# Tips for Zoom Meeting Hosts

## Controls for Hosts and Co-hosts

Hosts and Co-hosts can control the following features:

- Mute all participants
- Request that a participant unmutes
- Stop a participant's video
- Request that a participant start their video
- Prevent participants from screen sharing
- Rename a participant
- Choose to play an enter or exit chime
- Lock the meeting to prevent anyone new from joining
- Place participants in the waiting room or admit/remove participants from the waiting room (waiting room can only be enabled by the Host)

The Zoom Taskbar
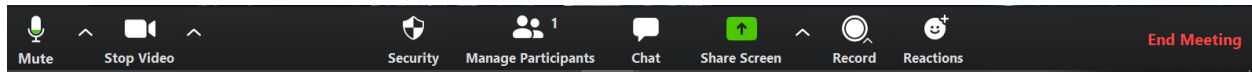
- Mute and Stop Video are for participants to Mute/Unmute themselves and Start and Stop their video. In emails you send to groups, you should always include www.zoom.us/test and ask members to check their mic and sound before the meeting.
- The Host & Co-host can also *Mute* all participants as well as *Stop their Video*.
- Participants can Choose a *Virtual Background*; if it doesn't work, their CPU does not meet the standard for using that feature.
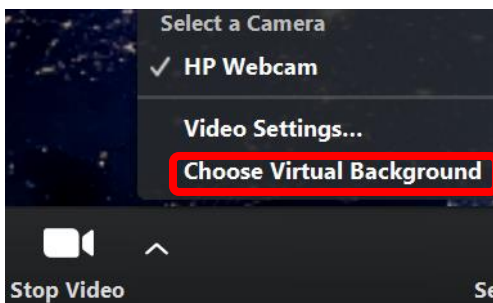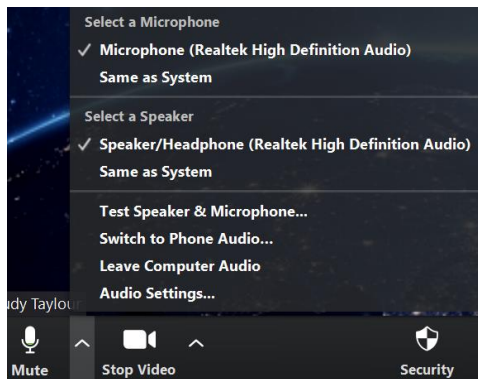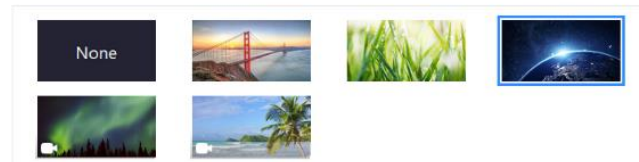
Security Icon

Lock Meeting – As security precaution, meetings can be locked at a designated time after the meeting begins. Several groups are locking their meetings 15-minutes after it begins. The information is included in the invitation email and no one can enter after the meeting is locked.

Enable Waiting Room - This lets the Host control when people join the meeting and check out if those in the *Waiting Room* were invited to the meeting. The Host can send attendees back into the *Waiting Room* if need be. Hover over a *Participants* name and you will see the below options.
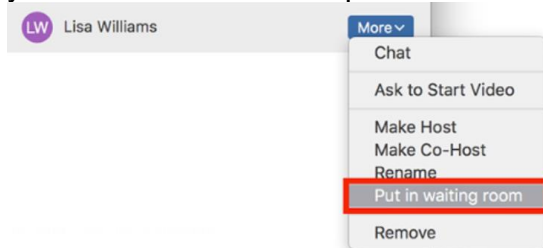
- If someone needs to be removed from a meeting, click on *Remove*; they will be unable to return to the meeting.
- This is also where you can designate a *Co-Host*. It is recommended to have a *Co-Host* to monitor the *Waiting Room* and Chatbox. There can be more than one *Co-Host*.
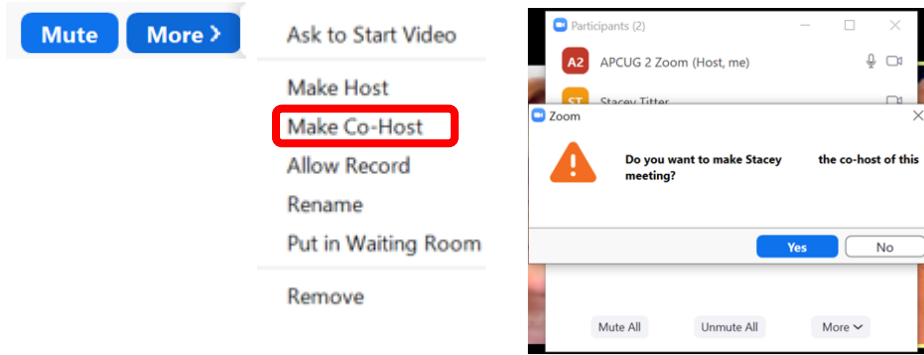
Manage Participants
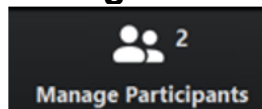
Names in the participants list appear in the following order:
- The person who scheduled the meeting
- The host (If that person is not the host)
- Phone numbers with no names (The person who scheduled the meeting or Host should immediately ask these participants to identify themselves and then rename them.) This is also something a Co-Host can do.
- Unmuted participants (sorted alphabetically)
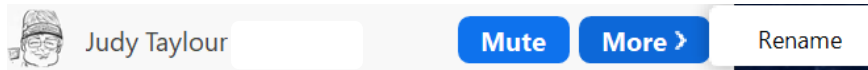- Muted participants (sorted alphabetically)

Adding a Co-host
- You can have more than one Co-Host.
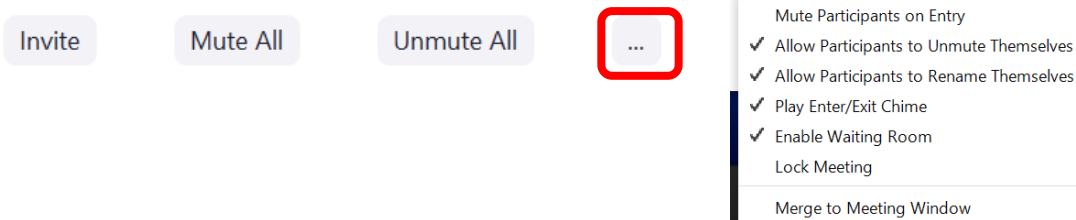- Hover over a name and More, choose Co-Host.


Rename a Participant
- Rename a Participant by hovering over their name and clicking More
- Participants can also do this

- At the bottom of the Participant list, click on the 3 dots to customize the choices.


Ask to Start Video - If a participant does not have his/her video turned on, hover over the participant's name and More, click on Ask to Start Video. This is what the person sees.
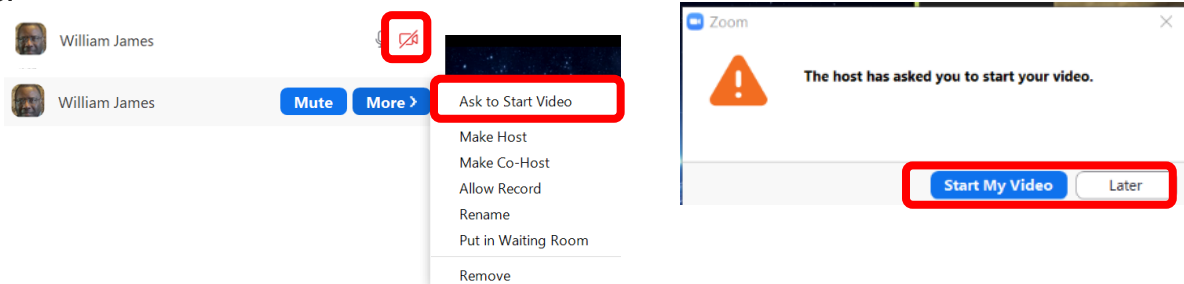
Chat

Some participants might be more comfortable asking questions via the Chatbox. You might want to assign a Co-host to monitor it. It can be moved to either side of the screen

Depending on the setting, participants can send a chat to No One, Host Only, or Everyone Publicly. If you want to save the chat, click on the three dots in the lower-right corner and click Save Chat. It will download as a .txt file.
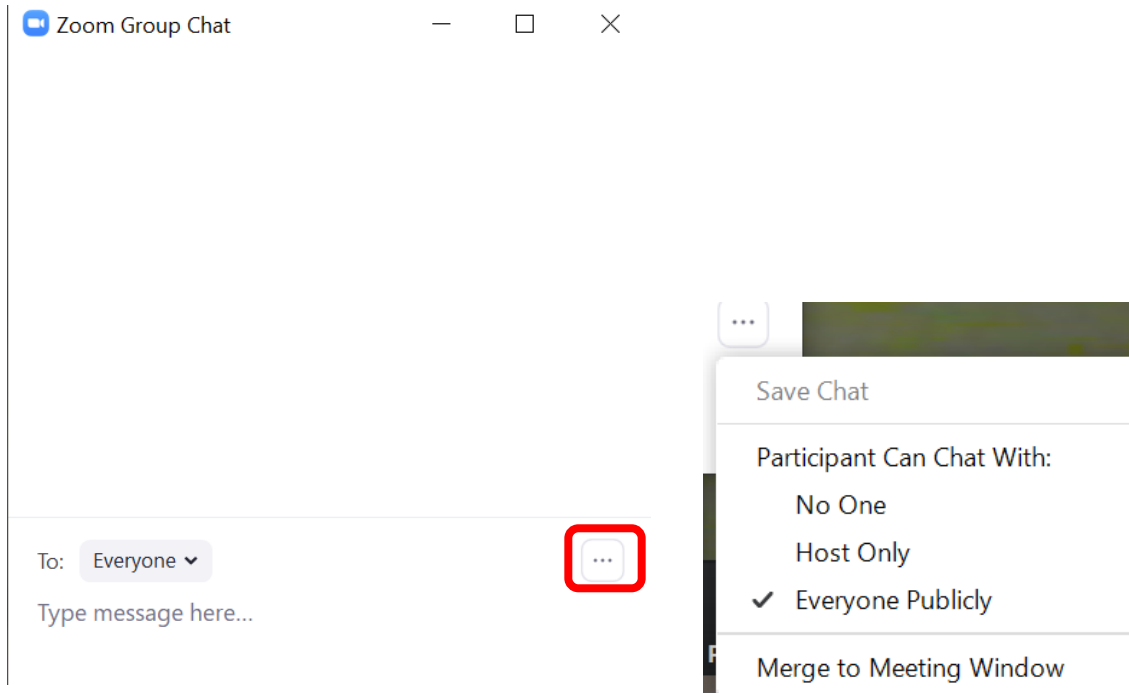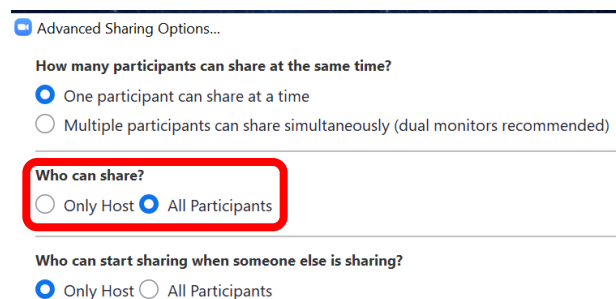

Share Screen
Click on the arrow to the right of the icon.
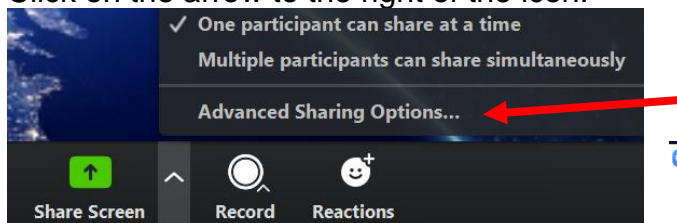

Click on Advanced Sharing Options….
If only the *Host* will be sharing his/her screen, click the *Who can Share? Only Host button.*


- After the speaker has been introduced, the *Host* can click on *All Participants* for him/her to give the presentation.
- After the presentation is over, the *Host* should click the *Only Host* button to prevent others from sharing their screen.
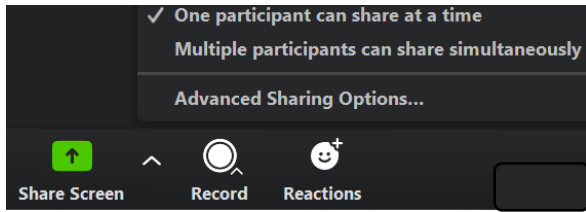
For security purposes, you might want to click on *Who can share? Only Host*.
When it is time for the person to start his/her presentation, change the setting to *All Participants*. Change it back after the presentation.
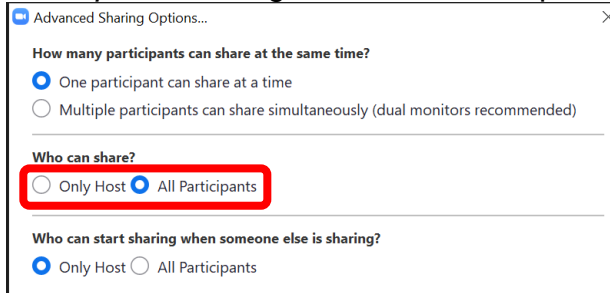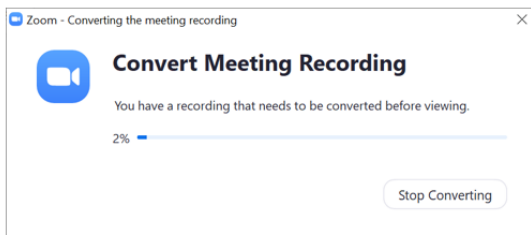

Record
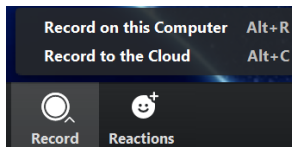
- Choose *Record on this Computer;* the recording will download to the hard drive of the person who scheduled the meeting.
- After a recording has been started, click Pause or Stop Recording at the bottom.
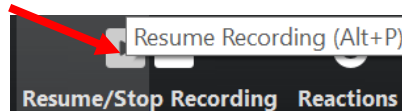

- After you End the Meeting, you will see Convert Meeting Recording
- A Zoom folder is automatically created with the first recording.
- When the recording is finished, you will see the below asking where you want to save the recording.

Click OK to download the recording to the Zoom folder.
I use VLC Media to play videos; the icon is to the left of the MP4
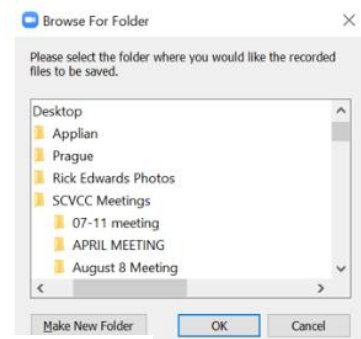
Name	Date modified	Type	Size
audio_only.m4a	4/18/2020 1:15 PM	M4A File	66,866 KB
chat.txt	4/18/2020 12:44 PM	Text Document	1 KB
meeting_saved_chat.txt	4/18/2020 12:44 PM	Text Document	1 KB
playback.m3u	4/18/2020 1:15 PM	M3U File	1 KB
zoom_0.mp4	4/18/2020 1:15 PM	MP4 Video File (VLC)	1,189,912 KB
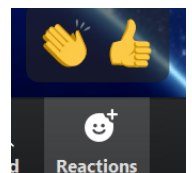
Reactions - *Clap* or T*humbs Up* appear on a participants thumbnail.