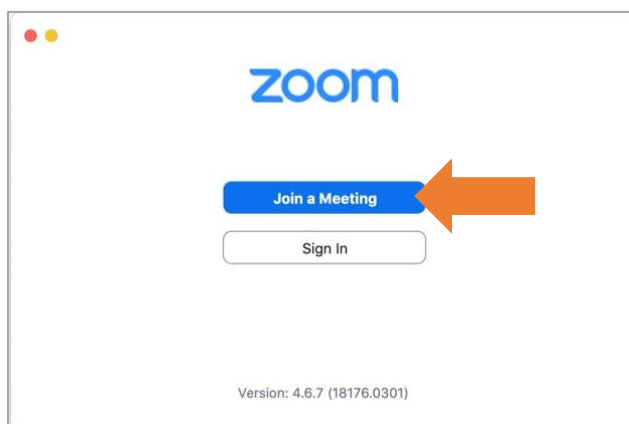# HOW TO HOST A ZOOM MEETING

TECHCOACHES TOOLBOX

## Launching and Hosting a Zoom Meeting Through the Zoom App

STEP 1 - From your PC or mobile device launch the Zoom Application. If you do not already have the App view the Tech Coaches Toolbox note *How to Install the Zoom App*.

Select **Sign In**.

Note: The images throughout this tool are taken from the Zoom Desktop App, therefore they may look slightly different if you are using the mobile app for a phone or tablet.

STEP 2 - Enter your Account information, email address and password. Select **Sign In**. If you do not have an account please see the steps from the Tech Coaches Toolbox note *How to Create a Zoom Account*.
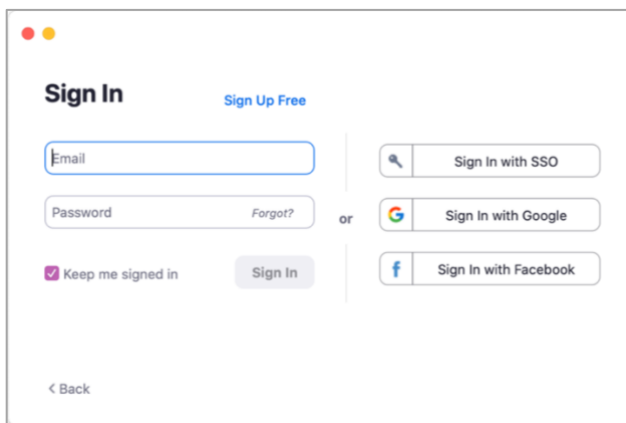
STEP 3 - Once signed in select **New Meeting**. If prompted allow permission to your device's camera and microphone, select **Allow** or **Ok**.
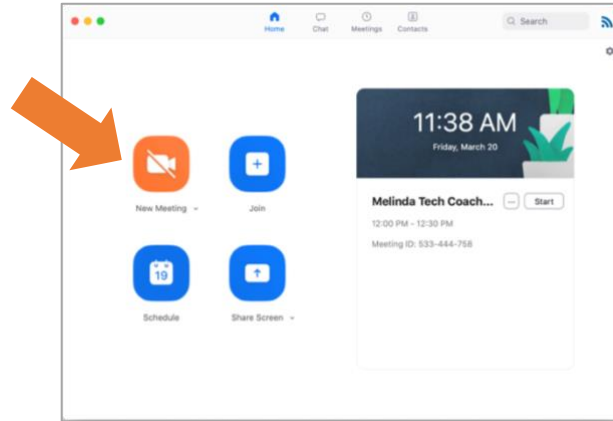

STEP 4 - A new window will appear; this is the meeting screen. Common controls of the meeting will be found at the bottom. On a mobile device some may also be in the upper corner in addition to the bottom.

If the Microphone symbol and Camera symbol have a red diagonal line through it them, it means they have been turned off. To turn on select the symbol. For further settings of either, select the arrow facing upward beside it.

STEP 5 - To invite others at any time during the call, select the **participants** button. A participant list will appear. Select **Invite** near the bottom of the screen.
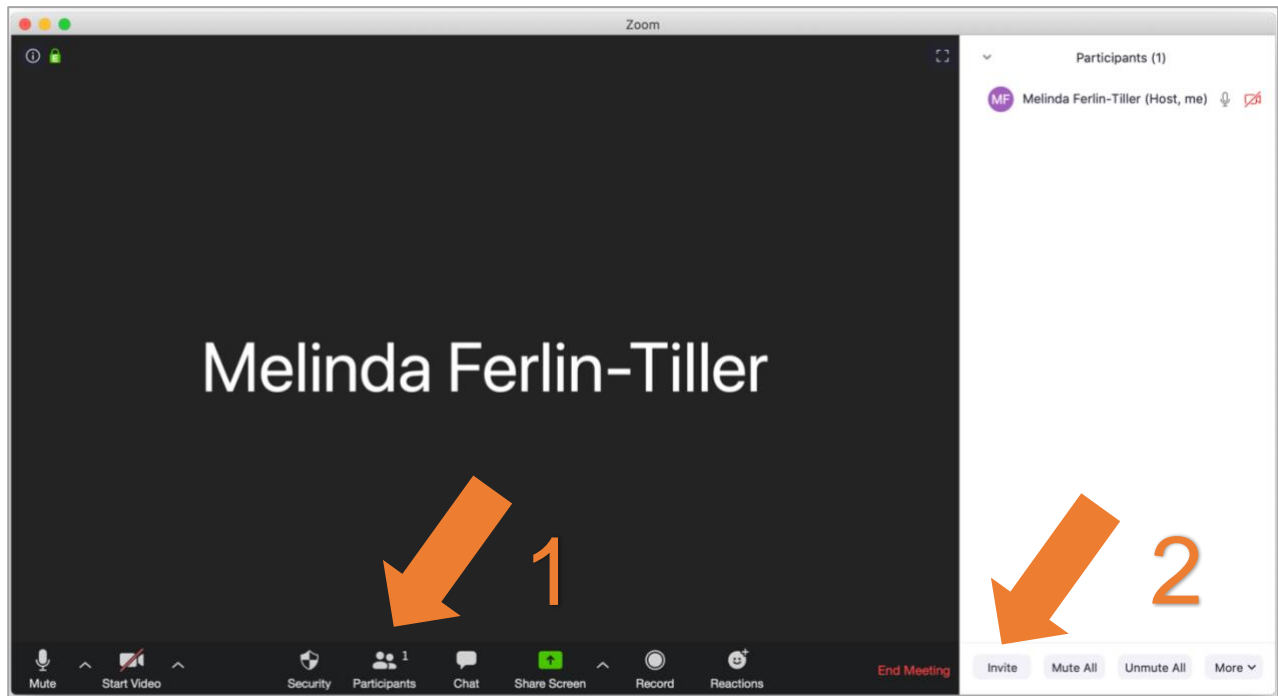

STEP 6 - Once selecting **Invite** a new window will appear, as below.

Select the title/tab **Email** to send an invitation via the email address.

Choose **Default Email** if you do not have a Gmail or a Yahoo account. Selecting the Default Email will open the Mail app on a mobile or laptop device, that may already be signed into a different email account other than the one that is associated to your Zoom, this is OK. It is only needed to send the access link for the recipients.

Choose Gmail or Yahoo Mail if you have either account.

Zoom will open a webpage for you to sign in your email address if not already signed in.

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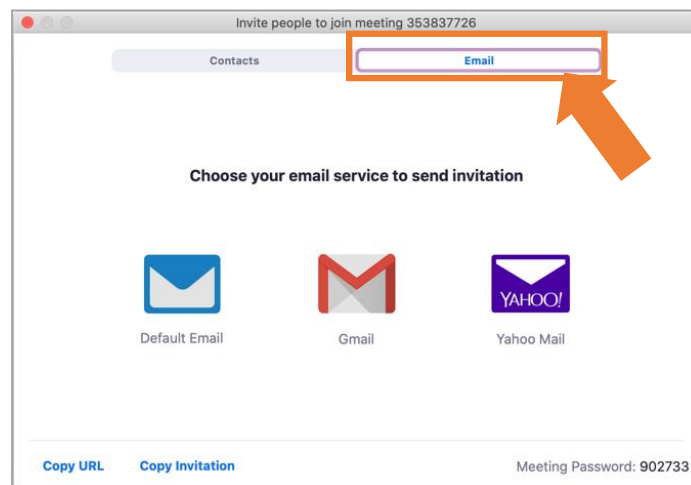
Only if **Contacts** have been added, imported from an email address, or contacted before this call through your Zoom account they will appear under the **Contacts** tab. If the name is under Contacts select the name and select **Invite** near the bottom right corner.
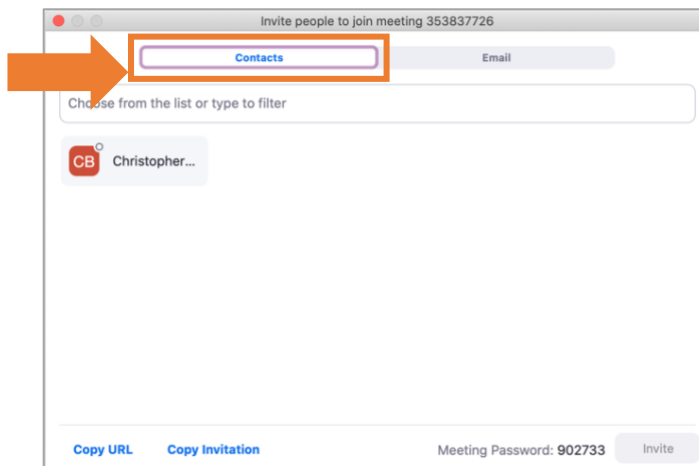

STEP 7 - Once signed into your email account a new message will be composed for you. In the **TO** field, typing contacts/email address of those you would like to join the meeting. Select **Send**.
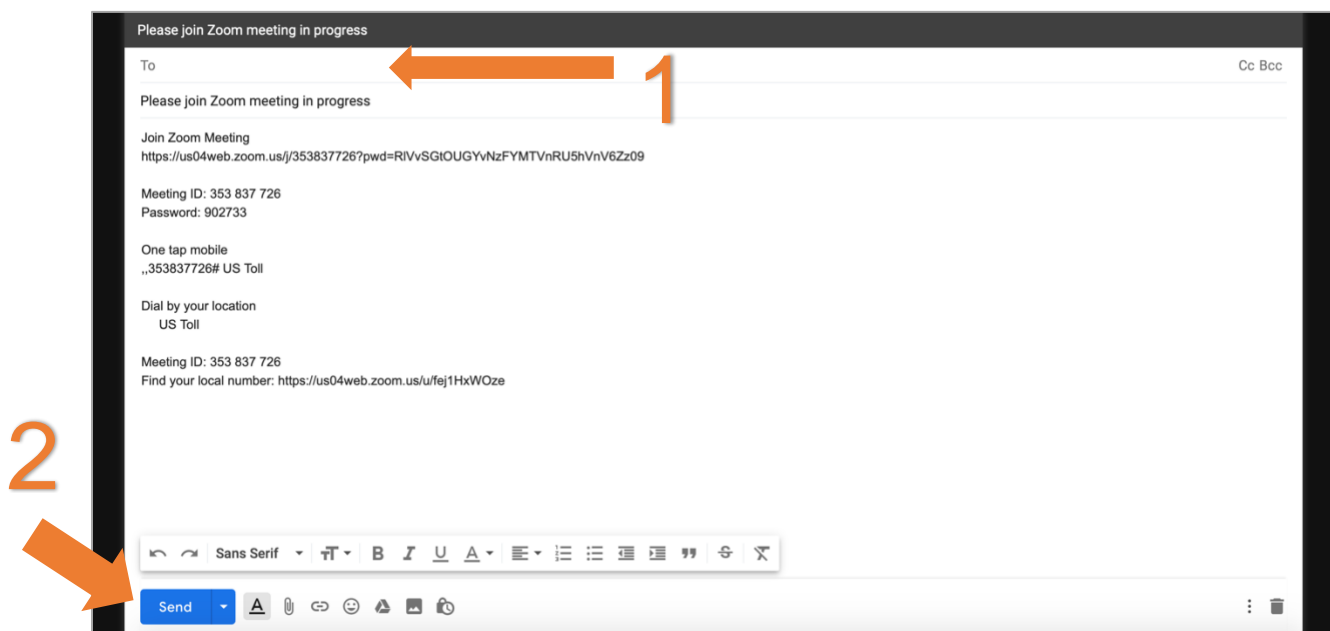
STEP 8 - You will automatically be brought back to the Zoom meeting. If not manually, navigate back to the Zoom App.

As attendees start to arrive to the meeting, by default they will go into a waiting room as a security measure. You will have to admit each attendee as they arrive in the waiting room.

To view attendees waiting, select the **participants** button. Select **Admit** next to the name of the attendee you wish to permit access to the meeting.
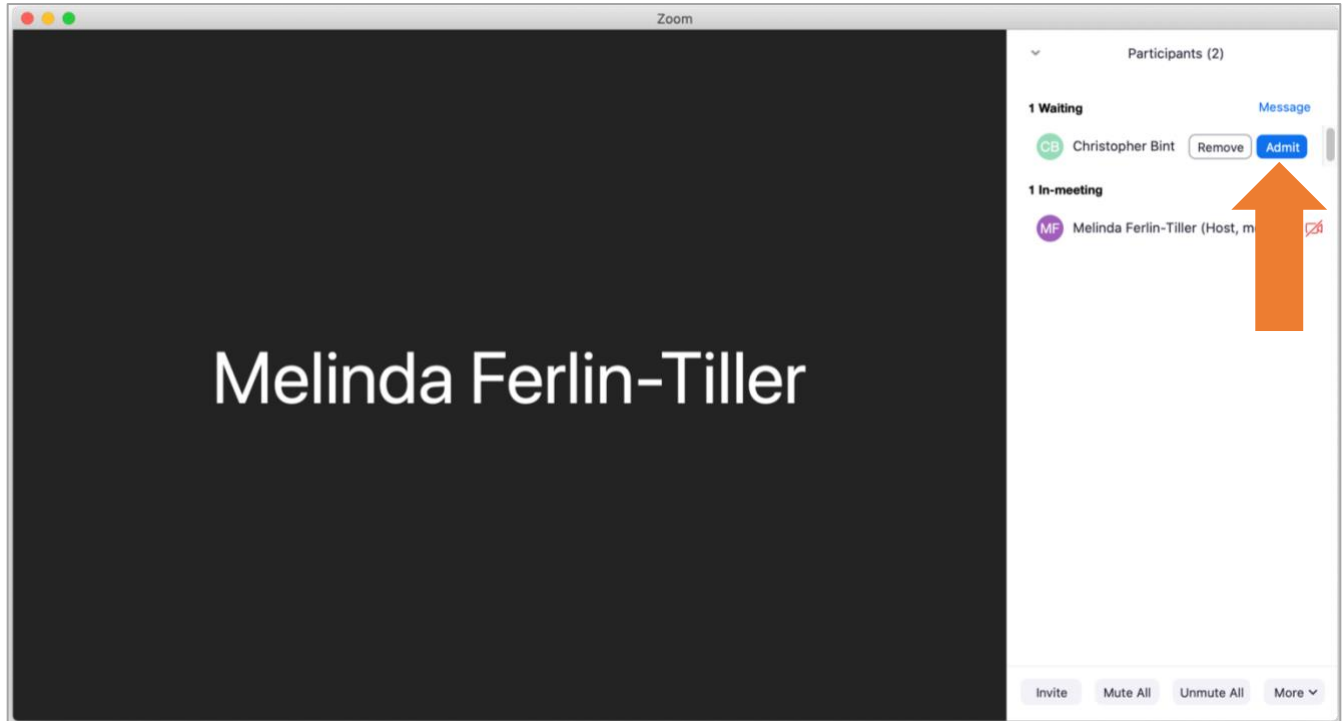
STEP 9 - To end the call. Select **End Meeting**. A new window will appear, select **End Meeting for All**.
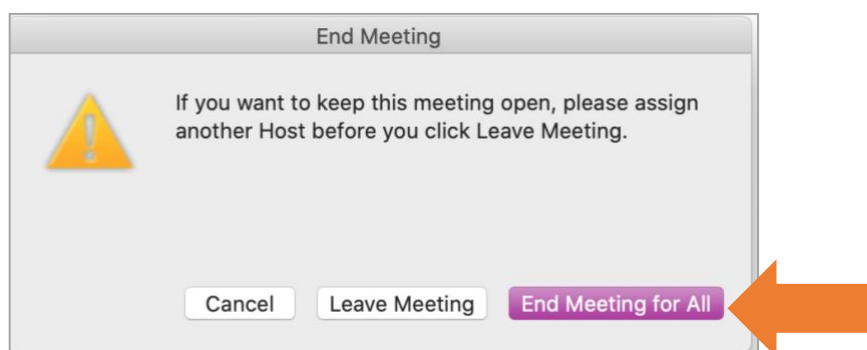
Meeting Tips

These symbols will only be found once a meeting has started, and can help you manage participants by viewing them in different way and controlling their audio.

As a host you can **mute** participants at any time by selecting the Manage Participants button at the bottom of the screen, locating their screen name which will appear in a list format, and selecting the microphone button. When the microphone button appears red with a diagonal line thought it you have muted that participant.

Gallery view will tile all participants videos equally on the screen.

Speaker View will show the one speaking in a larger view, which could constantly change.

On a PC enter full screen mode. Found near the upper right corner.