



Hosting a Zoom Meeting

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The Basics

Download the Zoom Client

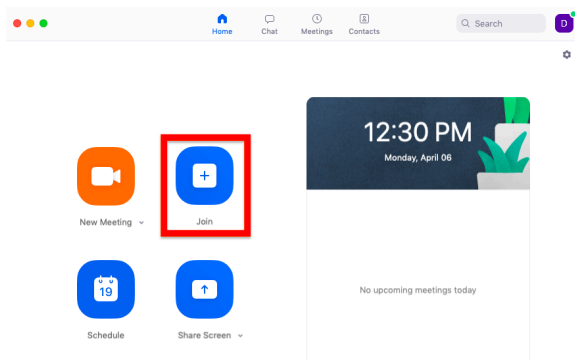
If you want to use Zoom to host your own meeting, you'll first need to download the Zoom client. Once it's installed, you can use it to start a new meeting immediately.

Head over to zoom.us/download in your browser. The platform is compatible with Windows, Mac, Linux, iOS, and Android. The layout will be slightly different depending on whether you are on desktop or mobile.

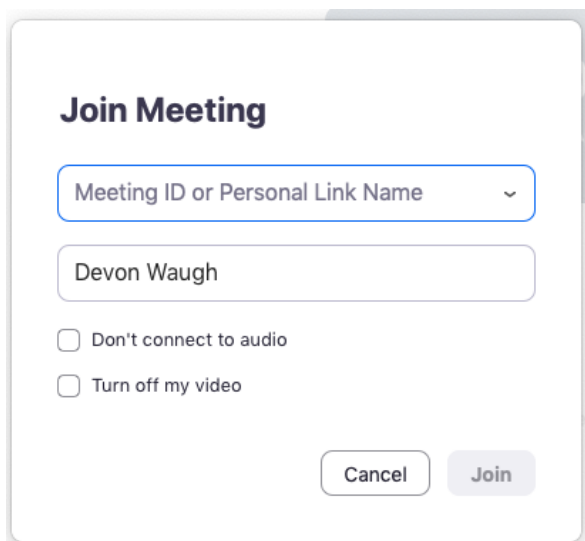
Click *Download*, open the Zoom.pkg file on your desktop, and follow the steps to install it.

Join The Meeting

Someone from NC LIVE will set up the meeting in Zoom. All you need to do is join!



In order to use the full features of the platform, make sure you download the Zoom client and click the *Join* button.



Enter the Meeting ID or the Personal Link Name and click *Join*.

This will then prompt you to join with computer audio or by phone and give you the option to test your speaker and microphone.

Key Features



Mute/Unmute Video and Audio

You can control whether your microphone transmits audio, and whether your webcam transmits video, at any time during a meeting. Clicking the Mute or Start / Stop Video buttons will toggle your audio and video.

Invite

During the meeting, you can invite more participants to join by email or instant messaging.

Manage Participants

This allows you to do the following:

- Mute/unmute your participants
- Lock the screen share so only the host can share their screen
- Play an enter/exit chime for participants
- Lock the meeting

Polling

This feature allows you to create polls and have participants submit responses. You need to create polls before the meeting by going to <https://zoom.us/meeting>, selecting the upcoming meeting, and scrolling down to Poll.

Registration	Email Settings	Branding	Poll	
You have created 3 polls for this meeting.				<button>Add</button>
Title	Total Questions	Anonymous		
▼ Poll 1:Type of Library	1 question	Yes	<button>Edit</button>	<button>Delete</button>
▼ Poll 2:Familiarity with NC LIVE	1 question	No	<button>Edit</button>	<button>Delete</button>
▼ Poll 3:Orientation Packet	1 question	No	<button>Edit</button>	<button>Delete</button>

During the meeting, click on *Polls* and *Launch Poll*. The poll will pop up for each participant and they will be able to respond.

Share Screen

You'll have the option to share your entire desktop, or just one of the windows you have open. Click the red Stop Share button at the top of the screen to go back to being a normal participant in the meeting.

Chat

Zoom features a built-in chat room that lets you message other participants publicly or privately. Clicking on the Chat button will expand the meeting window with a group chat feed. You can enter your message at the bottom, and control who the message can be seen by. Hosts have the ability to save chat logs, and decide whom a participant can chat with during the meeting.

Record A Meeting

Zoom offers recording functionality for all meetings. This can be useful if you want to save the meeting for those who couldn't participate. You can either click Record To This Computer to record an audio file or click Record To The Cloud and share the link later. You can find the link in the Recordings section of your Zoom account online.

When recording to the cloud, it will capture the recording and an audio transcript that includes all the chat messages sent either privately or publicly in the meeting.

Breakout Rooms

Breakout rooms let the host of a meeting divide the participants into smaller sub-groups for more focused meetings. The host can choose to divide participants automatically or manually, and then drop in and out of the rooms after they've been created.

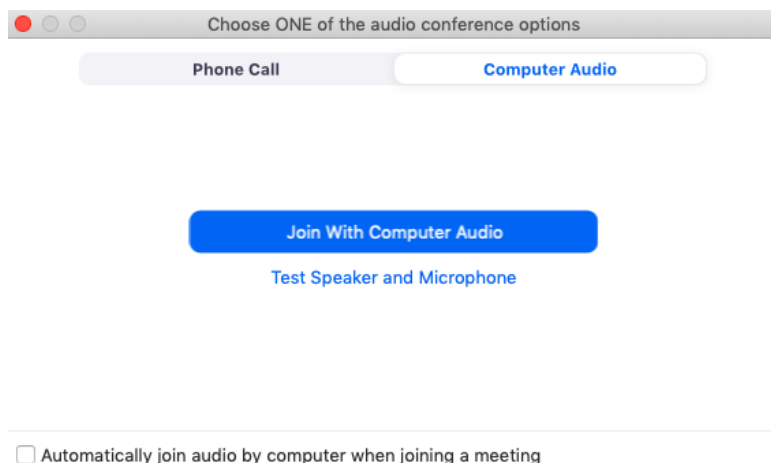
End Meeting

When the meeting is over, you can click the End Meeting button on the lower right. If you're the host, you can decide whether to keep the meeting open to participants or to end the meeting for everyone.

Tips for A Successful Meeting

Test Your Audio

Don't skip over this step. Your meeting won't go very well if people can't hear you!



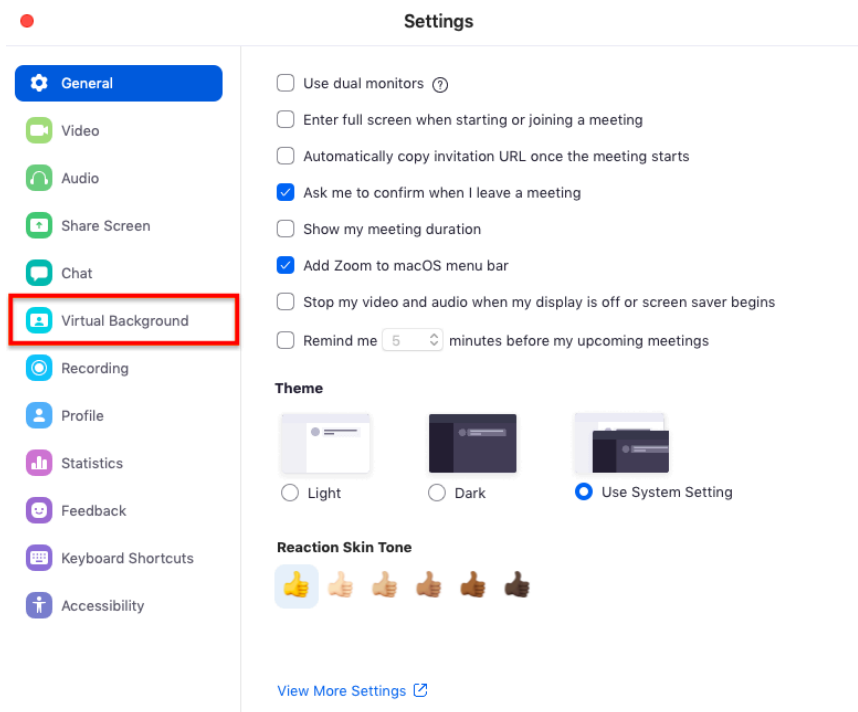
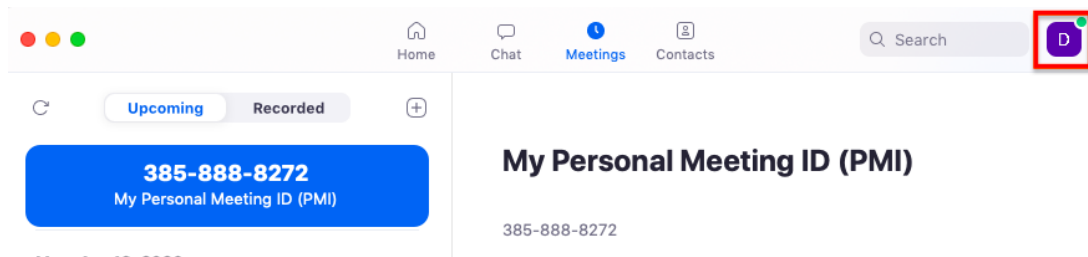
When you enter the meeting, you have the option to test audio by clicking on Test Speaker and Microphone.

Zoom will ask you to confirm that you've heard a tone and then playback sample voice audio.

Be Aware of Your Background

Your background is always visible. Sitting in front of a pile of dirty dishes might not be the best place to lead a presentation. If you prefer, make use of the virtual backgrounds offered in the Zoom settings or upload your own. This will mitigate the fact that your dining table is not necessarily an office. It also offers the added security of not showing your personal environment.

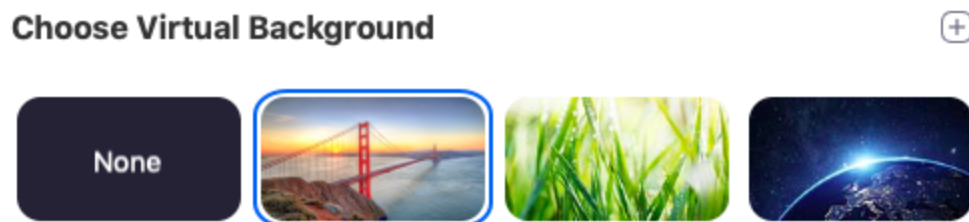
Click on the icon in the top right corner of the Zoom client.



Click on *Settings* and this window will pop up.

Select *Virtual Background* in the list of options on the left.

Choose from the following options or upload your own by clicking on the + sign.



Strategies for Engaging Participants in Zoom

- **Share your screen when it makes sense.** This allows participants to see presentation slides, lead demonstrations, and offer more engagement than
- **Monitor the chat function** for questions as they come in, to see if people are asking questions about something you covered. You can also ask basic questions and gauge understanding there.
- **Enable video only for the presenter.** You can only see a limited number of participants anyway, depending on your screen size, and enabling video gobbles up network resources. If you plan to lecture without feedback (e.g., for a large seminar), you can also disable participant audio.
- **Annotate documents and sketches.** Annotation tools let all the meeting participants draw and highlight what's on screen. Select *View Option* from the top of the Zoom window, and then choose *Annotate*. A toolbar appears with all your options for annotating, including text, draw, arrow, and so forth.
- **Use poll questions periodically** to engage your audience and keep them focused. It not only breaks up the presentation slides but also allows participants to see results of the polls live. This feature is only available if you're leading a webinar, not a meeting. You can use other presentation tools like Mentimeter or Poll Everywhere to achieve the same effect.
- **Schedule one or more feedback breaks.** In a physical meeting room, you can see raised hands or observe confused looks. It's important to assess understanding and allow students to ask questions. An audio free-for-all can be a nightmare, but dedicated Q&A periods work really well.
- **Address Internet disruptions.** At this time, many network providers are seeing massive increases in residential bandwidth use during the day, and many users are being throttled. If participants are experiencing lagging or skipping, suggest that they use their computer to access video, while simultaneously dialing in by phone for the audio.

Resources

Tutorial Videos Created by Zoom

<https://blog.zoom.us/wordpress/2020/03/18/quick-info-how-to-zoom-new-videos/>

Getting Started with Zoom Training (45 minutes) -

<https://www.linkedin.com/learning/learning-zoom>