



Co-Hosting a Zoom Virtual Presentation

Tips for Speakers and Panel Members

- For participants to join a meeting in Zoom, the host will first have to set up the meeting and start the session.
- Alternatively, the host can enable an option that allows users to join before the host arrives, but the meeting will still have to be set up in advance.
- It's important to note that you don't need to have an account set up to enter a Meeting ID — but will need one if you decide to organize meetings of your own.

General Connection Instructions

- Regardless if you are joining using a mobile device, a laptop, or a desktop, **the easiest and quickest** way to join is to refer to the email invite you received as it contains the link to the meeting.

Send Update

Subject: Test meeting #2

Location: <https://zoom.us/j/160740676?pwd=NnFiWmVlcFE3K24yZGNZVmFMU2ZOUT09>

Start time: Fri 4/10/2020 3:30 PM All day event

End time: Fri 4/10/2020 4:00 PM

Rani Gereige is inviting you to a scheduled Zoom meeting.

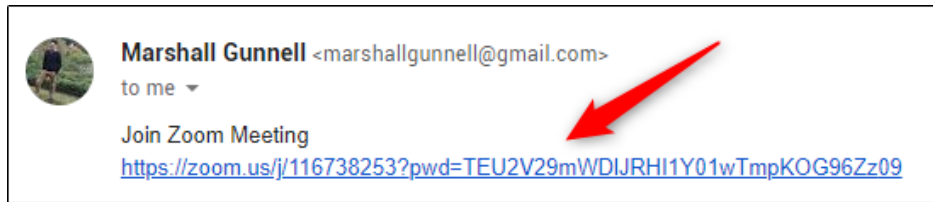
Join Zoom Meeting
<https://zoom.us/j/160740676?pwd=NnFiWmVlcFE3K24yZGNZVmFMU2ZOUT09>

Meeting ID: 160 740 676
Password: 865298
One tap mobile
+13126266799,,160740676#,,#,865298# US (Chicago)
+16465588656,,160740676#,,#,865298# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 253 215 8782 US
+1 301 715 8592 US
+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)

Meeting ID: 160 740 676
Password: 865298
Find your local number: <https://zoom.us/u/adQLZLRuxT>

- The first link in the message is the “Join Zoom Meeting” link. Click that link.



- Once selected, you'll be brought to the Zoom meeting.
- If you don't have the link handy, simply enter the **Meeting ID** on the app homepage.
- You can also accept an incoming call sent to you by a colleague or classmate.

For instructions on connection, please see the [connection/ joining a virtual meeting document](#)

Co-Hosting a Meeting Instructions

- The meeting host (the host who created the session) will need to assign you the role of Host or Co-Host.
- **Order of participants as they appear:** Names in the participants list appear in the following order:
 1. You
 2. The host (If you're not the host)
 3. Phone numbers with no names
 4. Unmuted participants (sorted alphabetically)
 5. Muted participants (sorted alphabetically)

With meetings, hosts and co-hosts can control the following features:

- Mute participants
- Request that a participant unmutes
- Stop a participant's video
- Request that a participant starts their video
- Prevent participants from screen sharing
- Rename a participant
- Put a participant on hold if enabled
- Choose to play an enter or exit chime
- Lock the meeting to prevent anyone from joining
- Place participants in waiting room or admit/remove participants from the waiting room (waiting room can only be enabled by the host)

Only hosts have access to these features:

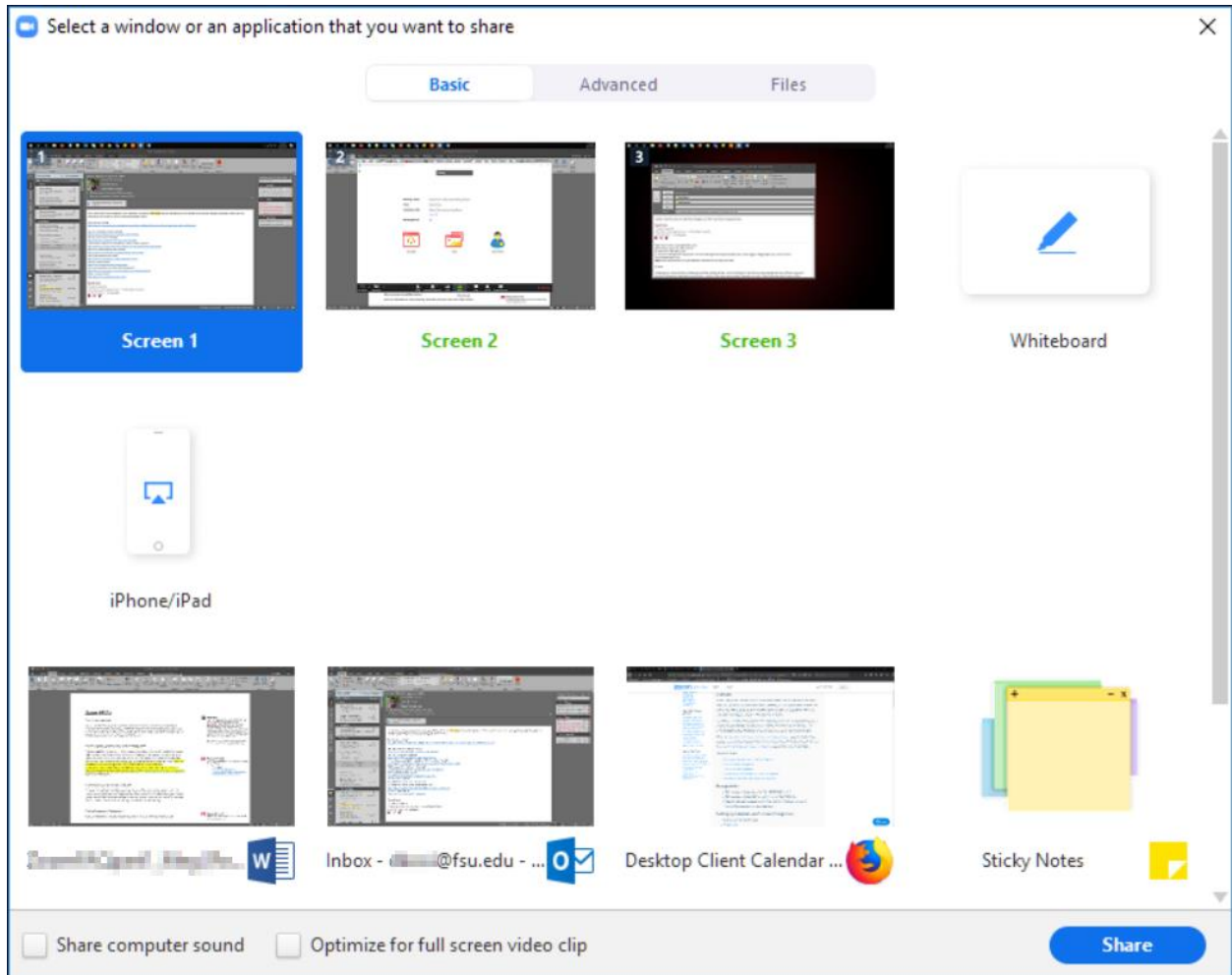
- Give a participant the ability to record locally
- Make a participant host or co-host
- Enable waiting room

Sharing Screen Instructions

During a meeting, click **Share** in the meeting toolbar to select a screen or application window to share with participants (click the arrow next to **Share** if you're a host and need to access sharing options for the meeting)



Then select a screen, desktop application, or the collaborative whiteboard and click **Share**. If you wish to share a video or audio file playing on your computer, be sure to check the **Share computer sound** and/or **Optimize Screen Sharing for Video Clip** options before sharing



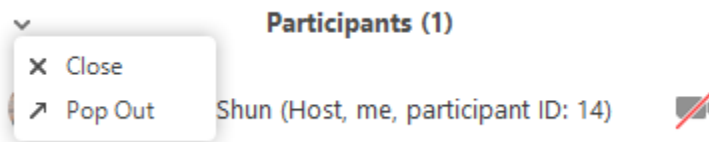
Managing Participants Controls - Instructions



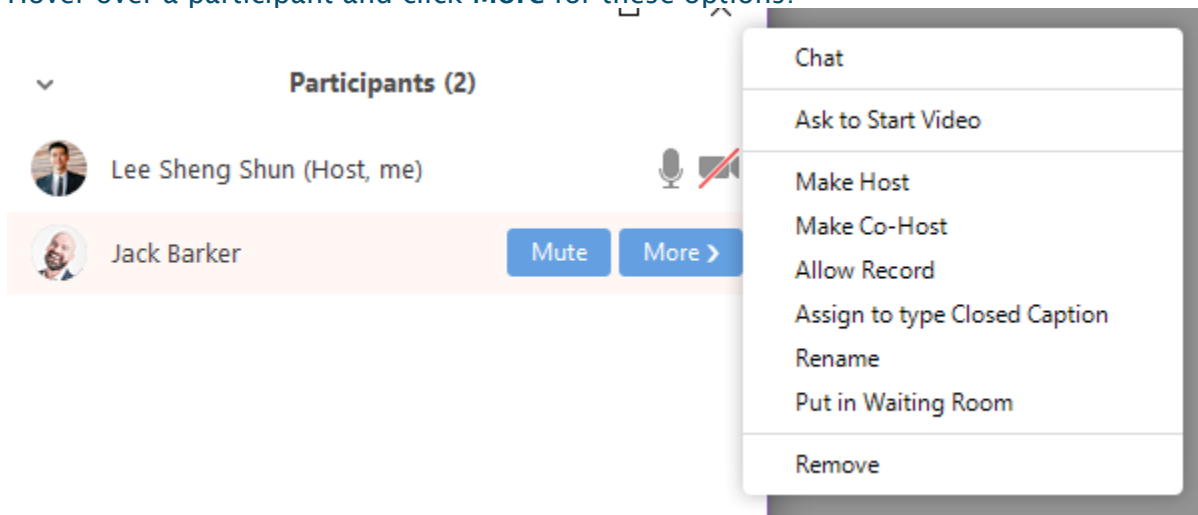
1. Click **Manage Participants** in the host controls to display the participants list:



2. Click the drop-down menu located at the top-left corner to close the participants list or click **Pop Out** to separate the participants list from the meeting window:



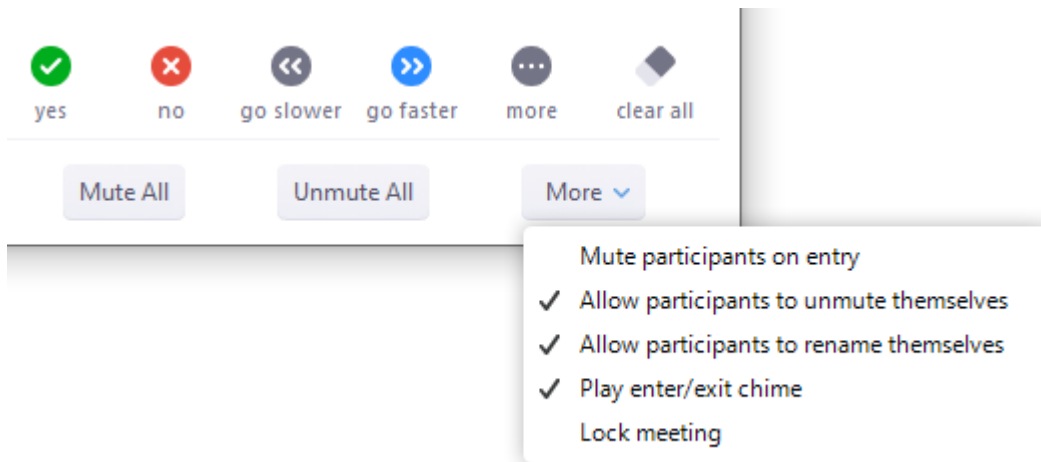
3. Hover over a participant and click **More** for these options:



- **Chat:** Open the chat window to send messages directly to the panelist.
- **Stop Video:** Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the **Ask to Start Video** option.
- **Make Host** (only available to the host): Assign the attendee to be the host. There can only be one host.
- **Make Co-Host** (only available to the host): Assign the attendee to be a co-host. You can have an unlimited number of co-hosts.
- **Allow Record** (only available to the host): Allow the attendee to start or stop a local recording of the meeting. Attendees do not have access to start a cloud recording.
- **Assign to type Closed Caption** (only available to the host): Assign the attendee to type closed caption during the meeting.

- **Rename:** Change the attendee name that is displayed to other participants. This change only applies to the current meeting.
Note: To change your own name that is displayed, hover over your name in the participants list and click **Rename**. You can permanently change your name in your profile.
- **Put in Waiting Room:** Place the attendee in a virtual waiting room while you prepare for the meeting. The host must enable waiting room for this option to appear.
- **Put On Hold:** If the waiting room is not enabled, you'll see this option to place the attendee on hold.
- **Remove:** Dismiss a participant from the meeting. They won't be able to rejoin unless you allow participants and panelists to rejoin.

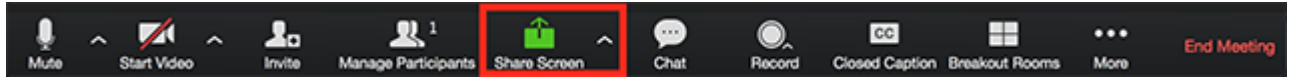
You will also have access to enable or disable these options at the bottom of the participants list:



- **Invite:** Invite others to join the meeting.
- **Mute All / Unmute All:** Mute or unmute all participants currently in the meeting.
- **Mute participants on entry:** Automatically mute participants as they join the meeting.
- **Allow participants to unmute themselves:** Participants can unmute themselves if they want to speak to others in the meeting.
- **Allow participants to rename themselves:** Participants can change their screen name displayed to other participants.
- **Play enter/exit Chime:** Play a sound when participants join and leave the meeting.
- **Lock meeting:** Don't allow other participants to join the meeting in progress.
- **Merge to meeting window:** Merge the participants list with the main meeting window. This option is only available if you separated the participants list from the main meeting window.

To prevent participants from screen sharing:

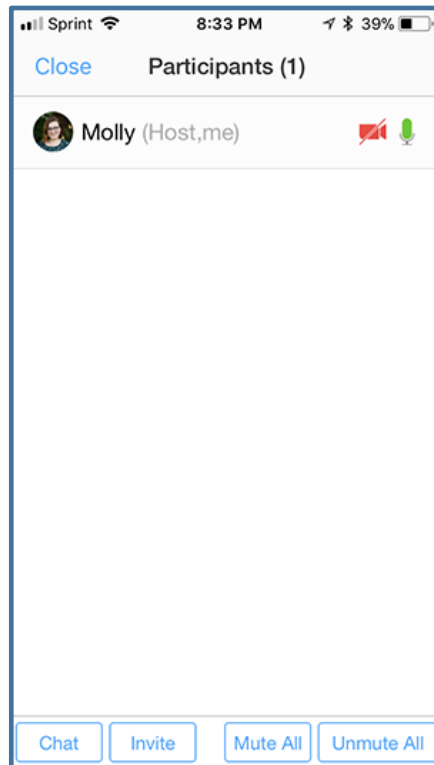
1. In the host controls, click the arrow next to **Share Screen** and click **Advanced Sharing Options**.



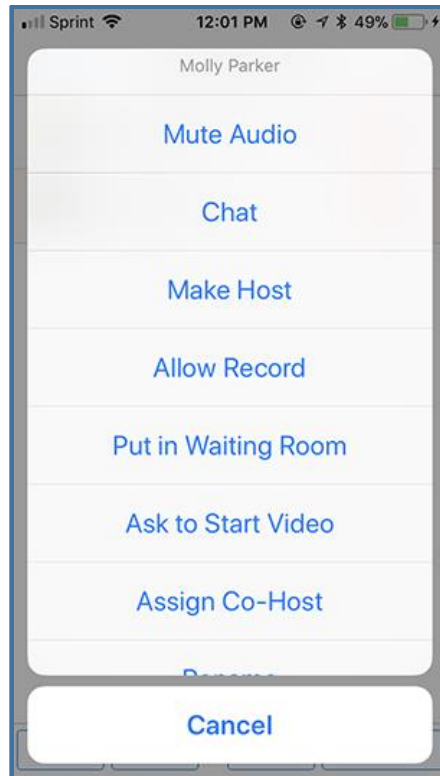
2. Under **Who can share?** choose **Only Host**.
3. Close the window.



1. Tap **Participants** in the host controls to display the participants list.

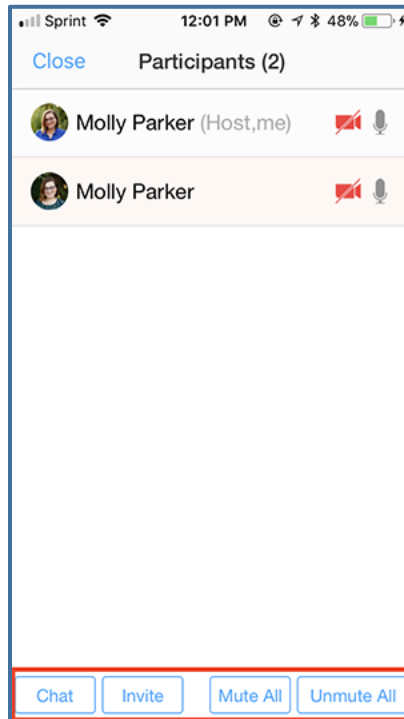


2. Tap a participant's name to manage a specific participant.

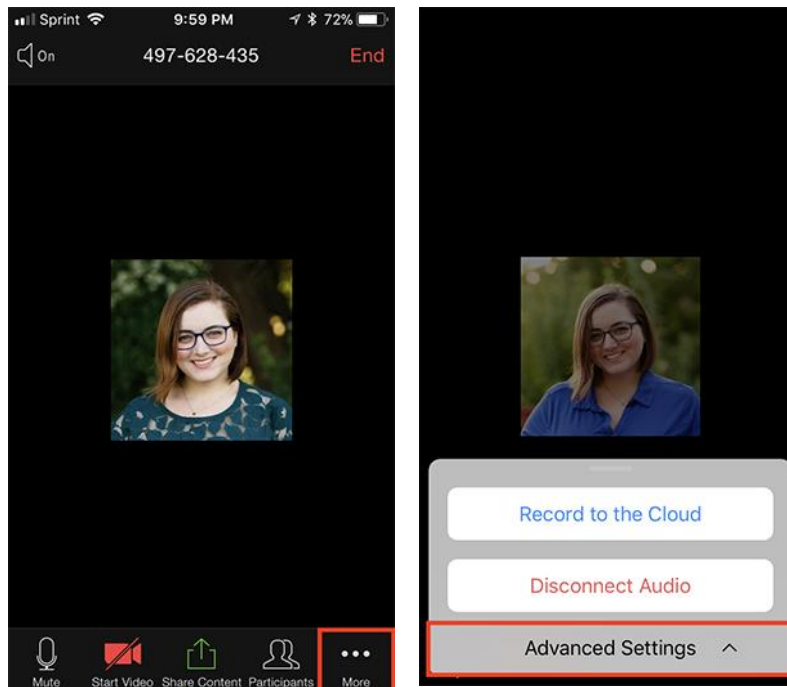


- **Mute Audio:** Mute the attendee's audio.
- **Make Host** (only available to the host): Assign the attendee to be the host. There can only be one host.
- **Allow Record** (only available to the host): Allow the attendee to start or stop a local recording of the meeting. Attendees do not have access to start a cloud recording.
- **Put in Waiting Room:** Place the attendee in a virtual waiting room while you prepare for the meeting. The host must enable waiting room for this option to appear.
- **Put On Hold:** If the waiting room is not enabled, you'll see this option to place the attendee on hold.
- **Stop Video:** Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the **Ask to Start Video** option.
- **Make Co-Host** (only available to the host): Assign the attendee to be a co-host. You can have an unlimited number of co-hosts.
- **Rename:** Change the attendee name that is displayed to other participants. This change only applies to the current meeting.
Note: To change your own name that is displayed, hover over your name in the participants list and click **Rename**. You can permanently change your name in your profile.
- **Remove:** Dismiss a participant from the meeting. They won't be able to rejoin unless you allow participants and panelists to rejoin.

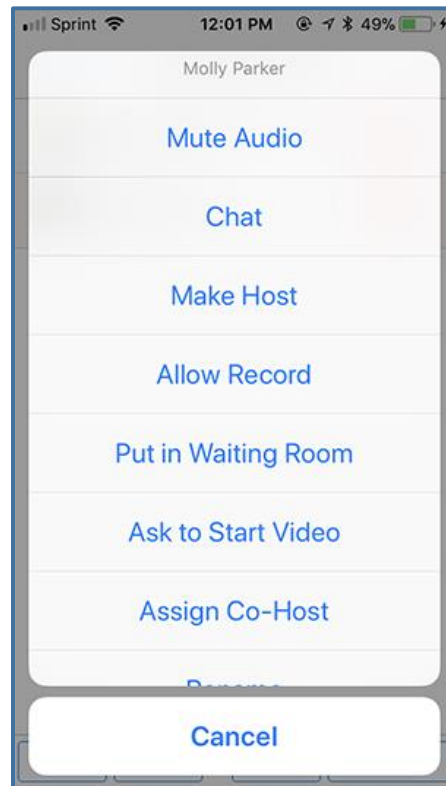
You can chat with the participants, invite others, mute or unmute all with the options at the bottom of the window.



To lock the meeting or the screen share, mute participants upon entry, play the enter/exit chime, or put attendees into the waiting room upon entry, tap **More** then **Advanced** settings in the host controls.



This will open the additional options for managing participants:



- **Lock meeting:** Don't allow other participants to join the meeting in progress.
- **Lock Share:** Prevent attendees from screen sharing.
- **Mute on Entry:** Automatically mute participants as they join the meeting.
- **Play enter/exit Chime:** Play a sound when participants join and leave the meeting
- **Put Attendee in Waiting Room on Entry:** Place the attendee in a virtual waiting room while you prepare for the meeting. The host must enable waiting room for this option to appear.
- **Allow Attendees to Chat with:** Control whether attendees can with other attendees or only the host.