



## Tips for Hosting Zoom like a Pro

Zoom ([zoom.us](https://zoom.us)) is a great tool for keeping up to date with remote team members – or clients, many coaches use the platform to deliver 1-1 globally.

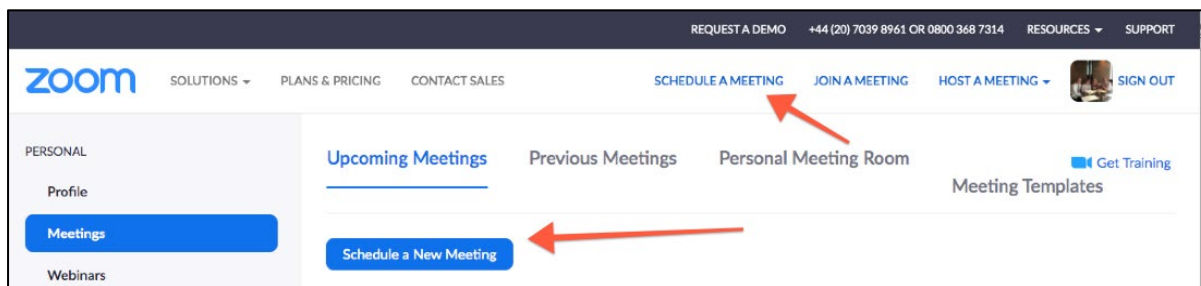
There are various plans you can elect to join – the free plan is great for getting you started and for holding meetings of up to 100 people – so it takes you quite a long way as far as team meetings are concerned! There is a time limit on the meeting of 40 minutes however.

You will need to sign up for a new account at [zoom.us](https://zoom.us) and some software will download or you can download the app from the App Store or Google Play for use on devices.

You can either use Zoom from the website or from the desktop app on your computer or from your device.

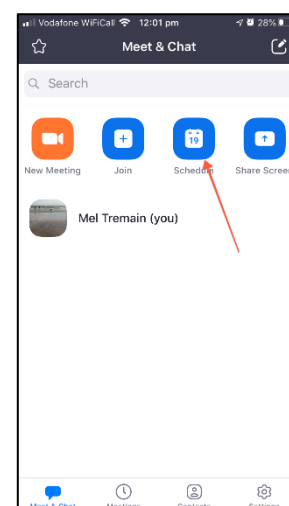
### Scheduling a meeting - desktop

Once you are set up go to your home page in Zoom on your desktop and click either “Schedule A Meeting” or “Schedule a New Meeting”



### Scheduling a call – on device

Once you are set up go to your home page in Zoom on your app (I am using iOS) and click “Schedule”





## Scheduling a meeting – desktop and device

Complete the form with -

- Meeting title and optional description
- Date and begin/end time – (remember on free plan you will only get 40 minutes)
- Do you want to add a password for security or have video and audio on/off when people join the meeting
- There are other options like enable a waiting room etc which you may wish to choose
- Inviting people to join the call

## Inviting people to join the call

On desktop you can either – click one of the calendar options here – and invite your guests from within your diary

Topic	My Meeting
Time	Mar 20, 2020 01:00 PM London
Add to	<a href="#">Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>

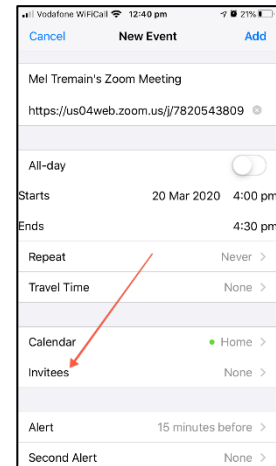
Or click “copy invitation” and paste it into your email client

Join URL:	<a href="https://us04web.zoom.us/j/144022006?pwd=Yk1CZ2laSHptd2lwQW45cytuZWtYQT09">https://us04web.zoom.us/j/144022006?pwd=Yk1CZ2laSHptd2lwQW45cytuZWtYQT09</a> <a href="#">Copy the invitation</a>
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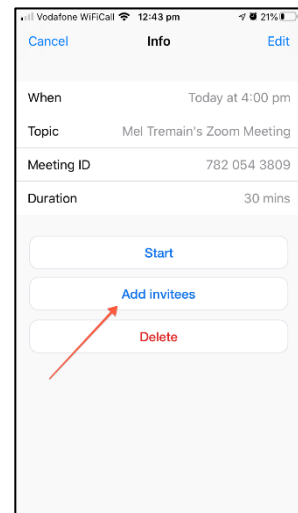
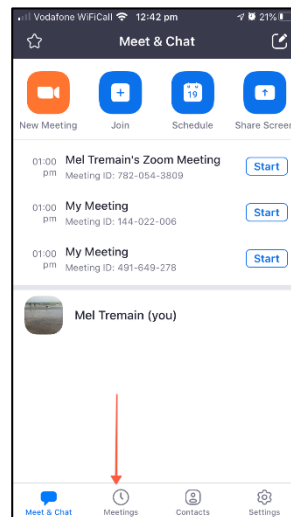


## Inviting people to join the call

On device you can either – choose your invitees straight from the meeting schedule page -



Or once you have clicked “Add” go to your homescreen on Zoom and click meetings across the bottom and then select your meeting and click “add invitees”



## Start The Call

At the time of the call just click “start” from the meetings tab on desktop or from meetings icon on device app.

## Things to bear in mind -

- Send people who haven't used Zoom before some instructions – they won't need a Zoom account but will need 5-10 minutes to download a piece of software – if this can be done out of meeting time so much the better!
- Do check out how you look before going on to the call! Don't suddenly look at yourself on screen and realise you have spinach between your teeth!
- Be on time
- Prepare a welcome and allow time for a bit of chat at the beginning



## Features of Zoom

- Screen share – in a meeting anyone can share the screen to show slides or other relevant info
- Record option – you can either set this up at the schedule a call stage or just click record from the bottom of the screen as the meeting starts – do advise people you are doing this
- Save yourself the hassle of writing up the notes for meetings by using Zoom's audio transcription function (under Cloud Recording) to automatically transcribe the audio of a meeting or webinar that you record to the cloud. It is saved as a .vtt file which you can edit using Word or most word processing packages. You can also make use of closed captioning during the meeting – so key points appear on the screen – this can be done by the host or someone assigned as co-host. There are also options to use a third party captioning service.
- Make use of virtual backgrounds – to customise your calls with your logo or motivational message!
- Make use of break out rooms for discussions etc
- Encourage people to use the chat function
- For larger meetings use the raise hand function or ask people who are on video to actually raise their hand so you can see them, if they want to speak
- There are lots of other features of Zoom – it integrates with marketing platforms for example, plus if you have a paid for plan you can add on features like Zoom Webinar - where you can take payment via Stripe or Paypal for your webinar broadcasts. If there is a particular feature you are interested in do get in touch for more details.

## Instructions for Participants

If you haven't used Zoom before – it's really easy! You don't need an account but will need to download a small piece of software to your computer – when you get your Zoom invite – click on the link and follow the instructions – or head to the AppStore or Google Play to download the app.

Add the details into your online diary as it is easier then to access the link on the day and you will get notifications to remind you.

At the start time of your meeting, click on the link in your invitation to join via computer. You may be instructed to download the Zoom application if you haven't previously done this



You will have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You can also join without clicking the link by going to [join.zoom.us](https://join.zoom.us) and entering the meeting ID you were given by the host.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

### Participant controls in the lower part of the Zoom screen:

Using the icons in the lower left corner of the Zoom screen, you can:



- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen
- Send a message or question via chat facility