## 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



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

	PLANS & PRICING CONTACT SALES	•	SCHEDULE	A MEETING JOIN A MEETING	HOST A MEETING +
PERSONAL	Upcoming Meetings	Previous Meetings	Personal Meeting Room	Meeting Templates	📑 Get Train
Meetings	Schedule a New beeting	Join a meeting from an H.3	23/SIP room system		
Webinars	Start Time 😄	Topic o		Meeting ID	
Settings	Recurring			116-653-843	Start Delete

5. 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.



6. 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 temporary 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 form 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





- n Invite Others Mute All Unmute All More ~ Chat Record Breakout Rooms End Meeting To: Everyone ~ Type message here...
  - Zoom Participants (3) Talking: Joeleen Monclova (Host, me) 🛛 🏂 🗾 TS Tom S. <u>//</u> Test PM Paul M. Joeleen Monclova https://csusb.zoom.us/j/376347909 Copy URL 22 Mute All Unmute All More 🗸 Invite Others Share Screen Chat To: Everyone More ~ Typ 🗸 Everyone Paul M. Tom S.

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

Zoom M	eeting ID: 376-347-909		
Talking:		🕄 🗸 Par	icipants (3)
	•	JM Joeleen Mon	olova (Host, me) 🛛 🎽 📈
		TS Tom S.	<u>%</u>
Test		Paul M.	
Joeleen Monclova			
https://csusb.zoom.us/j/3763479	909		
Copy URL			
22			
	-		
Share Screen	Invite Others	Mute All Un	mute All More 🗸
		~	Chat
		From Paul M. to Every Hi :)	one:
		To: Everyone 🔻	More ~
Raticipants Share Screen Cha	t Record Breakout Rooms	End Meeting Type message here.	

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