Notes for Co-hosting

1. Get on Zoom Early before participants arrive between 1:10-1:12 pm; no later than 15 min prior to the start of the presentation.
2. Let members in by clicking admit button in participants box or the pop up box
3. Lock meeting at 1:45 pm in Participants under … or more; or under Security.
4. Host should click on mute everyone automatically. In participants box you can mute all or unmute all.
5. Field general questions by checking chat column.
6. Participant questions to the speaker will be addressed at the end of the presentation. Call on members in order to ask their question during Q&A, by saying *“Jane had a question. Jane would you like to ask your question?”*
7. Unknown participants may be removed under Security

Responsibilities of Zoom Host:

1. Start the meeting
2. Introduce the speaker by giving the name of the presenter and presentation title.
3. Share screen with presenter (computer security on presenter’s computer must have permission to share screen)
4. End meeting at 3pm, if not ended earlier.

Reminders when opening Zoom account…

 ● Set

 ○ chimes for waiting room

 ○ Ability to have a co-host

 ○ Participants share video

 ○ Automatically mute all members

 ○