



Hosting Instructions for Virtual Meetings Using Zoom*

General Instructions for Setting Up a Zoom Meeting

Hosting a large group on Zoom works well if you begin with some ground rules. There are a large number of helpful video tutorials on the Zoom site: www.zoom.us. Here are some helpful hints from the role of Host:

1. Designate a co-host or two to share the labor of receiving questions in the private chat or to help monitor breakout rooms. Do this by clicking the *Participants* button at the bottom of the screen: find the name of the person selected as co-host, click the three-dot symbol for a drop-down menu, and select “make a co-host.”
2. The host has the power to mute or unmute people during the call. If someone has disruptive noise in the background, the host can mute that person.
3. If the bandwidth for the meeting appears to be unstable and the audio or video feed gets spotty, try turning the video to mute by clicking the “stop video” icon at the bottom of the screen. Sometimes a notice will pop up that says “internet connection is unstable.” This is a good time to stop video.
4. Zoom offers a chat function that can be set several different ways when initially setting up the meeting. It can be set to allow:
 - a. All participants to chat with “everyone” or to chat privately with any other individual in the meeting; or
 - b. Set to allow private chatting only with the host and co-host.In general, it may be best to set it to allow either a chat to everyone or a chat privately with the host or co-host. This helps for everyone to remain engaged with the main presentation. Please note to participants that – when the meeting is set to be transcribed, all chats, whether private or to everyone, will be included in the transcript.
5. Participants in the call can “raise their hands” by going into the participant bar and clicking on an icon of a small hand. The participants who have raised their hands will have this icon appear in their video frame. They will also be listed for the host and co-host in the participants bar in the order in which their hand was raised.
6. There are two ways to take a vote or poll participants:
 - a. The host can poll the participants using the polling link at the bottom of the screen.
 - b. In the participant bar, there are buttons that say yes and no. Participants can click on a button to respond to a yes or no question by the host or another participant.
7. If a large group wants to divide up to meet in smaller groups, the host can use the breakout room feature, which is a link at the bottom of the host’s screen.
 - a. The host can create the desired number of rooms, and then can either choose to place specific participants in each room or can allow Zoom to do random assignments.
 - b. Consider using this feature for a social round robin during a virtual Inn meeting. Allow 10-15 minutes with one break out group, and then shuffle people for another 10-15

**Many of these instructions are similar to and can be applied to other platforms other than Zoom.*

minute exchange with a different group of people; this can be done repeatedly until every one has had a chance to interact with each other.

- c. This is an excellent feature for incorporating mentoring activities in your virtual meeting.
8. The Waiting Room feature can be enabled by the host and allows for screening the people who are entering the meeting. It can be enabled at the start of the meeting, as well as after it starts as a way to monitor people coming and going from the meeting (this is helpful for CLE requirements).
9. Both host and participants should be cognizant of their surroundings:
 - a. Is it a quiet place?
 - b. If you will be on video, are you properly lighted? (Too much backlight will make a person show up as a silhouette.)
 - c. Does your audio work well? (Don't have your computer audio on AND dial in – that creates the unending feedback sound! And speaker phone can be problematic for virtual meetings, as well.)
 - d. Dress like you would for an in-person meeting.
 - e. What can people see in the background? Try not to have anything too distracting or inappropriate. If your bedroom is the quietest room in the house, try not to show your bed or laundry.

Things to Tell Participants at the Beginning of the Meeting

As a meeting host, you should provide attendees instructions at the start of the meeting. First share your screen and then point out the following features on the platform:

1. Keep your microphone on muted when you not speaking. There is a microphone symbol on the bottom of the screen for those using the web-based version of Zoom from a computer and most app-based users will also see the microphone at the bottom of the screen.
2. The chat function is set to allow you to chat with “everyone” or to chat privately with any other individual in the meeting. It should be noted that when the meeting is set to be transcribed, all chats, whether private or to everyone, will be included in the transcript.
3. Participants in the call can raise their hands, by going into the participants bar and clicking on an icon of a small hand. The participants who have raised their hands will have this icon appear in their video frame and listed for the host and co-host to see.
4. If you are using the polling feature: Point out which feature will be used for your participants to vote. There are two ways to take a vote/poll:
 - a. First, it is possible for the host to poll the participants using the polling link at the bottom of the screen.
 - b. Second, in the participants bar, there are buttons that say yes and no. Participants can click on a button to respond to a yes or no question by the host or another participant.