

Tips on Hosting a Zoom Meeting

Using Zoom is straightforward and the best advice is to just try it. However, the following are some notes taken during a recent session led by Bob Dale where we asked questions and shared ideas.

- If you are planning to start hosting Zoom meetings, the best way to get confident is to log in using your personal email and host a meeting with family or friends.
- Don't send the invitation email too early, people will lose it. Also, maybe send a reminder the day before.
- When your sound is muted you can press the Space bar to enable it temporarily
- Ask users to mute their sound during a presentation (and maybe video as well to reduce bandwidth)
- If there is some noise in the background, you can see who is causing it by looking at the microphone icon in the list of participants. As host, you can mute them if necessary without interrupting a presentation.
- Users can rename themselves for the duration of the meeting (e.g. if your license has your partners name). Right click on your name in the list of participants
- If you are hosting a meeting you can start it at any time and also let it overrun.
- If you have people new to Zoom joining your meeting, suggest they join early so you have the opportunity to help them with any problems.
- Use the Waiting Room (it is the default). It allows you as host to control who is joining and keep a track of who is there. It is one way the original security problems were overcome.
- People with poor or no internet can use a normal phone to join the meeting. Set the locale to the UK to get the correct phone numbers. Phone users will need the ID and Password
- if there are presentations, the host will need to use the Security button and allow users to share their screen
- If a user is giving a presentation and it includes audio, they need to tick the Share Computer Audio box when sharing their screen / application (normally audio generated by the computer is ignored)