Only authenticated users can join:** Lets you restrict access to your meeting to those that have logged into Zoom or those who have logged into their UFL account
    - v. **Automatically record meeting:** You may or may not be able to use this option. It depends on your log in domain
    - vi. **Alternative hosts:** Allows you to set up another host by looking up their name or email address


A screenshot of the 'Schedule Meeting' window in the Zoom application. The window has a title bar that says 'Schedule meeting'. Inside, there's a section titled 'Schedule Meeting' with several fields and options. The 'Topic' field contains 'Scott Young's Zoom Meeting'. The 'Start' field shows 'Tue May 12, 2020' and '05:00 PM'. The 'Duration' field shows '1 hour' and '0 minute'. There's a checkbox for 'Recurring meeting' which is unchecked. The 'Time Zone' is set to 'Eastern Time (US and Canada)'. Under 'Meeting ID', there are two radio buttons: 'Generate Automatically' (selected) and 'Personal Meeting ID 352 273 5201'. Under 'Password', there's a checkbox 'Require meeting password' which is checked, and a text field containing '554024'. Under 'Video', there are radio buttons for 'Host' and 'Participants', both set to 'On'. Under 'Audio', there are radio buttons for 'Telephone', 'Computer Audio', and 'Telephone and Computer Audio' (selected). There's a link 'Dial in from United States Edit'. Under 'Calendar', there are radio buttons for 'Outlook' (selected), 'Google Calendar', and 'Other Calendars'. At the bottom, there's an 'Advanced Options' section with a minus sign, and two buttons: 'Schedule' and 'Cancel'.

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## During the meeting

As the Host of a Zoom meeting you will have many options and features that you can use to control the meeting. Many of them are described below.



- **Meeting Information:**  The encircled i at the top of the window gives you the Meeting ID, password if present, and the invitation link
- **Mute/Unmute:** Allows you to turn on and off your microphone. It also allows you to change the hardware you are using if you have any available.
- **Start/Stop Video:** Allows you to turn on and off your camera. It also allows you to change the hardware you are using if you have any available. You can also choose your Virtual Background.
- **Security:** You can lock/unlock the meeting, turn on/off the waiting room, participant screen share, chat and the ability to rename themselves
- **Participants:** Mute and unmute individuals or everyone, turn off participant cameras, invite them to share their camera again, change their hosting status, put them in a waiting room, or even remove them. You can invite more people to the meeting, mute them upon entry, allow/disallow them to unmute themselves. Set it up so a chime plays every time someone enters and leaves the meeting. This is also another place that you can lock the meeting or enable the waiting room.
- **Polls:** Start interactive polls
- **Chat:** Open your chat box.
- **Share Screen:** You can choose what screen or application window or white board you share
- **Record:** Allows you to record your Zoom session to your computer or the cloud. Availability for these options may be different based on what Zoom domain you are logged in to.
- **Breakout Rooms:** Lets you setup and manage smaller Zoom meetings as part of the larger meeting. You will be able to put participants into these smaller rooms and bring them back to the main meeting as well.
- **Reactions:** You can put clapping hands or a thumbs up icon next to your picture
- **End:** You can leave the meeting or stop the meeting for all

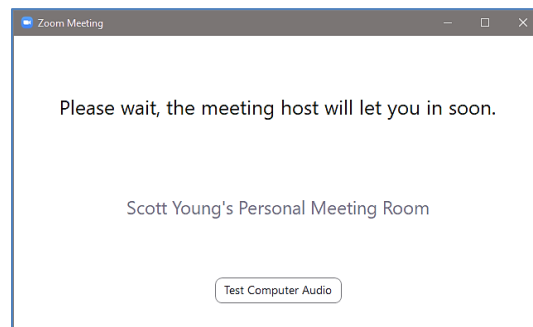
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## **Screen Sharing and Waiting Rooms**

### ***Waiting Rooms***

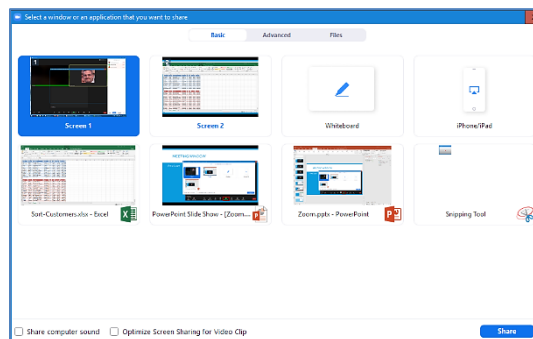
Lets you choose when you admit attendees to your call. If you have waiting rooms enabled you will be able to manage attendees by clicking on the Participants button.

This is the screen participants will see while they are in the waiting room.



### ***Screen Sharing***











When you choose to share your screen, a window will open that will display all your monitors and all of your application windows. Your Zoom toolbar will now present you with additional options such as Pause and Stop Sharing, Annotate, Remote Control, and More.



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## Status Icons

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Icon	Status	Description
	Offline	Contact is not signed in to the Zoom desktop client or mobile app
	Online (desktop)	Contact is signed in to the Zoom desktop client <b>Note:</b> If the contact is also signed in to the Zoom mobile app, this status overrides the mobile client status
	Online (mobile)	Contact is signed in to the Zoom mobile client only <b>Note:</b> If the contact is also signed in to the Zoom desktop client, the desktop client status overrides this status
	Away	Contact is sign in to the Zoom desktop client but their computer is inactive or they manually set their status to <b>Away</b>
	Do not disturb / Busy	Contact manually set their status to <b>Do not disturb</b> (Windows or Mac) or <b>Busy</b> (Linux) and won't receive pop-up notifications for chat or Zoom Phone calls in the Zoom desktop client or mobile app
	In a Zoom meeting	Contact has started or joined a Zoom meeting using the Zoom desktop client or mobile app
	Presenting	Contact is sharing their screen while in a Zoom meeting
	On a call	Contact is on a Zoom Phone call using the Zoom desktop client or mobile app
	In a calendar event	Contact is in a calendar event (from a synced calendar) but hasn't joined a Zoom meeting using the desktop client or mobile app
	Chat error	Chat message failed to send (also applies to files and images)

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♦ Wikipedia.com "Zoombombing". Retrieved May 12, 2020. <https://en.wikipedia.org/wiki/Zoombombing>

♦♦ Zoom.us "Zoom Status Icons" Retrieved May 12, 2020. <https://support.zoom.us/hc/en-us/articles/360032554051-Status-Icons>