

**How to host (run) a Zoom meeting**

**Note:** You will need to tailor this to the individual’s needs at the highlighted points.

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| 1. | Go to the Zoom sign in:  <https://zoom.us/signin> |  |
| 2. | Put in this email:  [Add email address here] | [Add a screen shot of the sign in box on Zoom here] |
| 3. | Put in this password:  [Add your password here] |  |
| 4. | Click on  **Sign In** |  |
| 5. | Click on **Meetings** under the **Profile** heading |  |
| 6. | A list of your upcoming meetings will come up.  Click on the meeting you want to start. |  |
| 7. | This takes you to a new page.  Click on **Start this Meeting** |  |
| 8. | You will see your face  There will be a box in front  Click on Join with Computer Audio |  |
| 9. | You will see your face with this screen. | [Add a screenshot of the person’s face here] |
| **To let other people into the meeting**  Click on Participants at the bottom. | |  |
| a) | A list of people waiting comes up on the right of your screen.  Click on Admit or Admit All to let them in. |  |
| b) | To finish the meeting click on End |  |
| c) | Then click on End Meeting for All. |  |
| **To share your screen** | |  |
|  | Click on Share Screen at the bottom. |  |
|  | A box comes up.  Click on Share. |  |
| Everyone can now see your screen. You can now open and run PowerPoint. | |  |
|  | To stop sharing your screen click on **Stop Share** at the top. |  |
| **To use breakout rooms** | |  |
| a) | Click on Breakout Rooms at the bottom. |  |
| b) | A new box comes up.  Choose the number of rooms you want.  Then click **Create** |  |
| c) | A new box comes up.  It will have names split into groups.  Click on **Open All Rooms** |  |
| d) | To close the rooms click on **Close All Rooms**.  People have one minute to leave the room they are in. |  |