

How To Host The Zoom Meeting

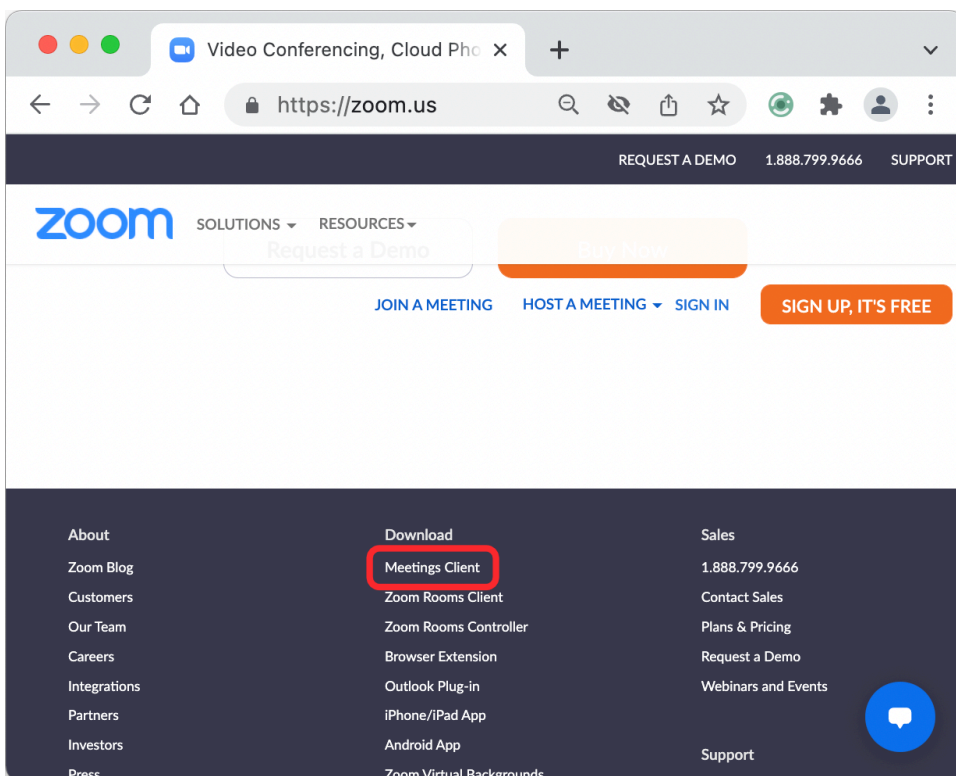
How To Host The Zoom Meeting

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Install the Zoom Program

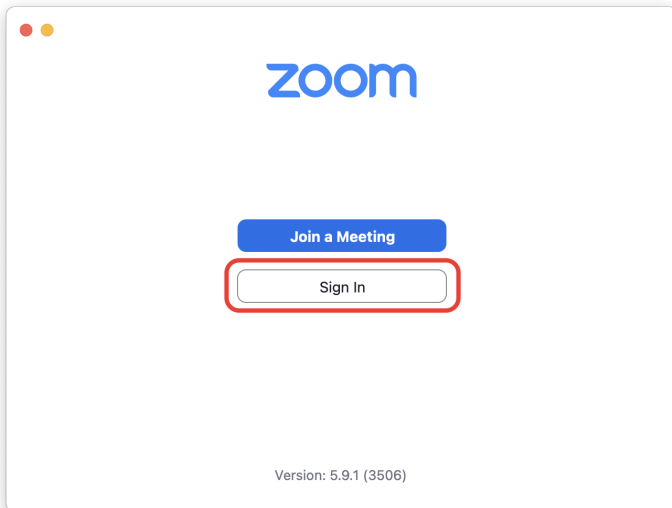
You will need to download and install the Zoom program on your computer to host the meeting. Go to <https://zoom.us>. There should be a download link at the bottom of the page:



Start the Zoom Program

Examples below are from a Mac, but should be similar on a PC.

When you start Zoom, you will see the following. Although Join a Meeting is highlighted, click the Sign In button:



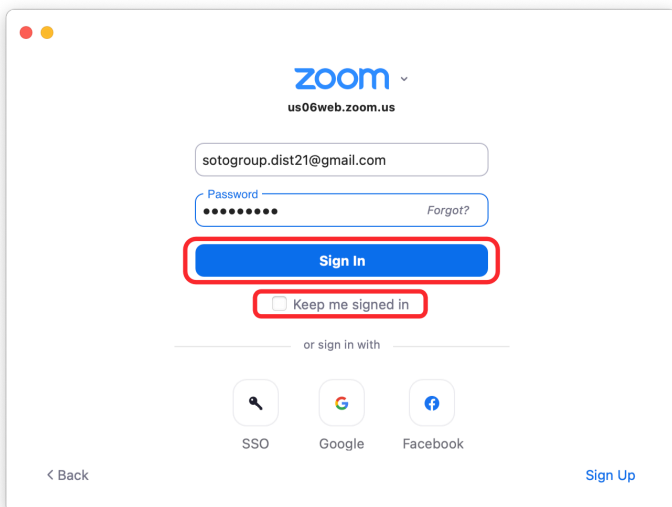
Sign In to Zoom

Enter the SOTO Group's Zoom user login ID and password below.

The login ID happens to be the same as our Gmail address, but this is not the same thing.

Make sure "Keep me signed in" is not checked.

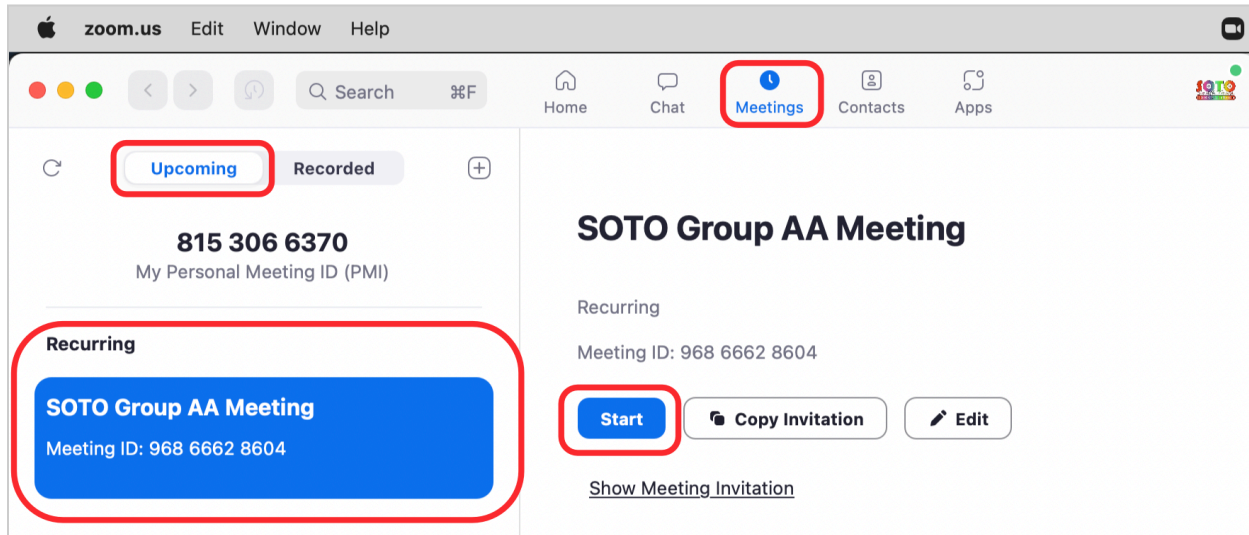
Then click the Sign In button:



Start the Zoom Meeting

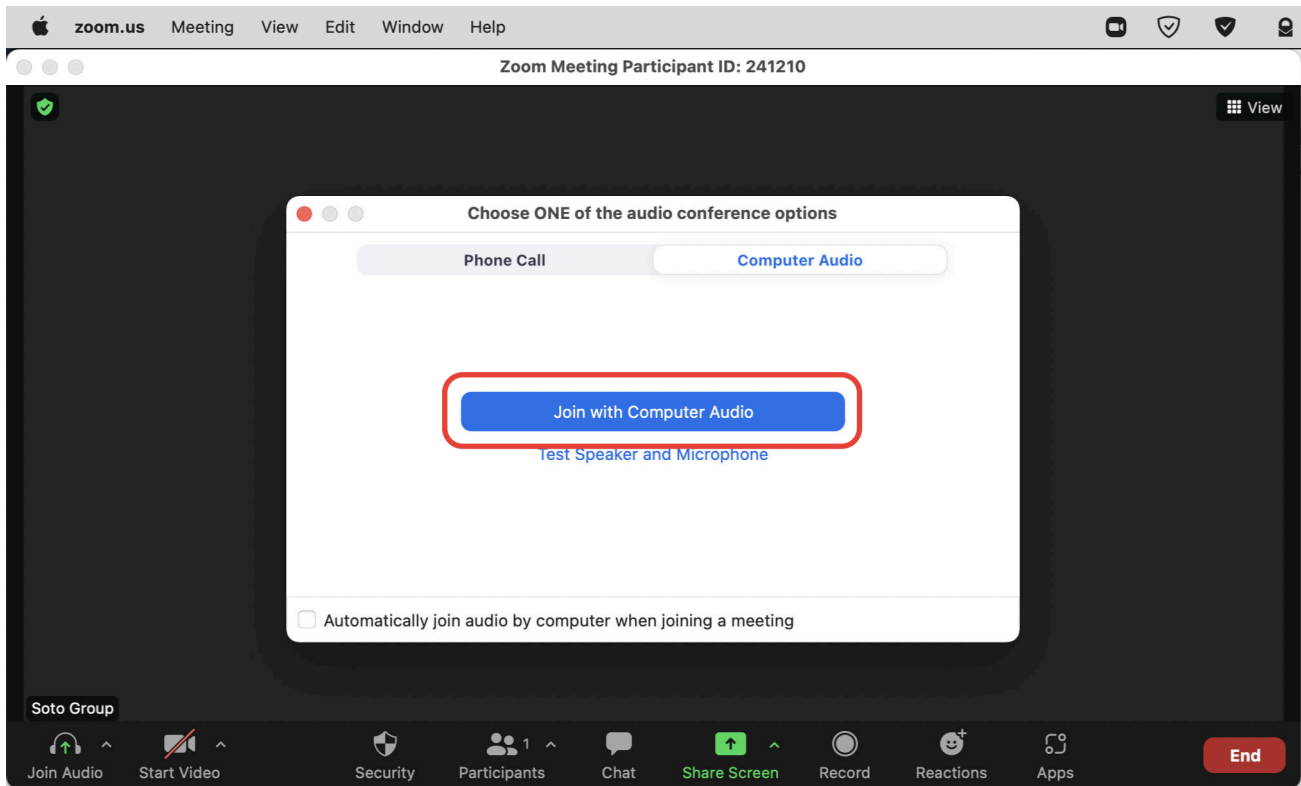
Now:

1. Select the Meetings tab at the top
2. On the left side, click Upcoming on the left
3. Click to highlight the SOTO Group AA Meeting under Recurring on the left
4. Click the Start button on the right:



This will open a new Meeting window with an audio selection dialog box in front of it.

Click Join with Computer Audio:

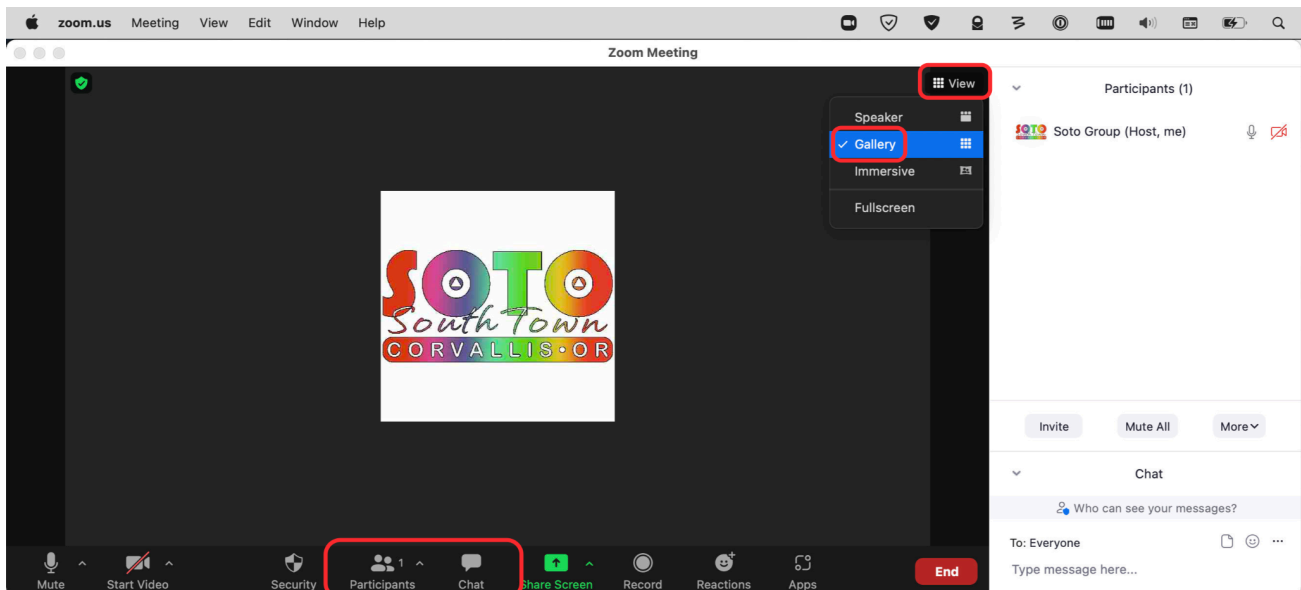


Show the Participants and Chat Panels and the Gallery

Now click the "Participants" and "Chat" buttons at the bottom.

This will show the attendees and chat window on the right.

Also click the "View" icon at the upper right, and then "Gallery" as shown - this will tile the participants' video feeds in the meeting window:

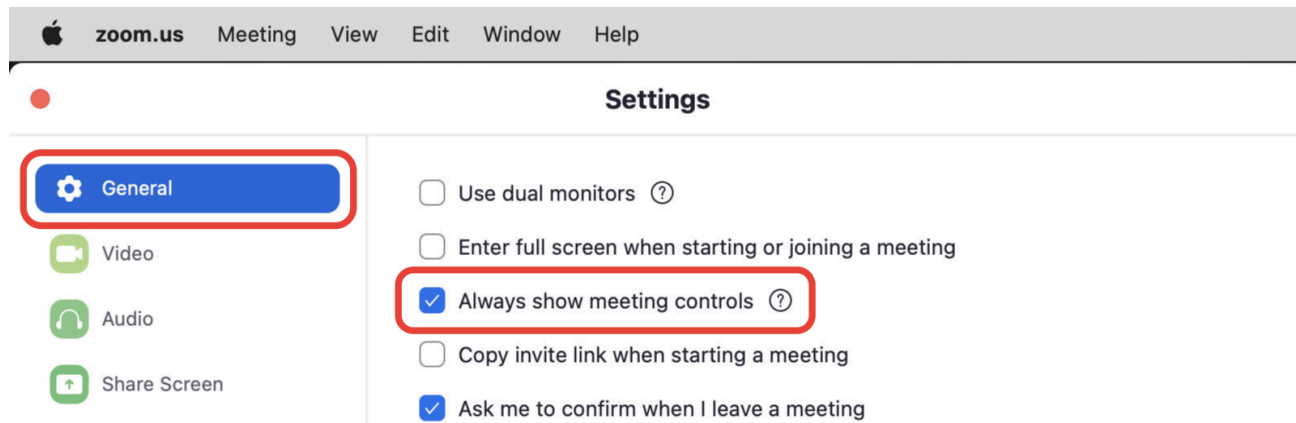


Show the Meeting Controls

Now go to the Settings (PC) or Preferences (Mac) menu.

Click General, then "Always show meeting controls."

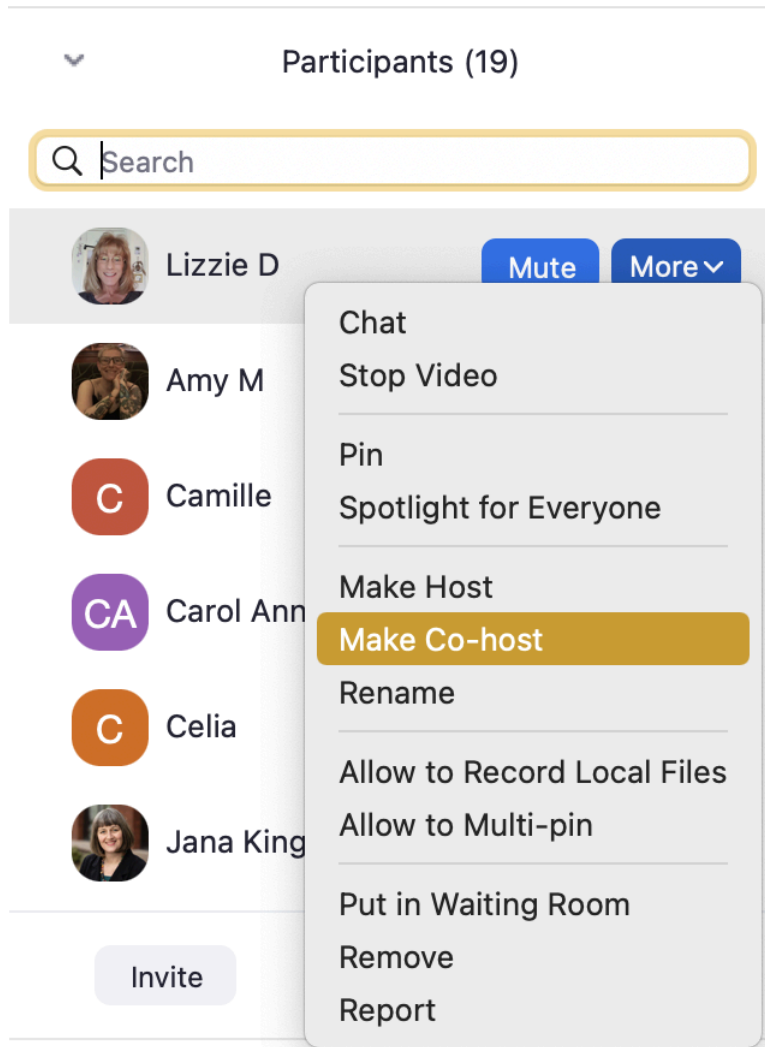
This will prevent the Zoom control buttons and bars from fading out as you are hosting the meeting:



Make Attendees Co-hosts

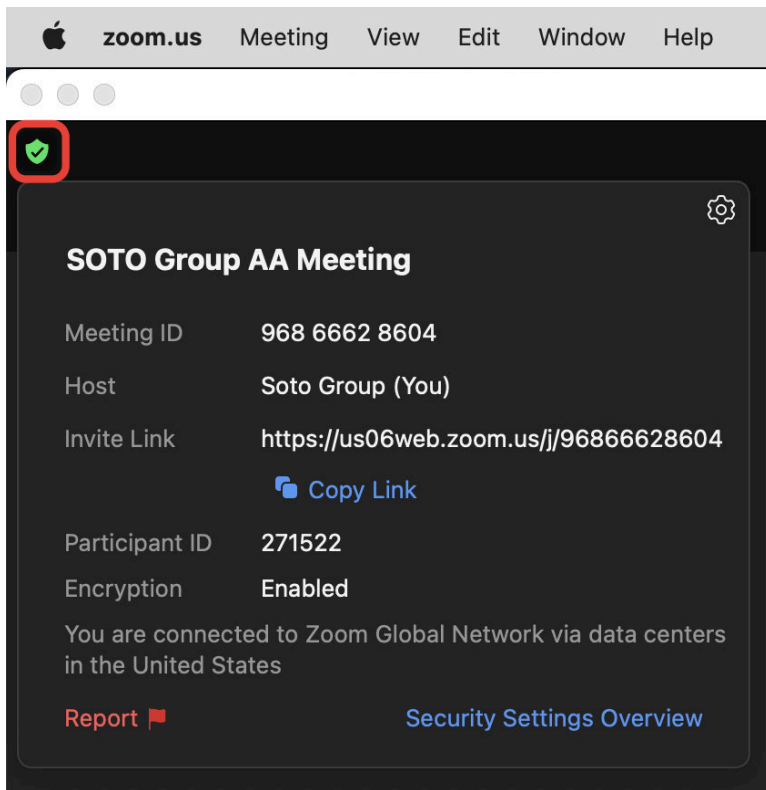
In order for people to help let people in from the Waiting Room, or share the meeting readings (The Preamble, How It Works, etc.) you will have to make them “Co-hosts,” which gives them additional abilities in the meeting:

1. Right-click their name in the Participants panel
2. Click the blue “More” button
3. Click “Make Co-host:”



See Zoom Meeting Information

If you need to see the meeting information, click the green shield icon in the meeting window:



The screenshot shows a Zoom meeting window with a dark theme. The top menu bar includes 'zoom.us', 'Meeting', 'View', 'Edit', 'Window', and 'Help'. A green shield icon with a white checkmark is highlighted in the top-left corner of the meeting window. A settings gear icon is in the top-right corner of the information panel. The panel displays the following information:

SOTO Group AA Meeting	
Meeting ID	968 6662 8604
Host	Soto Group (You)
Invite Link	https://us06web.zoom.us/j/96866628604
	Copy Link
Participant ID	271522
Encryption	Enabled

You are connected to Zoom Global Network via data centers in the United States

[Report](#) [Security Settings Overview](#)