UNIVERSITY OF
LIVERPOOL

THE
ACADEMY
Developing Liverpool

ENHANCING RESEARCH

Zoom guide for Hosts

Table of Contents

Zoom Guide for Hosts

This guide is set out to help you with accessing Zoom and to make you aware of the features available to you during the session(s).

1. Accessing zoom

You can open Zoom in both Desktop App & Brower. Note, some of the features will be styled different from the screen shots below, however they can always be located under '**More**'.

Signing into Zoom For each session, there will be a Meeting Invite Link, Meeting ID & Meeting Password. This link is the same for all participants and hosts. Rights are assigned on session creation by the Academy.

Meeting Link: https://liverpool-ac-uk.zoom.us/j/93147824601?pwd=OGs2Wlp4bFFJRUlDMWxXSmVsTHNmUT09

Meeting ID: 931 4782 4601

Password: 2s!Lac2*
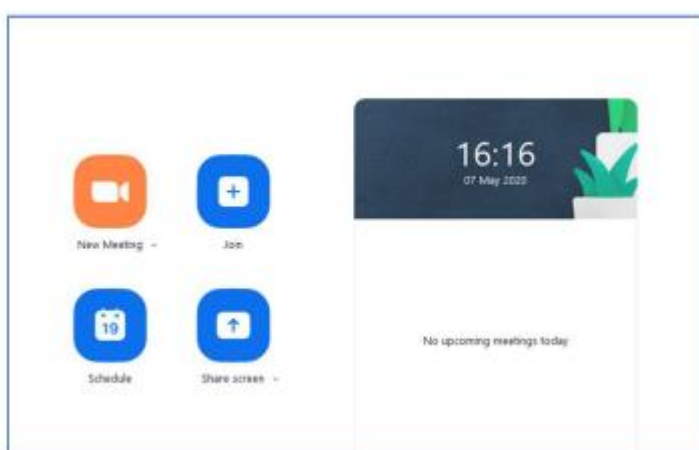
From the Desktop App, you have the following options for sign in:

Select 'Join' and you will be presented with the following:
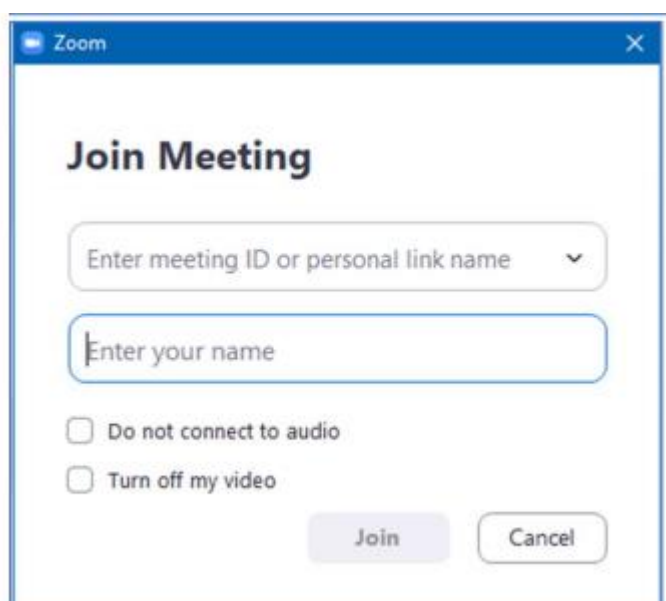
From here you can insert the '**Meeting ID'** and the name you wished to be displayed as.

You will then be asked to insert the '**Meeting Password'**.

Once this information has been inserted, select '**Join**'.

You can also use the meeting link which will direct you straight to the event (alternative).

## 2. Options within the Meeting/Event

Upon signing into the Meeting, you will be assigned Co-Host rights. This means that you have the same rights as the Academy (Host) and Host rights can be transferred to you before everyone is admitted to the event (preference*). You will be presented with the following options on the bottom of the page

User Settings: These are your settings for Audio & Video. From here you can stop the video and mute yourself (vice-versa)

Participants: Here you can view on the right-hand side of the screen all participants and status.

Share Screen Feature: This is where you can share your screen/selected screens/presentations with your group.

Reactions Feature: Here you can provide reactions to content that is being displayed, etc.
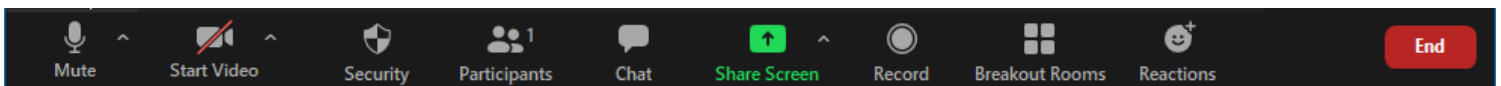
Security Features of Zoom: Once you select 'Security', you are presented with the following options:
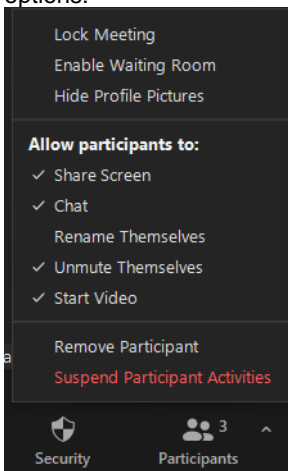
For these sessions, waiting rooms have been enabled so that Hosts can ensure everything is set up and ready before all participants are admitted. You can also restrict participants rights, which include the ability to share screen, chat and rename themselves.

Chat: This opens a separate section on the right-hand side of the screen for chat. This can be selected to 'Everyone' and also 'Private' to individuals within the group.

Breakout Rooms Feature: Here you can split the group in multiple groups.
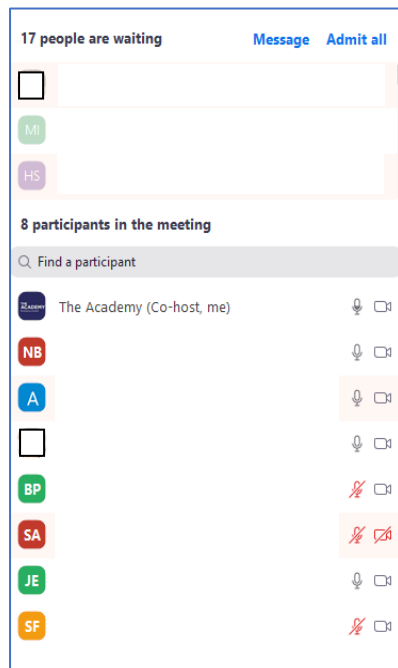
Record: Here you can record the session with your group.
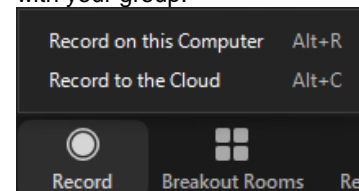
You can record the meeting as an MP4 onto your computer or to the Cloud.

2.1 Waiting Room

Each session is loaded with a Waiting Room function. Hosts/Co-Hosts will enter the main event first. They will then have the option to allow participants to enter the session.
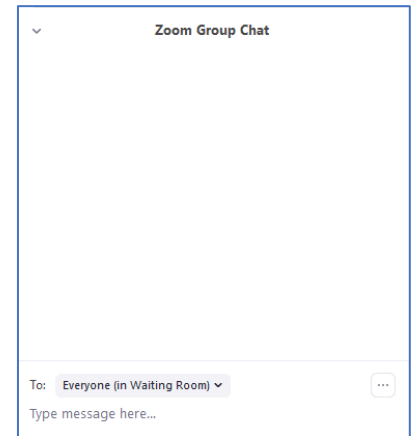

From this screen (**left**), you can see all participants that are waiting to be admitted.

To admit participants, you can do this individually of by admitting all.

All participants that are in the meeting, will be listed below.

You can also use the chat function (**right**) to send messages to those in the waiting room.

2.2 Chat.

The chat function enables discussion and comments to be made during the meeting. Hosts and co-hosts can control whether participants can chat with everyone, or with the host only.

Click Chat in the meeting controls. At the bottom of the in-meeting Zoom group chat window, click **More (…)**, and then choose an option for **Allow attendees to chat with.**
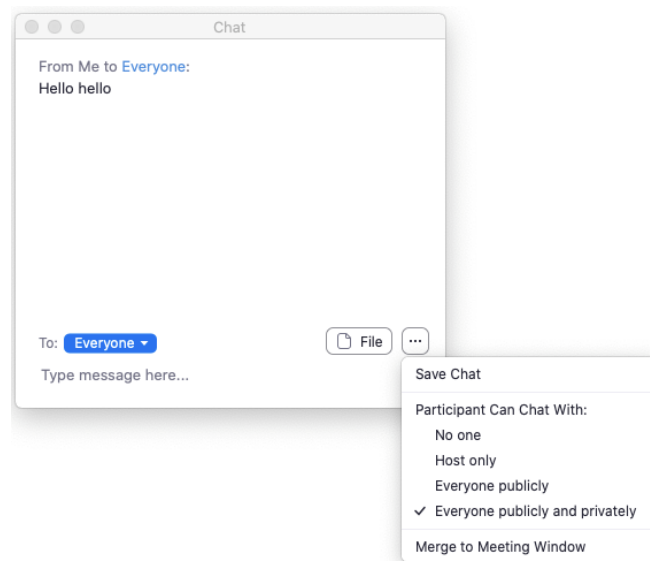
Participants are also able to raise their hand during a meeting to highlight that they would like to contribute, a blue icon will appear next to their name in the participants list.
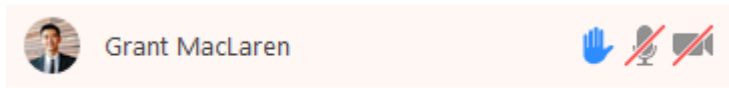

Participants can also provide other non verbal feedback which is shown below.
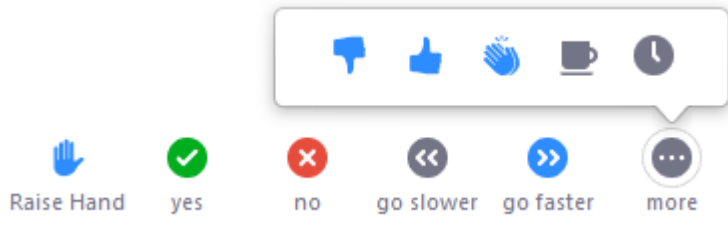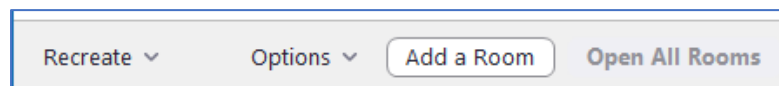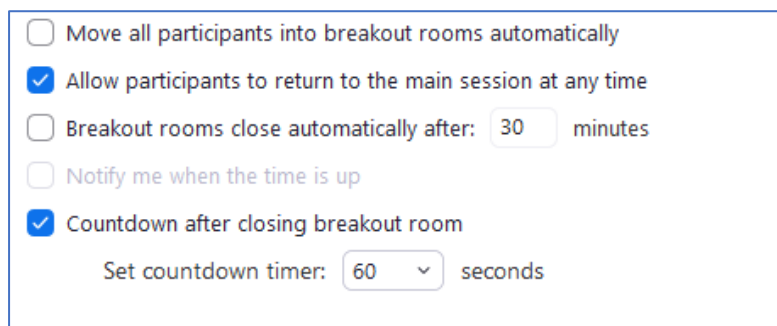
3. Breakout Room Options

Breakout rooms allow you to split your Zoom meeting into separate sessions. You choose to split the participants of the meeting into these separate sessions automatically or manually, or can allow participants to select and enter breakout sessions as they please. The host can switch between sessions at any time.
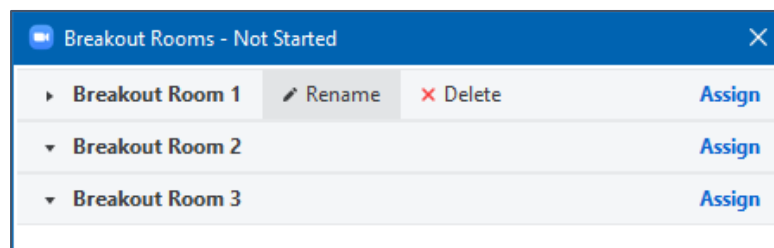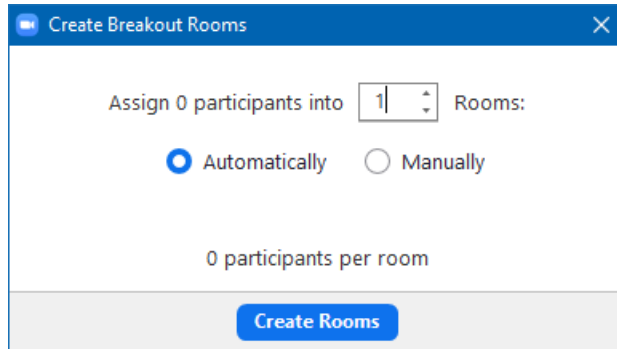
Once rooms have been created, you can rename and delete. You can also drop down the rooms to see who is in each and assign and reassign them.


Selecting '**options**', provides you with further control over the breakout rooms such as pre-determining how long participants will be in a breakout room before returning to the main session.

Moving around breakout rooms

You can move around breakout rooms as the host. Below, you can see the options to 'Join'. When this is selected, you are presented with the 'Join the Breakout room' option.
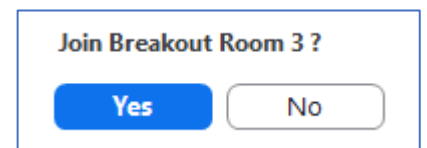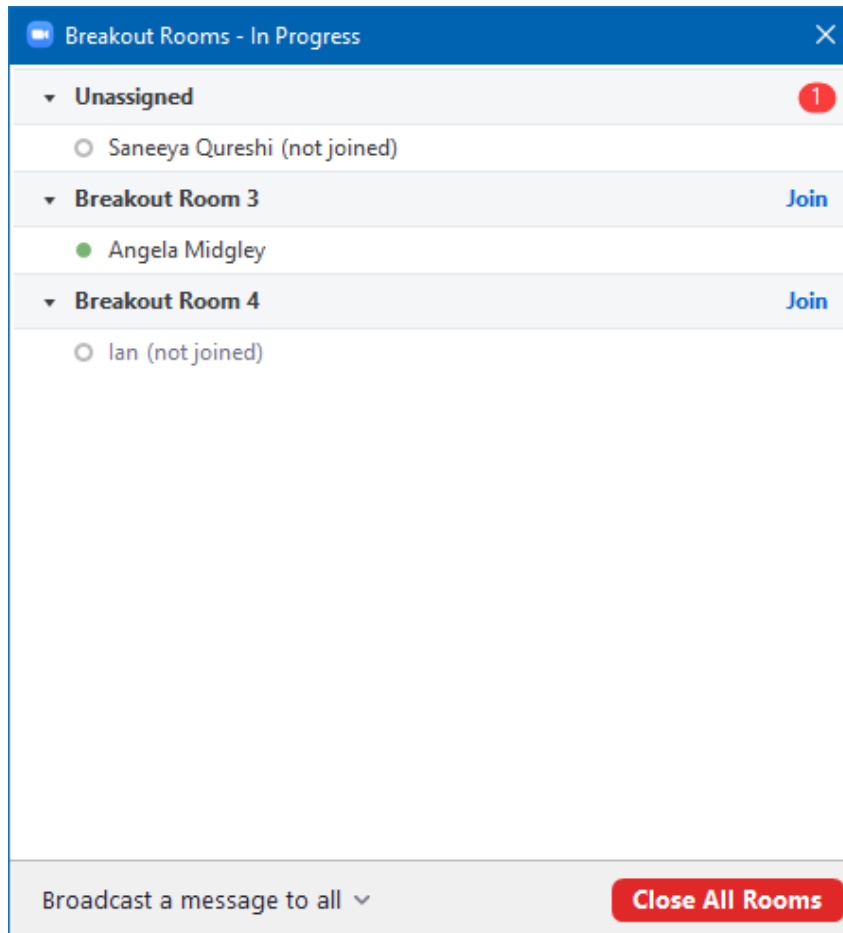
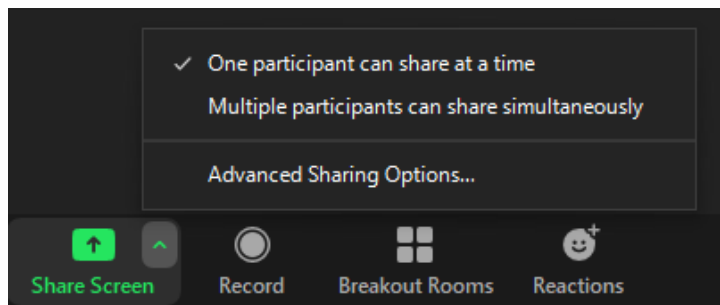You can also broadcast a message to all breakout rooms to share information with all participants.

When in the main session, participants can send help requests in which you can then join their room:
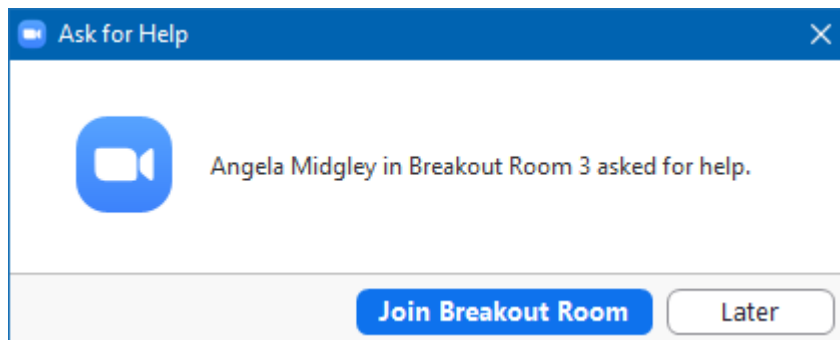
4. Sharing Screen

By selecting the green 'Share Screen' button you can then choose from the following options.

Once you select the 'Share Screen' button, you will be presented with the following options:
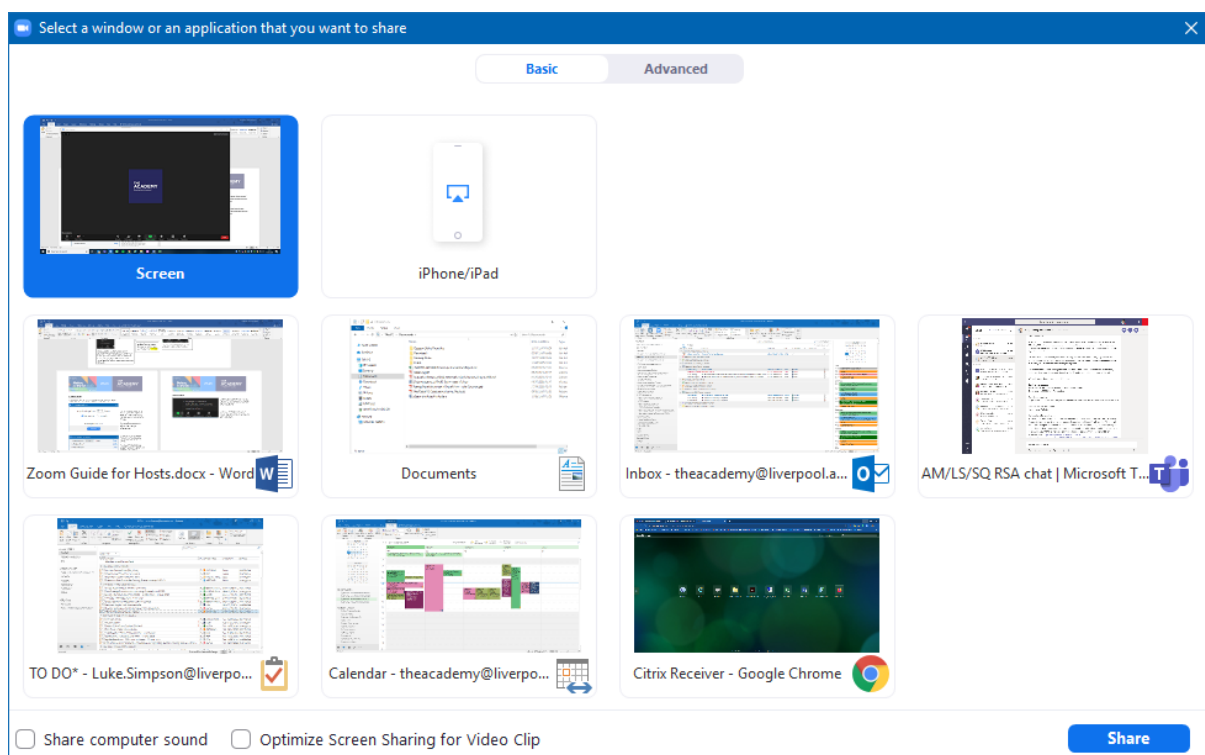
From here, you can select which screen to be presented. Our recommendation would be to load your presentation prior to selecting '**Share Screen**'. Please make sure you only select 1 screen to share as this will prevent future slides been shown in presenter view to everyone.

There is also an option to '**Share Computer Sound**' (recommended for videos) and '**Optimise Screen Sharing for Video Clip**' (also recommended for video).

When screen sharing, you are presented with the options on the top of your screen:
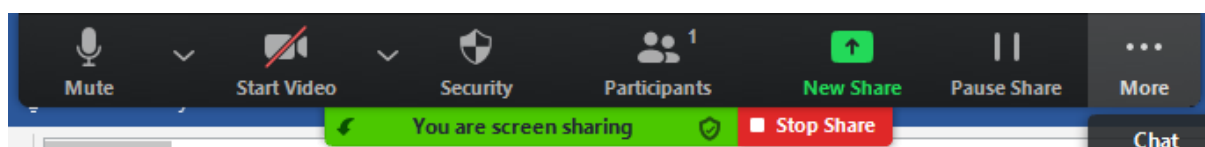
If you select 'More', further options are available:
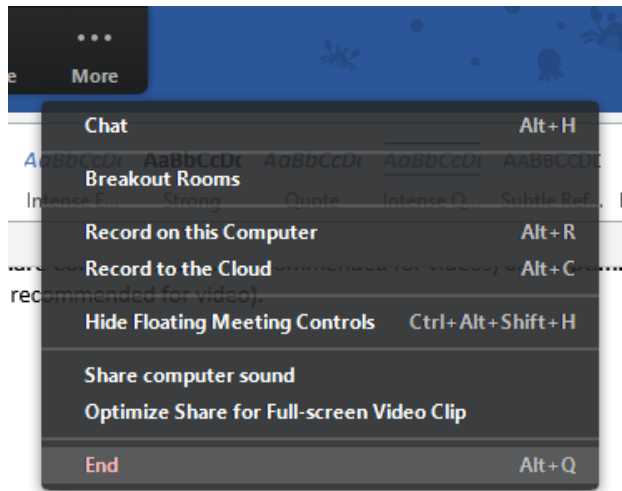
From this option screen, you have full control of the session whilst sharing the screen.

When you are ready to stop sharing screen, select:

5. Frequently asked questions

Getting started with Zoom

Where do I download the latest version of Zoom?
You can download the latest version of Zoom from our Download Center. Learn more about downloading Zoom.
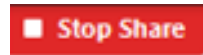
How do I use Zoom on my PC or Mac?
After downloading Zoom, learn how to use the Zoom Desktop Client.

Do you need an account to use Zoom?
A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account. However, if the host has restricted joining meetings using authentication profiles, then the participant will need a Zoom account to access the meeting. Learn more about joining a Zoom meeting.

A Zoom account is only required if you need to create your own meetings and send invitations to participants. Having a Zoom account allows you to create your own Instant Meetings or Schedule Meetings. An account also allows you to access your personal settings, where you can update your profile or upgrade your plan at any time.

How do I signup for Zoom?
You can sign up for a free Zoom account at zoom.us/signup.

How much does Zoom cost?
A basic Zoom license is free. Learn more about available Zoom plans and pricing.

Weekly live trainings
Join us for a live training to learn the basics of Zoom and ask questions live.

Joining a meeting

How do I join a Zoom meeting?
You can join a meeting by clicking the meeting link or going to join.zoom.us and entering in the meeting ID. Learn more about joining a meeting.

How do I join computer/device audio?
On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. Learn more about connecting your audio.

Can I Use Bluetooth Headset?
Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

Do I have to have a webcam to join on Zoom?
While you are not required to have a webcam to join a Zoom Meeting or Webinar, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants.

My Zoom account

How do I reset my password?
You can reset your password at zoom.us/forgot password. Read step by step instructions and how to fix common password issues.

What role do I have on my Zoom account?
You can find your role on your Account Profile page of the Zoom web portal. Learn more about the Account Profile page.

Where can I find my account owner?
You can find your account owner on your Account Profile page of the Zoom web portal. Learn more about the Account Profile page.

Troubleshooting

My video/camera isn't working.
Read tips on troubleshooting a camera that won't start or show video.

There is echo in my meeting.
Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same local. Learn about common causes of audio echo.

Audio isn't working on my mobile device.
Read tips on troubleshooting audio that isn't working on your iOS or Android device.

If you are still having issues, please submit a request.

For more information contact:
The Leadership, Organisational, Professional, and Academic Development Academy (The Academy)
theacademy@liverpool.ac.uk