
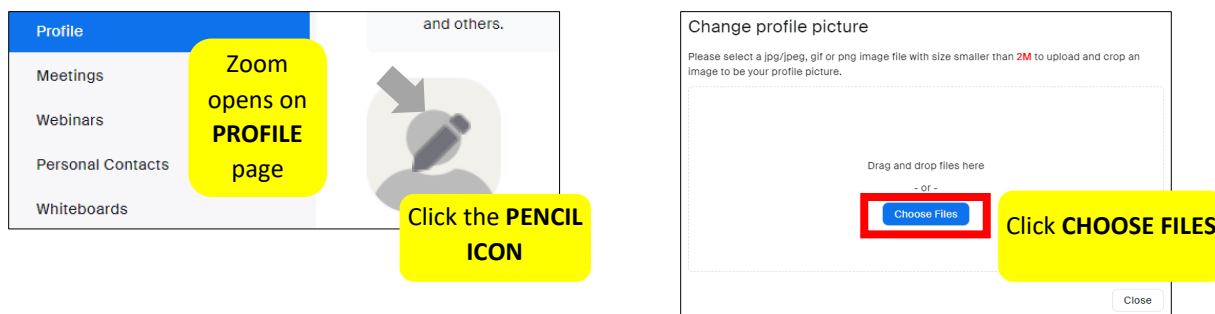


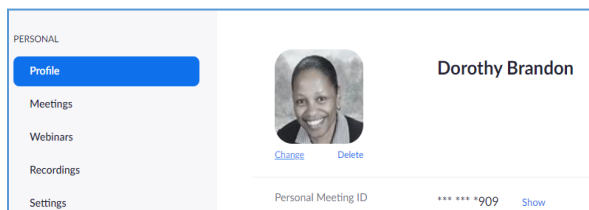
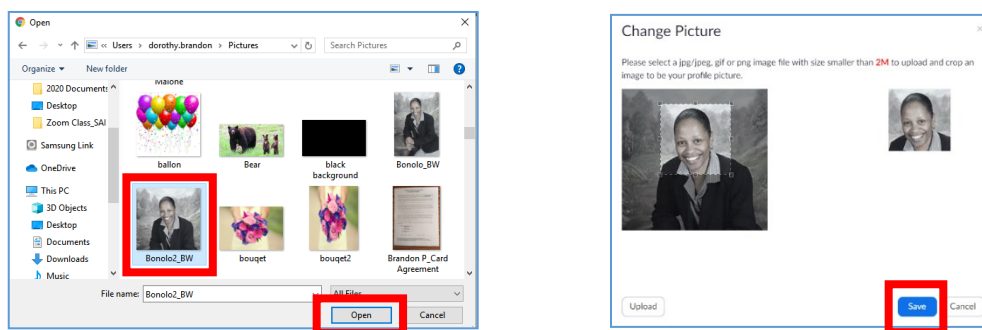
How to Guide: Zoom Host Basics

Adding a Profile Picture

1. Sign into the Zoom web portal at zoom.us. Your account opens on the **Profile** page.
2. In the navigation menu, click **Profile**.
3. In the section with your name and other personal details, click the pencil icon  in the picture frame.
4. Drag and drop the file or click **Choose Files** to upload your picture.

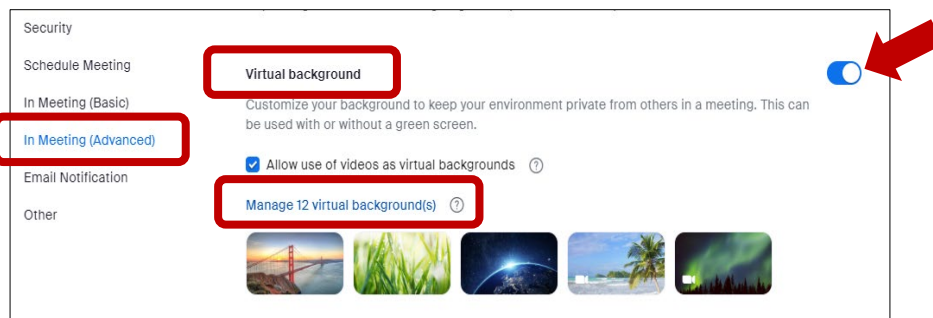


5. Select picture from personal files (Click the picture of your choice)
6. Click **Open**
7. Adjust the crop area as needed (in the change picture window)
8. Click **Save**

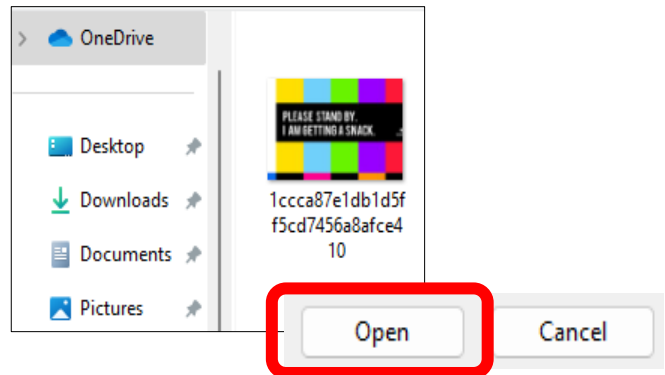
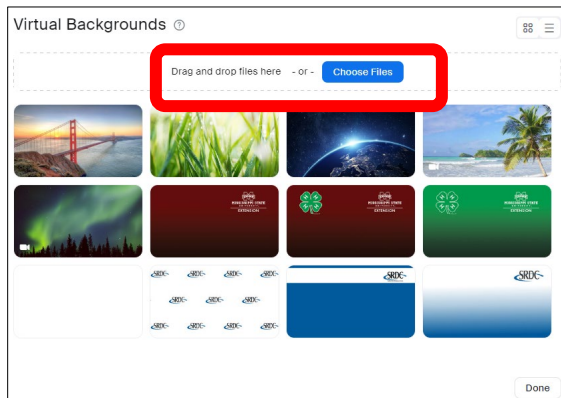


Insert Virtual Background

1. From the **Sign In** page, in the blue ribbon on the left side of the screen, select **Settings**. A new window will appear. Shortcut: After clicking on Settings (Step 1), the new screen has a search bar at the top. Search for **Virtual Background** and it will take you directly there.
2. At the top make sure you are on the **Meeting** Tab. Click on **In Meeting (Advanced)** in the menu list on the left side of your page.
3. Scroll down until you see **Virtual Background**
4. Make sure the radio button on the right side is turned on.
5. Then click on **Manage virtual Backgrounds**

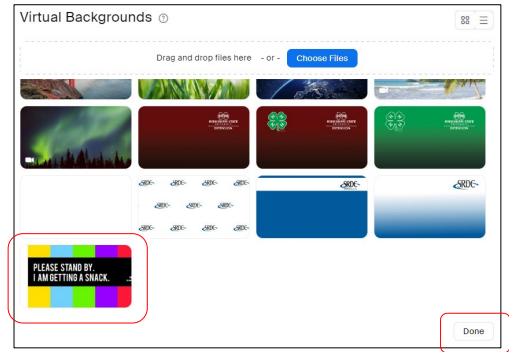


6. Any background pre-loaded will be displayed. Add additional backgrounds either by dragging and dropping the files or by clicking on **Choose Files**.
7. A dialog box will appear where you can select a saved photo from your desktop and click on **Open**.



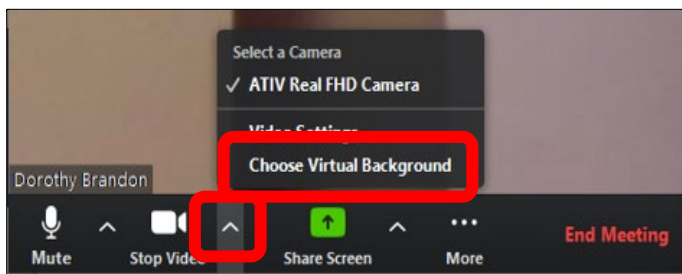
8. Your new background will now show in your list.
9. Click on **Done** to close the window.

Zoom has hundreds of virtual backgrounds to choose from and you can find them on the internet for free. From Zoom's main page (zoom.us), type **Virtual Backgrounds** in the search bar to access Zoom's curated list from around the Web.



Add a virtual background once you start a meeting

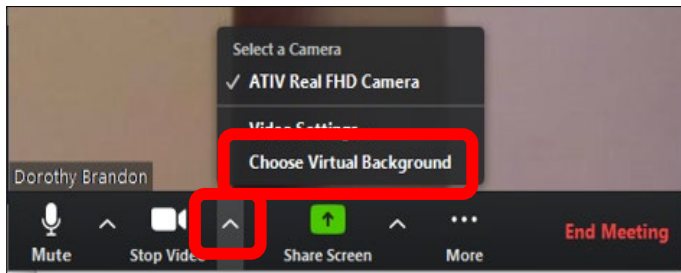
1. Click the up arrow ^ beside **Stop Video**
2. Click **Choose Virtual Background**
3. Click the plus sign (+)
4. Click **Add Image**
5. Click on the **background**
6. Click on **Open**
7. Background will pop into the options and on screen



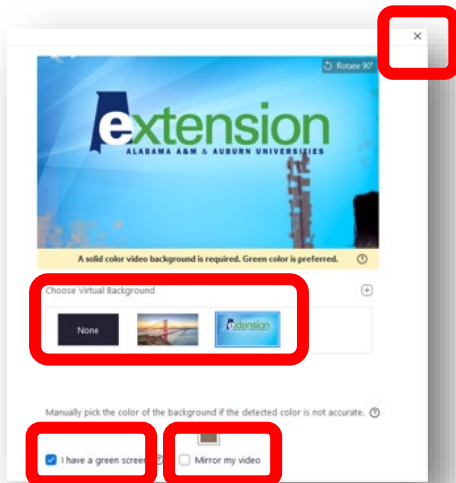
Select a virtual background once you start a meeting

1. Click on the arrow up ^ (carrot) next to the video control button.

2. From the menu, select **Choose Virtual Background**

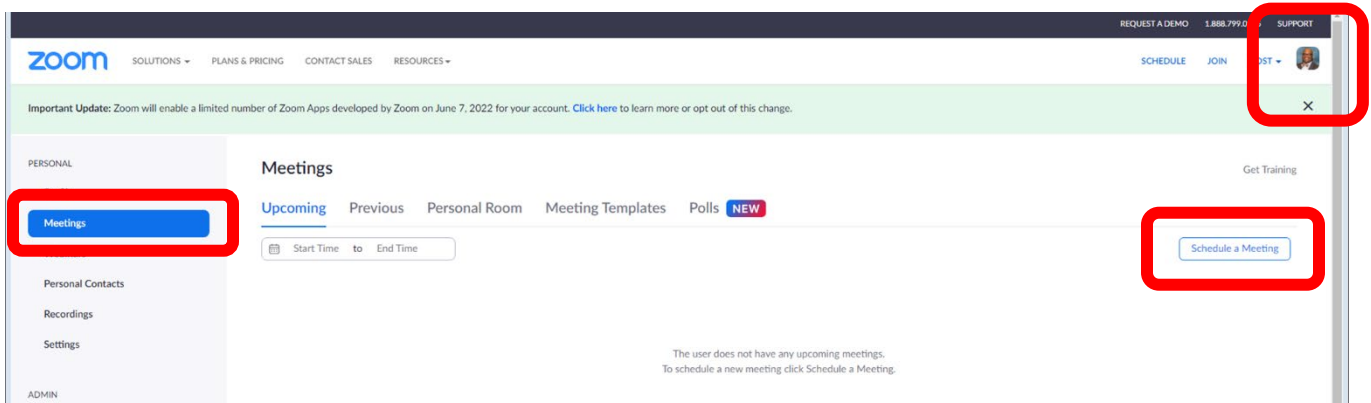


3. A new window will appear with available backgrounds. Click on the picture of the one you want to display. For best effects, be sure to have a solid wall to the back of you and lighting in front of you. If your background contains text and it appears backward, remove the check mark from Mirror my video.
4. Click to checkmark if you have a green screen.
5. Click on the X in the upper right-hand corner to close this window.



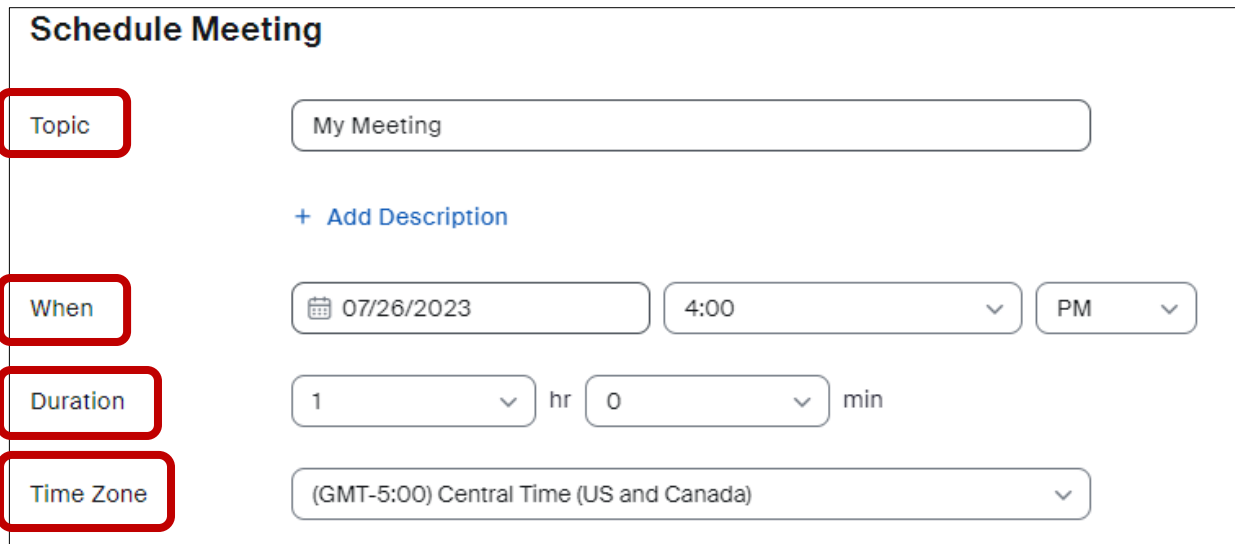
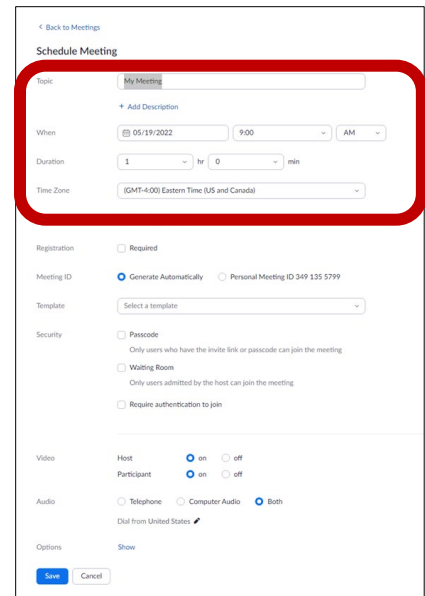
Schedule a Meeting

1. **Sign into** your Zoom account
2. From the **Meetings** tab - Click on **Schedule a Meeting**



3. Enter your meeting information.

- **Topic** - Enter a topic or name for the meeting. To add some additional context and description for this event, click on **Add Description** for a script box.
- **When** – Enter the date and time for the meeting. You can start the meeting at any time before the scheduled time. This can be helpful if you want to meet with your co-host before the participants log in. You can also manually enter any time for the start of the meeting. For example, you can enter 10:10, 11:22, 1:48, etc.
- **Duration** – Length of time the meeting will last. With the Zoom Basic, the Free option, you have up to 40 minutes per meeting with unlimited number of group meetings per year. (Hint: If the meeting runs longer than 40 minutes, have the host and participants leave the meeting and rejoin. The 40-minute timer resets.)
- **Time Zone** - By default, Zoom will use the computer's time zone. Click the drop-down menu to select a different time zone.



Optional – Recurring Meetings

If this is recurring meeting; you can set up all the meetings at once allowing for the Meeting ID, Passcode, and URL Link to remain the same for every meeting in the series. Click on “Recurring meeting” and enter the recurrence (Daily, Weekly, Monthly, No Fixed Time), Repeat every (enter number) days (up to 15), and End Date. For the end date, you can either select a specific date on the calendar, or after so many occurrences (up to 20).

Recurring meeting Every day, until Aug 1, 2023, 7 occurrence(s)

Recurrence:

Repeat every: day(s)

End date: By After occurrences

← Back to Meetings

Schedule Meeting

Topic:

+ Add Description

When: 9:00 AM

Duration: 1 hr 0 min

Time Zone: (GMT-05:00) Eastern Time (US and Canada)

Recurring meeting

Registration: Required

Meeting ID: Generate Automatically Personal Meeting ID 349 135 5799

Template:

Security: Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Require authentication to join

Video: Host on off
Participant on off

Audio: Telephone Computer Audio Both

Dial from United States ✓

Options: Show

Optional – Registration

Check this box to require participants to provide specific information to attend the meeting.

- Name, Email address, Phone number, etc.
- Host can download a list of people that registered and their information.

Registration: Required

Attendees register once and can attend any of the occurrences

Attendees need to register for each occurrence to attend

Attendees register once and can choose one or more occurrences to attend

Template:

← Back to Meetings

Schedule Meeting

Topic:

+ Add Description

When: 9:00 AM

Duration: 1 hr 0 min

Time Zone: (GMT-05:00) Eastern Time (US and Canada)

Recurring meeting

Registration Required

Meeting ID: Generate Automatically Personal Meeting ID 349 135 5799

Template:

Security: Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Require authentication to join

Video: Host on off
Participant on off

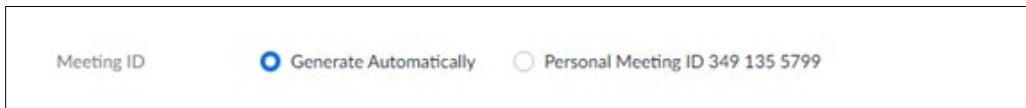
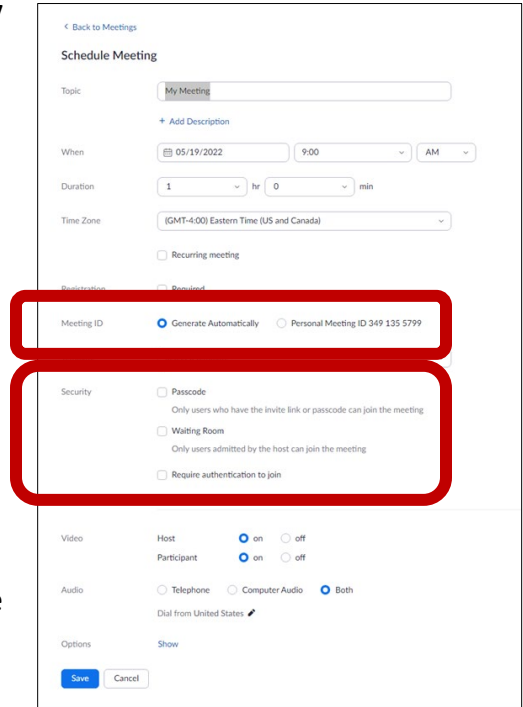
Audio: Telephone Computer Audio Both

Dial from United States ✓

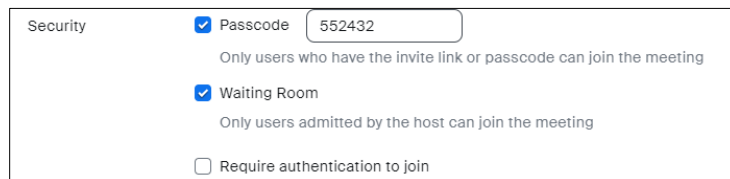
Options: Show



- Zoom automatically defaults to **Generate Automatically** and will create a unique ID number for each of the scheduled meetings. A scheduled, non-recurring Meeting ID number will expire 30 days after the scheduled meeting. If you restart the meeting within the 30 days, it will automatically renew the Meeting ID for another 30 days. A recurring Meeting ID will expire 365 days after the last active meeting. You can re-use the Meeting ID for future meetings, which will reset the 365-day timer.
- A Personal Meeting ID (PMI) is assigned to you as a permanent personal meeting room. You can use this meeting at any time or schedule it for a future meeting. Your PMI will remain the same if you use it at least once every 365 days. If not, it will expire and a new one will automatically be created for you.



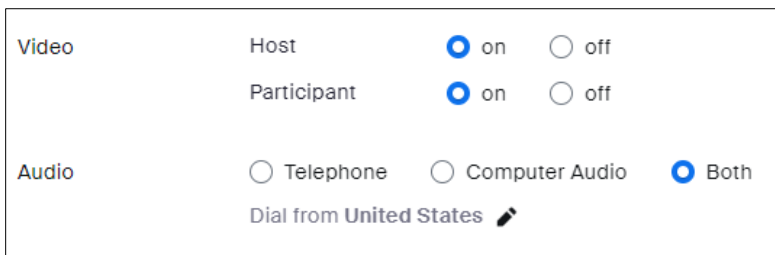
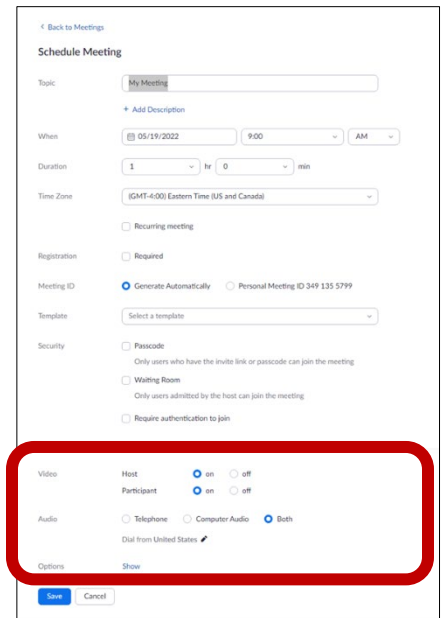
- Security** – Zoom offers many ways to make sure your meeting is safe. Three of the options are listed in this example.

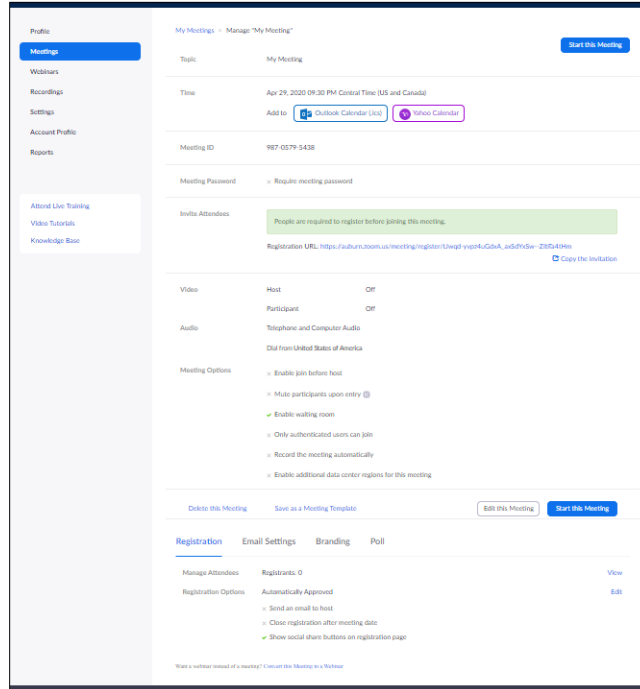


- Passcode** – Zoom automatically creates a meeting passcode. Joining participants will be required to input this before joining the scheduled meeting. Hosts have the option to change the passcode. Note – If you opt to change the passcode, it must meet the complexity requirements set by your administration.
- Waiting Room** – Activating the Waiting Room option allows the host to control when a participant joins the meeting. Hosts can admit participants one by one or hold all participants in the waiting room and admit them all at once.



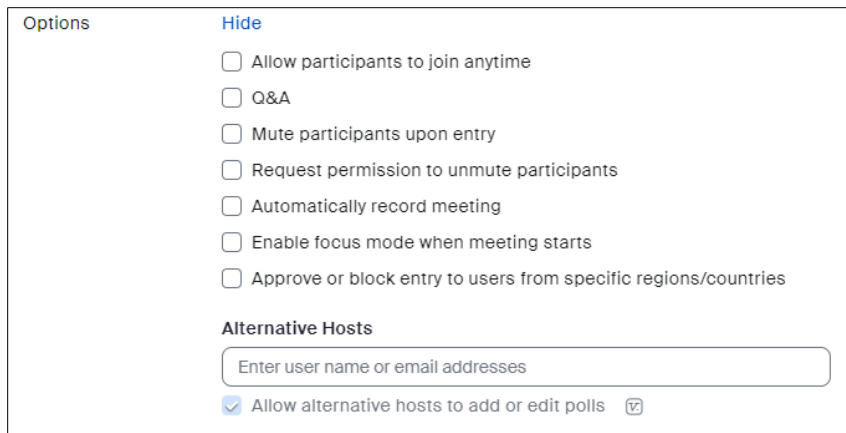
9. **Require authentication to join** – Only those who are signed into their personal Zoom accounts will be able to join the meeting. To activate this option, you must have a Pro, Business, Education, or Enterprise Zoom account.
10. **Video** – Hosts choose if their video is on or off when joining the meeting. For the participants, hosts choose if the participants' videos on or off when they are joining the meeting. Even if the host chooses off, both the host and the participants will have the option to start and stop their video.
11. **Audio** - Allow users to call in using Telephone only, Computer Audio only, or Both. If Telephone or Both is enabled for this meeting, click **Edit** to select the **dial-in countries** to include in the invitation. By default, this includes your Global Dial-In Countries listed in the meeting settings. In this example is United States only.
12. Click on **Save**





Zoom has several options to select from to customize the meeting.

- **Allow participants to join anytime** – This feature allows participants to join before the host or when the host cannot attend the meeting.



- **Q&A** – the Question-and-Answer feature creates an additional button at the bottom of the participant’s screen. Like the chat box feature, the Q&A will allow participants to type in their questions directly to the Host/Co-Host, rather than for everyone to see. As host you can use this feature to generate a report after the meeting.

Like the chat box feature, the Q&A will allow participants to type in their questions directly to the Host/Co-Host, rather than for everyone to see. As host you can use this feature to generate a report after the meeting.

- **Mute participants upon entry** – this will automatically mute all participants when they enter the room. This is recommended to reduce possible distractions and hearing things the participant may not have intended for the room.
- **Allow host to save video order** – As host you can click and drag videos and place them in a specific order that only you can see, or you can cast it so that all participants see the order you created. For example, you can sort participants alphabetically by first or last name, time they entered the meeting, or a custom arrangement.

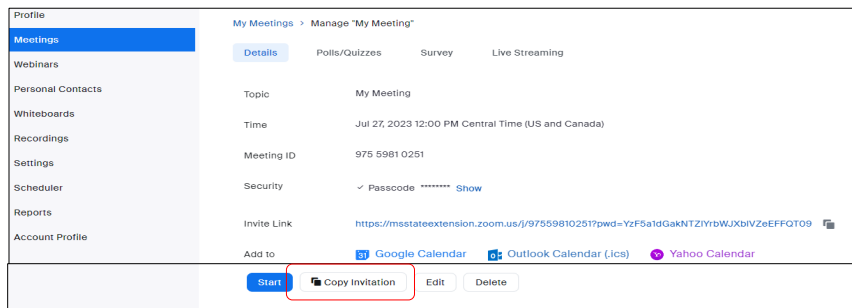
- **Request permission to unmute participants** – Activating this option helps the host to manage participation in a meeting. Upon entering the meeting, participants will be asked if the host has permission to mute or unmute them during the meeting.
- **Automatically record meeting** – Automatic cloud recording will automatically start whether the host joins by computer, mobile device, or telephone dial-in.
- **Enable focus mode when meeting starts** - This feature gives the host and co-hosts view of all participants’ videos without other participants seeing each other. This extends into screen sharing, as the host and co-host can view and switch between each participant’s shared screen, while the participants can only view their own content. More ideal for a classroom setting.
- **Approve or block entry to users for specific regions/countries** - If you are targeting a meeting to an audience in a specific location, approving access for your participants’ specific countries/regions will provide additional privacy and security to your meeting.
- **Alternative hosts** - A host can designate another Licensed user on the same account to be the alternative host. The alternative host can start the meeting on the host's behalf. To add a co-host, type in their email address in the box.

Three Ways to Invite Others to a Zoom Meeting

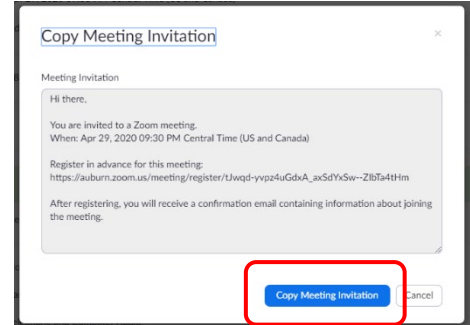
- From the Zoom Web Portal
- From the Desktop Application
- From in the meeting

Invite From the Zoom Web Portal

1. Log in to your Zoom account at **zoom.us**
2. In the blue ribbon on the left, click on **Meetings**. This will show you all the scheduled meetings you are the host of. Click on the meeting you would like to send the invitation to.
3. The meeting detail screen will appear as you see on the screen. At the bottom of the screen click **Copy invitation**.

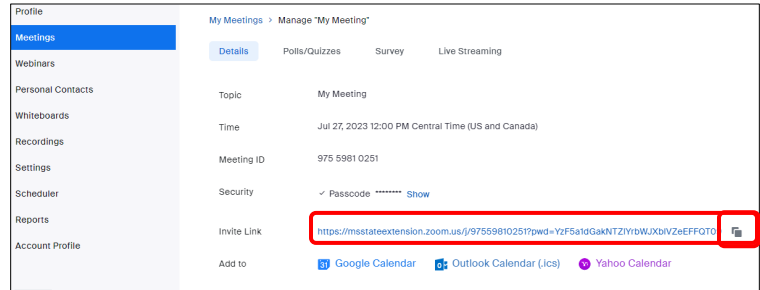


4. A new screen will appear with all the details needed for a participant to log in or call into your meeting. Click on **Copy Meeting Information**. You can now open any form of messenger or email and paste the invitation to send to an individual or listserv.



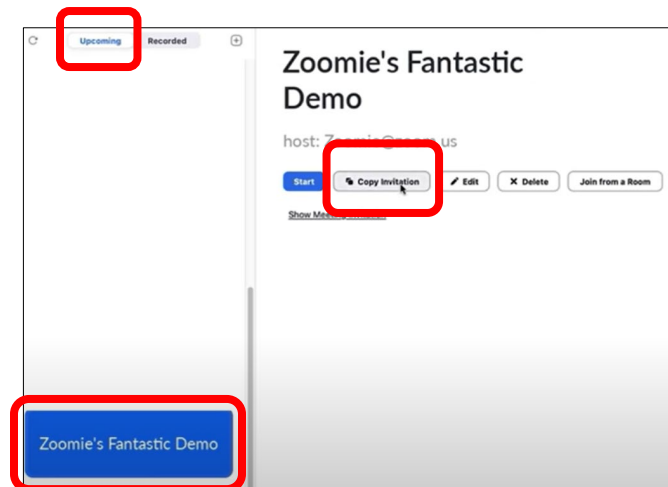
If you don't need the whole invitation, click on the **Copy** icon next to **Invite Link**. This will copy only the URL to send to participants.

If you use Google, Outlook, or Yahoo calendar you can send the link to your calendar and then use the calendar's invitation process to forward the calendar invitation to others.



Invite From the Desktop Application

1. From the desktop application
2. Click **Meetings**
3. Select the meeting you want to invite participants to
4. Click **Copy Invitation**
5. From here, you can open any form of messenger or email and paste the invitation to the individual.

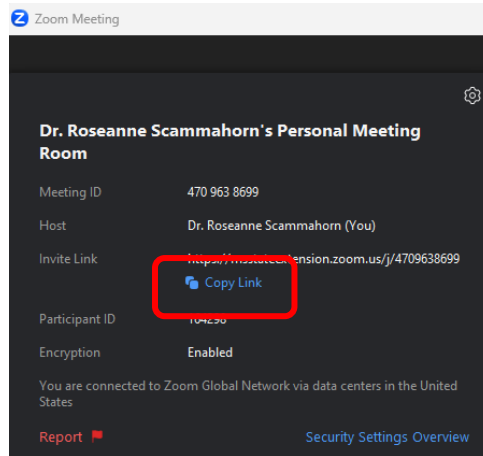
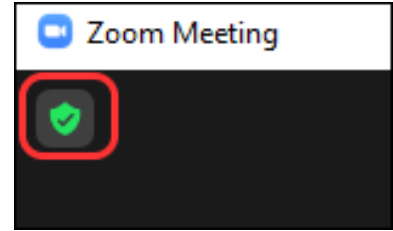


Invite From in the Zoom Meeting

While in a meeting you have two options to invite participants.

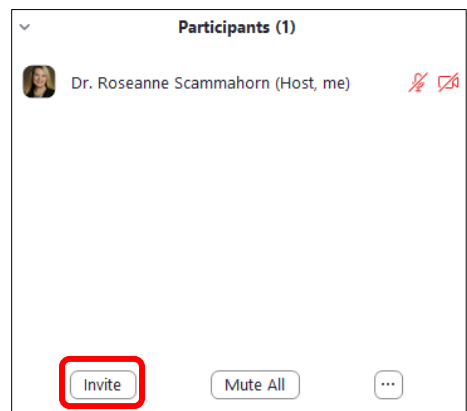
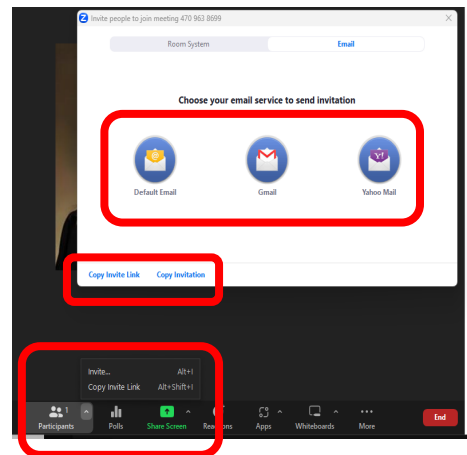
Option one:

1. Click on Zoom **Meeting Information** icon found in the upper left corner of the screen.
2. From there copy the URL and send the link to those you need to quickly invite. Depending on the security features you set up, you may also need to send them the passcode.



Option two:

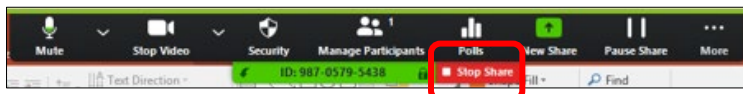
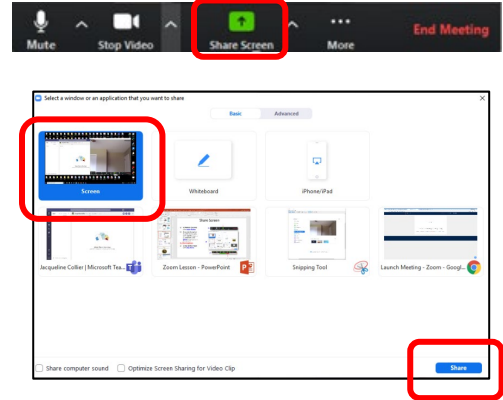
1. In the meeting controls found at the bottom of the screen, click on the arrow up (carrot) next to **Participants**.
2. From this menu click on **Copy Invite Link** and forward it in a calendar invite, email, or messenger
3. or Click on **Invite**. Clicking on **Invite** brings up all the options you have available to you according to your plan. In this example the options are to email it using a Personal (Default) email, Gmail, or Yahoo mail. There is also the option to **Copy Invite Link** or **Copy Invitation** where the host would need to open another email option such as a work email.
4. Lastly, there is the option to click on **Participants**. The list of all participants will appear to the right of the screen.
5. Click on **Invite** to gain access to the same invitation box.



Share a Screen

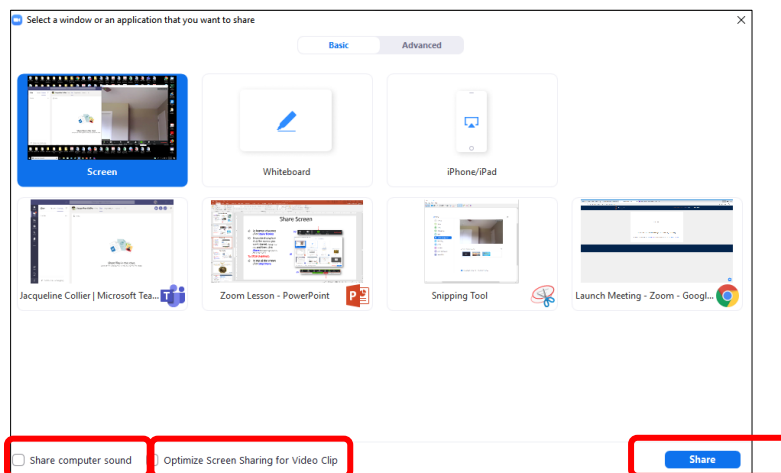
As host you can share your screen with the room. This feature allows for a more collaborative environment, allowing videos, PowerPoints, and documents to be viewed by all in real time.

1. Click on **Share Screen** the green button at the bottom of the screen.
2. A dialog box will appear with all the options available to be shared.
3. Select the screen you would like to share, it will become highlighted in blue, and click on **Share**.
4. Once the host starts sharing your screen all control buttons will now appear at the top of the screen and the document/screen that is being shared will be highlighted in green on the device/desktop.
5. **To stop sharing**, look at the control buttons at the top of the screen and click on **Stop Share**.



Share a Screen with Video/Audio

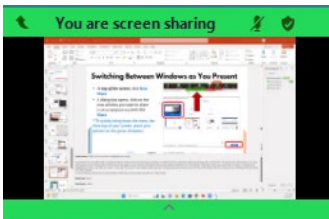
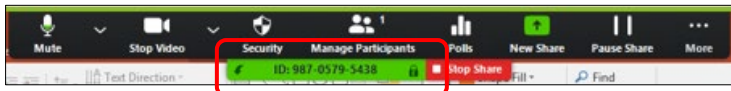
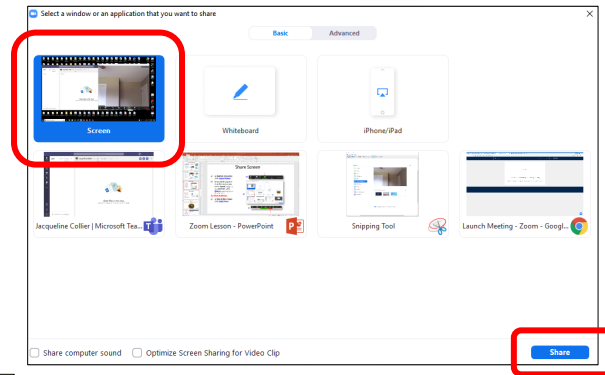
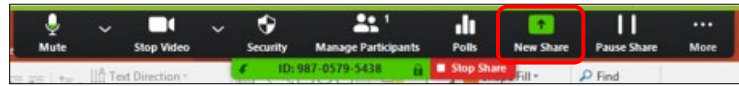
When sharing a video or PowerPoint with an embedded video or audio, make sure to check both **Share computer sound** and **Optimize Screen Sharing for Video Clip**. These are found at the bottom of the screen in the dialog box. Without these checked, participants will not hear any sound from the video and for many the video will appear pixilated. If the host is not showing a video, and only sharing an audio clip, do not click **Optimize Screen Sharing for Video Clip** because it can make the screen blurry.



Switching Between Windows as you Present/Share a Screen

Sometimes the host will need to change between many documents during a meeting.

1. Click **New Share** the green icon.
Remember, once the host starts sharing, the controls will be at the top of the page.
2. A dialog box will appear with all the options available to be shared.
3. Select the screen to be share, it will become highlighted in blue
4. Click on **Share**.

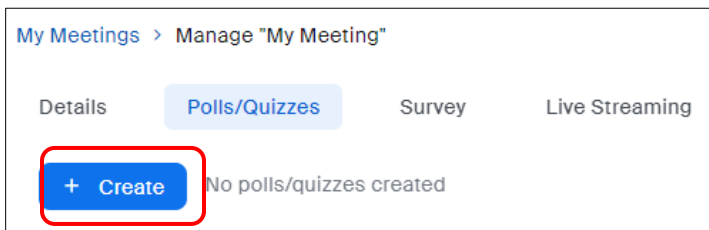
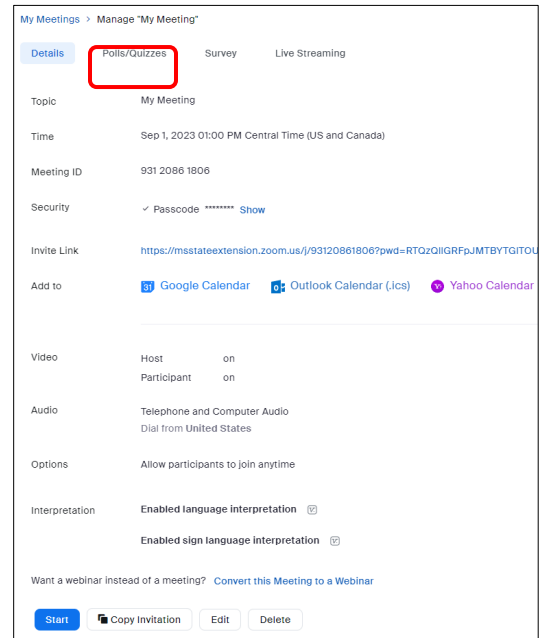


Host tip: if you aren't sure which screen you are sharing, click on the green ID button and click the down arrow. A mini widow of the screen you are sharing will drop down.

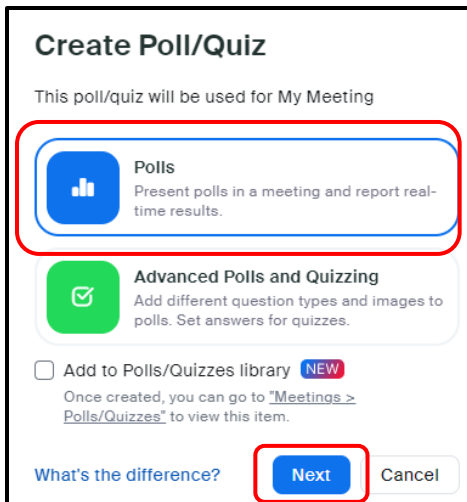
5. To stop sharing, look at the control buttons at the top of the screen and click on **Stop Share**.

Creating Polls Before Meeting

1. Log in to your Zoom account
2. Click on **Meetings** in the blue ribbon on your left. Any previously scheduled meetings will be listed on your right. From this list select the meeting you would like to add a poll to.
3. Once you have selected your meeting, there will be a **Polls/Quizzes** tab at the top of your screen.
4. Click on **+Create**
5. A new dialog box will appear.



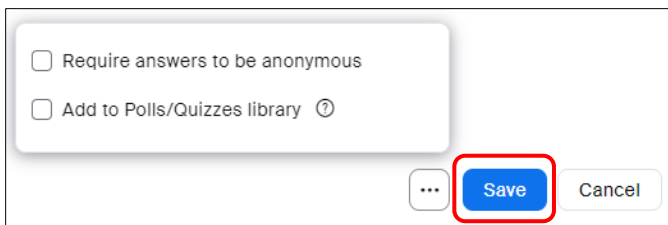
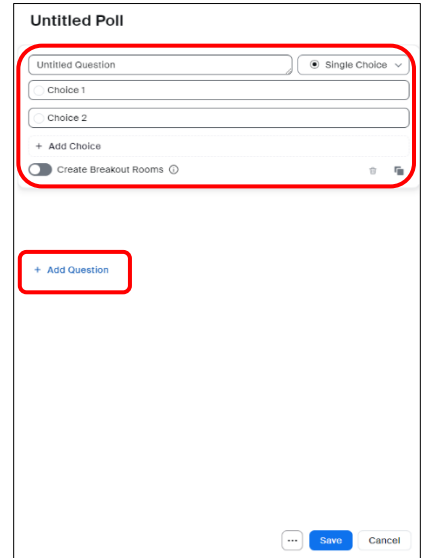
6. Click on **Polls**



7. Then **Next**



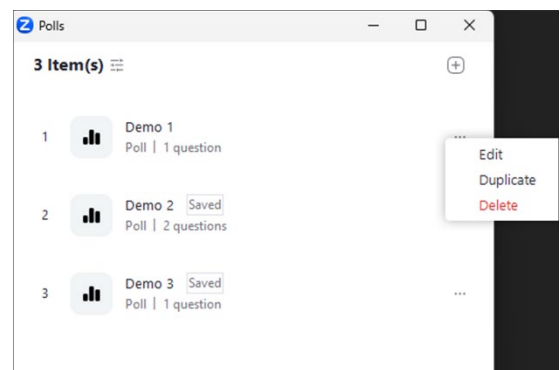
8. Enter your first poll question, select from **Single Choice** (participant can only pick on answer) or **Multiple Choice** (participant can select multiple answers).
9. A range of 2 – 10 answers be entered by clicking on **+Add choice**.
10. From the ellipsis button (...) at the bottom of the screen (Next to Save), select that the answers be anonymous and to add this poll question to the library for future use.
11. Click on **+Add Question** to add up to 50 questions per meeting.
12. Click on **Save** once all questions have been entered



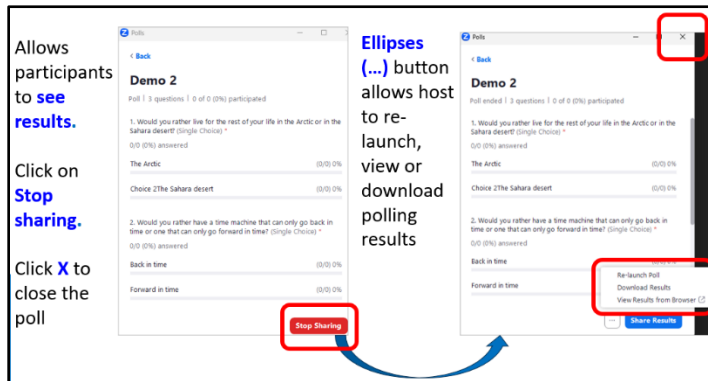
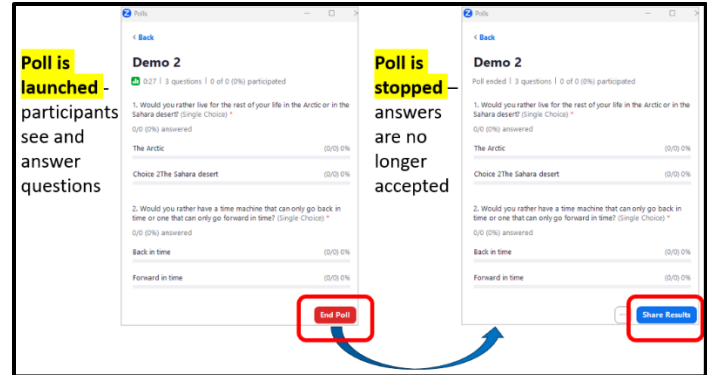
Retrieving Polls During a Zoom Meeting

1. To launch your poll while in your meeting, click on **Polls** at the bottom of the screen.
2. When the dialog box opens, click on the name of the poll previously created
3. Click on **Launch**

Host notes: If you need to make a last-minute change, you can edit your poll. Clicking on **Edit** will take you out of this screen and to your meeting page where you can make additions or corrections.



Once the poll is launched, the host can watch the as participants submit their answers. At the top of the box, the host can see the number (and percentage) who have submitted their answer and the time elapsed. Once a satisfactory number of participants have completed the poll, click on **End Poll**. The host has the option then to **Share Results** with the participants in the meeting.

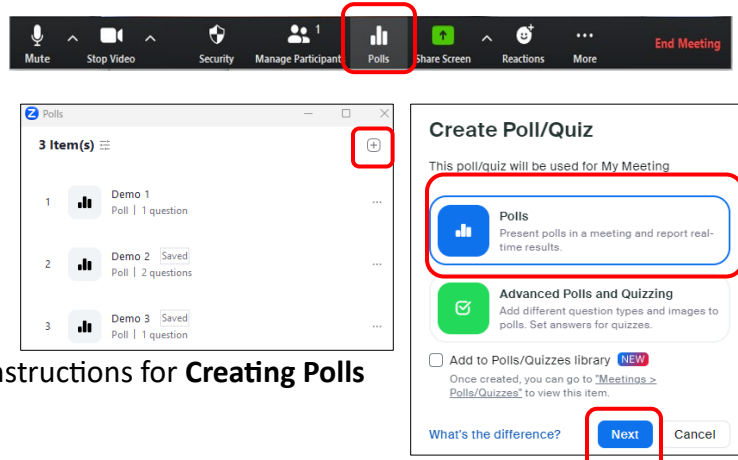


Once done, click on **Stop Sharing** and then the **X** to close the box. If needed, the host can click on the ellipses box (...) (next to Share Results) to relaunch the poll, download results, or view results from a browser.

Polls Created During Meeting

While presenting, the host decides to poll the participants.

1. To create Questions, click **Polls**
2. Click on **Plus Sign (+)**
3. Click **Polls**
4. Click **Next**
5. Goes to dialog box opens for entering questions
(follow instructions for Creating Polls before Meeting)
6. Add poll information following the same instructions for **Creating Polls before a Meeting**



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December 1, 2023

