

## Starting a meeting

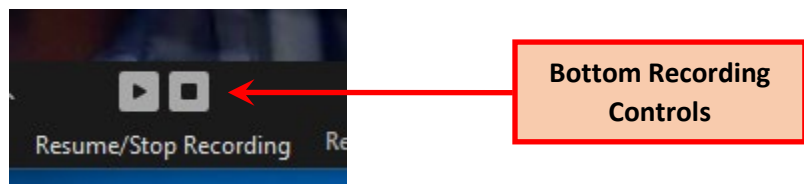
Simply click on the meeting URL. As an assigned host, when you connect you will automatically be starting the meeting.

## How do you know you are a host?

Look at the top left of the Zoom window (make sure your mouse is in the Zoom window). You will see you have access to the recording start, stop and pause controls.

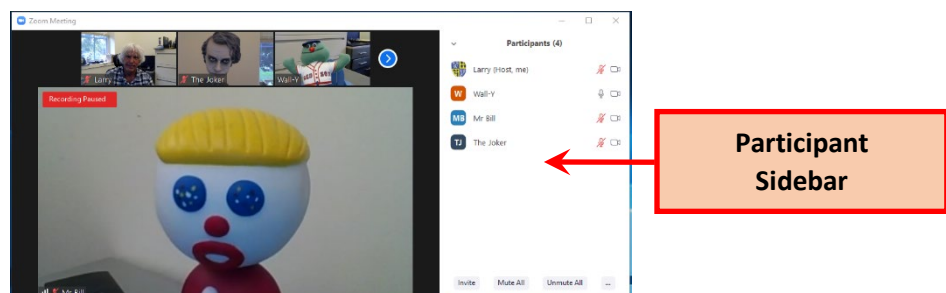


You will also see similar controls are towards the bottom center of the screen:



## Monitoring Participants

Start up the **Participants Sidebar** by hitting the "Participants" button in the bottom center of the window. This will display the participants list to the right of the meeting video window.



## Filling the Screen with Zoom

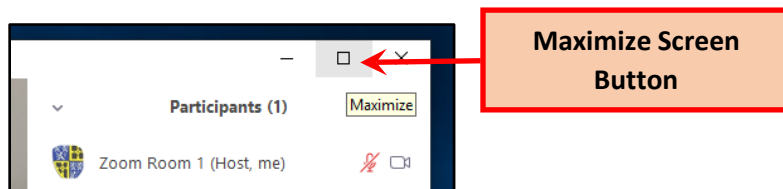
There are two different ways for Zoom to use the entire screen:

**Maximized Window** and **Full Screen**.

**Maximized Window** keeps the full Zoom interface, including the menus, controls and participants list, visible while filling up the screen. This is the recommended interface for Zoom **Hosts** and **Co-Hosts**.

**Full Screen** is similar to watching any streaming video in full screen. The picture takes up the entire screen. Some controls and the participants sidebar are hidden. This may make it difficult to control the meeting.

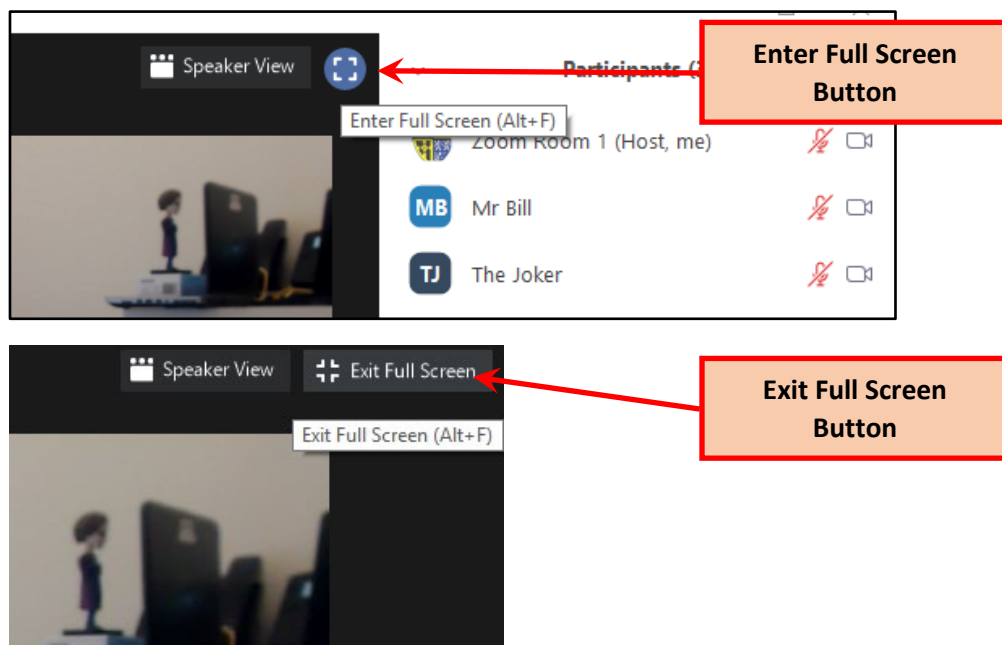
**To Maximize Zoom**, use the standard windows controls in the upper right of the Zoom window. The square in the center of the three controls will switch the window size between normal and maximized.



**Zoom Hosts and Co-Hosts, the following section on Full Screen is provided to help you understand how to get out of full screen mode if you discover important meeting controls are hidden or unavailable.**

**To Enter Full Screen**, double click on enter full screen icon in the upper right of the window.

**To Exit Full Screen**, click on the "Exit Full Screen" button in the upper right of the window.



## Webinar Panelists and Attendees Overview

**Zoom Webinars** have four categories of participants:

- **Host and Co-hosts** – Can promote or demote people between panelists and attendees during meeting
- **Panelists** – Video enabled by default, but can be manually individually blocked or removed by host
- **Attendees** – Muted unless they raise hand and are acknowledged by a host or panelist
- **Dial-In/Audio-Only** – Audio on by default, but can be manually individually blocked or removed by host

**Hosts and Co-Hosts** can be pre-registered by their email addresses

- Will have full video, audio and sharing privileges
- A **Host** can promote a **Panelist** or **Attendee** to be a **Co-Host**
- A **Host** or **Co-Host** can pause and resume meeting recording
- A **Host** or **Co-Host** can enable an **Attendee** or **Audio Only** user to “Speak”
- A **Host** or **Co-Host** can remove a **Panelist**, **Attendee** or **Dial-In/Audio-Only** user

**Panelists** can be pre-registered by their email addresses

- Video and sharing will be enabled by default
- Will receive a unique single click connection URL for each panelist containing meeting and panelist IDs
- Can automatically receive reminder emails one week, one day and one hour before the meeting
- If not pre-registered, **Attendees** can be promoted to **Panelists** during a meeting

**Attendees** access a meeting through a shared common public access link

- The access link can be publicly advertised in agendas, calendar items and public emails
- Reminders sent only to attendees who pre-register themselves (Maybe)
- Will be able to see and hear **Host** and **Panelist** video, audio and sharing
- Can “Raise Hand” in Zoom to be acknowledged/enabled by host or panelist to speak without transmitting video
- Will hear others who raise their hand that are allowed to speak
- If identified as a “friendly”, talking (audio) can be enabled for the duration of the meeting where attendee controls their own mute (Co-Host enables “Speak”)
- Can be promoted to a **Panelist** and get full video and audio participation

**Dial-In/Audio-Only** users share a common **One Tap Mobile Access** public access link

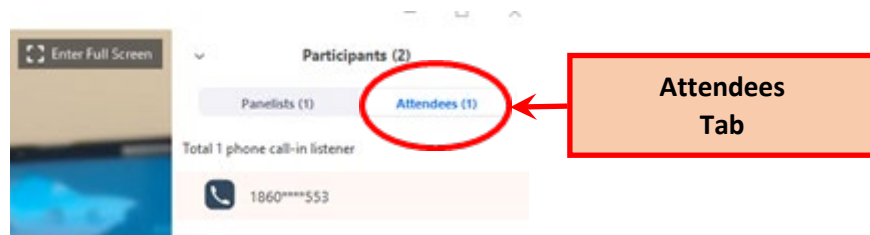
- Are Attendees who connect by traditional phone dialing, not the Zoom application or Zoom web
- The **One Tap Mobile Access** link can be publicly advertised in agendas, calendar items, public emails
- Will be able to hear **Host** and **Panelist** audio
- Can “Raise Hand” in Zoom to be acknowledged/enabled by host or panelist to speak without transmitting video
- Will hear others who raise their hand that are allowed to speak
- If identified as a “friendly”, talking (audio) can be enabled for the duration of the meeting where attendee controls their own mute (Co-Host enables “Speak”)

## Managing Webinar Attendees – Promoting Attendees to be Panelists

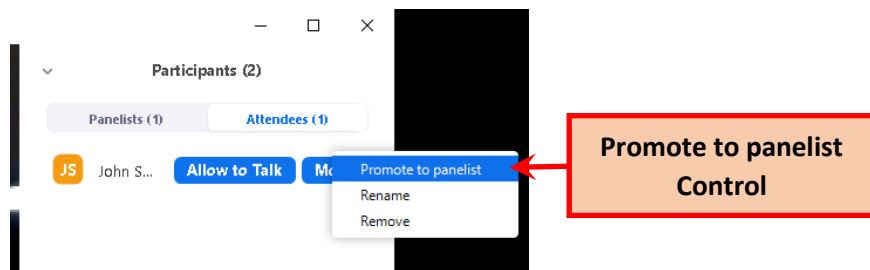
Both **Non-Panelist Video Attendees** (receive video only) and **Dial-In (audio-only) Attendees** appear in the "Attendees" tab of the participants list. They can be promoted to have full **Panelist** participation capabilities with both two-way video and audio.

There will be occasions to promote **Attendees** to **Panelists** for a variety of reasons:

- A board or commission member accidentally connects to the meeting using a public URL instead of their private URL. They can be promoted without having to reconnect.
- A public attendee may be a presenter or other "trusted" participant.



For the Host, hovering the mouse over the **Attendee** entry brings up the "More" button. Selecting "More" brings up a submenu which includes "Promote to panelist".

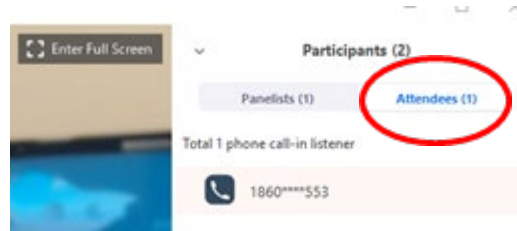


The new **Video Panelist** will have two-way video and audio enabled for the duration of the meeting, and the usual controls will be enabled for Zoom application users.

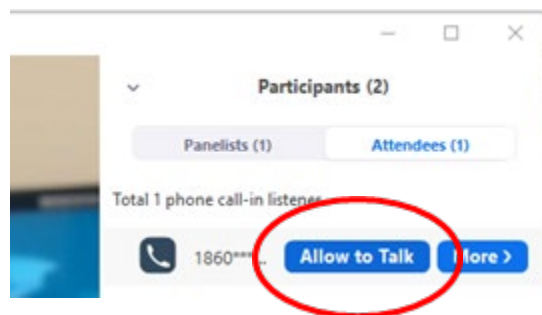
**Dial-In (Audio Only) Panelists** will have two-way audio enabled and can use \*6 as they please to mute and unmute throughout the meeting.

## Managing Webinar Attendees – Allowing Audio Participation Only

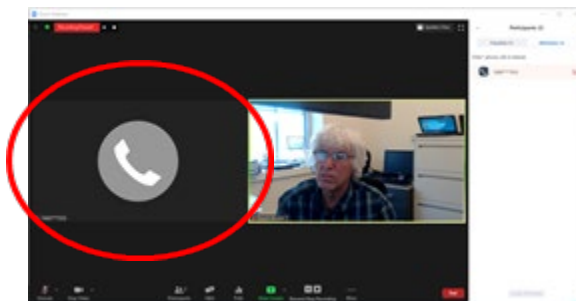
Both **non-Panelist Video Attendees** (receive video only) and **Dial-In (audio-only) Attendees** appear in the "Attendees" tab of the participants list.



For the **Host**, hovering the mouse over the **Attendee** entry brings up the "Allow to Talk" button.



When the host hits "Allow to Talk", the Attendee now appears as a two-way participant with a phone profile window in the meeting grid.



The **Attendee** on the other end gets the notification...

*"The host would like you to unmute your microphone. Press \*6 to unmute"*

The Dial-In Attendee will have two-way audio enabled for the duration of the meeting, they can use \*6 as they please to mute and unmute throughout the meeting.

When they hit \*6, Zoom tells them either "You are muted" or "You are unmuted" depending on which state they are going into.

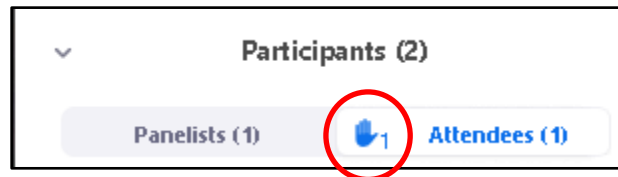
Also, \*9 is used to "Raise Hand", and Zoom replies with "The host will be informed that you would like to speak". "Raise Hand" works for all Audio-Only Attendees, which allows the public to ask to be recognized to speak.

## Managing Webinar Attendees – Attendees Request to Speak (“Raise Hand”)

During a meeting video and Audio-only Attendees may rise their hand to speak. The status of **“Raised Hands”** should be monitored during meetings when public comments or public discussion is appropriate.

**“Raised Hand”** status is monitored by monitoring the Participants sidebar.

Looking at the Participants sidebar below, you can see that there is one raised hand:

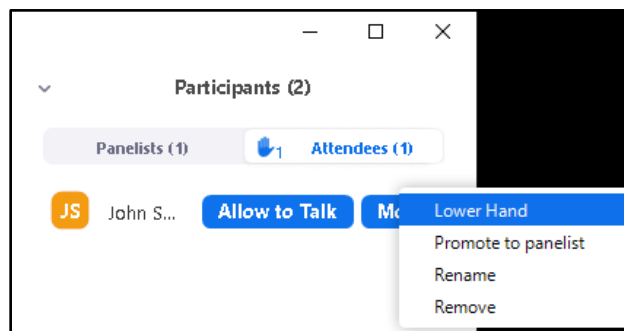


Expanding the view slightly, you can see that John Smith raised the hand:



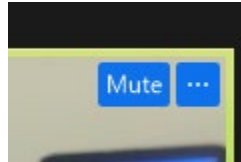
Hovering the mouse cursor over John Smith, the **“Allow to Talk”** option as described above, appears so the **Guest** can speak.

Selecting **“More”** enables you to “lower hand” status.

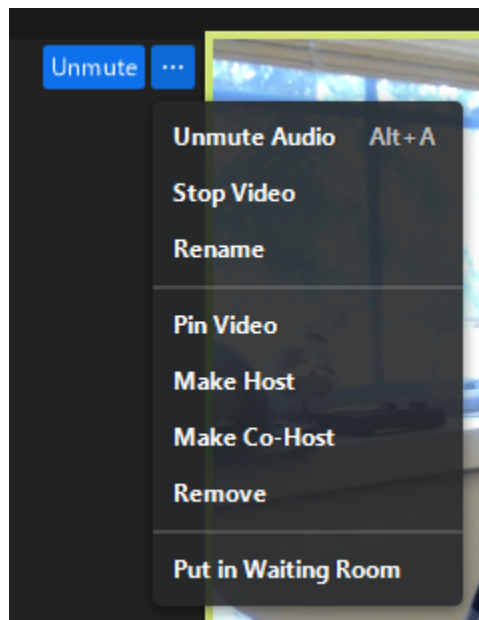


## Controlling Participants

**TO MUTE A PARTICIPANT**, in either Gallery or Speaker View, hover over the participant's window. A **Mute** button will appear in the upper right-hand corner of the window. Click to mute.



**FOR ADDITIONAL PARTICIPANT CONTROLS**, hit the three dots icon. This will show more options, most of which are reasonably self-explanatory.



**REMOVE:** Kicks the participant out of the Zoom meeting. This will ban them from rejoining. They cannot reconnect to the meeting using the previous connection method.

**PIN VIDEO:** Places this participant into the main speaker pane in Speaker View. This will keep Zoom video focused on the main speaker regardless of who else might start talking. This can also be helpful if there is background noise from some participants which may cause Zoom video focus to jump around.

**PUT IN WAITING ROOM:** Places the participant in a “time out” in the Waiting Room. The participant cannot hear or see the meeting in progress. The participant can later be re-admitted to the meeting in progress.

**RENAME:** Allows you to change the name listed for the participant. This is primarily useful when assigning names to phone only participants.

**MAKE CO-HOST:** Assign another participant as a Co-Host. A Co-Host can assist by renaming, muting or removing other participants. Co-hosts can also pause and resume the meeting recording. Any participant using a Zoom application can be assigned as a co-host, the participant does not need to be connected with a Town Zoom account.

## Gallery and Speaker Views

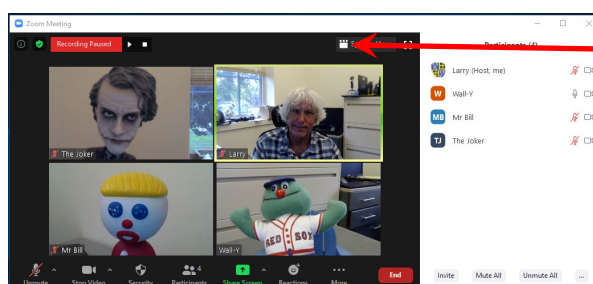
**GALLERY VIEW:** All participants are added to a mosaic, “Brady Bunch” view that will display all meeting participants together at the same time. The active speaker is highlighted by the yellow frame around the speaker’s window. This is useful for general conversation.



**SPEAKER VIEW:** The current speaker is placed in a large main window while other participants are placed in a participant ribbon on the top of the screen. This is useful when a speaker may be making a presentation.

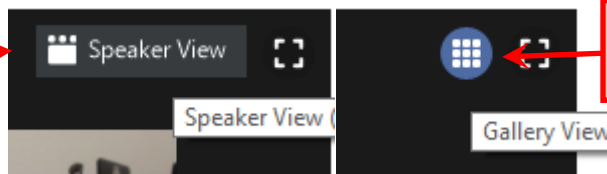


**TO SWITCH BETWEEN VIEWS,** use the view switcher button in the upper right of the view window. Note that the button depicts the view you are switching **TO**, not the current view.



**Gallery/Speaker View Button**

**Switch to Speaker View Button**

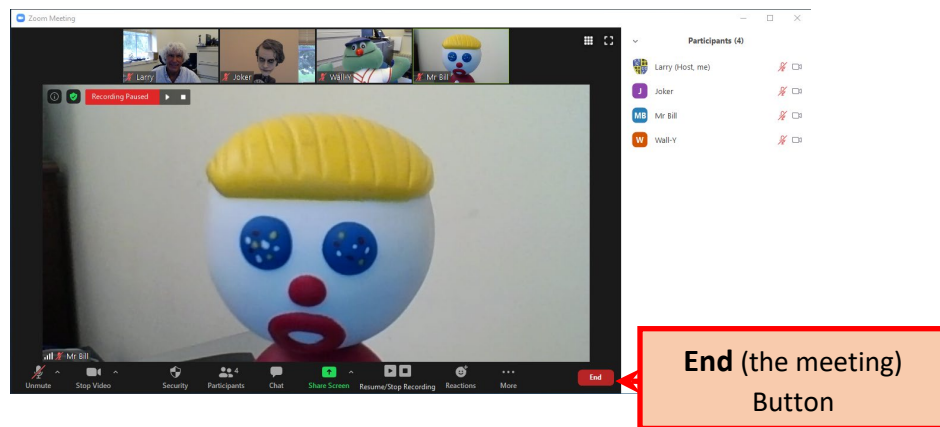


**Switch to Gallery View Button**

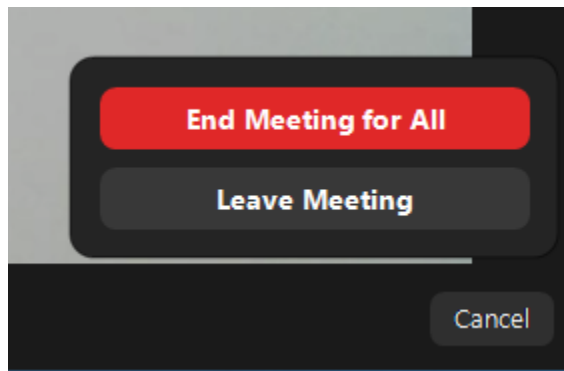


## Ending or Leaving the Meeting

**TO END or LEAVE THE MEETING**, hit the red “**End**” button in the lower right of the video panel.



This brings up the following options:



**END MEETING FOR ALL:** Closes down the entire meeting for all participants.

**LEAVE MEETING:** To individually quit the meeting, leaving the meeting open for other participants. **This should only be done if another co-host is in the meeting.**

**CANCEL:** To stay in the meeting (you changed your mind).

## Additional Notes

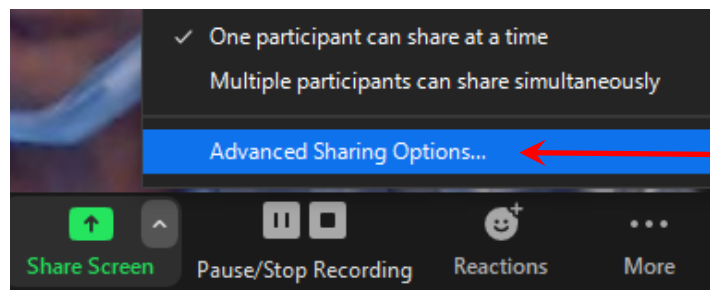
### Screen Sharing

By default, screen sharing is set so that any **Panelist** or **Host** can share a screen or window using their “**Share Screen**” button. **Attendees** cannot screen share unless they are promoted to be **Panelists**.

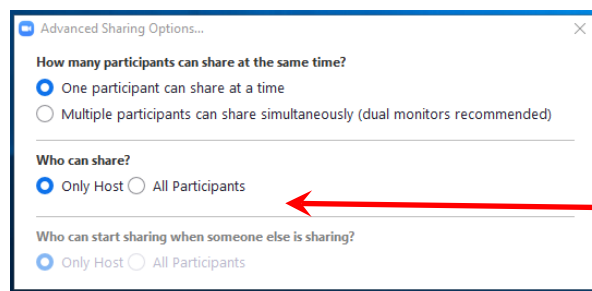
Only one **Panelist** can share at a time. When finished, that **Panelist** stops sharing.

Only a **Co-Host** can forcibly stop a participant who is currently sharing.

If you need to turn off sharing for everyone except the co-host(s), open the up arrow next to “**Share Screen**” on the bottom control bar, select “**Advanced Sharing Options**”, and select “**Only Host**”.



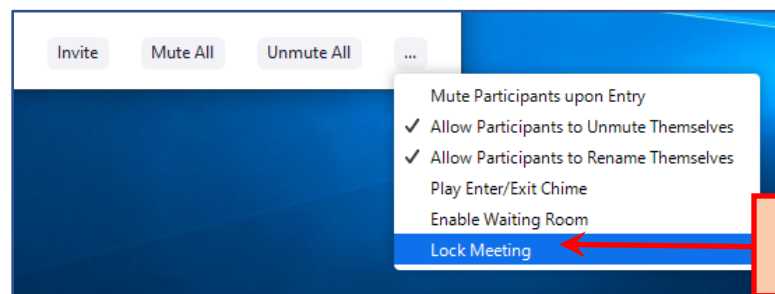
“Advanced Sharing Options” Menu



“Only Host” Option Selection

### Preventing Additional Participants

If you are facilitating a “closed” meeting, for example, an Executive Session, it is possible to lock the meeting to prevent additional participants from joining. On the bottom of the **Participants** sidebar.



“Lock Meeting” Option Selection