



## How to Host a Zoom meeting with the ACS Senior Chemists Committee

September 15, 2020 version

This guide is for those who have been using Zoom and want to take the next step of being the Host for a meeting.

*Note:* Zoom has worked very hard to make their technology safe. You should have no concerns about using this tool. To stay safe, Zoom is constantly updated so your screen may look slightly different than these instructions. The standard functions are the same.

### STEP 1 – GET AN ACCOUNT

On your computer, search for Zoom or go to <https://zoom.us/>, which will give you these choices:

If you have not previously signed up with Zoom, in the top right corner of the page click on the SIGN UP button:

JOIN A MEETING

HOST A MEETING ▾

SIGN IN

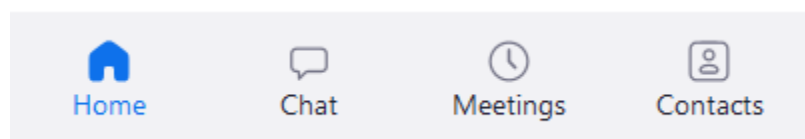
SIGN UP, IT'S FREE

The free account is perfect for family and small group communications where all participants will be joining using a computer, tablet, or smart phone. If you expect more than 100 participants and/or want to allow participant to phone in, consider purchasing a paid account. Screens in this guide were generated from a paid account, and some options may not be available on a free account.

When you have your account and are ready to start setting up your meeting, click on “Host a Meeting.”

### STEP 2- SCHEDULE THE MEETING AND SEND THE INVITATION

Assemble the email addresses of the individuals you want to invite to the meeting. You can then invite participants to join you several ways. Click Home on the top line:



From your account you will see the four options below while Home is selected (blue):



New Meeting ▾



Join



Schedule



Share screen ▾

Click the Schedule box and fill in the information on your meeting. Shown below is some of the information you will need to supply.

## Schedule Meeting

### Topic

Zoom Meeting

Start:

Sun May 24, 2020 ▾

06:00 PM

Duration:

1 hour ▾

0 minute ▾

Recurring meeting

Time Zone: Eastern Time (US and Canad... ▾

### Meeting ID

Generate Automatically

Personal Meeting ID 865 599 3311

### Password

Require meeting password

Password

### Video

Host:  On  Off

Participants:  On  Off

### Audio

Telephone

Computer Audio

Telephone and Computer Audio

Dial in from United States [Edit](#)

### Calendar

Outlook

Google Calendar

Other Calendars

Advanced Options ▾

Schedule

Cancel

We highly recommend that your meeting use a password for security reasons. The password can be simple; 5-8 lower case characters is fine, such as your name or the group name. After filling in the other information, click the Schedule box, which may also be labeled Save.

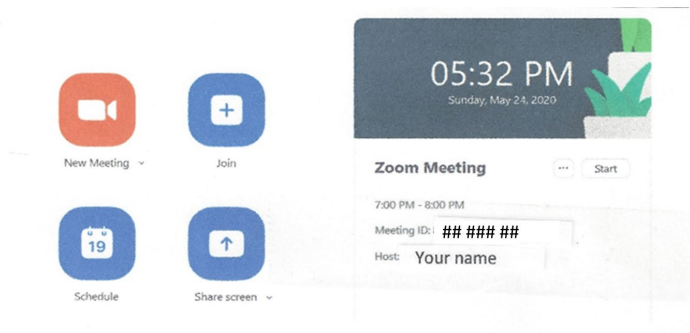
You should consider whether you want to use any of the Advanced Options:

**Advanced Options** ^

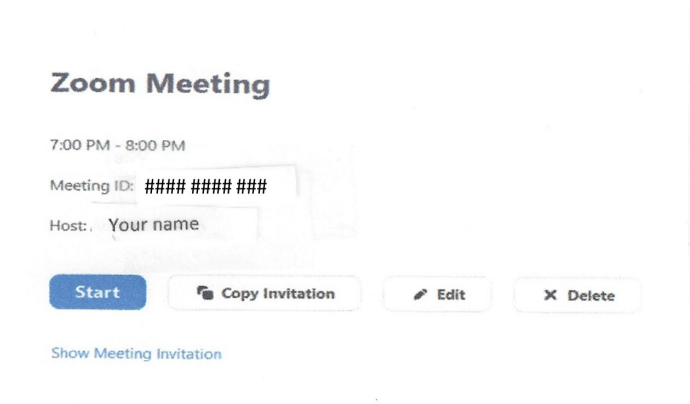
- Enable Waiting Room
- Enable join before host
- Mute participants upon entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting

Choosing these options will require more work for the host during the meeting, and we suggest that you keep the options simple for smaller groups. The advanced options are more appropriate for larger groups and may require having a co-host for the meeting. The waiting room allows you to monitor and only admit authorized participants to the meeting.

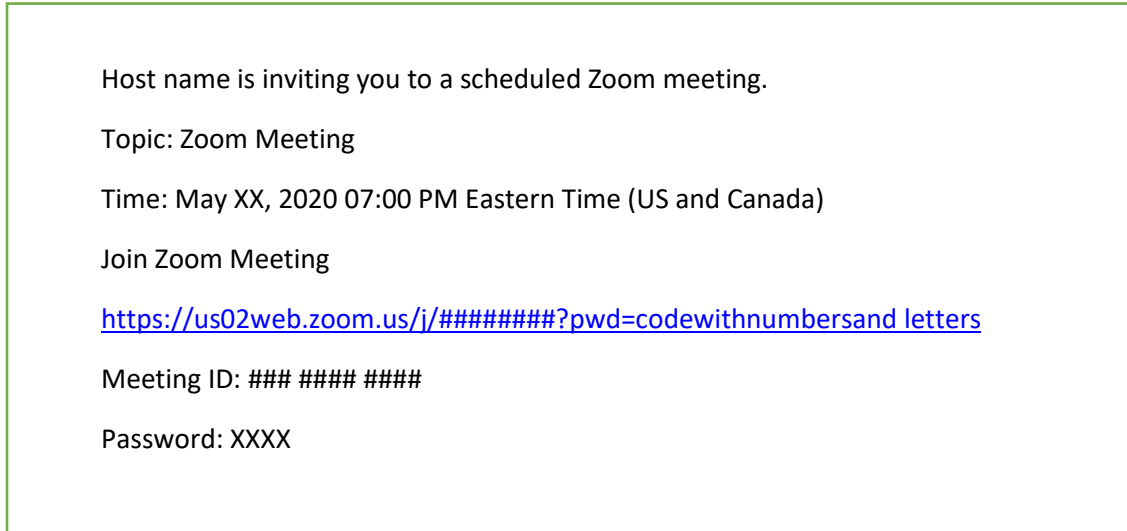
After scheduling the meeting, your home screen should look like the following:



Now click on the “Zoom Meeting” which should give the following screen.



Click on “Copy Invitation”, which will look like the following example and paste the invitation to the meeting information into an email:

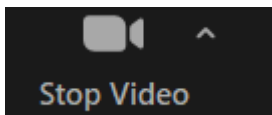


The long link indicates that a password is embedded in the address. The participants can click on that long link to go directly to the meeting, OR go to the Zoom site and type in the meeting ID and password.

It is a good practice to put the meeting link into your electronic calendar and to suggest that the participants should do the same. If you prefer sending a meeting request rather than an email invitation, you can include that information. It is strongly recommended that you send an email reminder with the link on the day of the meeting.

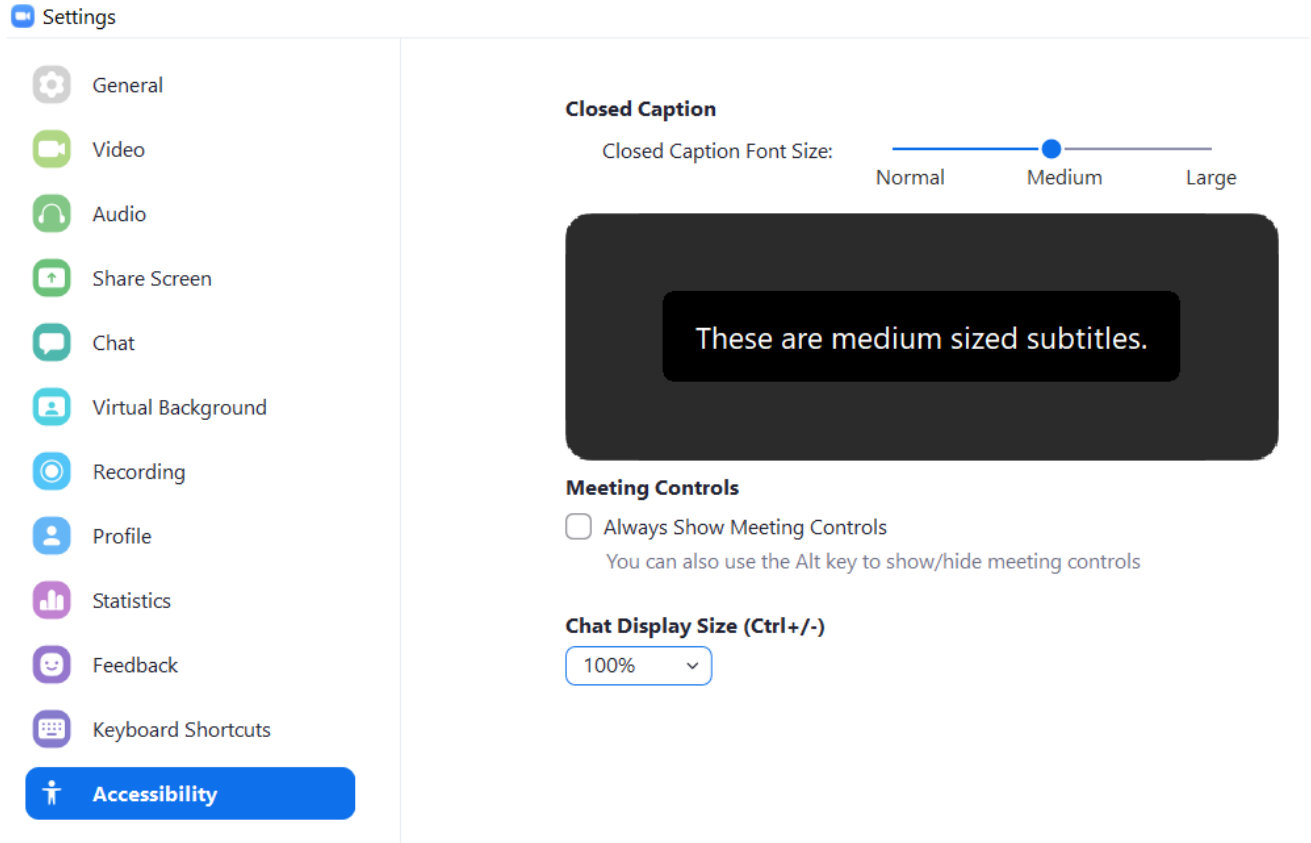
### **Changing some Zoom settings**

To change some of the Zoom settings, you need to be in a meeting. You will probably want to make these changes before your meeting, so just start a meeting and do not invite anyone. To access many of the Zoom settings, including the ones for the accessibility menu, click the up-arrow to the right of the camera icon. Then select “Video settings...” from the pop-up menu that appears.



### **Persons with Disabilities**

One of the settings groups in the “Settings” window is “Accessibility”. Select it. There are many options in Zoom that can be used to accommodate persons with disabilities. In this window you can increase the size of the type on chat or close captioning.



To use closed captioning click on the “General” button and go to the View More Settings link at the bottom of the page as shown in the image below:

General

- Video
- Audio
- Share Screen
- Chat
- Virtual Background
- Recording
- Profile
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

- Start Zoom when I start Windows
- When closed, minimize window to the notification area instead of the task bar
- Use dual monitors
- Enter full screen automatically when starting or joining a meeting
- Automatically copy invite link once the meeting starts
- Ask me to confirm when I leave a meeting
- Show my connected time
- Remind me 5 minutes before my upcoming meetings
- Stop my video and audio when my display is off or screen saver begins

Reaction Skin Tone



[View More Settings](#)

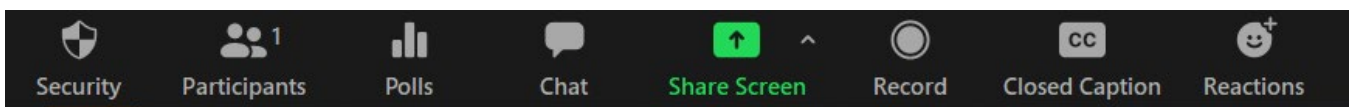
After clicking on “view more settings”, you should be taken to your Zoom home screen, where there are many other options. If you desire to turn on Closed Captioning, move the slider to the right. You should see the following:

Closed captioning



Allow host to type closed captions or assign a participant/third party device to add closed captions

Once this is enabled for your meeting, the following will appear on the host screen.



Once the closed captioning is on, you can leave the meeting you started to set the options, and the settings will remain the same for all future meetings.

### STEP 3 – START THE MEETING

A few minutes before the start time of your group meeting, go to your home screen:

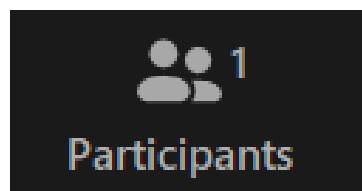


Click on the “Start” button on the right side of your screen.

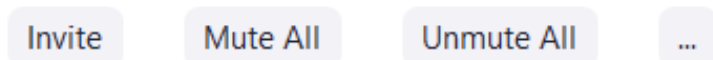
Wait for your participants. If you have turned on the waiting room, as participants arrive, they will be announced in a text box and you will need to use the link in the box to let them in. (This is not recommended for your first meeting.)

When everyone has arrived, ask the participants to test their mute buttons.

Clicking on the “Participants” button at the bottom of the screen will enable the host to see a list of the participants:

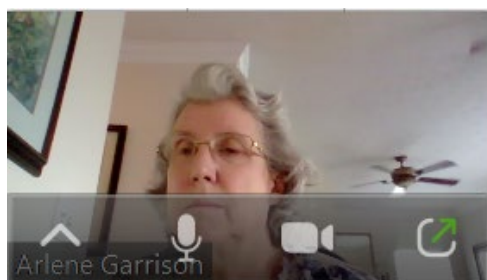


The host has additional options at the bottom of the participant list. These include allowing the host to add more invitees, and /or mute specific individuals. (This may be important if there is a lot of background noise.)



You can add more invitees, and you can mute anyone. This may be important if there is a lot of noise.

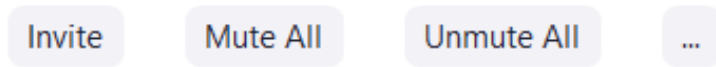
While waiting to start the meeting, the host can also shrink his/her screen by using the minus sign in the upper right.



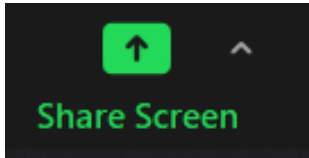
When others have arrived, use the box with the arrow to expand the screen. The microphone and camera apply to you as the host.

### STEP 4 – CONTROLS WHILE YOU ARE HOSTING THE MEETING.

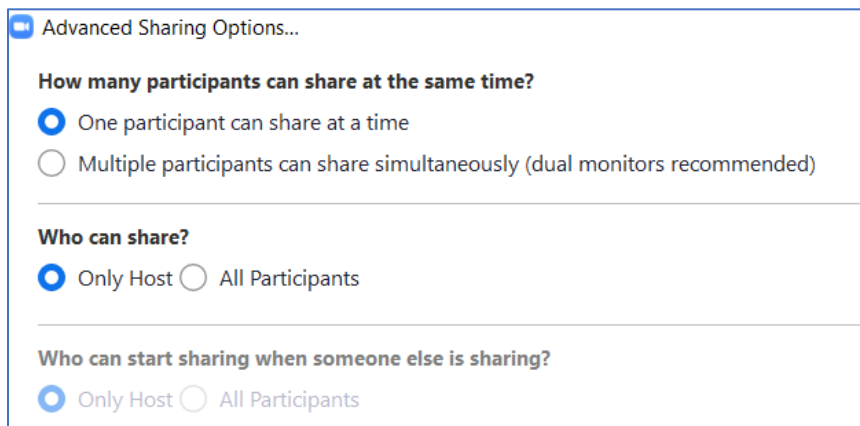
During the meeting, your role as Host is defined by the parameters you set on the invitation. For a face-to-face conversation, you are ready now to start the meeting. As mentioned above, you can use controls at the bottom of the participant screen to invite more attendees during the meeting or to mute or unmute everyone.



If you or one of the participants wants to share their computer screen, use the green button which will look like this:



As an option, you can use the up arrow on the right to get to Advanced Sharing Options where you can make several choices:



You will be able to share with your attendees items from your computer including photos, a presentation, or a Word Document.

It is recommended that for large meetings, you remind everyone to “mute” their audio except when speaking. Or, depending upon the type of meeting you are hosting, you may select to control the mute and video functions yourself.

In addition, remind participants that in order to get your attention, they can use the “chat” button, or “wave” by using the reactions button.



If the audio portion starts getting choppy or garbled during your meeting, this might indicate that there is an issue with the internet speed of your computer or a participant’s computer. This situation can sometimes be



remedied by asking participants to not use virtual backgrounds, or to stop their video, to test if that improved the sound quality. In an extreme case, ask them to use their phone to dial in and use the phone to provide their audio, muting the computer microphone and speaker output, though they can keep their computer connected for two-way video. They will need the phone number, meeting ID, and password to do this.

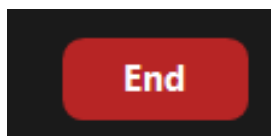
**Here is a screen shot of a meeting.** If a participant chooses to turn off the camera their name in a black box will appear. Note that the person currently speaking has a yellow box. This can be useful for the meeting host to identify the source of noise.



## STEP 5 – ENDING THE MEETING

With the free account, you will get a notice that your time is running out, currently after 40 minutes. You can have everyone say a quick goodbye at that point, or you can instruct everyone to take a one-two minute break and log in again like they did the first time.

At the end of the meeting, look for “End” in red. Click End, and you will have an option to End the meeting for all, or Leave.



If you are interested in improving your Zoom skills, we recommend that you view the training videos on the Zoom site. Good luck in hosting a Zoom meeting.

Happy Zooming!

