Hosting a Zoom Meeting
Log into zoom

Click on the Start button to the right of the Meeting that has previously been set up.

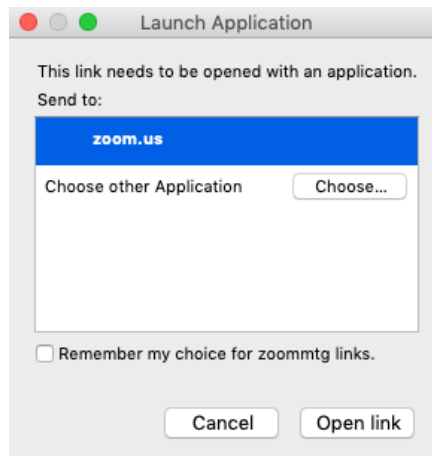On a Mac the launch window will look like this. Click on Open link.
(no screenshot for PC's available)

Join with your Audio computer
(you may need to plug in headphones, with a microphone into your computer audio socket)
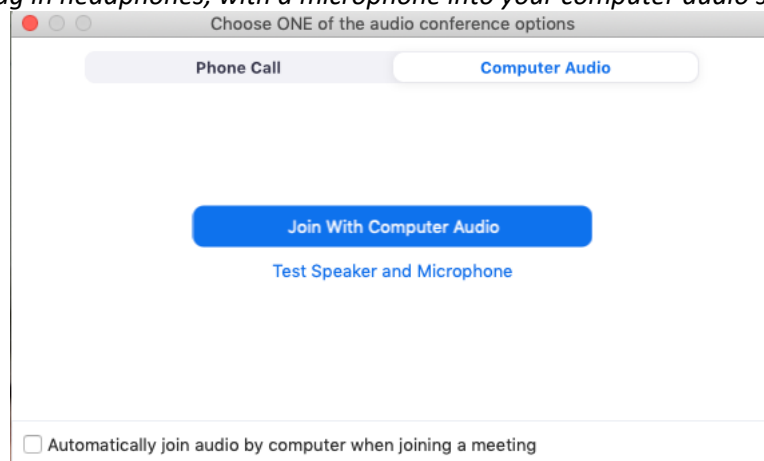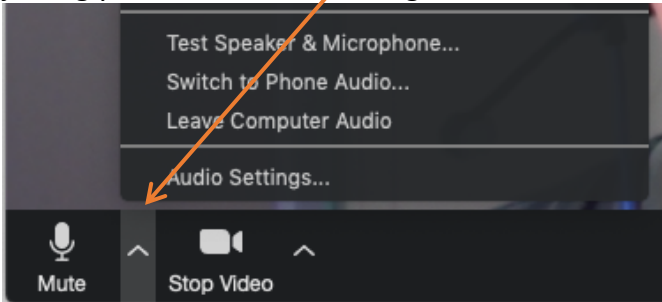
Once you have launched the application, Zoom will open. Hover over the bottom left – the menu bar will come up. Click on the arrow to the right of the microphone symbol to show the Test Speaker and Microphone option.

As you had previously enabled waiting room in the set up you can do this prior to anyone else joining your webinar or meeting.

Test your Speaker and Microphone. Trouble-shoot the issues before participants join you.

You have 4 speakers, now testing speaker 2...

Do you hear a ringtone?

Yes   No

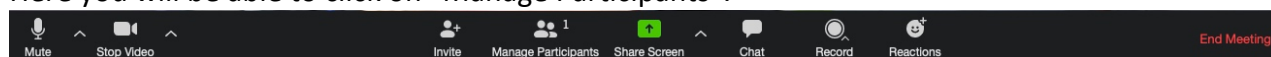Speaker 2:   Built-in Output (Headphones)

Output level:

You have 4 microphones, now testing microphone 2...

Speak and pause, do you hear a replay?

Yes   No

Microphone 2:   Built-in Microphone (Internal Micropho...

Input level:

The bottom menu bar appears whenever you hover towards the bottom of the screen.
Here you will be able to click on "Manage Participants".


The screenshot shows there is one participant. This will be yourself. But as soon as someone is ready to join, you will see it change to two people.

Click on the Manage Participants icon the participants window will pop up. From here you can let the waiting attendees join the meeting.
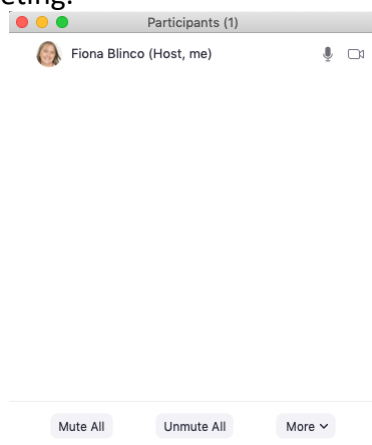
You can Mute participants from this window as well as other functions.

You can record the meeting using the function from the bottom menu bar. You need all the participants consent to record them and given they are on camera many won't want to be recorded. It can be a big job editing them out.
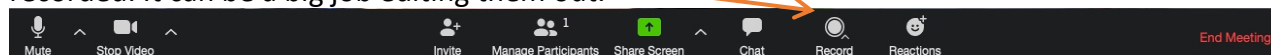
Participant's Toolbar – Desktop or Laptop
Attendees will have a similar toolbar to you at the bottom of the screen. They may not have every bit of the same functionality as you do, but like you, if they hover their mouse over the bottom of their screen their Toolbar will come up. This is where they can access the chat room.
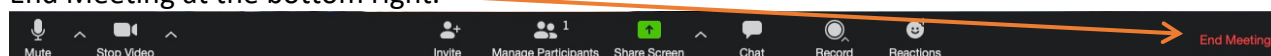
Participant's Toolbar – Phone
If someone is attending the meeting by phone they will access their tools differently.
- tap to view toolbar
- swipe left - mutes & turns off video *(tap to speak)*
- swipe right - see all people in video

End Meeting
End Meeting by hovering over the bottom of the screen to bring up the menu bar and click on End Meeting at the bottom right.

Log Out
You can now log out of zoom.