

Zoom Meetings


Host Checklist and Tips for Getting Started



1 Ahead of Your Meeting




- Activate your Zoom account and download desktop client (first time only)
- Sign in to your Zoom account and schedule your meeting
- Adjust meeting default settings: Recurring? Record automatically? Waiting room? etc.
- Send out email invitation (link) and any documents participants might need ahead of meeting
- Prepare lesson materials – slide presentation, images, videos, polls, breakout room plan, etc.

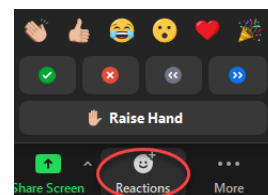
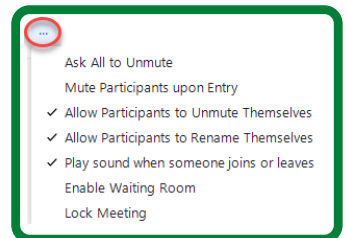
2 Just Prior to Starting Your Meeting

- Login to your meeting early and plug in your headset (or speakers + mic) 
- Test your audio by clicking the audio menu "Test Speaker & Microphone"
- Test your webcam by clicking the video menu "Video Settings"
- Open any applications and/or documents that you will be sharing, close everything else you won't need
- Click on Participants and Chat buttons to display them at the side of the meeting window, if preferred
- Share your screen or the application that you want in view when participants arrive
- Double-check all meeting settings – security, participant sharing, chat options




3 ZOOM Time !

- Start recording and choose where to save it (optional) 
- Admit students into meeting if using waiting room option
- Allow participants to control their microphones (or not control) – ellipses in participant window
- Grant additional capabilities (as desired) such as webcam and mark up tools
- Confirm that participants can hear you and see shared content/webcam by asking for reactions
- Click on Share Screen to display your desired content 
- ... and BREATHE!  You are in control of the meeting



4 Ending Your Meeting

- Assign an alternate host if you need to leave the meeting early (optional)
- Remind participants to download files from chat area if applicable
- Click End to end the meeting and convert the recording to mp4 
- If you record to the cloud, you will receive an email when the playback is ready for viewing

For immediate technical assistance call the Contact North | Contact Nord Technical Helpdesk,
Monday to Friday 7:30 am - 10:30 pm EST at : **1-888-850-4628**

For additional resources visit <https://teachonline.ca/training-opportunities/free-resources-teaching-with-zoom>