

# WFS Zoom Meeting Instructions

## Getting Your WFS Zoom Meeting Reservation:

Email [facilitator@womenforsobriety.org](mailto:facilitator@womenforsobriety.org) with the following information:

- Meeting ID
- Day of Week
- Timezone
- Start and End Time - *if you wish to be able to access your meeting more than 15 minutes before the actual start time, request that the reservation be started earlier*

Suz will create the Zoom reservation for your group and send you:

- To be shared with all group members:
  - Quick join link with embedded passcode
  - Meeting ID
  - Passcode
  - Dial-in information for those wishing to join by phone
- For your use only:
  - Host Key - *It is okay to share the Host Key with a trusted group member if they will be covering a meeting when you are gone.*

## Instructions for CFs:

For best results, use a laptop or desktop computer for hosting Zoom meetings. [Allow Zoom to open the meeting using the Zoom Client](#) - do not use the Join from Your Browser link. Make sure you are using the most recent version of the Zoom Desktop Client (laptop or desktop PC or Mac) or mobile App (tablets and phones).

1. Open your [Zoom Desktop Client](#) and [sign out](#) of your personal or work account. **Do not sign back in under any account.**
2. Go to the [Zoom website](#) and sign out of your personal or work account. **Do not sign back in.**
3. [Join the meeting](#) by doing one of the following:
  - a. Use the link with embedded passcode provided *or*
  - b. Go to <https://zoom.us/join> and manually enter the Meeting ID and Passcode.
4. [Claim Host](#):
  - a. Click on Participants.
  - b. Click on Claim Host.
  - c. Enter the Host Key provided.
5. If you have a helper, [assign her as Co-Host](#) after she joins the meeting.
6. Always end the meeting properly so that the next group will be able to access their meeting:
  - a. Click on End (or Leave Meeting if joined in your browser window)
  - b. Click on End Meeting for All if prompted.

For more information about things you can do as the Host, go to <https://support.zoom.us/hc/en-us/articles/201362603>

## Troubleshooting:

- **Meeting ends after 40 minutes** - Be sure to follow instructions 1 and 2 above to completely log out of your personal or work Zoom account(s) on *both* your Desktop Client/App and the Zoom website *before* joining your WFS meeting. Claiming Host when logged in as a free account will cause Zoom to default to the 40-minute limit for [free account](#) meetings with more than 2 attendees.
- **"Please wait for the host to start this meeting"** - You can only join the meeting 15 minutes before your scheduled start time. If you want to regularly be able to join earlier than that, email [facilitator@womenforsobriety.org](mailto:facilitator@womenforsobriety.org) and request an earlier start time to your reservation.
- **"The host has another meeting in progress"** - The previous CF may not have ended their meeting correctly. Email [facilitator@womenforsobriety.org](mailto:facilitator@womenforsobriety.org) so that she can contact the appropriate facilitator and make sure they know how to end their meeting properly.
- **Can't Claim Host** - Be sure that you are joining the meeting through the most recent version of the Zoom Desktop Client (laptop or desktop PC or Mac) or Zoom App (tablets and phones).

## Claim Host

1. Join the meeting.
2. Click Participants.  
The screenshot shows the Zoom meeting toolbar. The 'Participants' button, which has a group of three people icon and a '1' next to it, is circled in yellow. Other buttons include Unmute, Start Video, Chat, Share Screen, Record, Reactions, and Leave Meeting.
3. Click Claim Host at the bottom of the participants list.  
The screenshot shows the Zoom participants list. The list is titled 'Participants (1)' and contains one entry: 'MM Molly Morris (me)' with 'Unmute' and 'More' buttons. At the bottom of the list, there are buttons for 'Invite', 'Unmute Me', 'Raise Hand', and 'Claim Host'. The 'Claim Host' button is circled in yellow.
4. Enter your host key.
5. Click Claim Host.  
Once the host key is verified, you will have host controls in the meeting.

# Ending Meeting

## Windows | macOS

The host controls will appear at the bottom of your screen if you are not currently screen sharing.



- **End** (only available to the host): Display the following two options.
  - **End Meeting for All:** End the meeting for yourself and all participants.
  - **Leave Meeting:** Leave the meeting. You will be prompted to assign a host so that the meeting can continue.

## Web

The host controls will appear at the bottom of your screen.



**Leave:** Leave the meeting. If you leave the meeting without designating another host, the meeting will end.

## iOS (iPhones)

On an iPhone, the host controls will appear at the bottom of your screen, except for **End** to end or leave the meeting. On an iPad, they will appear at the top of your screen.



- **End** (only available to the host): End or leave the meeting.

## Android

The host controls will appear at the bottom of your screen, except for **End Meeting** which appears at the top of your screen, next to the Meeting ID.



- **End** (only available to the host): End or leave the meeting.