

Zoom host user guide

Objective

This is a guide for hosting U3A group meetings using Zoom.

Prerequisites

- Desktop or laptop computer
- Zoom application downloaded
- Access to Beacon - optional

Settings

Play sound when participants enter or leave → host only

Screen sharing → Who can share → All participants

Always show controls

Meeting Id → Generate automatically

Hosting a meeting

There are three stages in hosting a meeting:

- Schedule the meeting
- Send invitations
- Run the meeting

Schedule the meeting

1. Open the Zoom application. NB Don't create the meeting in the web browser, the settings are different
2. Click "Schedule"
3. Enter the meeting name, date, start time and duration. The other entries should default from your settings.
4. Click "Schedule"
5. Zoom will confirm the meeting and display the invitation details. Click "Copy to Clipboard" to use in the invitation email.

Schedule Meeting

Topic

Steve Procopiou's Zoom Meeting

Start: Sat April 18, 2020 21:00

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: London

Meeting ID

Generate Automatically Personal Meeting ID 777-409-0759

Password

Require meeting password

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

[Edit](#)

Calendar

Outlook Google Calendar Other Calendars

Advanced Options ^

- Enable waiting room
- Enable join before host
- Mute participants on entry
- Automatically record meeting on the local computer

[Schedule](#)

[Cancel](#)

Your meeting has been scheduled.

Click the button below to copy the invitation to clipboard.

Steve Procopiou is inviting you to a scheduled Zoom meeting.

Topic: Steve Procopiou's Zoom Meeting
Time: Apr 18, 2020 09:00 PM London

Join Zoom Meeting
<https://us04web.zoom.us/j/76000564528>

Meeting ID: 760 0056 4528

[Open with default calendar \(.ics\)](#)

[Copy to Clipboard](#)

Send invitations

Without using Beacon

- Open your email system and create an email to the group members
- Add text inviting them to the meeting
- Ask anyone who hasn't used Zoom before to contact you before the meeting date so that you can talk them through their initial set-up
- Paste the meeting link into the email; it should look a bit like this:

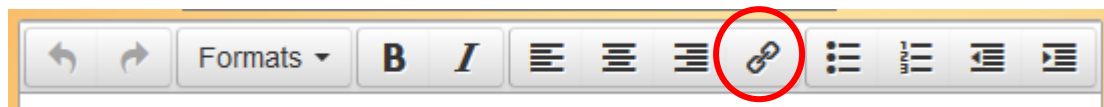
Steve Procopiou is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us04web.zoom.us/j/72003644755>

Using Beacon

- Login to Beacon
- Click "Groups", then click on your group
- Click "Members"
- Either click "Select" or select individual members then "Do with selected"
- This will open the email window. Add the meeting name and date in the subject
- Add text inviting them to the meeting
- Ask anyone who hasn't used Zoom before to contact you before the meeting date so that you can talk them through their initial set-up
- Click the link tool



- Paste the meeting link into the "Url" field. It will automatically populate "Text to display"; change it to "Click here" or something meaningful.

Insert link

Url	<input type="text" value="https://us04web.zoom.us/j/72003644755"/>
Text to display	<input type="text" value="https://us04web.zoom.us/j/72003644755"/>
Link list	<input type="text" value="None"/>
Target	<input type="text" value="None"/>

- Then click "OK", finish the email and send it.

Run the meeting

Open the Zoom application and start your meeting five minutes before the scheduled start time. The members shouldn't have any problems, since you've already got them up and running, but inevitably someone will. If necessary, mute everyone except the one you're helping:

Manage Participants → Mute All

In any case, if this is a presentation type meeting, you'll want to mute everyone once the meeting gets going.

Hand over to the group leader to welcome everyone.

Once they're done, ask the presenter to share their screen so that the rest of the group can see their slides.

When the presentation is over, stop the screen sharing and ask people to raise their hand if they want to ask a question. Use unmute and mute as necessary.

At the end, click "Leave meeting" to close the meeting for all participants.