Webinar: Hosting a Zoom Meeting

Agenda
- Starting the Zoom meeting
- Navigating the Zoom meeting interface
  - Zoom Menu Bar
  - Zoom Side Panel
- Ending the meeting
- Default settings and other options
- Meeting best practices

1. Zoom License
2. Zoom support page
3. Default settings in Zoom account on EIU Zoom Web Portal
4. Roles in a Meeting
   https://support.zoom.us/hc/en-us/articles/360040324512-Roles-in-a-meeting#h_c94b911b-d8d5-4a8d-9608-5d51d57eed8a
   a. Host
      i. The user that scheduled the meeting.
      ii. They have full permissions to manage the meeting.
      iii. There can only be one host of a meeting.
   b. Co-Host
      i. Shares most of the controls that hosts have, allowing the co-host to manage the administrative side of the meeting, such as managing attendees.
      ii. A co-host is assigned during the meeting.
      iii. Co-hosts cannot start a meeting.
      iv. Co-Host Cannot
         1. Create or edit polls
         2. End meeting
         3. Promote participant to host or co-host
         4. Assign participants to breakout rooms
   c. Alternative Host
      i. Shares the same controls as co-hosts but can also start the meeting.
      ii. Hosts can assign alternative hosts when they schedule a meeting.
   d. Participant
      i. The host can manage the participants.
      ii. By default, any participant in a meeting can share their video and audio.
5. Starting the Zoom meeting
   a. A Host starts the meeting. (A Participant joins a meeting.)
   b. A Host can start the meeting from

   i. The EIU Zoom Web Portal
   ii. The Zoom app (desktop client)
   iii. From a course in D2L.

6. Navigating the Zoom meeting interface

 a. **Participant Zoom Menu Bar** (move mouse to bring toolbar back)
   i. Microphone
     1. On/off toggle switch
     2. Personal audio settings
   ii. Video and video settings
   iii. Participants
   iv. Chat
   v. Share Screen
     1. Host disabled participant screen sharing
   vi. Reactions
     1. Allow meeting participants to communicate without interrupting by reacting with an emoji that shows on their video.
     2. Reactions disappear after 10 seconds.
     3. Only available if at least one person has webcam enabled.

 b. **Host Zoom Menu Bar**
   i. Microphone and audio settings
     1. Select a microphone
     2. Select a speaker
     3. Test audio
   ii. Video and settings
     1. Select a camera
     2. Choose a virtual background
   iii. Security
     1. Lock meeting (no new participants can join, even if they have the meeting ID and password.)
     2. Participant permissions
   iv. Participants
   v. Chat
   vi. Share Screen
   vii. Polling
     1. Off by default
     2. must enable in Zoom account settings
   viii. Record
   ix. Breakout Rooms
     1. Enabled by default

 c. **Side Panel**

   i. Participants panel (host view)
1. Host, self, and other participants identified
2. For each participant, the host can
    a. Mute/Ask to unmute
    b. More options
        i. Chat privately
        ii. Ask to start video
        iii. Make Host
        iv. Hand Raise/Lower Hand
3. Invite
4. Mute all
5. More options
6. Non-verbal feedback for participants
    a. Off by default

   ii. Chat
1. Chat with everyone or chat privately with an individual
2. Chat options in menu at bottom
3. Sending a file
4. Save Chat
5. Autosave in account settings

7. Ending the meeting
a. End
 i. End the meeting for all
 ii. Leave the meeting
  1. When the host chooses to leave the meeting, they can assign someone else to be the host.
  2. If a host leaves the meeting without ending the meeting (or is disconnected), a participant will be promoted to host

8. Meeting best practices
9. Support