

## **Zoom Cloud Meetings** *Training for Host or Co-host of a meeting*

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First order of business: please update the Zoom app on your device (always aim to keep it up-to-date).

### **There are two ways to become Host of a meeting:**

- enter the meeting with the User Name and Password of the person who established the Zoom account (not your own user name and password, unless that is you!)
- join the meeting in the normal way and then ... "Claim host using Host key" (sometimes this says "Host PIN"). This button is usually found at the bottom of the participants' pane. You need to have the Host key or PIN associated with the account.

### **The Host can:**

- close down the meeting for everyone (drastic)
- assign Co-host (you can have as many Co-hosts as you like)
- assign someone else as Host (then you lose the position)

### **The Co-host/s (and Host) can:**

- Lock the meeting
- initiate Waiting room
- force Mute or Unmute participants
- turn off participants' video cameras (can turn them off, but only participants themselves can turn them on)
- close or open the Chat, or dictate which participants can communicate in the Chat
- remove someone from the meeting (either to the Waiting room or out altogether)

### **Host and Co-host options (if on a computer see inside the Security Shield icon, or on a mobile device see the Ellipsis: "More..." top right of screen > Meetings settings:**

- Open waiting room – forces all participants joining to wait until they are let in by the host, and can prevent a large number of people arriving at the same time (which is sometimes how bombers coordinate)
- Mute microphone for individual participants or every participant at once
- Prevent participants from unmuting themselves
- Unmute microphones (for individuals, or for everyone at once)
- Close or open the Chat, or dictate which participants can talk in the chat space
- Spotlight video (so all participants can only see the spotlighted person – this is not really needed for anonymous meetings, more a function for webinars, etc.)
- Put a participant in Waiting room / (sometimes called, put on Hold)
- Turn off participants' video cameras (can turn them off, but only participants themselves can turn them on)
- Rename participants
- Remove a participant from the meeting (drastic: irreversible we believe)

\*Note: participants do not include Host or Co-host/s, so if you prevent a participant from unmuting themselves, Co-hosts will still be able to unmute themselves. You will also be unable to remove a Co-host from the meeting ☺