

**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 faceThere will be a box in frontClick 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. |  |