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# In-Cult



**Teaching Materials**  
**Hosting a Zoom Meeting**  
**Technical support**  
**ILEU e.V., Germany**

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All screenshots were taken from the websites of the corresponding software tools.

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# Hosting a Zoom Meeting

## 1. Setting up a Zoom Meeting

### 1.1 Introducing Zoom

*Zoom* Zoom is a software program which allows participants to share a video teleconference. There is a host who sets up the meeting and invites the other participants.

*operating system* Zoom can be used with Windows 10, macOS 10.9 or later, Linux etc. (see <https://zoom.us> for further information on operating systems)

### 1.1 Your Account

*setting up your account* Initially, Zoom is free, it can be downloaded at <https://zoom.us/signup>. However, if you want to host meetings and use all the Zoom functions available to do so, you need to create and activate your own account. Enter your email address and date of birthday there, you will then receive an email where you can click the link to activate your account.

*your profile* You can update your profile by adding a profile picture, setting your time zone, updating your password and more. To access your Zoom profile, sign in to the Zoom web portal and click Profile.

Later, you can always sign in to your Zoom account at <https://zoom.us/signin> to navigate the Zoom web portal. Here you can update your profile, schedule a meeting, edit your settings, and more.

### 1.2 Your Profile

*accessing your profile* To access your Zoom profile, sign in to the Zoom web portal and click **Profile**.

*functions* Later, you can always sign in to your Zoom account at <https://zoom.us/signin> to navigate the Zoom web portal. Here you can update your profile and use the various functions.

## 1.3 Licenses

*Zoom meeting* A Zoom meeting can be held without licenses. However, the meeting is then limited to 40 minutes and many functions will not be available.

*prerequisites for hosting a meeting* Only one user, the host, needs a pro-license, see <https://zoom.us/pricing>

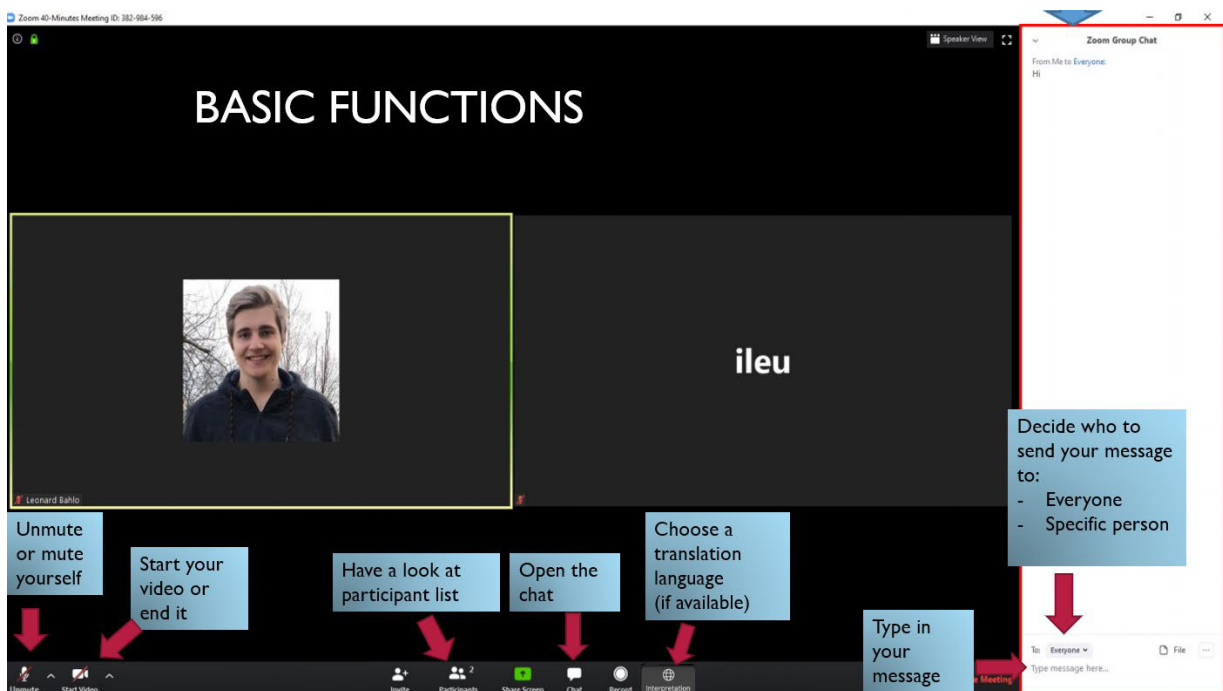
Here you will be redirected to the site of your country with the prices valid for your country.

→ *Please note* If you want to work with the language interpretation feature, you will need a pro-license as well as a webinar license.

*participants* Participants can enter without an account. However, it is recommended for them to have one so that the connection is more stable. The Zoom desktop client required can be downloaded at <https://zoom.us/signup>

## 1.4 Basic Functions

*basic functions*



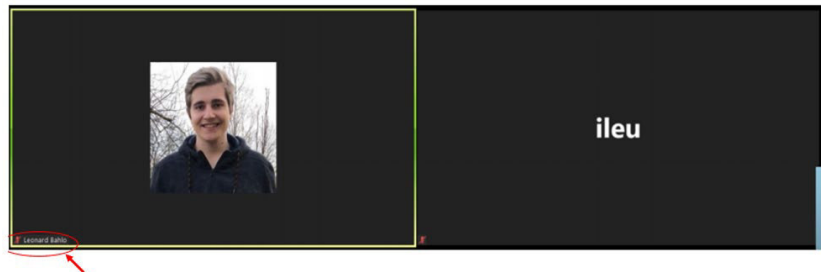
- 1 mute or unmute yourself
- 2 show or hide your own camera video
- 3 list of participants
- 4 open/end the chat function (shown at the right, see below)
- 5 if available: choose the language you want the meeting translated to by an interpreter

6 group chat:

To decide who you want to send your message to, a specific participant or all participants;

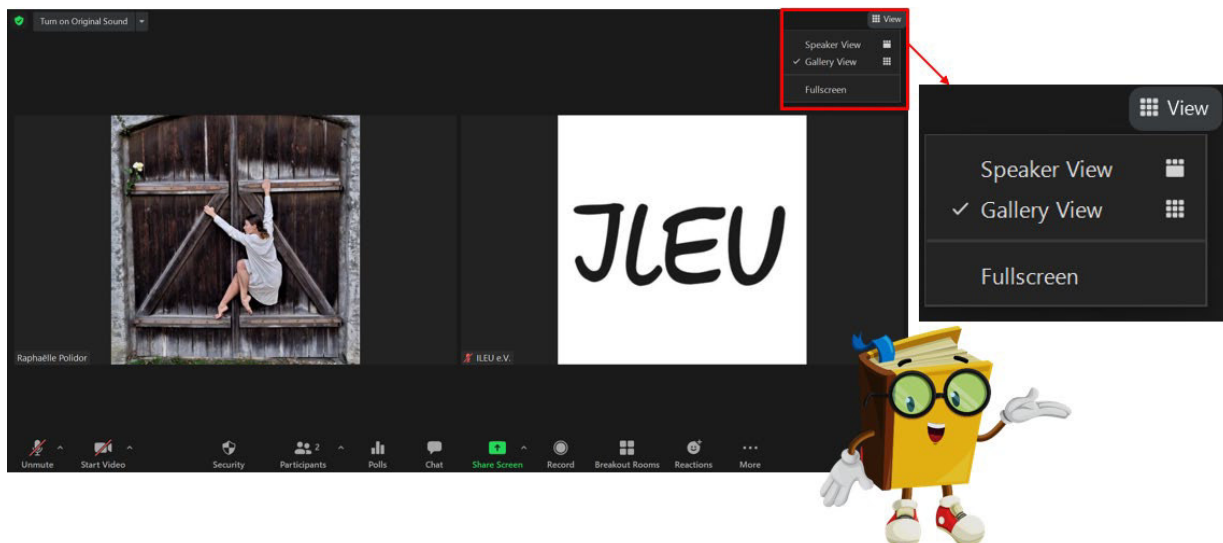
**Type message here...** then send the message by pressing the **Enter** key.

*view of the participants*



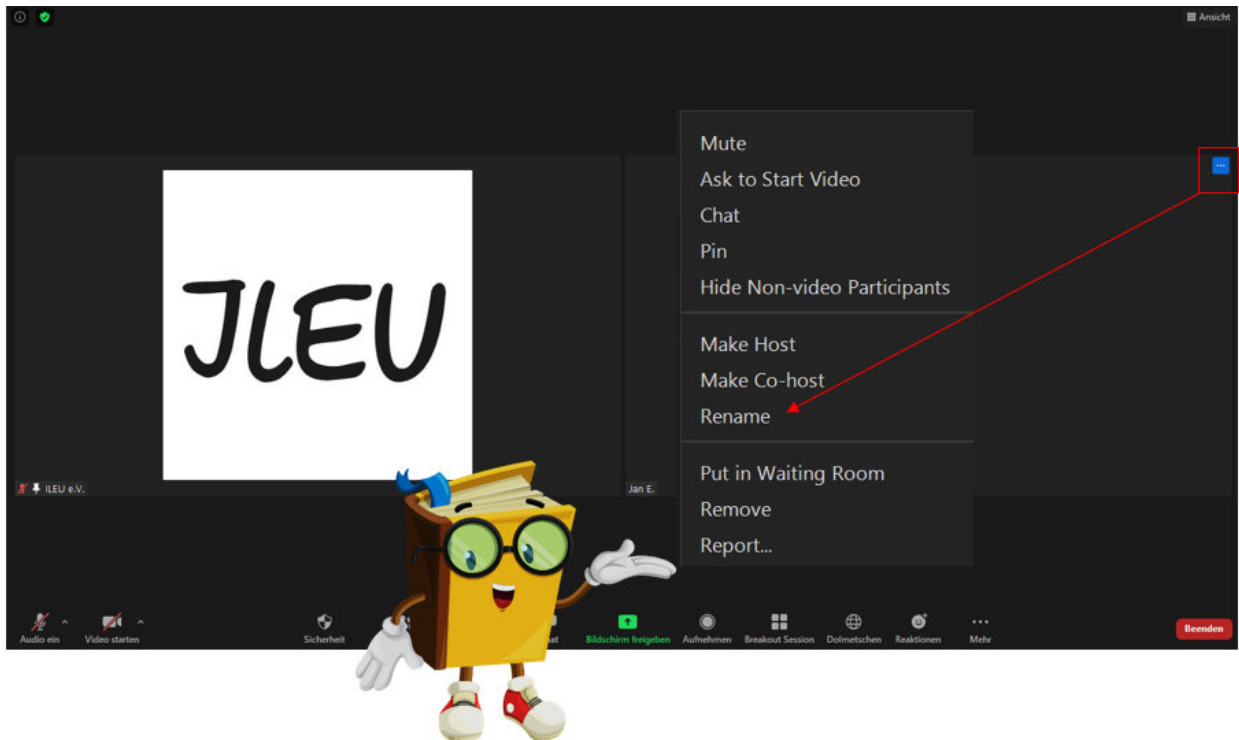
In the view, images of the participants are shown in a tile. If they have switched their video on, you can see their camera image. If they have turned it off, the tile will be black.

The name of the participants appears in the lower left-hand corner as well as the mute/unmute symbol, a microphone that is crossed out (muted) or not (active).



*speaker and gallery view*

At the top right-hand side, you can arrange the view to show the speaker or gallery view and switch to Fullscreen mode.



*participants rename themselves*

In a meeting, it is useful if all participants have the same naming, e.g. including first and last names and indicating where they come from. If they haven't done so, they can rename themselves.

*you can also rename participants*

You can rename participants by clicking the icon at the right.

*test session*

Make sure that participants are familiar with Zoom's basic functions. You can set up a test session to show them (see below).

## 1.5 Roles in a Meeting

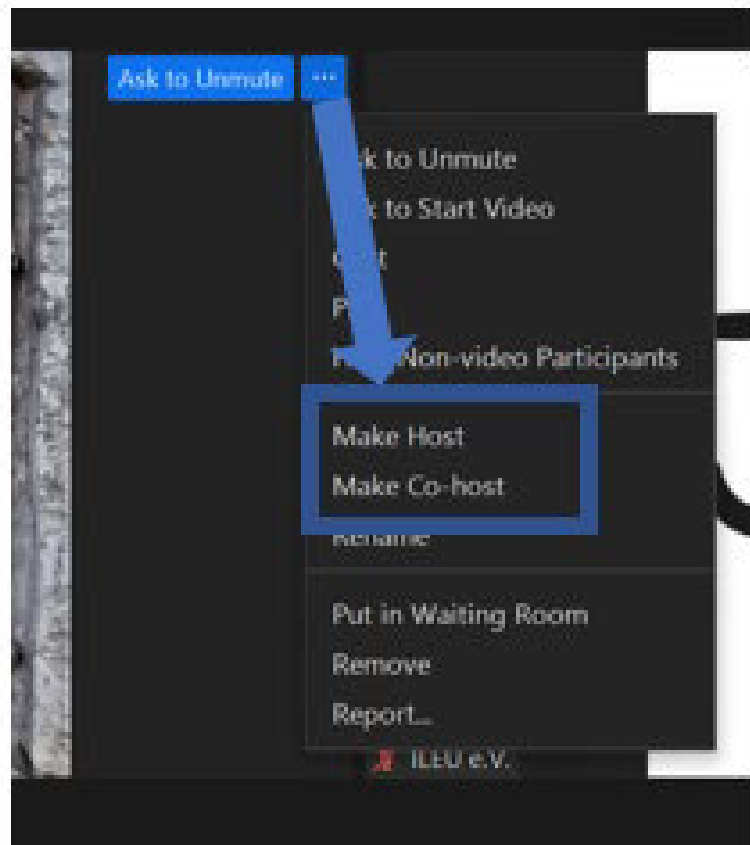
*host*

As a host, you can invite participants, put incoming participants in the waiting room and admit them later, share the screen, initiate breakout sessions and assign participants to the groups, moderate the plenary sessions, use polls to find out what participants think, set up a whiteboard to collect ideas etc.

Hosting rights are assigned automatically to the person hosting the meeting (who starts it from a licensed account). Hosts have all permissions in a meeting.

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*co-host*



In a meeting with many participants there are many tasks for the host. To assist the host, you can make participants a co-host and assign them permissions.

→ *Please note* We recommend to always assign co-host rights to someone from the meeting's organization team so that they can assist you should there be any problems.

*technical moderator* In large meetings you will need a technical moderator: technical moderators save all presentations on their computer beforehand, so that if there is an emergency they can share them.

A technical moderator can also support the test session, put speakers in the spotlight, try to avoid background noise, operate various functions, can be contacted/called in case of technical problems.

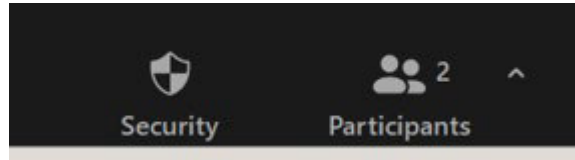
As the technical moderator operates the meeting, he needs to be a host of the meeting.

*participants* Take part in a meeting, can only change their own settings, such as naming and renaming themselves.

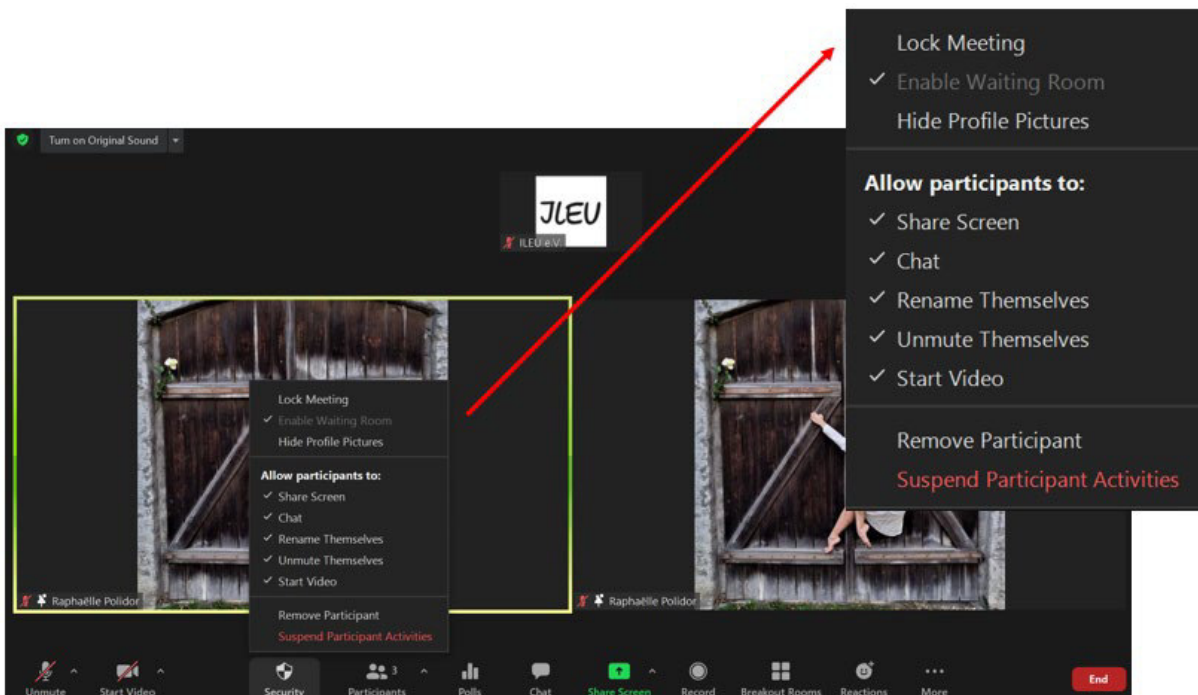
## 1.6 Security

*security* Zoom has several features to ensure security during a meeting, such as locking a meeting, the waiting room, specifying participants' permissions or removing participants.

*accessing security functions*



To access the functions, click **Security** in the toolbar.



*locking a meeting* You can lock a meeting to ensure that only the participants you invited will be admitted.

*waiting room* As participants sign in for the meeting, you can assemble them in a waiting room first and then admit them all at once.

*hiding profile pictures* Participants' pictures are shown in the view. You can turn that function off here, so that only black tiles are shown.

*rights of participants* You can add or restrict the rights of participants to share the screen, use the chat, rename and unmute themselves and start a video.

*remove participant* For security reasons, you can remove a participant altogether from the meeting.

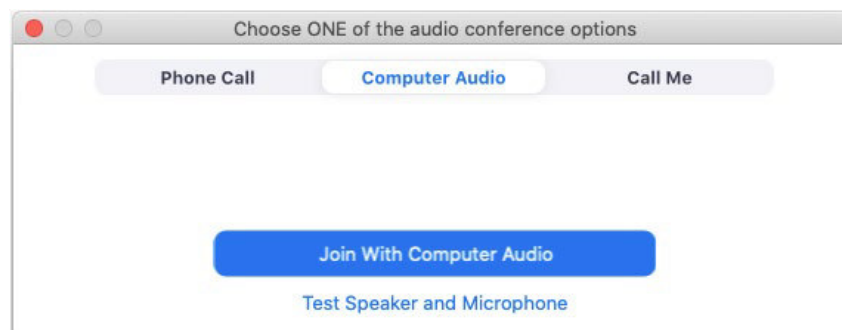
*suspend participant activities* The final step is to suspend all activities of participants so that they will not be able to take part in a meeting any longer.

## 1.7 Testing

*test session for you* At <https://zoom.us/test> you can test Zoom for yourself before setting up meetings.

*test session for participants* We recommend opening the meeting room earlier for a test session or setting up a separate test session. It should be coordinated by a moderator and a technical moderator. You can offer your participants to test their camera and microphone, rename themselves, share a presentation etc. You can either start a meeting earlier and let your participants know that they can come in earlier for the test, or create a separate session for the test.

*testing technical functions*

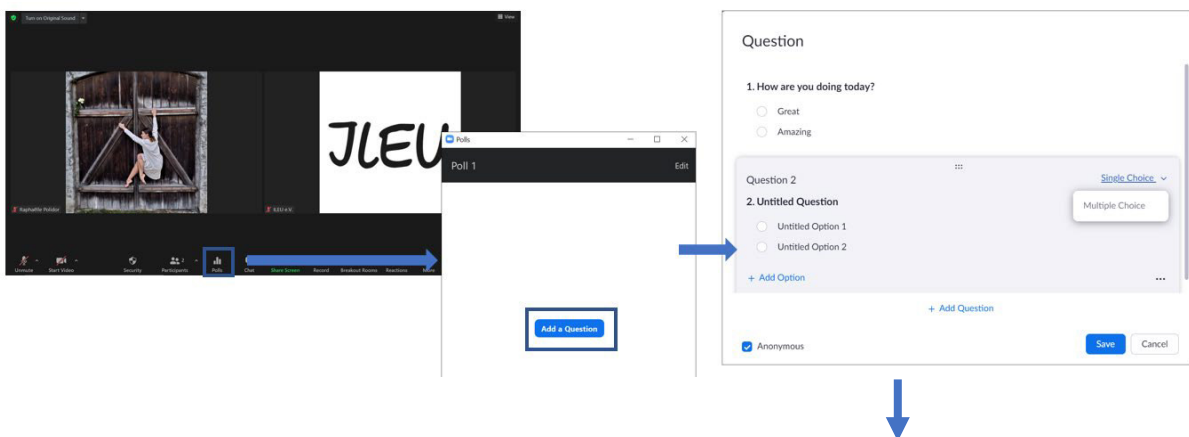


Before a meeting starts, participants can test functions of their microphone and camera.

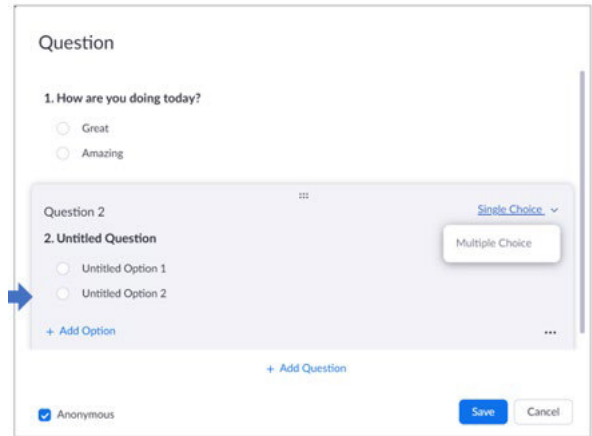
## 1.8 Creating Polls

*polling feature* To find out what participants are thinking, you can conduct a poll at any time during the presentation. The polling feature allows you to create single choice or multiple choice polling questions for your meetings. You can launch the poll during your meeting and gather the responses from your attendees. You can also download a report of the poll or polls after the meeting.

You can create up to 50 polls for a single meeting, with each poll having a maximum of 10 questions.





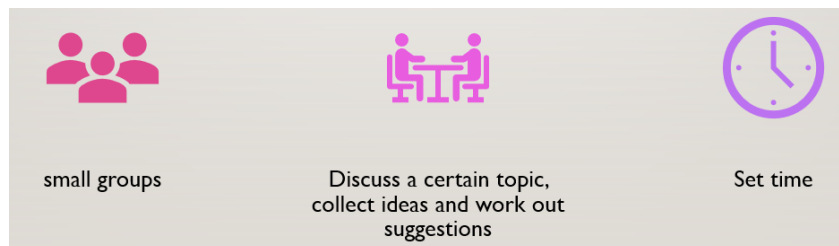


- creating a poll*
- 1 In the Zoom web portal, go to the navigation menu and click **Meetings**.
  - 2 Click on the topic of your scheduled meeting
  - 3 Click the **Polls** tab at the bottom
  - 4 To begin creating a poll, click **+Create**

During the session, you can then start polls by clicking **Polls** in the toolbar.

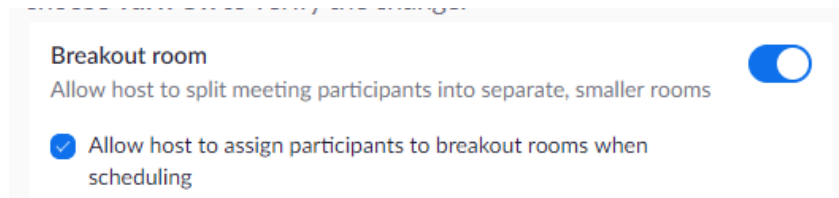
## 1.9 Setting up Breakout Rooms

*breakout rooms*



The host can split the plenary session into separate, smaller rooms with lesser participants to discuss in private. After discussing, groups can share their results with the plenary session.

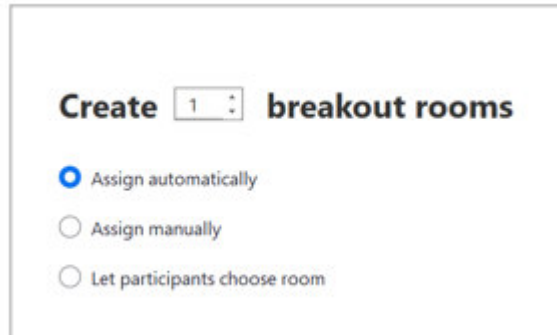
*enabling breakout rooms*



Before you can set up breakout rooms, you need to enable the feature for hosts so that they can assign participants to their rooms.

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*creating rooms*



Before the session, you can create rooms at <https://Zoom.us/profile>

Log in and go to **Settings**. Here you can create the rooms you need. You can specify whether you want participants assigned automatically or, preferred, to assign participants manually so that you get to put the groups together as you choose.

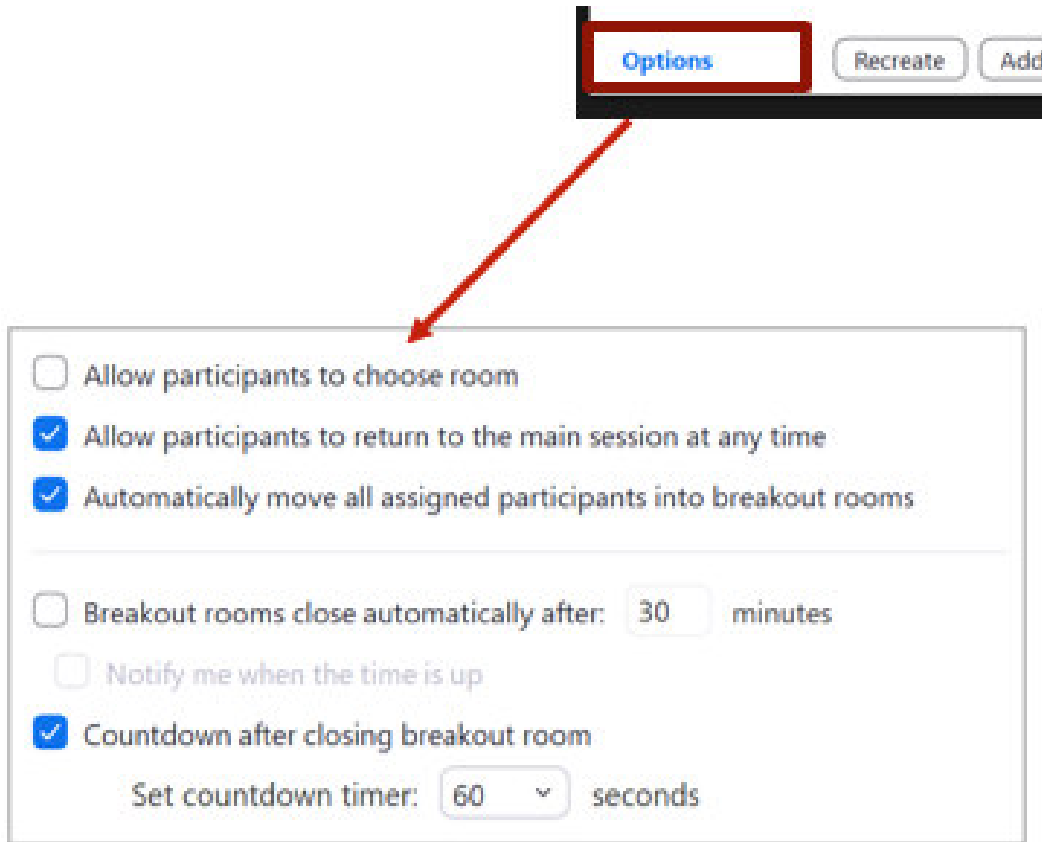
*assigning participants*



Select the participants you want to join a room.

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*options*



*setting closing time* Be sure to set the time limiting discussions, e.g. 30 minutes. If you do not, the room will open and close again right away.

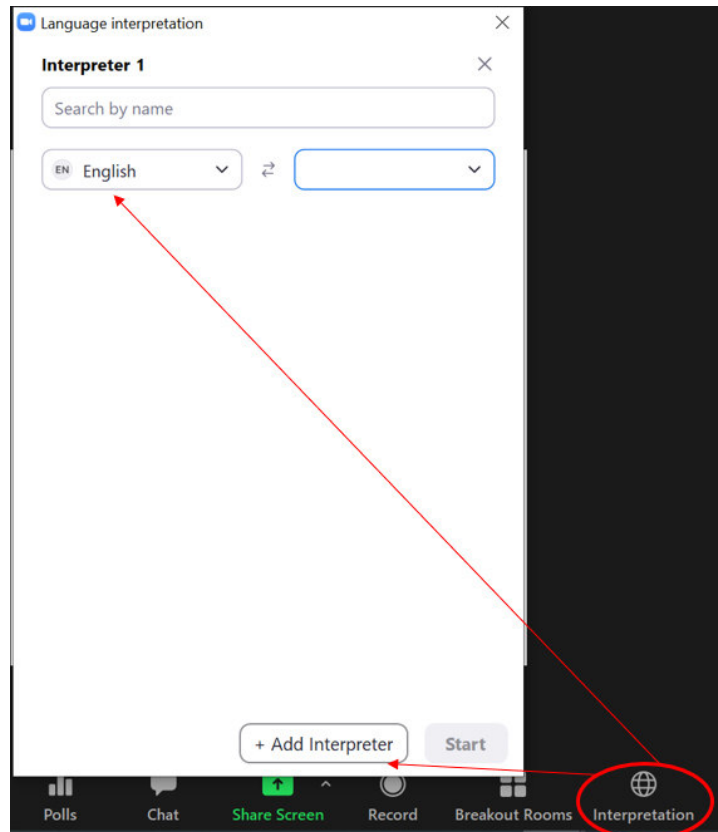
*setting countdown* Towards the end of the breakout, participants will be made aware that closing is near by a countdown timer so that they can prepare to leave.

## 1.10 Interpreting (translating)

*interpreting feature* For participants not familiar with the meeting's main language, you can have interpreters to translate simultaneously and live what is being spoken. During a Zoom session, a host can name up to 20 participants as interpreters.

↪ *Please note* To enable interpreting, you need a special license (see above). Also, this feature must be enabled when scheduling a meeting or webinar *before* the actual meeting.

*adding interpreters*



There are multiple channels for interpreters. Add interpreters by entering their name and selecting the languages from which, and into which, they are translating.

*additional languages*

There are 9 default languages: English, Chinese, Japanese, German, French, Russian, Portuguese, Spanish and Korean. If you need more languages, you can add them.

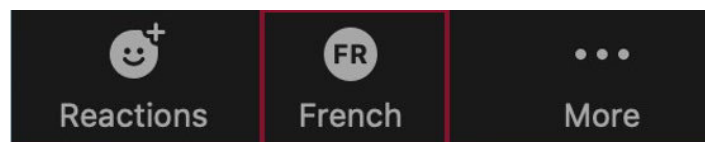
- 1 Click the plus sign (+) symbol to add more languages
- 2 Under **Add Language**, enter the name of the language you need.
- 3 Select the language in the drop-down menu and click **Add**.

To begin interpreting, click **Start**.

↳ *Please note*

There is no limit to how many languages you can add. However, in a meeting you can simultaneously use only up to five of the custom languages you have added.

*participants*



In their toolbars they can use the Interpretation icon to select the language they want to listen to.

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## 1.11 Preparing a Meeting

*scheduling a meeting* To set up a meeting, you can use the Zoom web portal, the Zoom client or one of the extensions or plugins.

- 1 Sign in to your Zoom web portal at <https://zoom.us/signin>
- 2 Click **Meetings**
- 3 Click **Schedule a Meeting**
- 4 Choose the date and time for your meeting
- 5 Select any other settings you would like to use (optional)
- 6 Click **Save**

↳ *Please note* You need to schedule a meeting beforehand to be able to start it.

*inviting participants* When you schedule a meeting, a link **Copy the Invitation** will appear which you can copy and send to the participants.

*starting a test meeting* To become familiar with the Zoom features, you can first start a test session for yourself at <https://zoom.us/test> and click **Join**.

Before beginning a meeting with participants, you can set up a test meeting for them to get to know the Zoom features you plan to use and to show important functions.

*test session for participants* Explain the most important functions to be used in the meeting. They can be found in icons shown in the Zoom screen toolbar, such as muting, video settings, split screen... (see above)

*prerequisites for hosting a meeting* As a host, you need a Zoom Account and license.  
Schedule your meeting beforehand (see above).

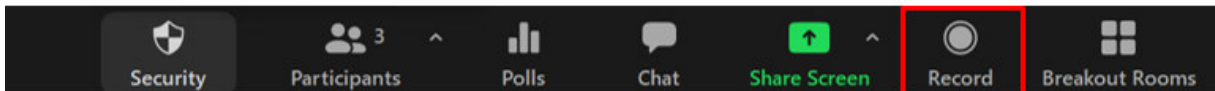
## 2. Hosting the Meeting

### 2.1 Starting a Meeting

*starting the meeting* To start a meeting as a host, click **Meetings** in the Zoom client. Select the meeting you want to start from the scheduled meetings listed under the **Upcoming** tab. There you can find additional options which you can click to set up:

- 1 Sign in to your Zoom web portal
- 2 Click **Meetings**
- 3 Under Upcoming, click **Start** next to the meeting you want to start  
The Zoom client will launch automatically to start the meeting.

## 2.2 Recording a Meeting



*record* You can record a meeting by clicking **Record** in your Zoom host toolbar.

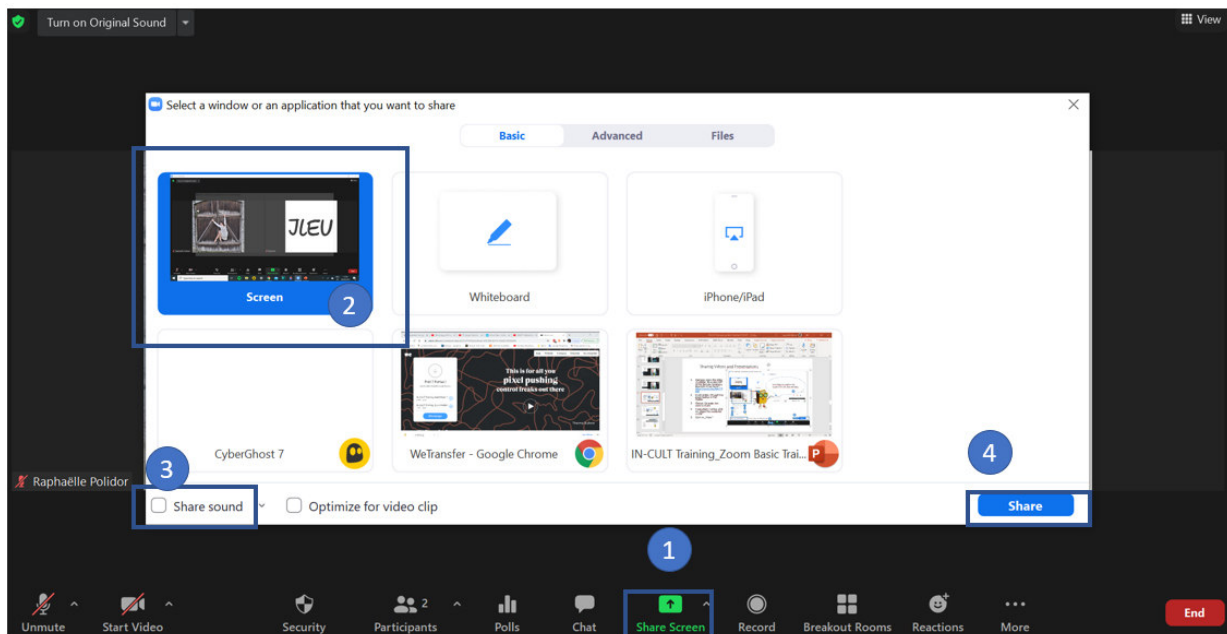
You can pause, continue or stop recording anytime.

↳ *Please note* Before beginning to record a meeting, make sure you have the permission of all the participants attending your meeting to do so.

*saving* The meeting can be recorded in the Zoom cloud or locally on your computer (which we recommend).

## 2.3 Sharing a Screen or Video

*sharing* You can make the screen or video of a participant visible to everyone by sharing it.



1 In your host toolbar, click **Share Screen**

2 Choose the screen you want to share

3 To share the sound also, click **Share sound**

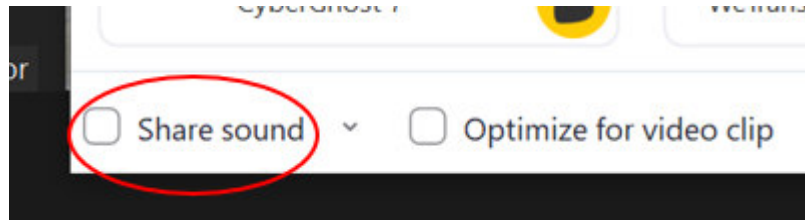
4 To begin sharing click **Share**

↳ *Please note* If you select the screen highlighted (number 2 above), all participants will be able to see your every move. To avoid that share another screen.

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And as backup, you should always have at least two people who also have the content to be shared in case of emergencies.

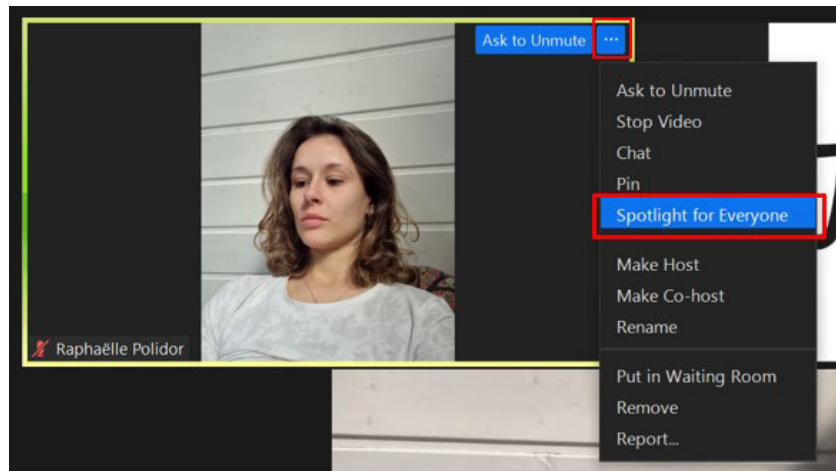
*share sound*



Also, don't forget to click **Share sound** *before* you share a video.

## 2.4 Spotlight

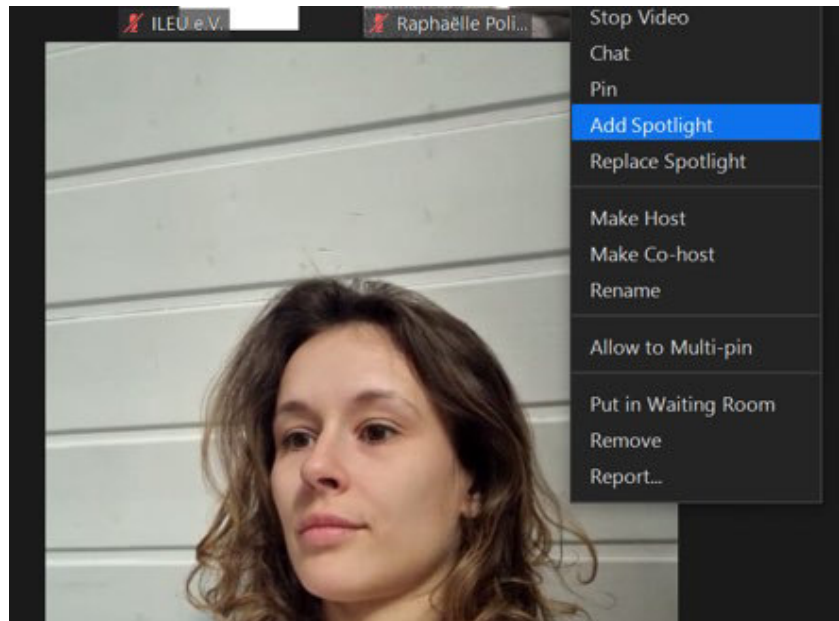
*spotlight*



To focus attention on the speaker, you can set that person in the spotlight while they are speaking.

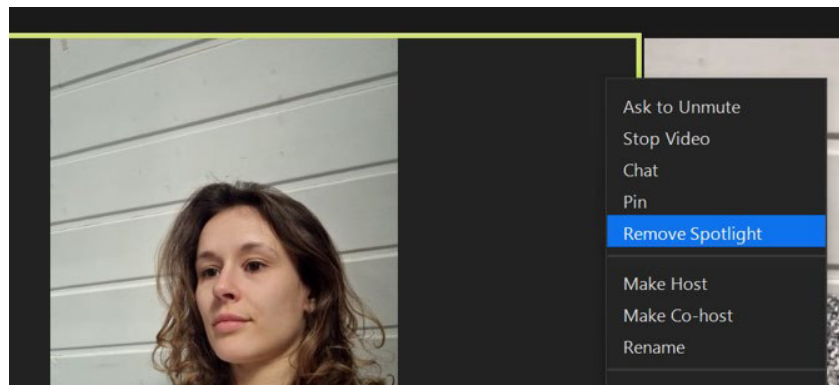
To select the function, click the ellipsis ... icon besides the participant's image. From the functions appearing select **Spotlight for Everyone**.

*adding spotlight*



Here, you can also add other participants to the spotlight.

*removing spotlight*



To remove participants from the spotlight, click here.

*pinning and putting in spotlight*

You can pin a participant to focus on them. However, there is a difference between “pinning” and “putting in spotlight”:

- |           |                                  |
|-----------|----------------------------------|
| spotlight | visible for all participants     |
| pin       | visible only for you as the host |

## 2.5 Launching a Poll

*launching a poll*

You can launch polls during your meeting and gather the responses from your attendees. During the meeting you can conduct up to 50 polls. After the meeting, you can download a report of the polls.



Click **Polls** in your toolbar to launch a poll.

*options*

Click ... to access further options, such as downloading the results of each participant from your web browser.

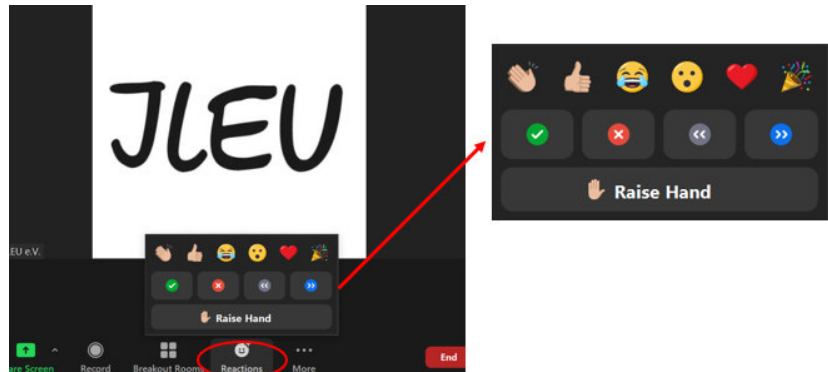


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*ending a poll* Click **End Poll**

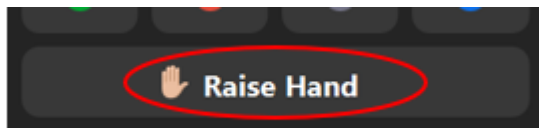
## 2.6 Reactions and Raising the Hand

*reactions*



During the meeting, participants can show reactions by clicking on the button in their toolbar.

*raising a hand*



Participants can raise a hand to show that they want to comment.

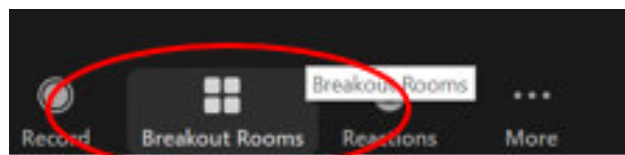
A hand is added to their tile to show it.

↪ *Please note*

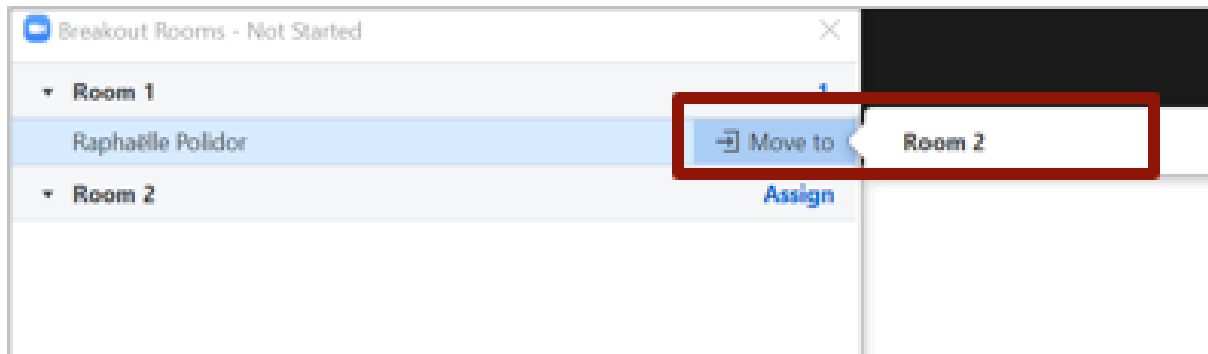
The hand is not lowered automatically, participants need to click here again to lower the hand.

## 2.7 Breakout Rooms

*opening rooms*



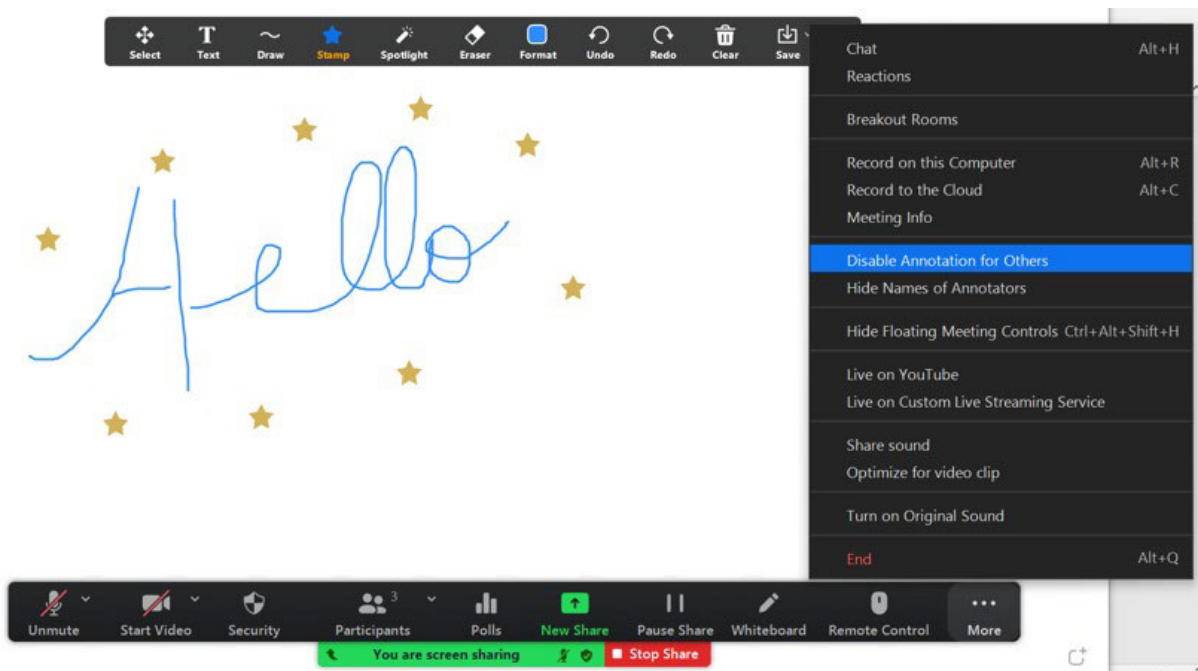
Click the **Breakout Rooms** button in your toolbar to open the rooms you have created previously.



*selecting a room* You can select the room you want to open from the list of rooms.

## 2.8 Whiteboard

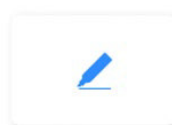
*brainstorming* You can share a whiteboard with the participants to create e.g. brainstorming lists. Participants can all use the annotation features of the whiteboard.



*sharing the whiteboard*

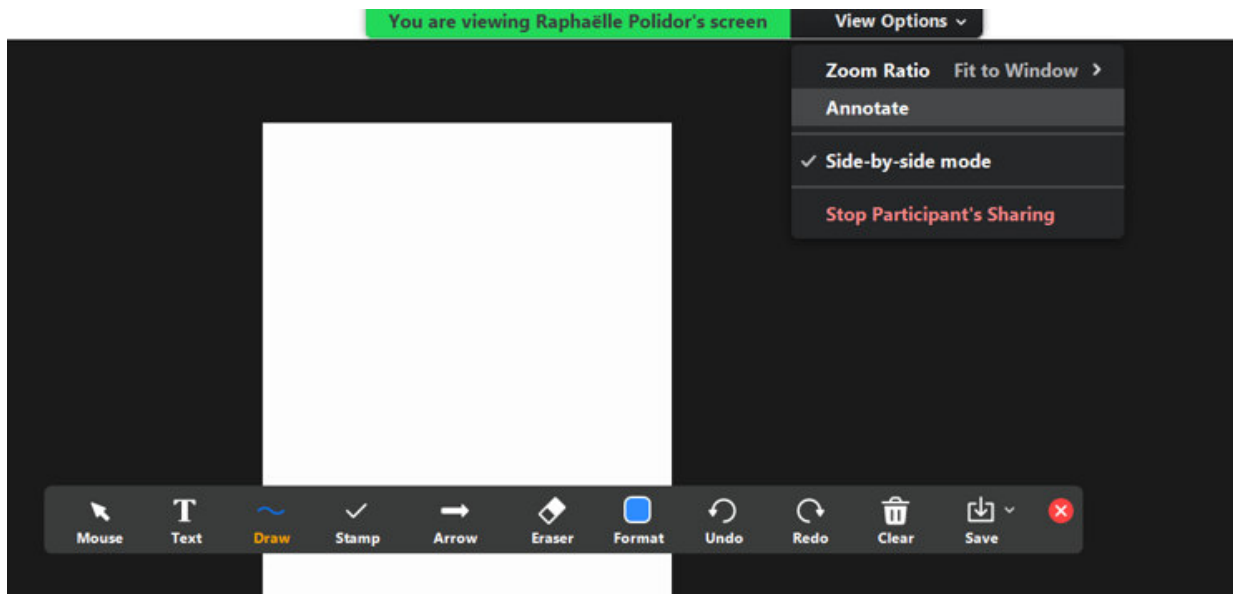


- 1 Share the screen with the participants by clicking **Share Screen** in your meeting toolbar.

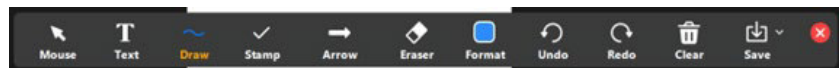


Whiteboard

## 2 Click **Whiteboard**



## 3 Click **Share**



The annotation tools will appear automatically. Other participants can also add their annotations.



## 4 Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.

*ending* When you are done, click **Stop Share**.

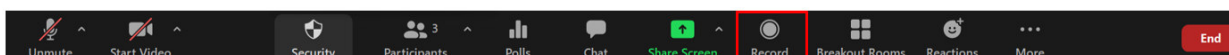
## 2.9 Wording

*terms* There are some special terms that Zoom uses. If you are looking for a function, you need to know what it is called to find it.

*ellipsis icon* The three ... appearing when additional functions can be accessed at this point. An ellipsis indicates an omission, especially of letters or words.

*schedule a meeting* Setting up a meeting, entering e.g. date and time.

*videos of participants* In the view, the videos of participants are shown in tiles. If they have switched their cameras off, the tiles will be black.



*Zoom toolbar* At the bottom of your Zoom screen you can find the toolbar containing buttons to click if you want to call a specific function. The functions shown depend on your settings.