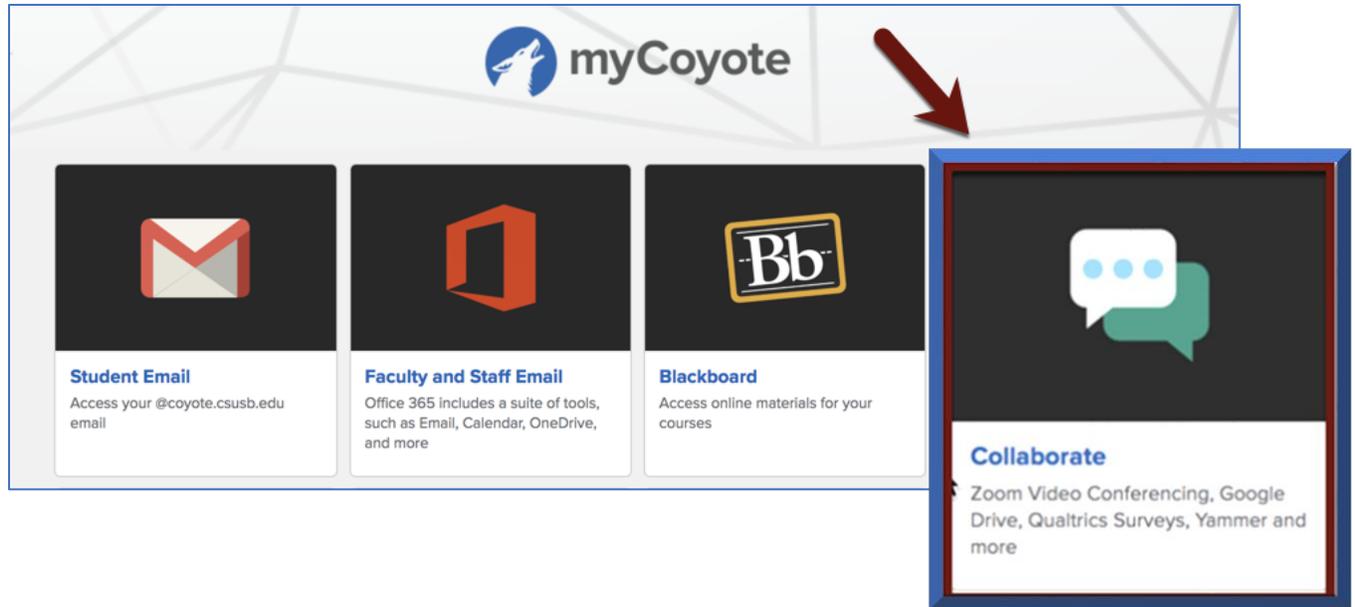
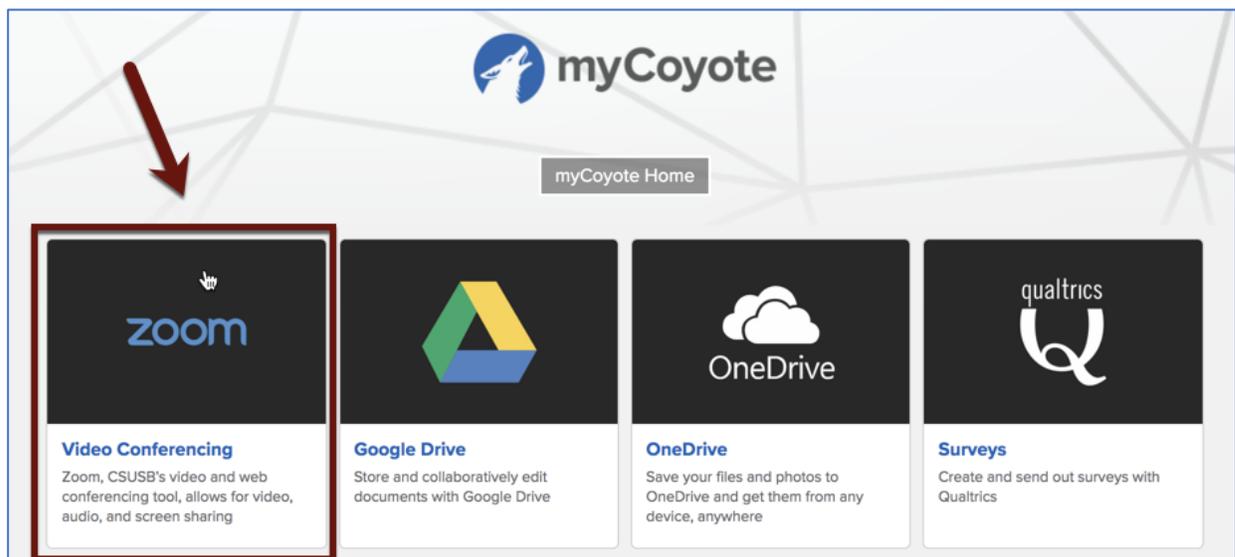


Using Zoom to Host and Manage Participants

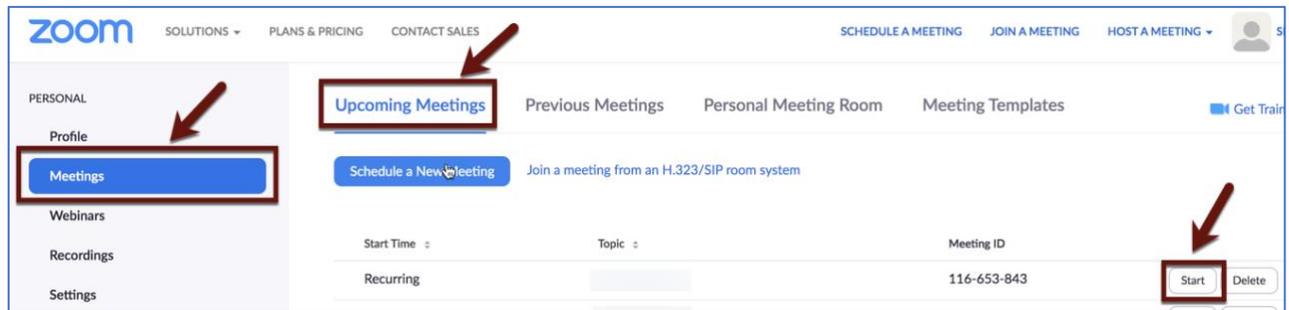
1. First, log in to Mycoyote.csusb.edu
2. Select the Collaborate application



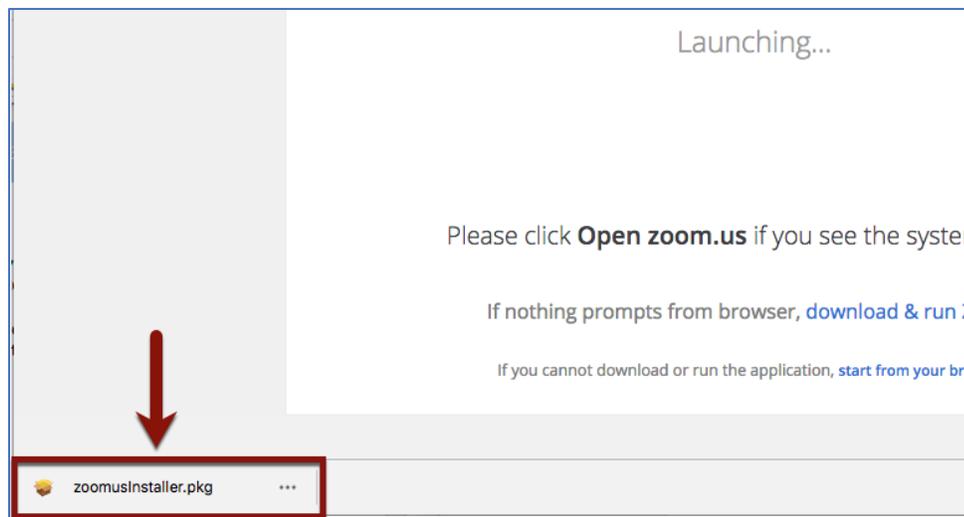
3. Then select the *Zoom* icon



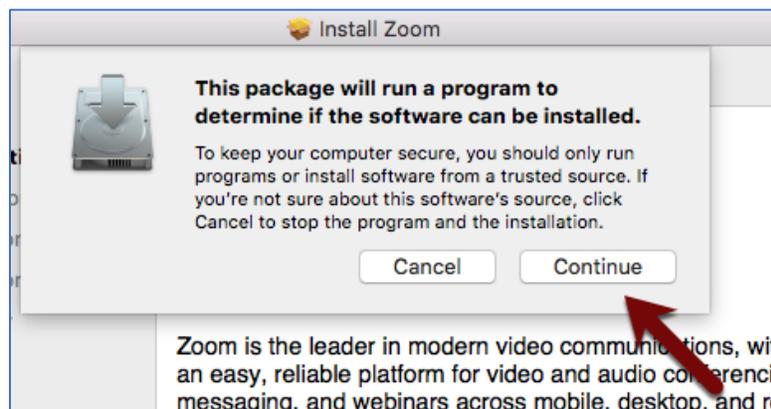
- On the left side of the menu, click on **Meetings**, then **Upcoming Meetings** to find the meeting you would like to start up, then click **Start**



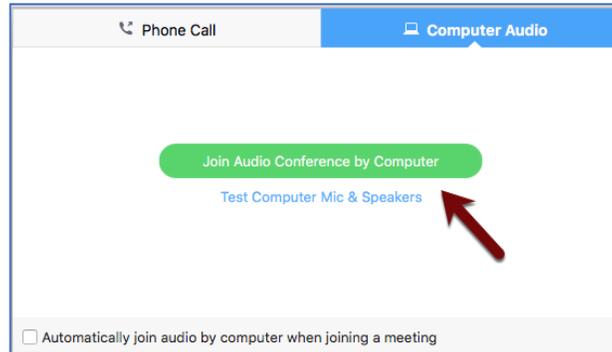
- This window will pop up, once the link is clicked. If you have not used Zoom before, it will prompt you to download the software. Click on the zoom installer at the bottom of the window.



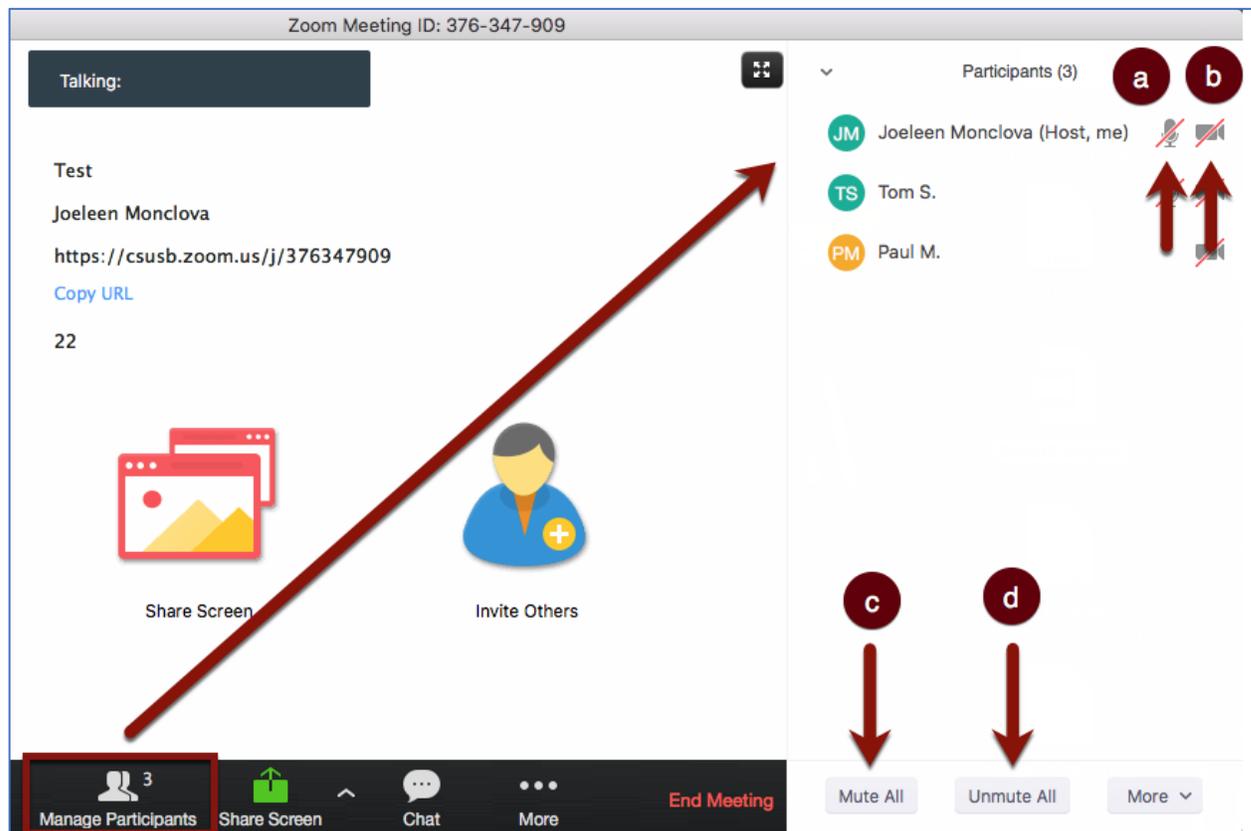
- Follow this process to continue to download the software.



7. Once downloaded, you will automatically join the meeting. Click **Join Audio** to listen to the PDC student.

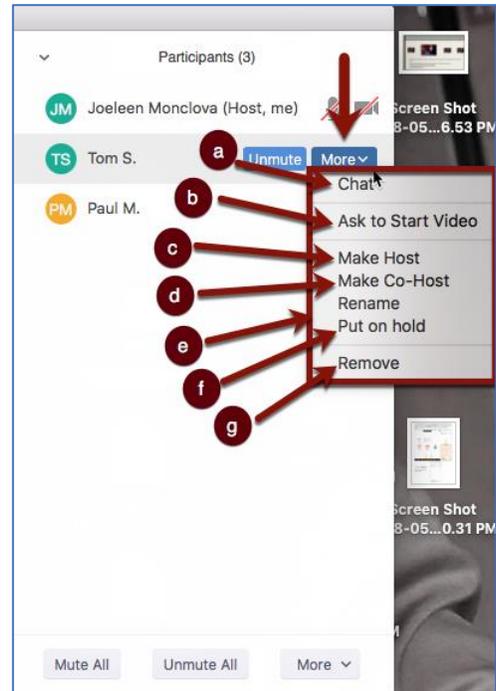


8. Now you have started your meeting
9. Click on **Manage Participants** on the bottom toolbar to view your list of attendees
 - a. When **Managing Participants**, the host has the authority to unmute/mute each participant's microphone
 - b. The host has the authority to turn on video/turn off video for each participant's camera
 - c. The host has the authority to mute all audio from all participants
 - d. The host has the authority to unmute all audio from all participants



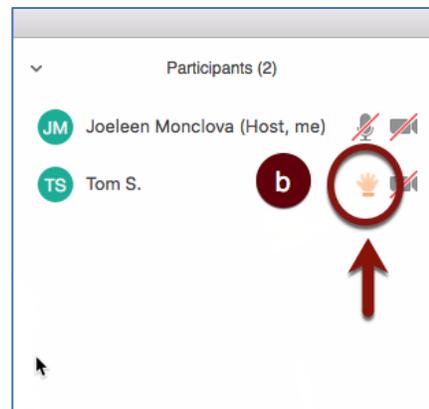
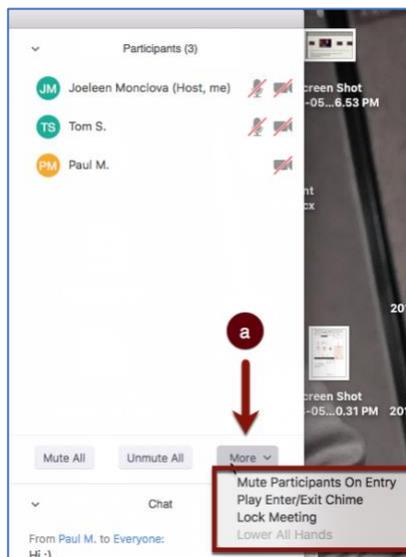
10. When **Managing Participants**, click **More** for more options

- a. Send a *Chat* to that particular participant
- b. If video is turned off, you as the host can request for the participant to turn on video (As the host, you have the authority to automatically turn on the video if necessary)
- c. If you cannot *Host* the meeting or would like another participant to *Host* the meeting, you can automatically give that authority
- d. If you would like a *Co-host*, you can give another participant that authority
 - i. As a *Co-host*, you have the same authority as the *Host* to manage participants and to record the meeting
- e. You can *Rename* your participants if needed
- f. By the *Put-on hold* option, the *Host* can temporarily place a participant *On Hold* from the meeting where that particular participant cannot hear any audio or see anything from the meeting
- g. The *Remove* option gives the *Host* the option to permanently remove a participant from the meeting

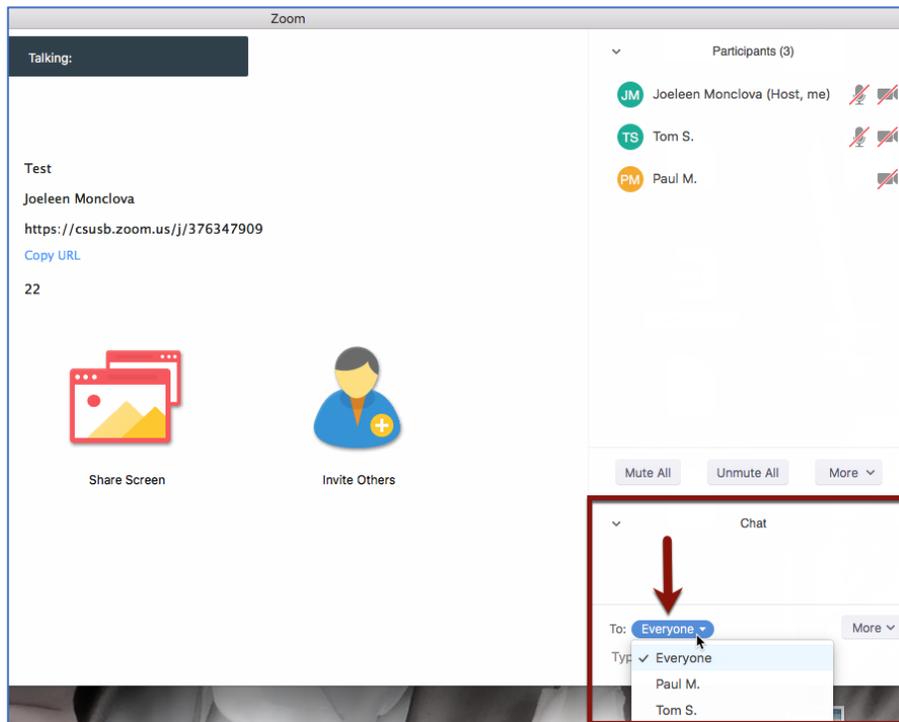
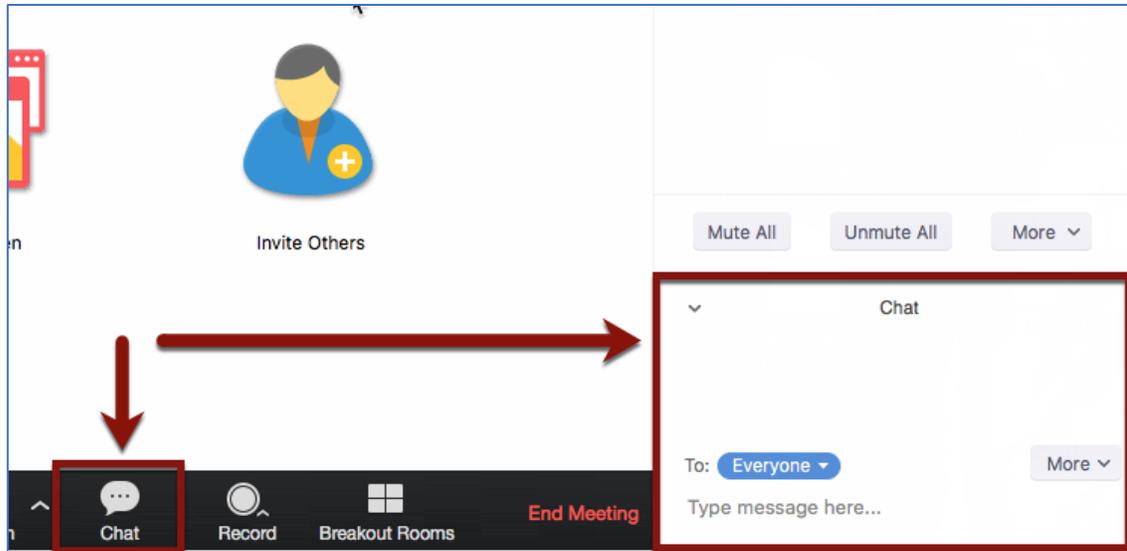


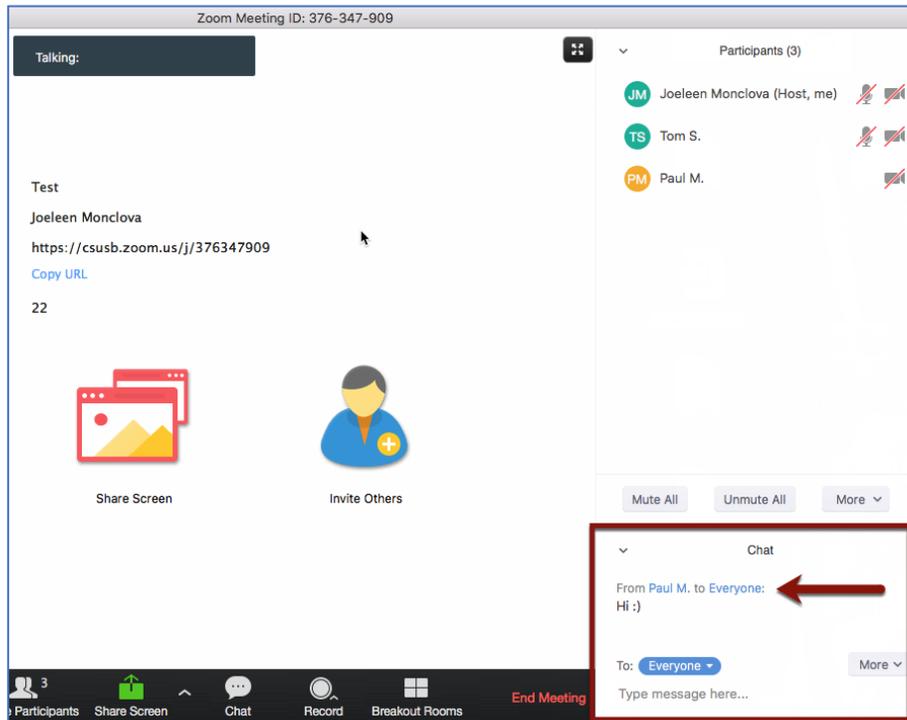
11. On the *Participant's List*,

- a. click on the *More* to view more options including *Muting Participants on Entry*, to *Play a Chime* when a participant joins, and to *Lock a Meeting* to avoid any late participants
- b. Participants have an option to *Raise a Hand* to gain the *Host's* attention

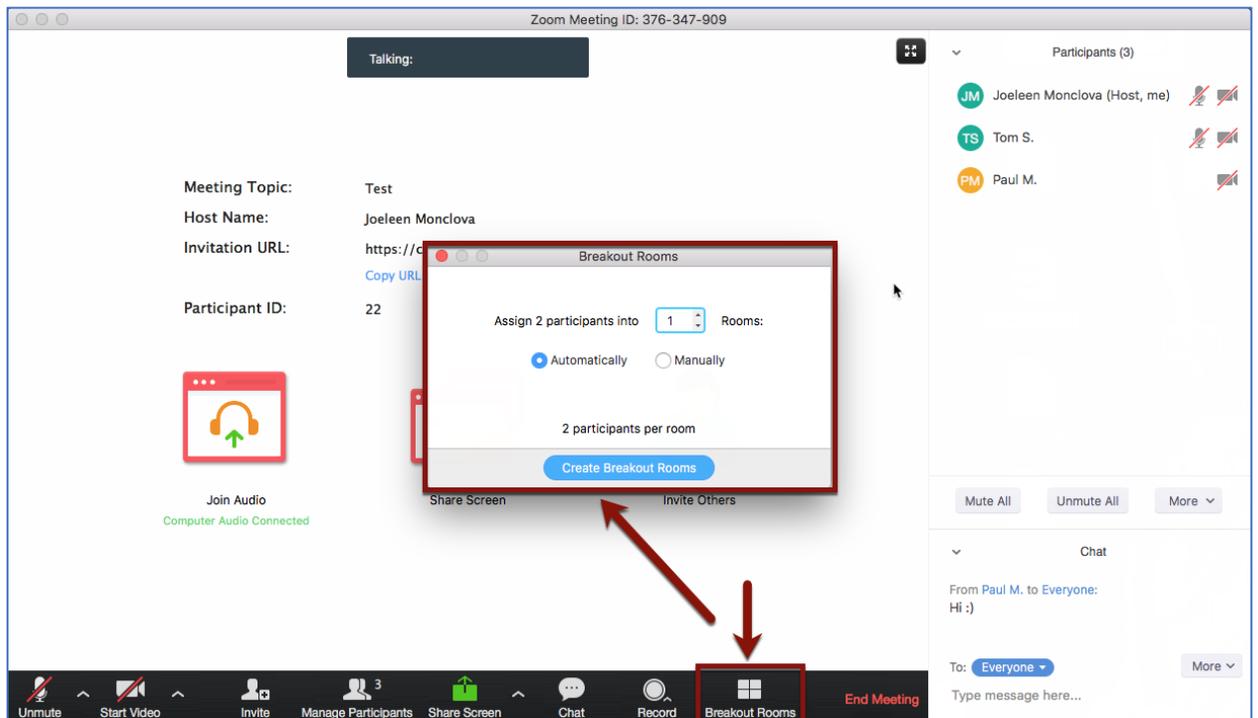


12. Using the *Chat* feature, the *Host* or any of the participants can send a message to all or one participant

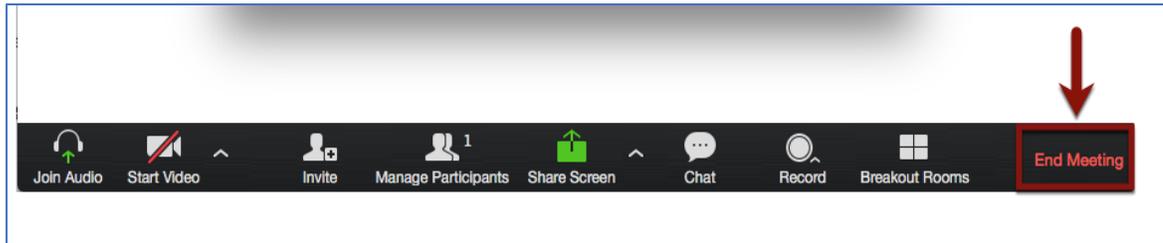




13. *Breakout Rooms* allows for the *Host* to separate participants and break them out into groups, into a separate meeting rooms and has the ability to bring them back into the main meeting when needed



14. Finally, **End Meeting**, once the meeting is over



Best practices for participants:

- a. Test audio/video equipment before the meeting
- b. Keep your microphone muted unless you are the one speaking for the meeting to avoid any audio issues
- c. Conduct your meeting in a quiet room to provide quality audio when speaking
- d. Have a stable internet connection