**Host Basics**

A quick reference guide to hosting meetings on your paid Zoom account.  
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Host tips

- Don’t go it alone! Consider who else can help.
  - Waiting Room – greeters
  - Screen share – music and PowerPoints
- Participants may feel more comfortable turning off their video or being on mute if the host gives ‘permission’ at the start of the meeting. Many participants are suffering Zoom fatigue but worry that it will not appear they are focused on the meeting if they turn off their camera.
- Make sure participants know how to Mute/Unmute themselves. Encourage participants to mute themselves when not speaking to reduce noise. Hosts can *mute all* in the Participants Tab.
- Participants can also change their personal view from Speaker to Gallery by clicking on the top right corner button. This is unique to each computer.
Host Controls
Zoom provides a nice overview of all the host controls in this article: https://support.zoom.us/hc/en-us/articles/201362603-Host-and-co-host-controls-in-a-meeting

Joining from the Zoom app vs. from the Zoom Website
You have the option to download their Zoom Client App or launching from the Zoom website for any meeting. The website limits the options for a meeting – for example, participants do not have Reactions options.

Your Settings
Settings are available in your meeting by selecting Audio or Video settings (using the arrows next to the microphone/video images) but you cannot alter the items in the General tab. In the Audio settings you can activate the option to be able to temporarily unmute yourself during a meeting by holding down the space bar.

Co-Hosts
You may have to enable this in your https://zoom.us settings – In Meeting (basic) – about ½ way down the list. The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of the meeting, such as managing participants or starting/stopping the recording. The host must assign a co-host. There is no limitation on the number of co-hosts you can have in a meeting or webinar. Note that co-hosts do not have access to the following controls, as they are only available as host controls in a meeting:
- Start a meeting
- Start live streaming
- End meeting for all participants
- Make another participant a co-host
- Start break out rooms or move participants from one break out room to another
- Start waiting room (co-hosts can place participants in waiting room or admit/remove participants from the waiting room)

Sound & Bandwidth Management
If you or a participant is struggling with sound or their connection remaining stable, here are some workarounds:
1) Sign in on the computer for video but use the phone number to connect audio
2) Selecting on the arrow next to your microphone in a meeting will open a menu of options to manage your microphone and speaker.
3) Turn off your video – that reduces bandwidth usage.

In Meeting – Renaming
Everyone can rename their box by clicking on the … on their video or in the participants tab. Participants can only rename themselves. Hosts and co-hosts can rename anyone.

In Meeting – How To Spotlight a Participant
Spotlight video puts a user as the primary active speaker for all participants in the meeting and cloud recordings. To spotlight, you need at least 3 participants in the meeting with their video on and can only be done by the host or co-host. Everyone must also have the most current version (5.2.2).
1. At the top of your screen, hover over the video of the participant you want to spotlight and click ...
   From the menu, choose Spotlight for Everyone.
2. (Optional) To spotlight additional participants (up to 9 total), follow steps 1 and 2 again as needed, clicking on Add Spotlight instead.
   To Cancel a Spotlight
   1. Click Remove Spotlight in the upper-left corner of the video area.
   2. This will return the meeting to Active Speaker.
In Meeting – Reactions
Reactions are in the bottom bar and when clicked, they appear for 10 seconds in the top corner of your video box. The skin tone is changed in your settings. Note that reactions are not available to those using the browser to view the meeting.

In Meeting – Screen Sharing
By simply clicking on the bottom green icon in the middle of your toolbar you can share any open file or application.

If you have more files/applications open than can be seen on this screen, click on the bottom right box for all files/applications to be added to their screen.

If you are sharing sound, make sure you check the box in the bottom left corner

Under the Advanced tab you can share computer sound only – a great tool if you would like background music playing as people enter the meeting (especially if everyone is on mute).

While screen sharing the default view is 4 participants. Anyone can grab the bar to see more participants on their screen.

Security
Zoom offers this robust blog post about security: https://blog.zoom.us/keep-uninvited-guests-out-of-your-zoom-event/?gclid=CjwKCAjwm_PSBRAhEiwAwhRzSO9zfUqicl-gLBu420IT1bb3AbQnH431bGwVV0UDcdMeaoZ2gH7ajXR0CEjgQA5D_BwE

Waiting Rooms
Waiting rooms can be turned on in your settings for all meeting or in scheduling for just that meeting. You can turn on waiting rooms during a call in the Participants Tab. Using waiting rooms raises Security as any unwanted guests would be held in that space rather than having the ability to join the meeting. Hosts can also move participants back and forth to/from the waiting room. A great feature if you are planning an interactive game or having presentations during a longer meeting.