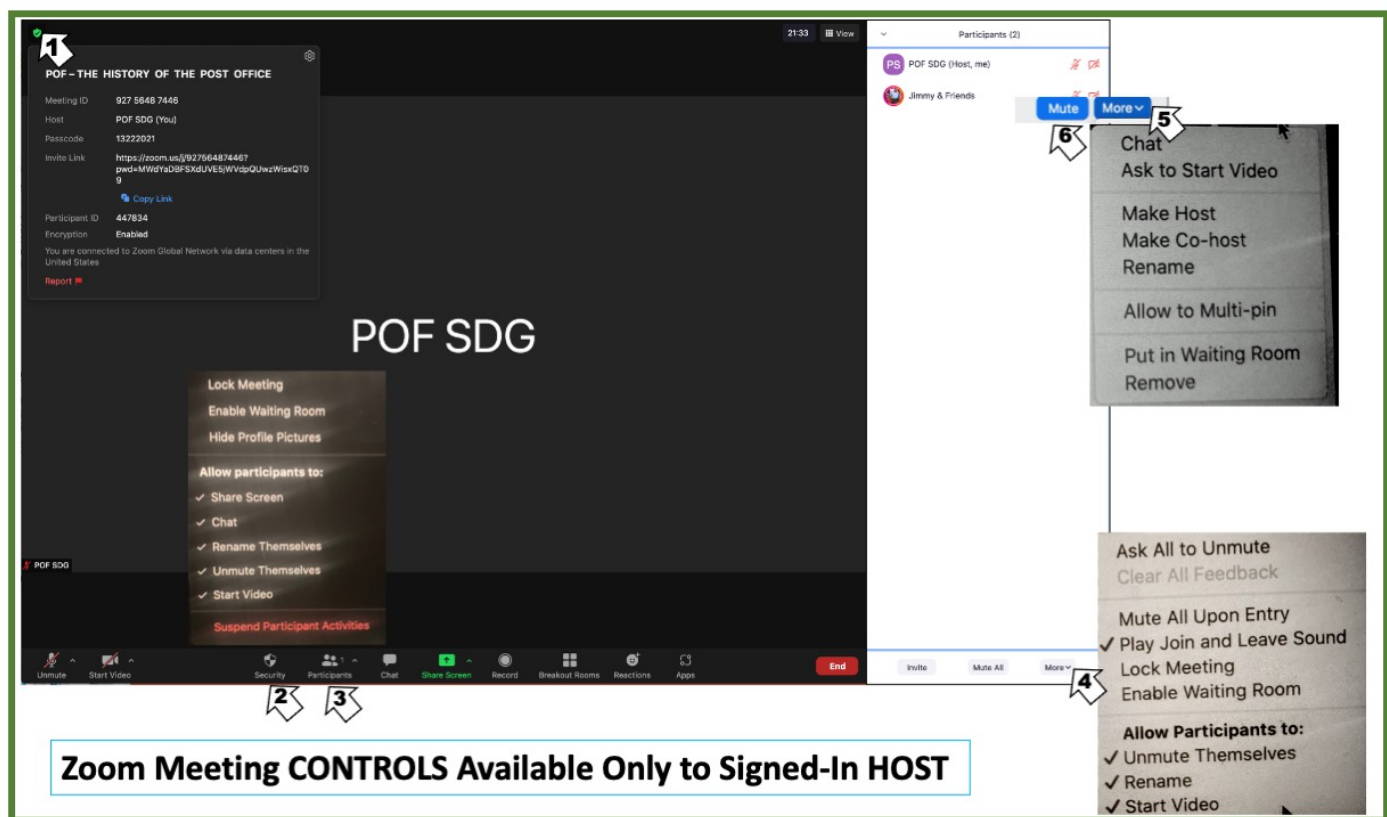


## 4. How to Host, Conduct and Control *(next page)* Your Scheduled Zoom Meeting (ONLY FOR MEETING HOSTS, e.g., Coordinators and Techies)

1. **On Day & at Time your meeting is scheduled (or earlier), you as Host start the Zoom meeting:** *(This does not have to be done on the same computer or device used to schedule your meeting, but you must sign in to the same Zoom account that scheduled the meeting. If you find yourself already signed in to a different Zoom account, you must sign out.)*
  - **FOR SUMMER 2021 SDGs:** In a web browser window, sign In to your SDG's Zoom account at <https://zoom.us> using email address "**YourSDG@Omnilore.org**" (where "YourSDG" is your SDG's 3-character ID, e.g., [POP@Omnilore.org](mailto:POP@Omnilore.org)) which is the same as used to email your classmates; use the password we give all coordinators to use for sign in to be able to host meetings. *(Click Here for Zoom password help)*
2. After Zoom logs you in, click on "**Meetings**" at left. *(You may need to stretch your browser's Zoom.us window wider to see this left panel with "Meetings" showing.)*
3. Under "**Upcoming Meetings**", find the one scheduled for you. *(There should be only one meeting listed.)* Move your cursor over your meeting's name and "**Start**" will appear.
4. Click "**Start**" for your meeting. (Note that our Zoom accounts allow for participants to join the meeting before the Host arrives or before the scheduled start time.)
5. Allow or "**Open Link**" for the Zoom app to open.
6. In the Zoom app's window, if you do not see yourself, click "**Start Video**" near lower left (and be sure your computer/device's camera is not blocked). If "**Unmute**" shows at lower left, click it.
  - Be sure "**Mute**" & "**Stop Video**" then show at lower left because that means you are now unmuted and you can be seen by other meeting participants.
7. Zoom shows a scrollable "Gallery" of signed-in participants' thumbnail images, or In "Speaker View," a larger image of anyone speaking as **you (or your coordinator) conduct your meeting.**
  - Your coordinator (or any designee) will control the meeting as normal by verbally recognizing whoever wants to speak. Note that there is a "**Raise Hand**" feature under "**Reactions**" *(located differently on different types of computers/devices)* to assist coordinators with an orderly meeting.
  - In case of mic/speaker feedback or echoing, ask participants to "**Mute**" themselves. Or, host can selectively mute from participants' thumbnails if you know which participant is causing the disruption.

- See Key Thing “**5. How to Show Computerized Presentations**” for how presenters/speakers can “**Share Screen**” to show their presentation or other files from computers.
  - See edited screenshot and table with explanations, below the double-line after #8 below, for **Meeting Controls** available only to Hosts.
    - **NOTE: It’s best that the Host be on a computer instead of a hand-held device. The larger display (as shown below) shows the controls better. (However, the controls are available on smaller displays, just arranged differently depending on device.)**
8. When your meeting is over, have everyone click “**Leave Meeting**” or “**Leave**” or whatever shows. It might say “**End**” for the last one to leave.



**Explanation of Host Controls screen** (edited/merged Computer-display screenshot directly above):

1. Sign Into your SDG Host's Zoom account (step 1 above). Join Meeting (steps 2-5 above); Zoom window like POP SDG sample above appears. (Click at upper left to see Meeting Information.)
2. Click **Security** icon to see pop-up menu of 9 controls, all applicable to whole meeting.
3. Click **Participants** icon to open "Participants" panel at right.
4. Click **More** at lower right to see pop-up menu of 8 controls (some overlap with **Security** pop-up).
5. Click **More** to right of any participant's name to see 8 controls, applicable to only that participant.
6. NOTE also the “**Mute All**” button left of arrow #4 at bottom of Participants panel. (When clicked upon, it changes to “Unmute All.) **A privacy-motivated change to Zoom in early 2021 asks all meeting participants as they join the meeting, to grant permission for the host to Unmute. If granted the Host can Unmute a participant who is unknowingly speaking while muted.** See also **RECOMMENDATIONS** in table below.

## Explanation of Meeting Controls Shown on Screenshot:

| Name of Control   | Explanation   | Recommended Setting  |
|---|---|--|
| Allow participants to <b>Share Screen</b>   | Allows presentations from files, web pages, etc.  | <b>ON</b> (default)  |
| Allow participants to <b>Chat</b>   | Allow opening chat pane, sending text to others in the meeting. Generally useful for Omnilore.  | <b>ON</b> (default)  |
| <b>Rename</b>   | Host or participant may change displayed name. This is handy for host to do if anyone shows, for example, as "iPad" or a phone #.   | <b>ON</b> (default)  |
| <p><b>Mute</b></p> <p>There are different locations to:</p> <ul style="list-style-type: none"> <li>• <b>Mute one participant</b> (an option in her/his <a href="#">gallery picture</a> &amp; on her/his <a href="#">line in participants panel</a>), vs.</li> <li>• <b>Mute All participants</b> (at <a href="#">bottom of Participants panel</a>)</li> </ul> | <p>Turn off any participants' microphone (use when unwanted noise is interrupting meeting – echo, phone call, barking, ... and if you can tell who it is).</p> <p><b>Mute All</b> is handy to avoid meeting disruption during presentations, and sometimes during too-lively discussion when members talk over each other.</p> <p>When clicking "Mute All," the Host has the option to allow participants to Unmute themselves — click this option for normal Omnilore-style questions and discussion. Also encourage usage of the "Raise Hand" feature so the presenter, coordinator, or host can call on members one at a time to speak (and thus avoid interrupting each other).</p> <p>If a class member did not grant permission to Unmute when joining the meeting, instead of "Unmute" for that member, the Host will see an option to "Send Message Asking to Unmute" instead of "Unmute."</p> <p><b>RECOMMENDATIONS:</b></p> <ul style="list-style-type: none"> <li>• At the start of your pre-meeting and class sessions, <b>ask firmly that all participants be aware of background noise/disruptions and immediately Mute themselves when that occurs</b>; or just Mute themselves all the time except to speak.</li> <li>• However, also <b>remind everyone they should remember to Unmute themselves to be able to speak</b> — but be on the watch for when a class member forgets when she/he should be heard, and then be prepared to click "Unmute" (or "Send Message Asking to Unmute") on her/his line in the participants panel.</li> </ul> | Don't use unless there's severe disruption.  |
| <b>Mute Participants Upon Entry</b>   | Might be handy while a presentation is being given  | OFF (default) in general   |
| <p><b>Unmute</b> or "Send Message Asking to Unmute"</p> <p>(There are different locations to <a href="#">Unmute one</a> vs. <a href="#">All participants</a> – same as described above for "Mute")</p>  | <p>Turn on participant(s)' microphone(s). Click Unmute or "Send Message Asking to Unmute" immediately for speaker/presenter if they remain muted when starting.</p> <p>NOTE: Some class members may choose to NOT grant Unmute control to the Host, which is their right for privacy reasons (e.g., other things are happening at their location). So, please do not try to override a member's decision to deny the Host "Unmute" permission.</p> <ul style="list-style-type: none"> <li>• Clicking "Send Message...to Unmute" (when/if hearing her/him is necessary) is the best you can do.</li> </ul>   | As said 2 rows above, you may need to <a href="#">remind everyone to be aware of when they need to Mute and Unmute themselves.</a> |
| <b>Ask to Start Video</b>   | If Participant is not seen, use this — sends pop-up message to the participant. (Video will be impossible if she/he has no camera.)   | Try for anyone who is unseen   |
| <b>Waiting Room</b>   | Host must approve each participant joining the meeting.   | <b>OFF</b> ; shouldn't use   |
| <b>Lock Meeting</b>   | Prevent anyone else from joining meeting.   | <b>Don't use for Omnilore classes</b>  |
| <b>Remove or Report</b>   | Extreme measures for a disruptive participant. Participant may not rejoin meeting. "Report" means report to Zoom.   | Hope to never use for Omnilore, but...   |