











Tips and Tricks for How to Host a Virtual Meeting or Get-Together on Zoom

Key Terms to Know



Host: The meeting host is the person who has scheduled the meeting. The host has control over all functions and features in the meeting.

Attendee: When you join a Zoom meeting hosted by another user, you are considered an attendee.

							
Join Audio	Start Video	Invite	Participants 2	Share	Chat	Record	Leave Meeting
Click on this icon to mute and unmute yourself during discussion.	Click on this icon to turn on and off your camera.	This is how the host can invite other attendees to join.	Options for engaging and participating with the discussion	Options for sharing your work or your screen	Other options for engagement may be in this area, including chat, breakout rooms, or recording a lesson. Hosts can turn on/off these tools.	Ends the meeting for you. Your host will be notified that you have left.	

How Can I Join A Meeting?

Goal: Identify the easiest way for you to join a meeting.

- You **do not** need a Zoom account to join a Zoom meeting.
- There are four options for joining a meeting.
- Look at the graphic below. Which option will be the best way for you to join a meeting?

1 ZOOM App

What do you need? A device that has the ability to download applications.
To join the meeting? Type in the 9 digit number provided by the host.

2 Direct Link

What do you need? A device connected to internet.
To join the meeting? Copy the link provided by the host into a browser window.

3 ZOOM Website

What do you need? A device that is connected to the internet.
To join the meeting? Navigate to Zoom.us. Click "Join a Meeting."
Type in the 9 digit number provided by the host.

4 Telephone Dial-in

What do you need? A phone.
To join the meeting? In the invitation dial the phone number provided by the host.

Anatomy of a Zoom Invitation

Goal: Understand what parts of a Zoom Invitation you need to join a meeting.

- When you are invited to a meeting your “host” or teacher will provide you with an invitation. (Typically this is in an email or a calendar invitation.)
- This is the standard invitation that Zoom automatically creates for hosts (see right). Some hosts may customize their message.
- Based on your method of joining the meeting, you will need to pay attention to different information.

Time & date of
the meeting

Direct link to
the meeting

Used for
joining via an
app or Zoom’s
website
(Zoom.us.)

For attendees
using a phone
to dial in

__(name of host)__ is inviting you to a scheduled Zoom meeting.

Topic: Example Meeting

Time: Mar 19, 2020 01:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/258132383>

Meeting ID: 258 132 383

One tap mobile

+16699006833,,258132383# US (San Jose)

+13462487799,,258132383# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US

Meeting ID: 258 132 383

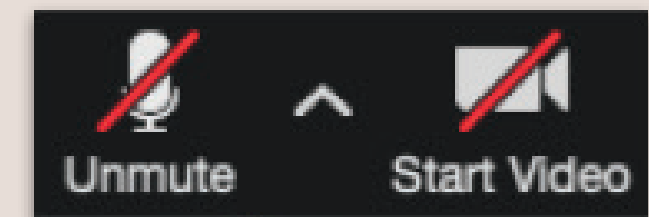
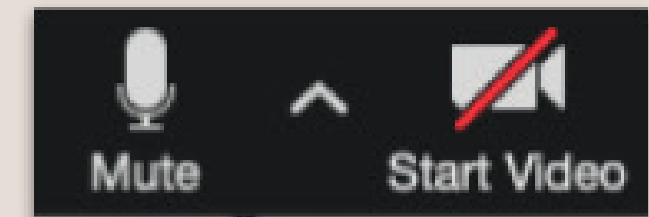
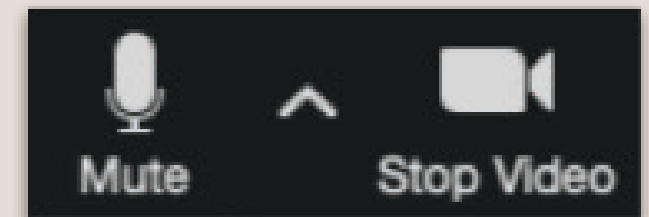
Join by Skype for Business

<https://zoom.us/skype/258132383>

Your First Meeting: Checklist

Goal: Understand your camera and microphone settings.

- Now that you're in your meeting you want to make sure it is successful.
- Test your microphone by clicking on the up arrow next to the microphone and selecting "Test Speaker & Microphone" (if joining via laptop)
- Click on the video icon to start your webcam.
- Pro-Tip: Mute your microphone so any sounds on your side don't interrupt the meeting.



Hosting: Built-in Tools

Goal: Identify tools that you may be asked to use during a meeting

- During a live meeting your “host” may use the following tools.
- Scavenger Hunt: In your meeting find out how to...

Tool	Allows you to...
Manage Participants	Give your host non-verbal feedback like: yes, no, go slower, go faster, thumbs up, thumbs down, etc.
Share	<ul style="list-style-type: none">• Share your desktop or browser• Select whiteboard• Files: Share docs from OneDrive

- Your teacher may also use: polls, a chat window, breakout rooms, or several other tools that help make the Zoom meeting a great environment for all.

Toubleshooting Zoom

Goal: Not to get flustered when something doesn't go as planned.

What if...

- my video/camera isn't working? (bit.ly/zoomtsvideo)
- my phone audio isn't working? (bit.ly/zoomtsaudio)

*If you are unsure of what to do, try leaving and rejoining the meeting
OR use one of the three other methods for connecting to the meeting.*