



# ZOOM HOST GUIDE

Zoom is a video conferencing platform known for its ease of use, high quality HD video and audio, and collaboration facilities such as text chat, screen sharing and breakout rooms.

If you're experiencing issues with Zoom after reading this guide, you can find additional documentation via the Zoom support website at <https://support.zoom.us/home>.

This document will provide you with some basic steps to host a Zoom session.

**Should you need help or more information, contact the Help Desk via email at [helpdesk@clarku.edu](mailto:helpdesk@clarku.edu) or 508-793-7745.**

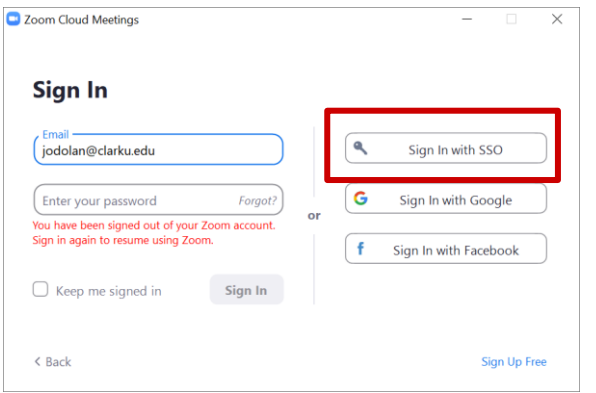
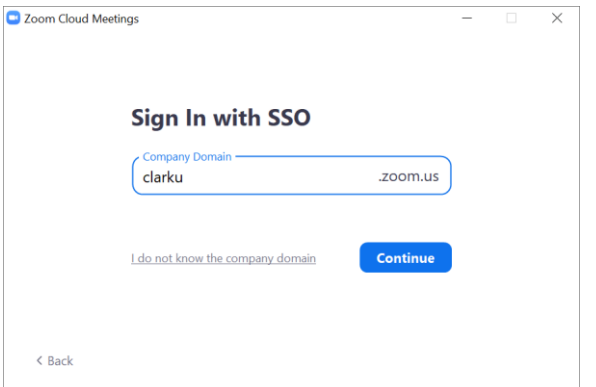
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## GETTING STARTED

All Clark University faculty, staff and students have access to a fully licensed Zoom account that allows you to host meetings with up to 300 participants for up to 24 hours.

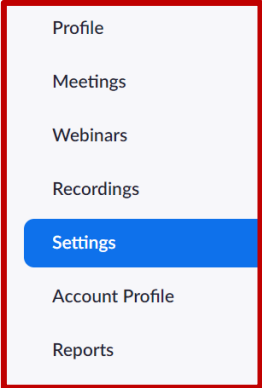
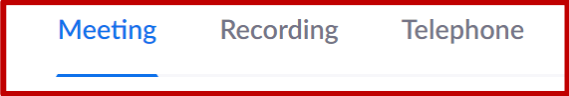
You do not need to sign in to be a participant in most Zoom meetings, but if you wish to, follow the instructions below.

<b>Sign in via the Web</b>	Visit <a href="https://clarku.zoom.us/">https://clarku.zoom.us/</a> and click Sign In. Log in with your Clark account.	
<b>Sign in via the Zoom Application</b>	If you don't already have the Zoom application installed on your device, visit <a href="https://clarku.zoom.us/">https://clarku.zoom.us/</a> and click Download	
	<p>Open the Zoom application on your device.</p> <p>On the Sign In page, click Sign in with SSO on the right side.</p>	
	<p>Enter "clarku" as the company domain, or click "I don't know the company domain" and enter your Clark email.</p> <p>Log in with your Clark account.</p>	

To host a meeting, you will need:

- A wired (preferred) or WIFI internet connected desktop, laptop, or web-enabled device, such as a smartphone or table
- An external webcam or built-in camera
- An external or built-in microphone
- External or built in speaker

## ZOOM SETTINGS

<b>Adjusting your Zoom meeting settings</b>	<p>Log in to your Zoom account by visiting <a href="http://clarku.zoom.us">http://clarku.zoom.us</a>, and logging in with your Clark account.</p> <p>Click on Settings in the left-side navigation menu.</p>	 <p>A vertical navigation menu with the following items: Profile, Meetings, Webinars, Recordings, Settings (highlighted in blue), Account Profile, and Reports. The entire menu is enclosed in a red rectangular box.</p>
<b>Settings</b>	<p>We recommend leaving the settings as a default unless you're sure you want the change. <a href="#">Click here to learn more about the many setting changes.</a></p>  <p>A horizontal tabbed interface with three tabs: Meeting (selected with a blue underline), Recording, and Telephone. The tabs are enclosed in a red rectangular box.</p> <p>There are three tabs, with three sets of settings – Meeting, Recordings, Telephone.</p> <p>Please note that Clark University <b>STRONGLY</b> recommends password protecting all Zoom meetings, and after September 2020, will require passwords for all new and existing meetings.</p>	

## SCHEDULE A MEETING

<p><b>Schedule a meeting</b></p>	<p>To schedule a meeting, log in to <a href="http://clarku.zoom.us">http://clarku.zoom.us</a>. Click the “Schedule a Meeting” link near the top right corner of the page</p> <div data-bbox="613 394 1292 485" style="border: 1px solid red; padding: 5px; text-align: center;"><p><a href="#">SCHEDULE A MEETING</a>    <a href="#">JOIN A MEETING</a>    <a href="#">HOST A MEETING</a> ▾</p></div> <p>This opens the Scheduler page. Complete the following steps to schedule meetings:</p> <ol style="list-style-type: none"><li>1. <b>Topic:</b> Name the meeting, for example ENG101 Meeting. You can provide description if you want to do so.</li><li>2. <b>When, Duration:</b> Set up a date, time, and length of the meeting.</li><li>3. <b>Time-zone:</b> Select the time-zone in which you will be conducting the meeting. Recurring: If you plan on conducting the meeting regularly, say every Wednesday from 10 – 11 am, select the recurring check box and provide the details, such as an end date or the number of occurrences.</li><li>4. <b>Registration:</b> This should be unselected for most meetings.</li><li>5. <b>Meeting Password:</b> Clark University STRONGLY suggests all meetings include a password. The system provides a password. You can change it to whatever you want</li><li>6. <b>Remaining Settings:</b> <a href="#">Click here to learn more about the many setting changes.</a></li><li>7. Save the page</li></ol>
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## INVITE ATTENDEES TO A SCHEDULED MEETING




The newly scheduled page will provide the invitation to send to participants.

My Meetings > Manage "Friday Meeting"

Start this Meeting

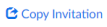
Topic Friday Meeting

Time Recurring meeting

Add to  Google Calendar  Outlook Calendar (ics)  Yahoo Calendar

Meeting ID 977 9052 5916

Meeting Password \*\*\*\*\* Show

Invite Link <https://clarku.zoom.us/j/97790525916?pwd=Z1FXTGprNWRKTUovZnpYbVZuV1dxUT09> 

You can send invites by any one of the following ways:

- Click Copy Invitation and paste it to an Outlook email (or other message) to your attendees.
- Add to Outlook calendar. Save the calendar and then use the calendar to invite participants
- Email/Share the Copy Invitation link to your participants

### Sending Zoom meeting invites

**Here is an example of the invitation:**

Joanne Dolan is inviting you to a scheduled Zoom meeting.

Topic: Test Meeting

Time: Jul 15, 2020 08:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://clarku.zoom.us/j/99274453982?pwd=MHVhdmwvYSGZLQT09>

Meeting ID: 992 7445 3982

Password: 511805

One tap mobile

+13126266799,,99274453982# US (Chicago)

+16468769923,,99274453982# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

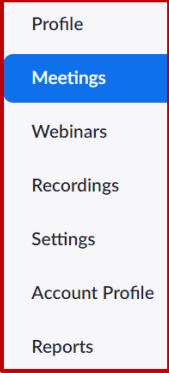
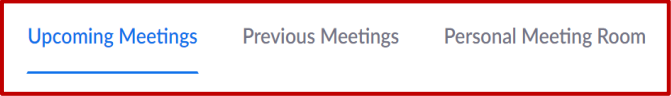

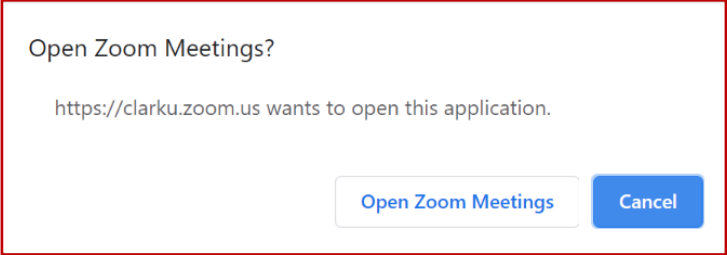
+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 992 7445 3982

	Find your local number: <a href="https://clarku.zoom.us/j/aelWxFFW3b">https://clarku.zoom.us/j/aelWxFFW3b</a>
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**START SCHEDULED MEETING**

<p><b>Sign in to Zoom</b></p>	<p>When it is time to start a meeting, visit <a href="http://clarku.zoom.us/">http://clarku.zoom.us/</a> and log in with your Clark account.</p>	
<p><b>Locate Upcoming Meetings</b></p>	<p>Click on Meetings on the left side.</p> <p>Click Upcoming Meetings.</p> <p>You will see a list of all scheduled meetings.</p>	
	<p>Click the Start button to start the meeting.</p>	
<p><b>Open Zoom meeting</b></p>	<p>If prompted, click Open Zoom</p>	

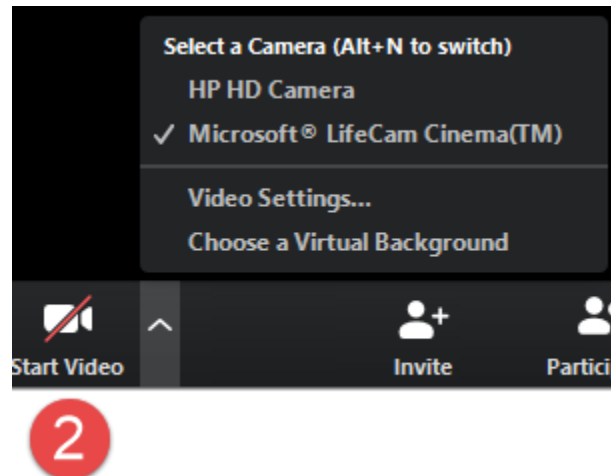
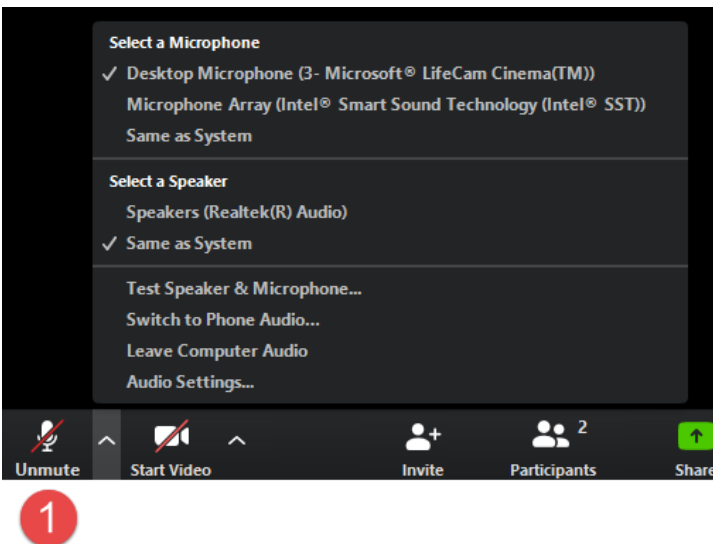
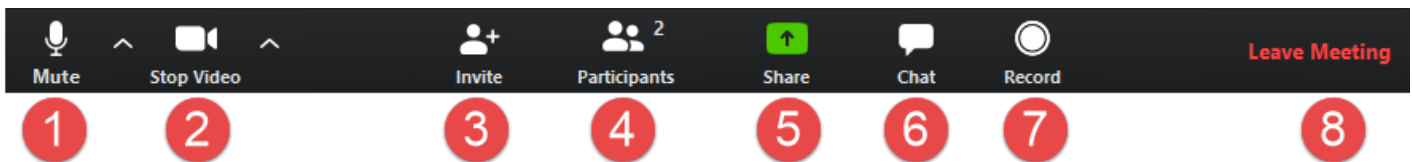
## DURING THE MEETING

### The Zoom Menu Bar

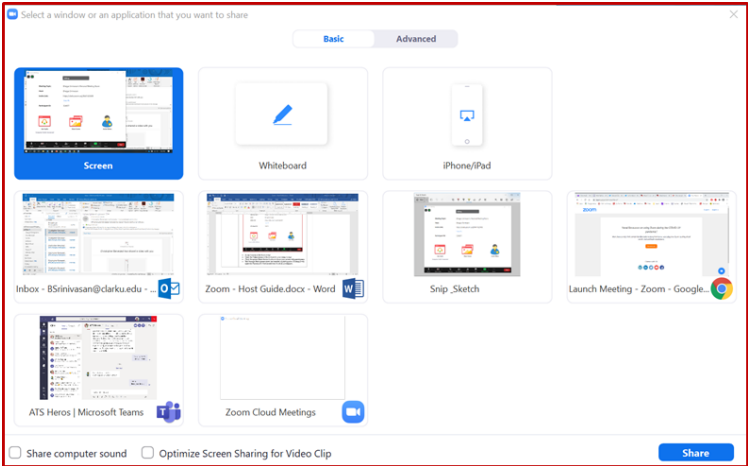
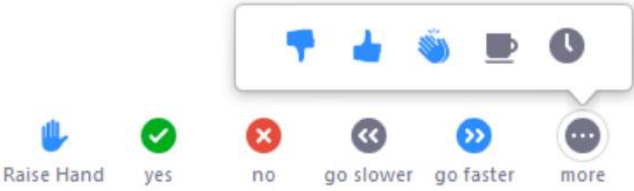
The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)

Your menu bar may look slightly different dependent on the meeting settings. However, in general you should have the following options:

1. Mute/unmute your audio (use the arrow to open more options)
2. Stop/start your video (use the arrow to open more options)
3. Invite more people to join by email, IM, SMS (mobile users) or meeting ID
4. View a list of participants
5. Share your desktop (everything you have open) or specific applications (e.g., Microsoft PowerPoint or Excel)
6. Send a message to one person (private chat) or to all participants
7. Record the meeting (if you have been granted permission)
8. Leave or end the video meeting





<p><b>Screen Sharing</b></p>	<p>Click Share Screen.</p> <p>To share your full desktop, click Screen (usually the first option).</p> <p>You can also choose a single application, or a Whiteboard option.</p> <p>If you are planning on showing a video or playing audio from your device, check the Share computer sound and Optimize screen sharing for video clip, at the bottom of the screen.</p>	
<p><b>Nonverbal Feedback During Meetings</b></p>	<p>Attendees can provide nonverbal feedback. To view the non-verbal feedback, click the Participant button to open the Participant window.</p> <p>Feedback options include:</p> <ul style="list-style-type: none"> <li>• Raise Hand / Lower Hand (Participants only)</li> <li>• Yes</li> <li>• No</li> <li>• Go slower</li> <li>• Go faster</li> <li>• Agree</li> <li>• Disagree</li> <li>• Clap</li> <li>• Need a break</li> <li>• Away</li> </ul>	

The icon choice will appear next to the participants name in the participants list. A host can choose to clear an icon by hovering over a particular participant, or choosing the Clear all option at the bottom of the Participants list.