

OA 7AM Zoom Host Instructions

1. Familiarize yourself with Zoom functions!

- a. If you are a Zoom novice, get [Zoom training](#), and do a test meeting with a friend. **Learn the [in-meeting controls](#). Learn the [host/co-host controls](#)** (e.g., how to mute/unmute, [share screen](#), use the raise hand feature, remove unwanted participants. **Learn to [manage participants](#).**

2. Prior to opening the meeting, navigate to needed meeting documents.

- a. Create bookmarks in your browser for the [Secretary Scripts](#), the [7AM St. Aidan's Zoom Room](#) and the [7amDocuments Folder](#).

3. At 6:50 AM:

- a. [Open the Zoom Room](#).
- b. Click on **Participants** in the Zoom Control Bar to open the participants panel.
 - i. At the bottom of the participants panel, click on **Claim Host and enter host key**.
 - ii. Once you claim host, the participant panel buttons will change. Click on the **More** button and check settings. (✓ Mute upon entry, ✓ Allow participants to unmute, ✓ Allow participants to rename.) NOTE: This is where you can ✓ Lock meeting in the event of a “zoombomber.”
- c. Click on **Chat** in the Zoom Control Bar to open the chat panel. Click on the **ellipses . . .** and check settings. (✓ Everyone publicly and privately) NOTE: This is where you can change it to ✓ Host only in the event of a “zoombomber.”

4. Once there is a second participant in the room, find and familiarize yourself with the buttons next to each participant name -- **Mute/Unmute** and **More>**. This is where you can make co-host, mute/unmute, lower hand, rename, remove (zoombombers).

- a.

5. **EMERGENCY PROCEDURE in the event there's a "Zoombomber."**

- a. **REMOVE** offending participant (settings are such that he/she will not be able to return).
- b. **ENABLE WAITING ROOM** - under SECURITY in the Zoom menu bar.
- c. **LOCK MEETING** - under SECURITY in the Zoom menu bar.
(You can also lock from the Participant Panel under ". . . More ")
- d. **MUTE ALL** (uncheck "Participants may unmute themselves" under the Participant Panel under ". . . More ")
- e. If the meeting continues to be disrupted, **END MEETING FOR ALL**.