

# Zoom Training

For Hosts & Co-Hosts

# Schedule a Meeting

- Log onto zoom.us
- Click on “Schedule Meeting

The screenshot shows the Zoom web interface. On the left is a navigation sidebar with 'Meetings' highlighted. The main content area is titled 'Meetings' and includes tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. A date range selector shows 'Tomorrow' with a meeting listed for '10:00 AM - 12:00 PM' titled 'Floral City Garden Club BOD Meeting'. A 'Schedule a Meeting' button is visible in the top right corner, which is pointed to by a large blue arrow.

- Name you meeting and pick date and time

The screenshot shows the Zoom meeting scheduling form. It includes a 'Rescheduling meeting' checkbox, a 'Time zone' dropdown menu, a 'Duration' field with a plus/minus button and a 'min' label, and a 'When' field with a calendar icon and AM/PM options. Below these are text input fields for 'Description (Optional)' and 'Topic'. At the bottom, there is a banner for the Outlook integration.

- Registration – check this box if you want to be able to run reporting after the meeting
  - Attendees
  - Polling results
  - The invitation will be to register, then ZOOM will send the email to the person registering
    - Custom invite tied to their email address, so don't share these
- Do NOT check “Only Authenticated users can join”
  - This requires that participants have their own zoom account, there isn't a need for that
- Check “Automatically record meeting – if you want to have it recorded”
  - Select Cloud or Local recording (cloud is easier and won't slow down your system)
- Save the meeting
  
- Now you can add the meeting to your calendar if you use Google, Outlook or Yahoo
  
- You can “copy” the invitation, paste it into an email and send to your participant list.

# Adding Registration Fields

- Go back to the meeting list and click on the title of the meeting you want to create a Poll for
- At the bottom you will see “Registration” “Email Settings” Branding” and “Poll”
- Click on Registration and “edit”
- Click on Custom Questions
  - Add any questions that you want to capture as people register
  - By default, they will be asked for First and Last Name and email address

# Adding Polling (voting or testing) questions

- Select “Poll”
- “Add”
- Type a title
- Type your question
- Put in answers
  - Single choice, people can only choose one
  - Multiple choice – 1 or all can be selected
- You can have multiple Polls
- You can have just 1 question per poll, or many
  - For Voting, use 1 question per poll
  - For testing use many

\*You’ll see why this is important when I show you how to take the poll

Add a Poll

Enter a title for this poll.

Anonymous? ?

1.

Type your question here.

Single Choice  Multiple Choice

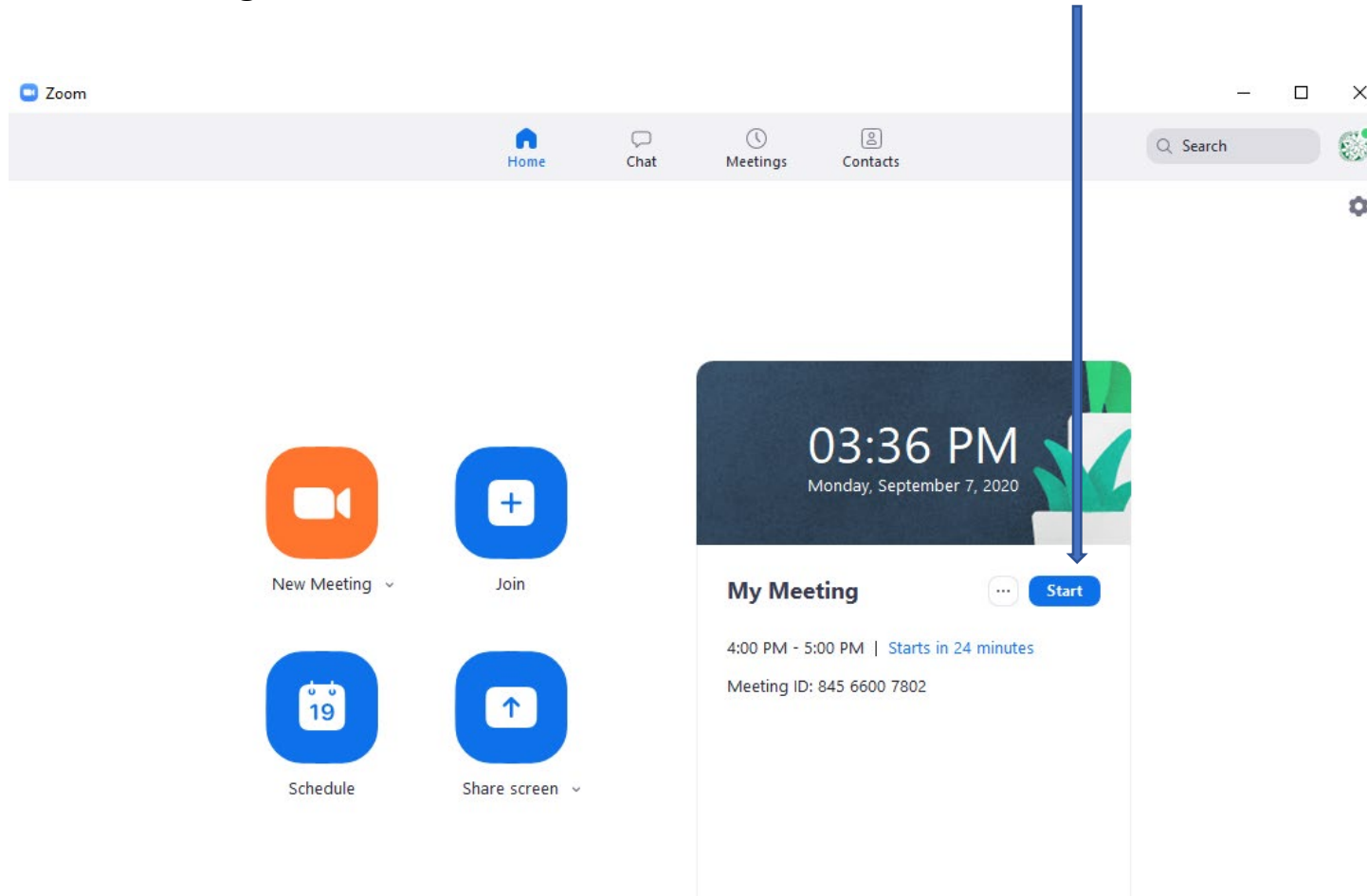
Answer 1

Answer 2

Answer 3 (Optional)

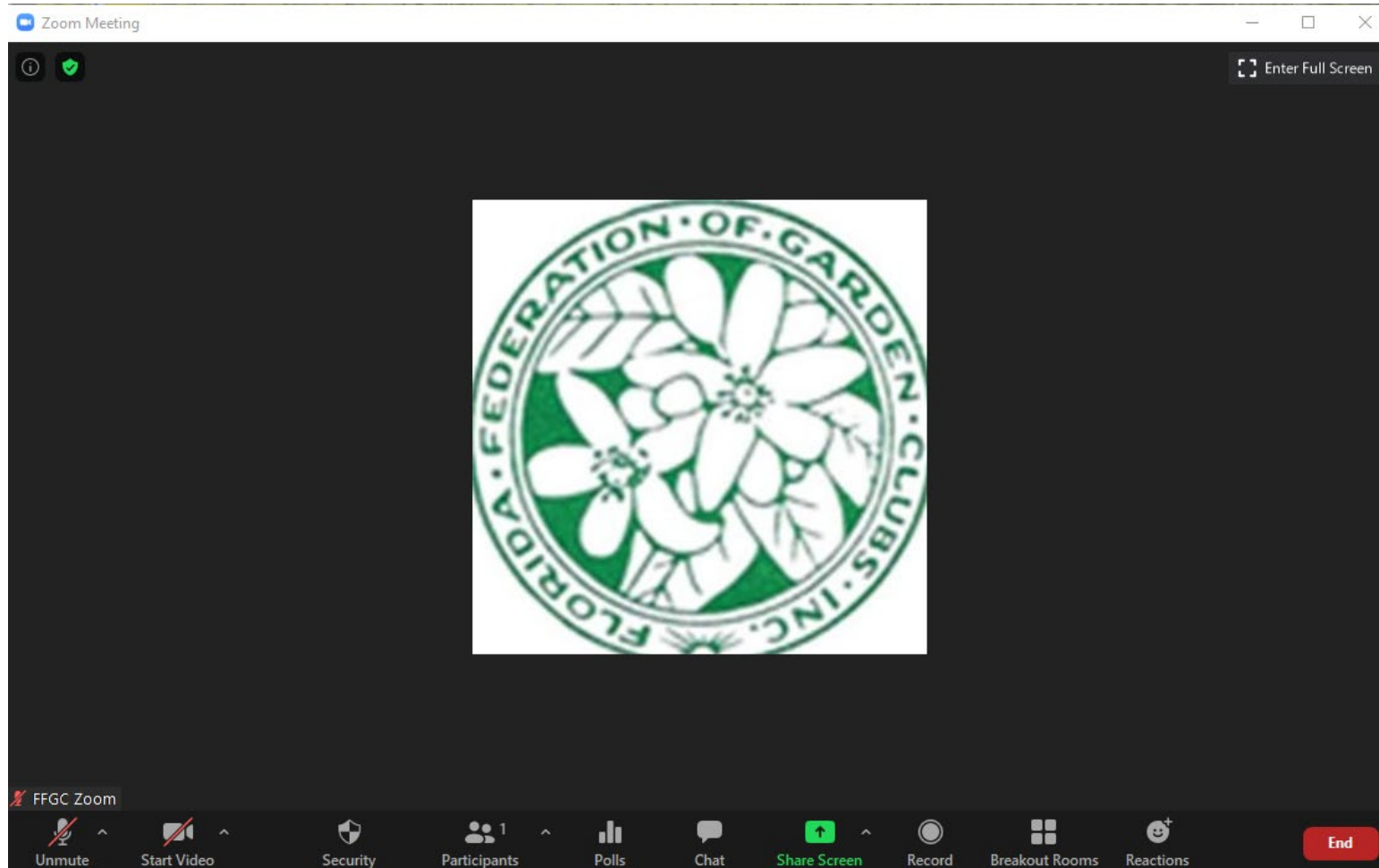
# Starting and hosting the meeting

- It's a good idea to start the meeting 5-10 minutes early in case there are any issues
- Launch your ZOOM application
  - Sign in with the host email address
- Your meeting should show below the clock – click on “Start”



# Host Screen controls

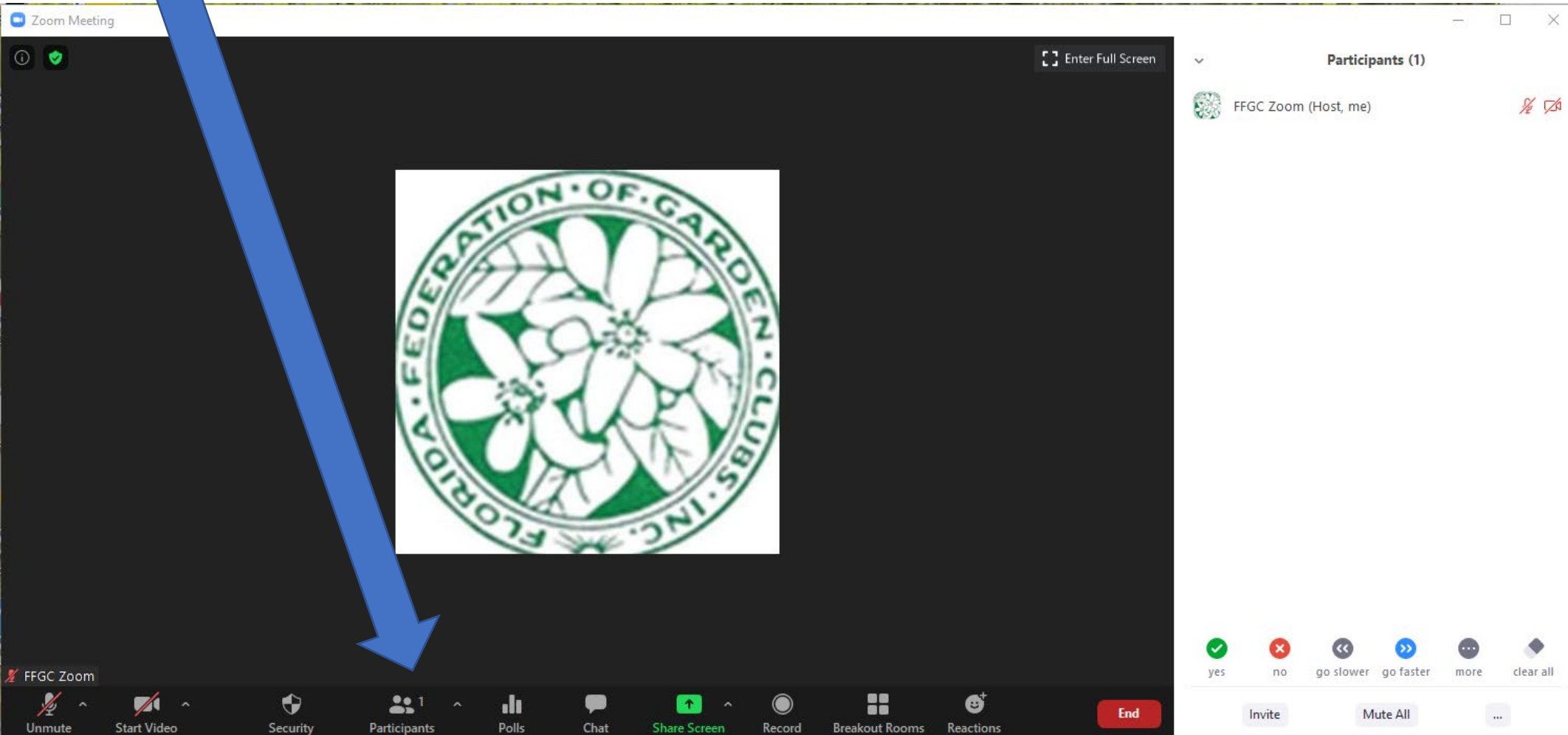
As host you have a few more controls than participants do



# Host Screen controls

When you click on “Participants” you get the list on the right, its good to keep it here as you can “see” raised hands and other reactions

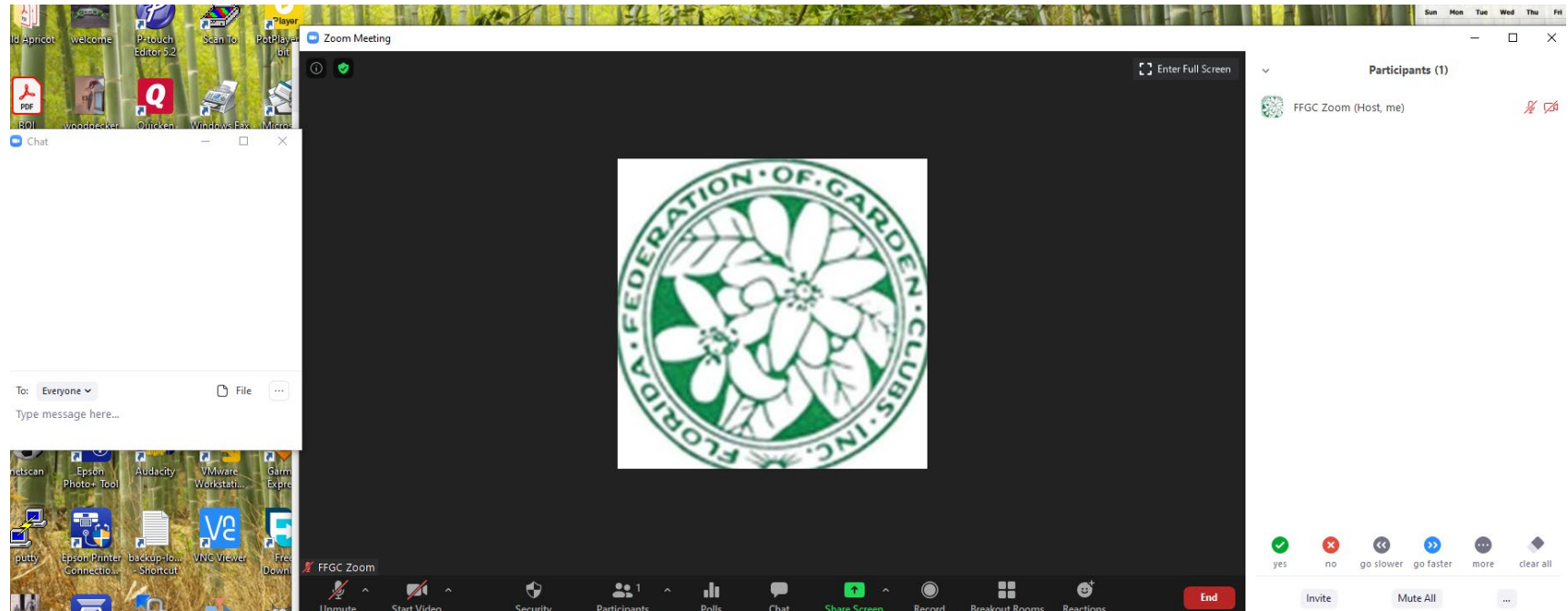
\*Note that your controls stay on screen, they don’t disappear on you





# Host Screen controls

When you click on “Chat” you get the a new window that can be moved to where you can watch it

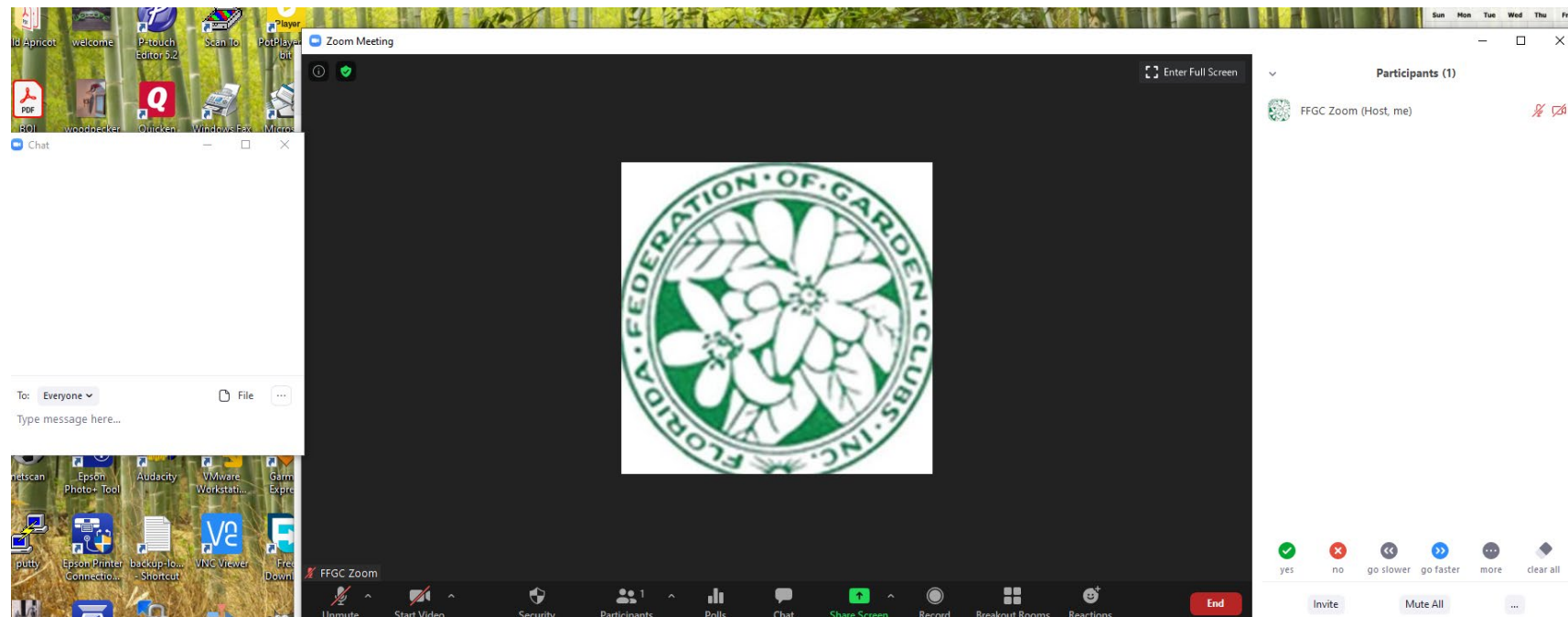


# Host Screen controls

Assign a co-host – it's a good idea to have at least 1 other person assigned as co-host in case you lose power or the internet

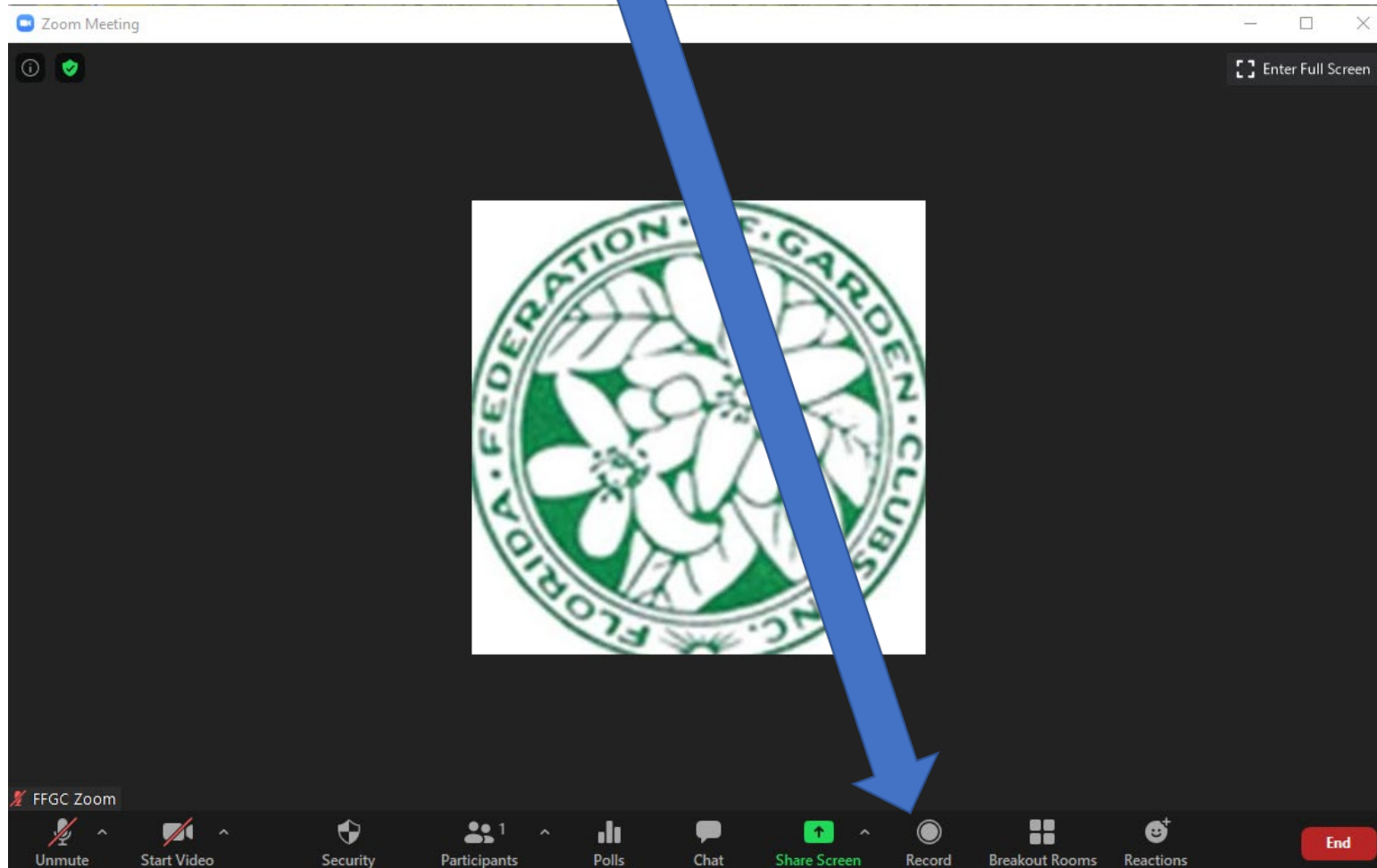
\*You can have as many co-hosts as you want

Go to the Participants list – hover on their name – select “more” and “make co-host”



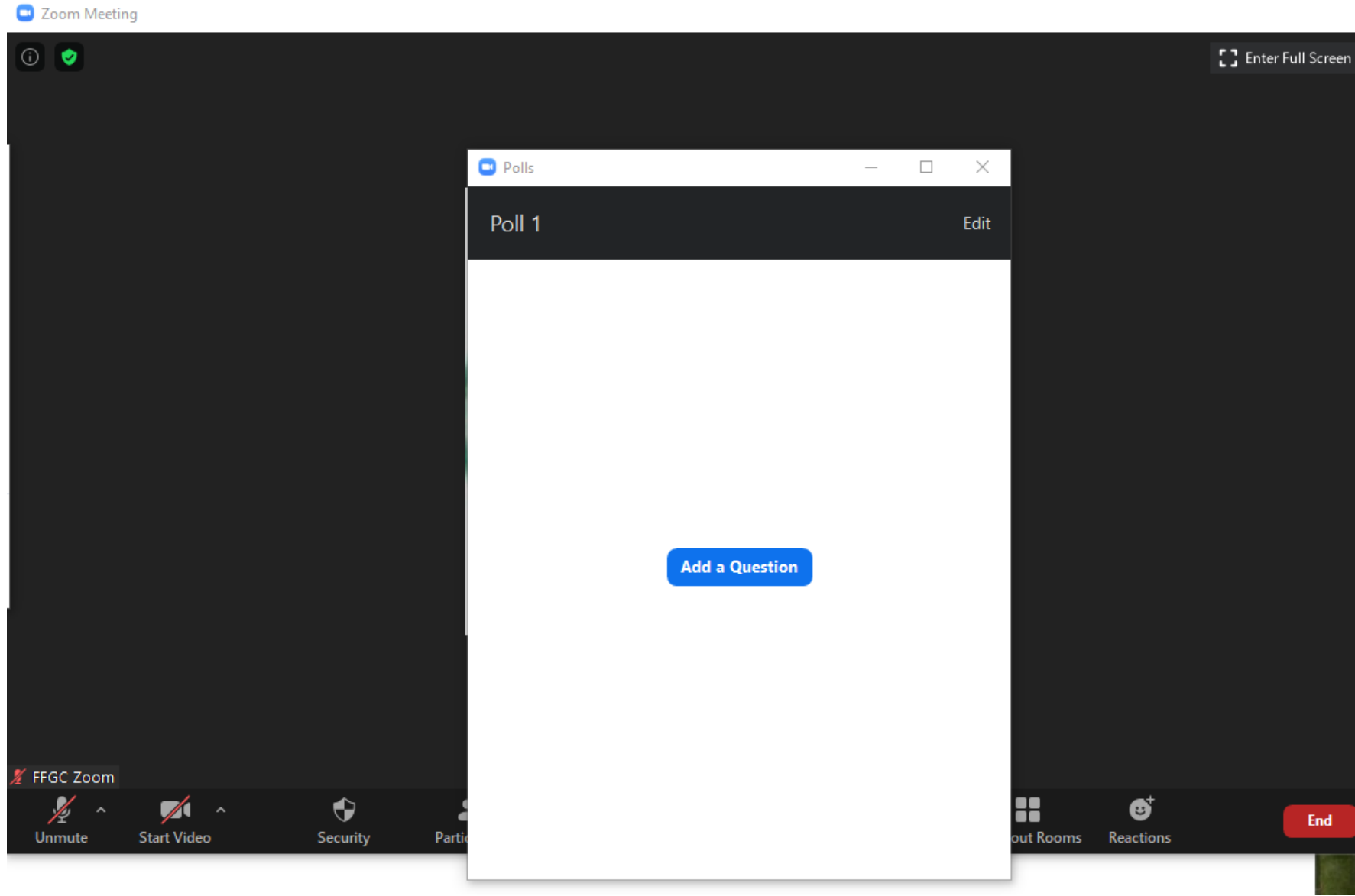
# Host Screen controls

Record – you can toggle recording on/off here whether or not you auto-recorded during setup



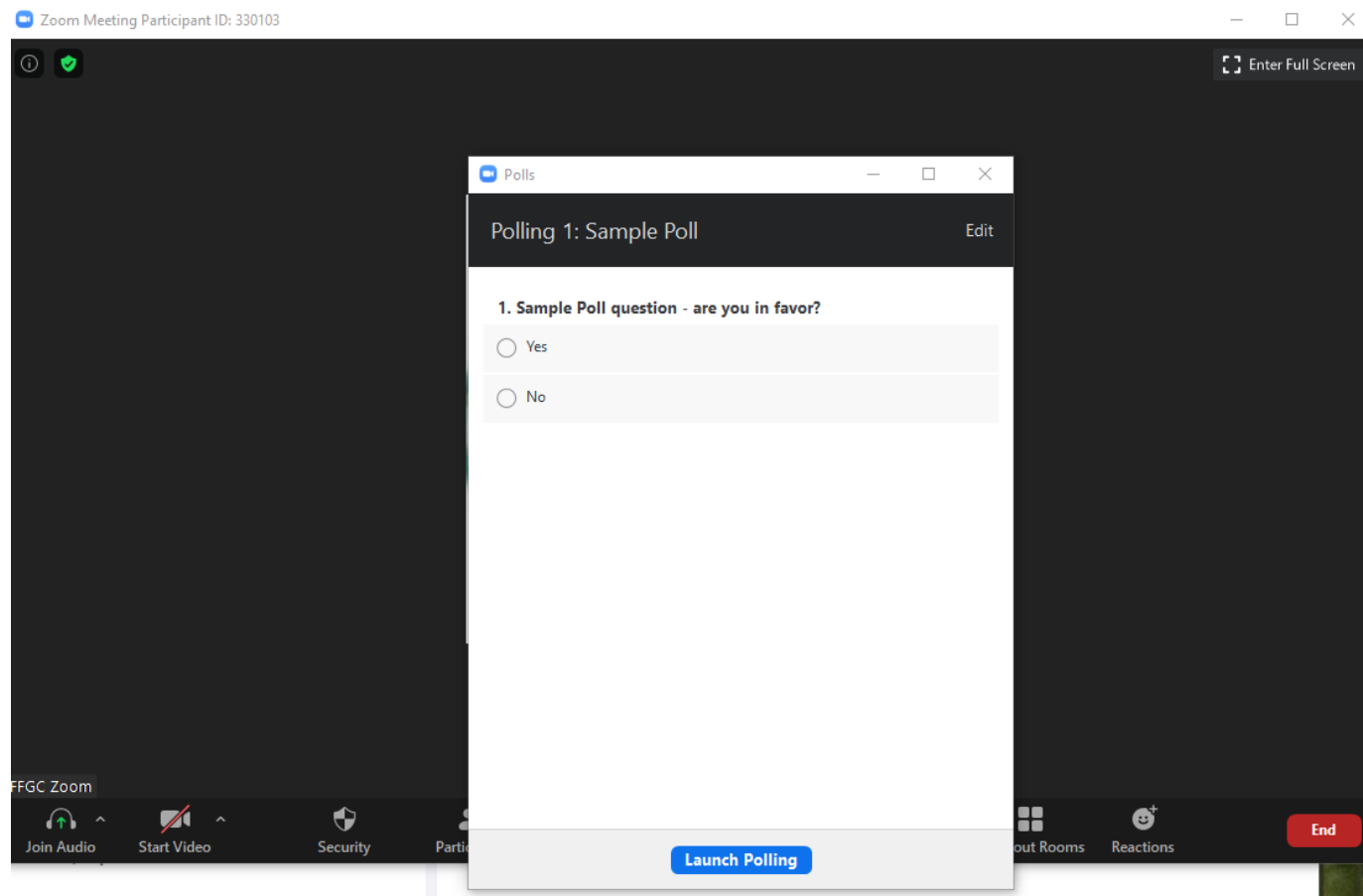
# Host Screen controls

Polls – you can add on-the-fly here



# Host Screen controls

Polls – or Launch a poll you created earlier

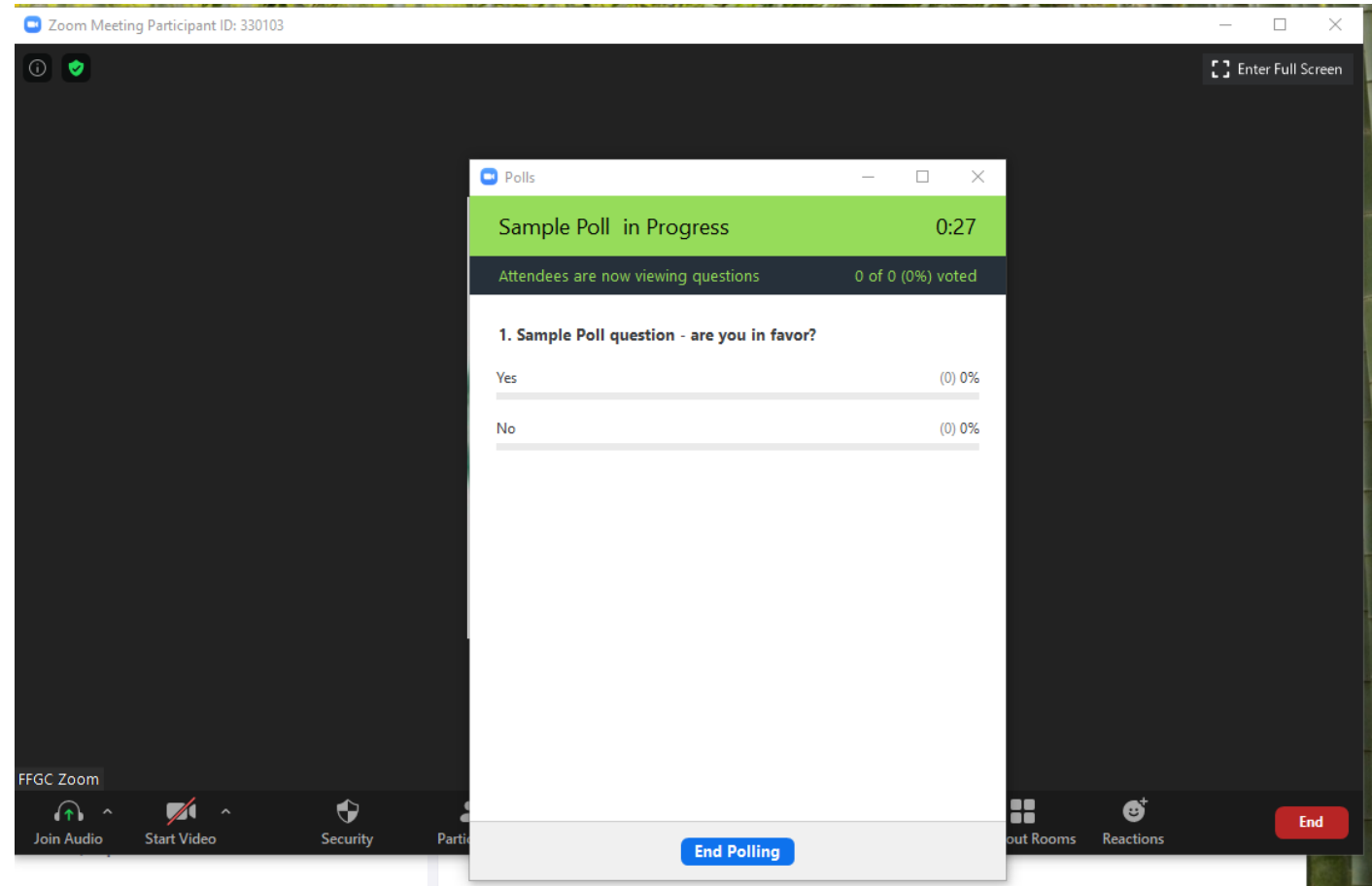


# Host Screen controls

Launch a poll (Host cannot participate in the poll itself)

Participants will select their answer(s) and press “Submit”

When host believes that everyone has answered, Press “End Polling”

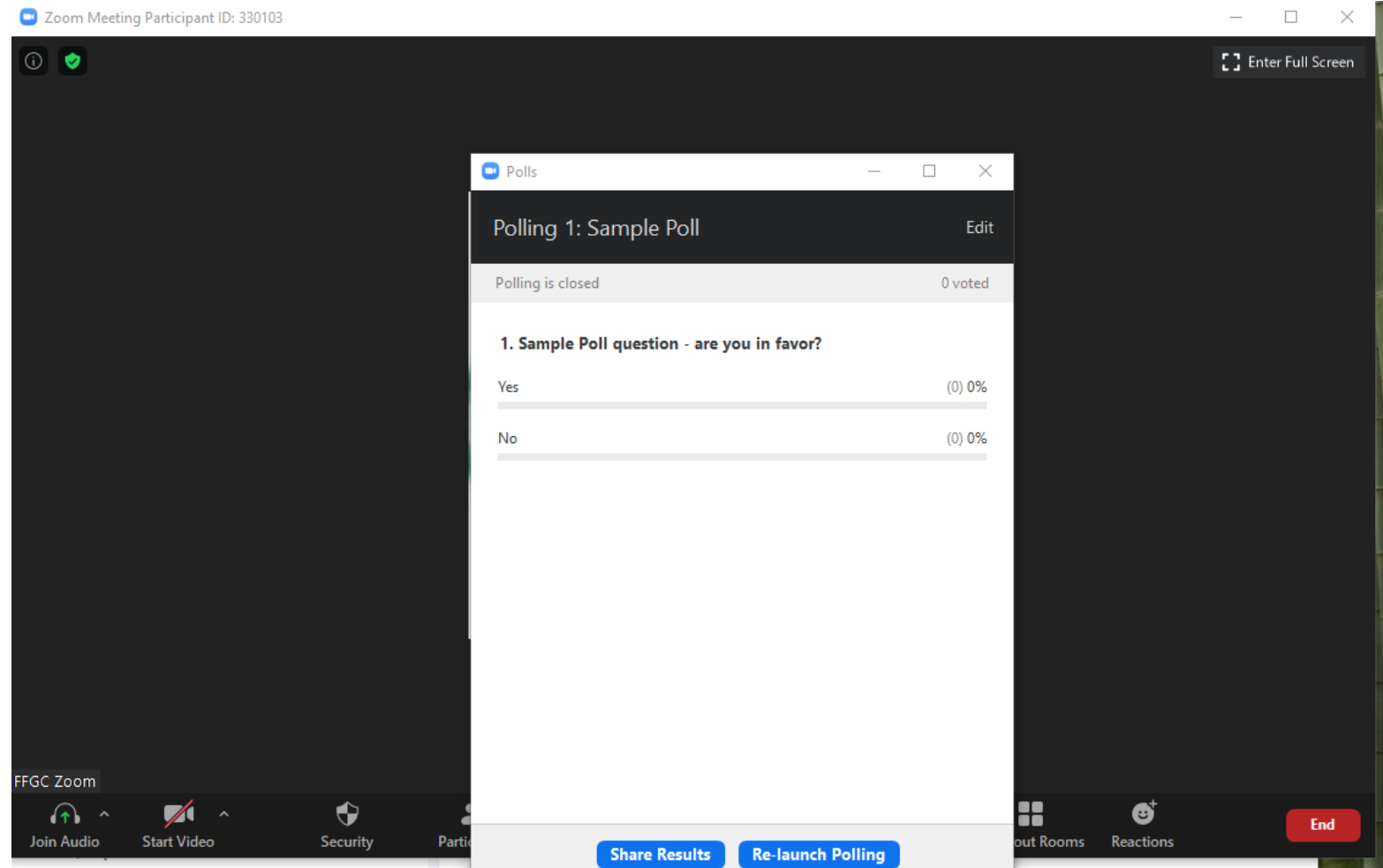


# Host Screen controls

When you have ended the Poll, the results are show to you

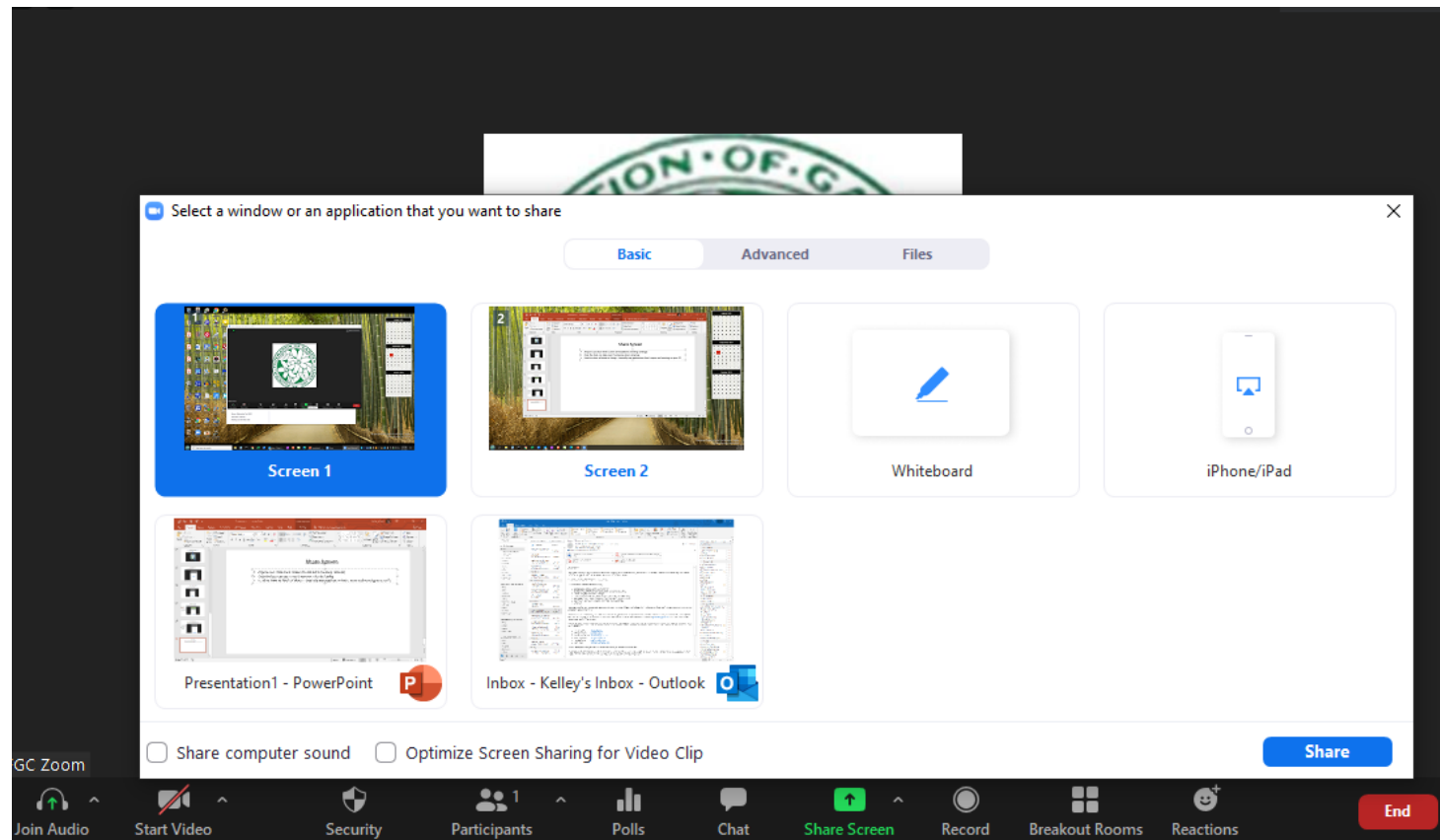
You can “share” the results – that will display to all participants

You can Re-Launch the poll - \*\*This starts it over and wipes any previous results\*\*



# Share Screen

- Anyone can share their screen (if enabled in meeting settings)
- Only the host can take over if someone else is sharing
- Used to show all kinds of things – basically any application that is open and running on your PC
- I could share any of these windows – Whiteboard allows free-hand drawing just like standing in front of a group





# Breakout Rooms

- I don't recommend using these
- The idea is just like you would do in a physical building where certain individuals would leave the main meeting and go to another room.
  - It does work, but is hard to manage

# Post Meeting Reports

- If you recorded your meeting, you will be notified when the recording is ready – takes 10 minutes to several hours depending on the length of the meeting
  - Go back into the zoom.us website to find recordings
  - Select “share” to get a link you can email out
  - Select “more” to download the movie/audio files to your local PC and/or to delete the recording
- Recordings will be saved for 30 days after you delete them
- You have about 2 hours of recording space before you get messages from ZOOM

The screenshot shows the Zoom Cloud Recordings interface. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES, and buttons for SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. The left sidebar contains navigation options: PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management). The main content area is titled 'Cloud Recordings' and 'Local Recordings'. It features a search filter with 'From' and 'To' date pickers (set to 09/07/2020) and an 'All Status' dropdown. Below the filter are 'Search by ID', a search input field, and 'Search' and 'Export' buttons. On the right, there are 'Delete Selected', 'Delete All', and 'Tras' buttons. The recording list table has the following data:

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Share...	More ▾
<input type="checkbox"/>	Training Session for BOD	892 4922 2808	Sep 6, 2020 11:19 AM	2 Files (667 KB)	Share...	More ▾
<input type="checkbox"/>	Tri-Council Board Meeting	857 2039 5566	Aug 31, 2020 09:44 AM	3 Files (1.76 GB)	Share...	More ▾
<input type="checkbox"/>	FFSJ - Board Meeting	842 2581 4164	Aug 27, 2020 12:37 PM	3 Files (1.03 GB)	Share...	More ▾

# Post Meeting Reports

- Go to “Account Management” – then “Reports”
- Click on Meetings
  
- Select the meeting you want reports for
- Click “Generate”
  
- It takes a few minutes, then you can download your results
- You will get .CSV (spreadsheets)
  - Attendees
  - Polling results (by person and question and how they answered)