



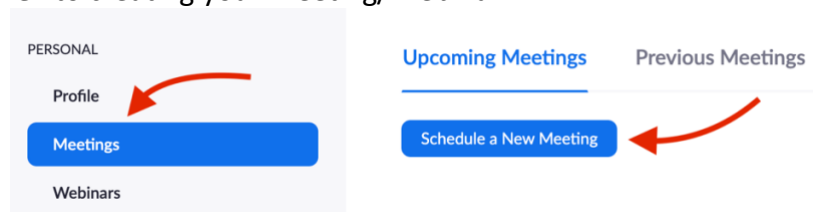
Zoom 201: Hosting a Meeting or Webinar

Step 1: Log into your Zoom account at [Zoom.us](https://zoom.us)

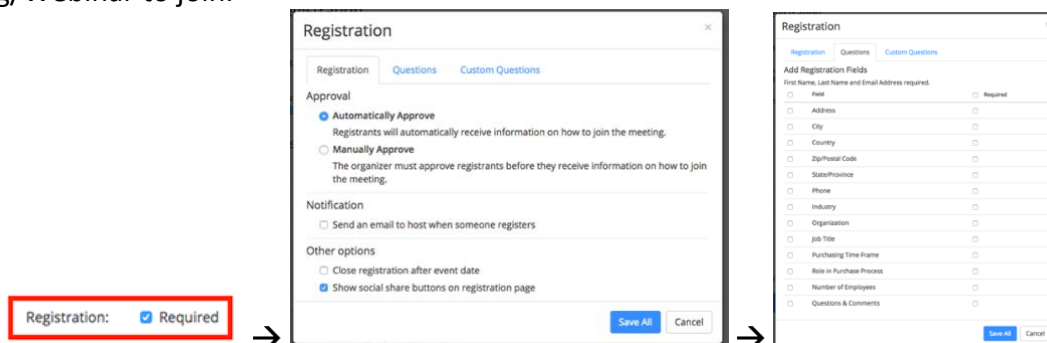
- If you do not have a Zoom account you can create a free one through Zoom.us.
- Note: *If your meetings are over 40 minutes it will require a Pro (\$14.99/mo) or Business (\$19.99/mo) Zoom account.*

Step 2: On Zoom.us click on “**Meetings**” or “**Webinars**” to schedule or see the list of your scheduled meetings.

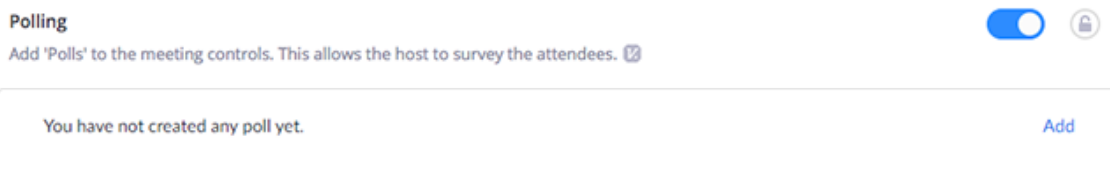
To schedule a Zoom, click on the “**Schedule a Meeting/Webinar.**” Follow the instructions in creating your Meeting/Webinar (e.g. Title, description, Date/Time, Duration, if you would like attendees to register, require a password, audio options, and your specific meeting options. Click “**Save**” to creating your Meeting/Webinar.



Registration and Reports: When creating your Meeting or Webinar, select “Registration: Required.” You will then be able to edit the details about the approval process, notifications, and which fields that your attendees will be required to answer. Attendees can register at any time before or during the Meeting/Webinar to join.



Live Polling: To add Polling to your Meeting or Webinar, turn the “**Polling**” option on, click the “**Add**” button and fill out the form. Click “**Add**” again to continue creating additional polling questions. Once you’re in your Meeting/Webinar you will be able to select your questions from the “**Polling**” tab in the interface.

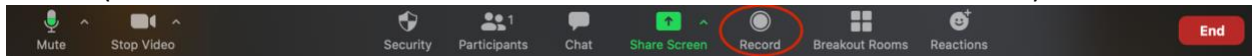


Step 3: Share your Meeting/Webinar Invitation

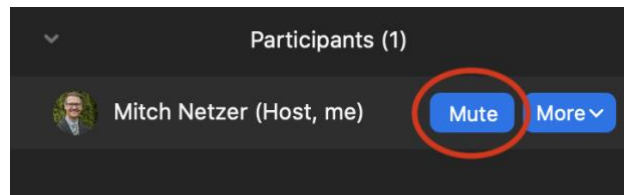
- Once your Meeting/Webinar has been created select the corresponding tab on the left of your user account on Zoom.us and click **“Start”** on the right-hand side to launch your Meeting/Webinar. You may also select your meeting to edit the details (If the invitation is saved in your Outlook or other calendar you may select the hyperlink there to launch your meeting).

Step 4: Running your Meeting/Webinar

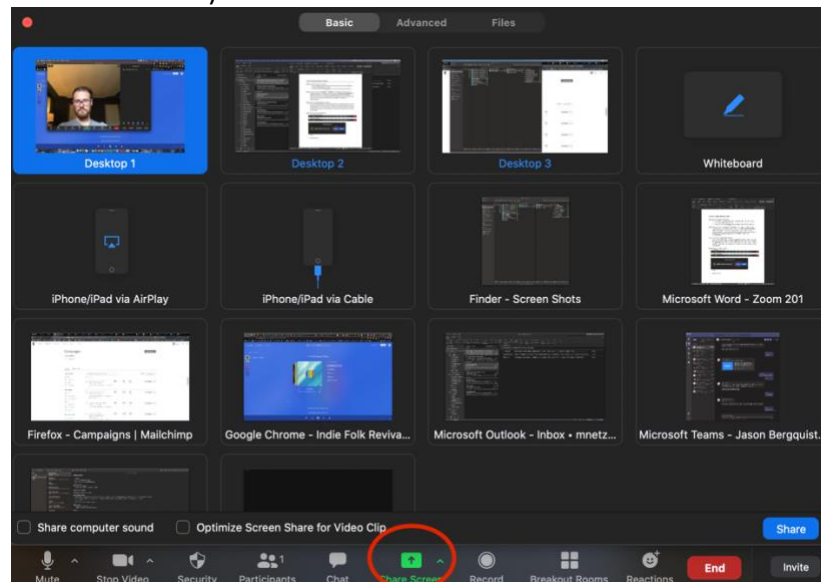
- Recording (Start/Pause): To start and stop the recording of the Meeting or webinar, click the **“Record”** button (this is often under **“more”** on the menu when in the Webinar interface).



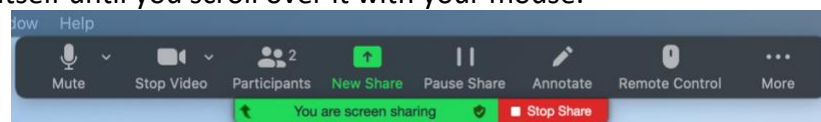
- Muting/Unmuting and Turning Video on/off: You can mute/unmute and turn your participant's video on/off by clicking the **“Participants”** tab and selecting **“Mute,”** or **“More”** to navigate to more options such as video and allowing to speak (Webinar options).



- Sharing Content: To share content, select the green **“Share”** button in the bottom-middle of your Meetings/Webinar panel. This will bring up a menu of available screens and open programs that you can share. You can choose to share a full screen or a single program. **“Advanced”** settings (at the top) allows you to choose a portion of your screen, an audio input, or another camera. You may also upload files to the Meeting/Webinar under the **“Files”** selection (A green box will appear around the screen or window you have selected to share).



- Once you are sharing content, your control menu will change to the top of your screen and will automatically hide itself until you scroll over it with your mouse.



Tips for Hosting a Smooth Meeting/Webinar:

- Use the Chat box for general discussion and the Q&A box (in Webinars) for questions.
- Utilize the “Raise hand” icon (under Participants tab in Meetings) if you would like attendees to ask to be unmuted to ask a question or add to the conversation.
- If you unmute a participant, they may still need to Unmute themselves.
- Have a short welcome script explaining if/when the recording and slides/supplemental material will be available, the agenda, and how Q&A will work.

Sample Introduction Script:

RECORD

Good afternoon and welcome to the _____ Webinar/Meeting.

All attendees are muted for this presentation. We do encourage questions and you can type your questions by clicking the Q&A or Chat box in the lower part of your webinar window.

This webinar is also being recorded and will be available within 48 hours.

Please be aware that all Chats logs, Questions, and the Webinar recording is considered a public record and will be available for download.

Thank you again for joining today and now I would like to welcome our Presenter, _____.