HOSTING A ZOOM MEETING FOR SI: ZOOM TECHNICALITIES

Getting to know the software
You probably already have the Zoom app on your computer; if not you can download it here: https://zoom.us/download

If you are not very familiar with Zoom, the 'Quick start guide for new users' tells you all you need to know: see https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users

If you have never hosted a Zoom meeting before it would be worth trying this out with one other person so that you can get used to the controls available. Jan Worrall is happy to do this: contact her at si.mail@jw-indexing.co.uk.

Scheduling a meeting
Once you are logged in, click the 'Schedule' tab. Give the meeting a topic name, enter the time and the duration. Check that 'Waiting Room' is selected, host and participant video have option 'On', and click 'Save'. The next screen will include an 'invite link': clicking 'Copy Invitation' will add this to your clipboard so that you can paste it into an email to send to your participants. There is more information about hosting a meeting at: https://support.zoom.us/hc/en-us/articles/201362613-How-Do-I-Host-A-Video-Meeting-

Co-hosting
Set up a co-host (in case you have internet problems): tell them the SI account log-in details and share your plans for the meeting, so that they can start the meeting/keep things going without you if the worst happens. Once your co-host has joined you in the meeting you can assign them as co-host, which will give them some controls such as letting people in from the Waiting Room, and 'Muting All' if you need this. If you can't start the meeting for some reason, they will need to sign into the SI account themselves with the SI log-in and start the meeting, effectively becoming the technical 'host'
See https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-adding-a-co-host#h_9c3ee7f2-b70c-4061-8dcf-00dd836b2075 for instructions on setting this up.

On the day
It's best if you can use a desk or laptop computer so you can see all the participants: tablets have a more limited number of participants per screen which makes keeping track of everyone more difficult[1].

When it's nearly time to start the meeting, launch the Zoom app and click the 'Meetings tab'. Your scheduled meeting will be shown and you can click 'Start' to start the meeting. It's a good idea to do this ahead of time, so you can check your own controls. Once you are in the meeting, check the arrow next to the Mute button and select 'Test Speaker and Microphone' to check you have the right microphone and speakers selected. There are options to change to other inputs and outputs if

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[1] If you are using a laptop for the Zoom meeting, consider using it with a laptop stand on a desk or table as this raises the camera in the laptop up to eye level. You will therefore be 'looking' *at* your participants, rather than down at their feet

necessary (e.g. if you are wearing a headset, or using external microphone or speakers).

Participants will arrive in the 'Waiting Room' and you have to click to let them in. Make sure you can see the 'grid' view of all the participants, rather than speaker view (toggle between these two views in the top RH corner of the screen).

Host controls
The host controls may be at the bottom or top of your screen, depending on what device you are using, and you may need to move your mouse or touch the screen to bring them up:

Clicking on 'Participants' will bring up a list of all the people in the meeting, showing individual mute and video status; hovering over a participant will give you more actions, including 'rename', 'assign as co-host', 'make host', 'allow to record'.

At the bottom of the Participants list is the option to Mute All if everyone is talking at once and things get out of hand; they can then 'Raise Hand' if they want to speak. They will need to click on their own 'Participants' tab to bring up the list box do this.
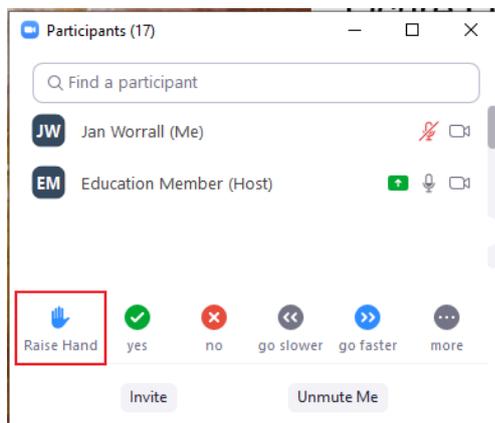
People can type messages via the 'Chat' button to post links, or if they can't get their microphone to work for some reason. They can type to 'Everyone' or just to the host.

There is more on this at:
https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls-

Renaming yourself from 'Admin'
If you are using the SI Zoom account your name will show on the screen as Indexers Admin', but once the meeting is launched you can click on 'Participants', then hover over that name and click on 'More' and it gives a 'rename' option. As long as you do not tick 'Remember my name for future meetings', the default will revert to Indexers Admin for others using it in the future.

<u>Sharing information</u>
To share something on your computer with others, first open the file etc, then click the Share screen button on the toolbar. A dialogue box will come up showing all open programs etc on your computer. Click the one you want to share. The grid of speakers will disappear and everyone will see your file. At the end click 'Stop sharing'. Other participants can also share, if you enable screen sharing for everyone (you can change this by clicking the arrow to the side of the green Share Screen tool). This YouTube video is helpful <u>Sharing Screen and sharing files</u>

<u>Communication problems</u>
If you find someone is 'freezing' or has disjointed speech you could suggest they move nearer to their Wi-Fi router, which often helps. Turning video off also improves the audio connection.

There are sometimes problems with background noise and echoes in Zoom meetings – people may need to adjust their set-up if so, as follows:

Audio settings: in your Zoom 'Settings/Audio'[2]
- check you've got the right speaker and microphone selected and run the tests (you can also do this by clicking the arrow next to the 'Mute' button on the bar)
- check that 'Automatically adjust microphone volume' is selected and that 'Suppress background noise' is set to 'Auto'
- click 'Advanced' and check that Echo cancellation is set to Auto, and that 'Disable echo cancellation' is NOT selected

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Jan Worrall and Ann Hudson
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[2] The Settings button is on the Zoom app home screen and is a cog wheel top RH corner of box. When you click this you can select Audio from the LH panel