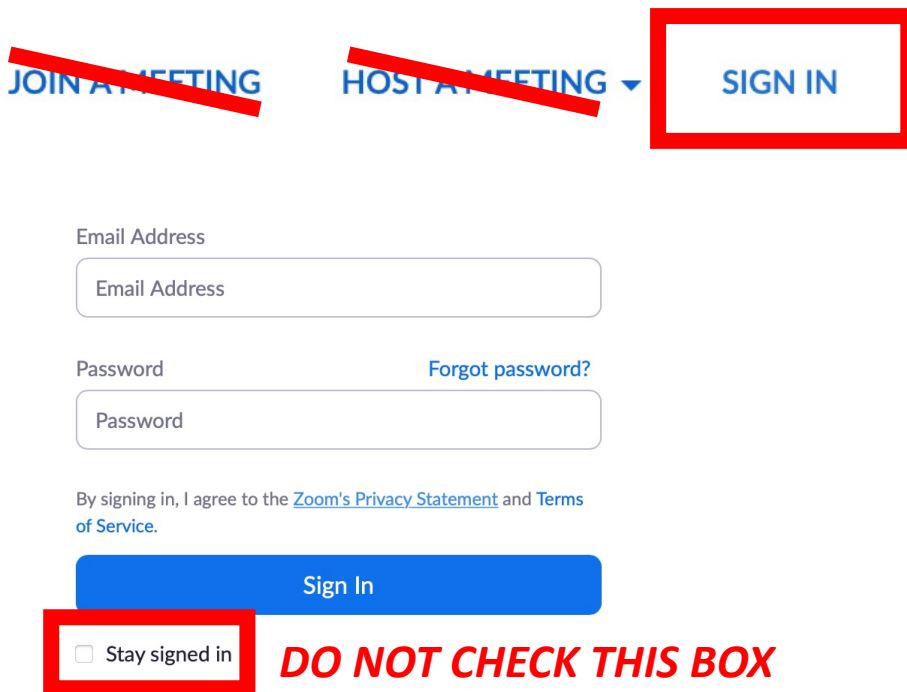# Zoom Host Process Guide

MOWW

Puget Sound Chapter

Host Duties

- The person "running" the meeting is called the "HOST".
- The Host has several duties.
  - Start the meeting.
  - Admit participants into the meeting.
  - Make selected participants as Co-hosts.
  - As necessary:
    - Mute participants (if necessary - larger meetings it may be very necessary).
    - Kick out scammers or hackers.
    - End the meeting.
  - Co-hosts can do all of these except only the Host can end the meeting.
  - Co-hosts should be contacted prior to the meeting and given duties to help you as you see fit. They can:
    - Admit participants
    - Monitor Chat
    - Start/Stop recordings
    - Initiate Closed Captioning
  - AFTER THE MEETING IS OVER, THE HOST (not co-hosts) MUST GO BACK TO THE WEB PORTAL AND SIGN OUT
    - We learned the hard way that if this is not done, then others will have serious issues trying to host subsequent meetings.

Host procedures

- Whoever is running the meeting, that is, the Host, must sign into the web portal for Zoom.
  - This is not the same thing as joining a meeting.
- The host must go to:
- https://zoom.us

JOIN A MEETING   HOST A MEETING ▼   **SIGN IN**

Email Address

| Email Address |

Password   Forgot password?

| Password |

By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.

Sign In

☐ Stay signed in   *DO NOT CHECK THIS BOX*

I CANNOT STRESS THIS ENOUGH. AFTER YOU ARE FINISHED RUNNING THE MEETING AS HOST, YOU MUST COME BACK TO THIS WEB PORTAL PAGE AND SIGN OUT!

Host procedures

- Now go ahead and put in our Gmail address into the Email Address part

Email Address

Email Address	MOWWPSC@GMAIL.COM

It is not case sensitive.

Password   **Forgot password?**

Password	BJacK&YLC123$$

It must be typed exactly as seen here.

By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.
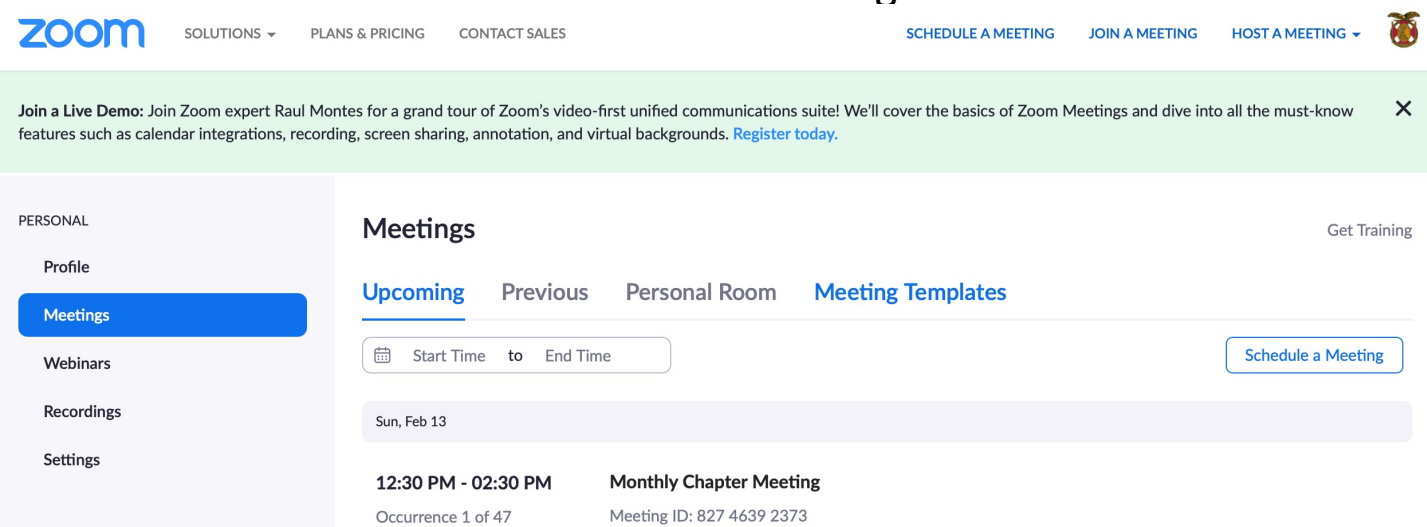
Sign In

☐ Stay signed in

CLICK HERE

DO NOT SHARE WITH NON-COMPANIONS

- If the password is compromised or every 6 months we will change it.

Host procedures

- Once signed in, the screen should look like this.
 - You do not have to start a meeting from here.

zoom   SOLUTIONS ▾   PLANS & PRICING   CONTACT SALES   SCHEDULE A MEETING   JOIN A MEETING   HOST A MEETING ▾

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🗓 Start Time to End Time   Schedule a Meeting

Sun, Feb 13

12:30 PM - 02:30 PM   **Monthly Chapter Meeting**
Occurrence 1 of 47   Meeting ID: 827 4639 2373

- That is all you need to do for now with the web portal.
- Now you can just click on the universal meeting link (below):
- https://us02web.zoom.us/j/82746392373
- You will come into the Zoom window and see that you are the host at that time.
- Best practice; Sign in 10 to 15 minutes before the meeting so people do not linger in the "Waiting Room" too long.

Host procedures

- Once other members get on, you can assign people "Co-host" status.

- They can then help admit others while you prepare other aspects of the meeting.

- Co-hosts can also be assigned to monitor chat, mute loud participants, ensure the recording is going, set the closed captioning, etc.

- Run the meeting as you usually do.

- Once the meeting is over ***THE HOST MUST GO BACK TO THE WEB PORTAL AND SIGN OUT.***

SCHEDULE A MEETING   JOIN A MEETING   HOST A MEETING ▾

CLICK HERE
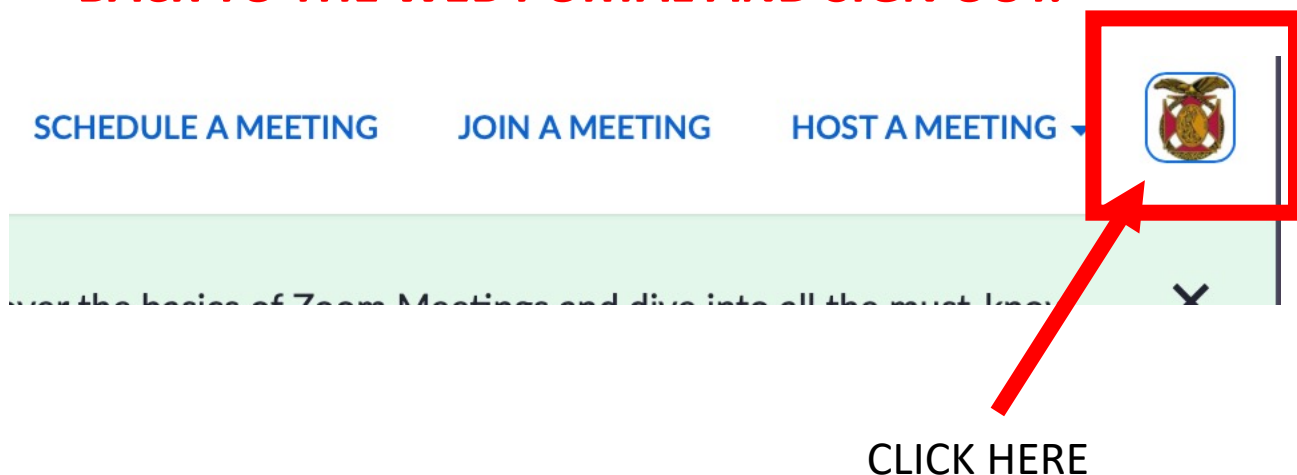
Host after meeting procedures
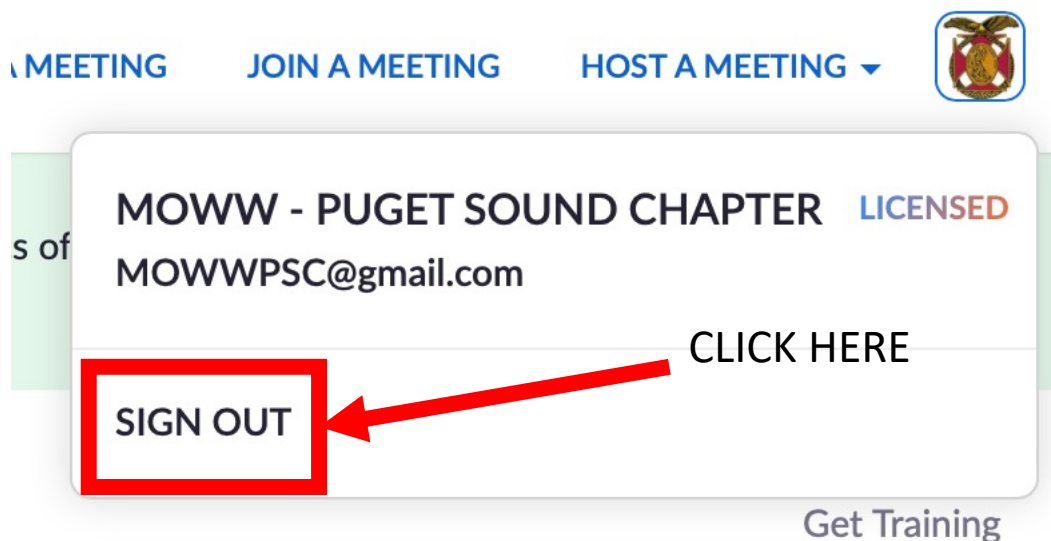
- ***This is not optional***. If you do not sign out, everyone with the password will be called and asked to make sure they are signed out when the next person tries to sign in to host a meeting and cannot.

- Thank you for taking on this responsibility.

- If you have questions, contact Keith Snyder or Dick Muri.