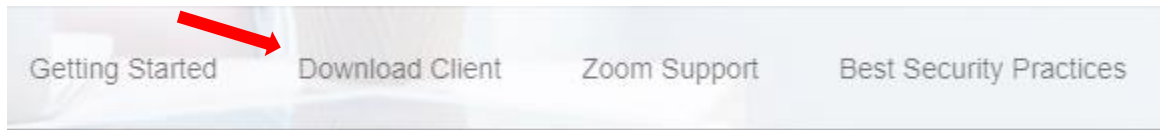


How to Host a Zoom Session

For technical assistance: [Contact North](#) | [Contact Nord Technical Support Hotline 1-888-850-4628](#)

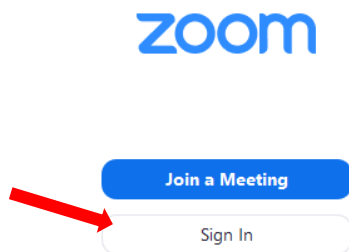
Hosting a Meeting

If you do NOT have the Zoom app installed, go to [eCLASSES Zoom Web Conferencing](#) and click on Download Client to install the Zoom app on your desktop. Follow the instructions to install the desktop client.

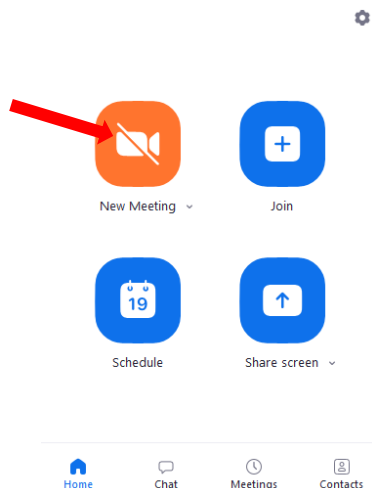


If you DO have the App installed, see below -

1. Open your Zoom app on your desktop and click **Sign In**.



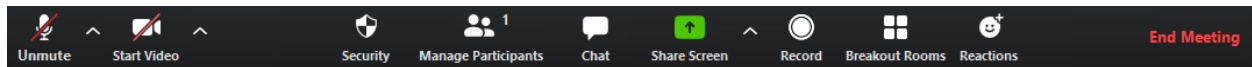
2. Log in using the **E-mail** and **password** that you have created.
3. Click on the **New Meeting** icon to start an instant meeting.



How to Host a Zoom Session

Host Controls

The host controls will appear at the bottom of your screen.



- **Mute/Unmute:** This allows you to mute or unmute your microphone.
 - Audio controls (click ^ next to **Mute/Unmute**): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.
- **Start/Stop Video:** This allows you to start or stop your own video.
 - Video controls (click ^ next to **Start/Stop Video**): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.
- **Security:** Access in-meeting security options.
 - Allow to lock the meeting
 - Enable waiting room
 - Allow permissions to participants to:
 - Share screen
 - Chat
 - Rename themselves
- **Manage Participants:** Opens the window to manage participants and invite others to join the meeting.
- **Chat:** Access the chat window to chat with the participants.
- **Share Screen:** Start sharing your screen. You will be able to select the desktop or application you want to share. When you are screen sharing, the controls will appear at the top of your screen, but you can drag it to another location.
 - **Screen Share** controls (click ^ next to **Share Screen**): Select who can share in your meeting and if you want only the host or any participant to be able to start a new share when someone is sharing.
- **Record:** Start or stop a cloud or local recording.
- **Breakout Rooms** (only available to the host): Start breakout_rooms.
- **End Meeting** (only available to the host): This will end the meeting for all participants. If you want to have the meeting continue, you should give another participant host control before leaving the meeting.