

# FOR HOSTS: Basic Instructions

## Customize Your Personal Meeting Room

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1. Go to <https://goucher.zoom.us/>.
2. Click on **Sign in** in the upper right, which will take you to the Goucher portal page for Zoom. Enter your username and password, and click on **Sign in**. Your username is generally not your email address—rather, it looks something like *jdoe001*.
3. ONE TIME ONLY: On the *My Profile* page in Zoom, click **Edit** in the “Personal Meeting ID” field, and enter your phone number, so that your personal meeting ID is <https://goucher.zoom.us/my/yourphonenumber>—for example, <https://goucher.zoom.us/my/4107654321>. ADDITIONALLY, SELECT **Use this ID for instant meetings**. Click on **Save Changes**. You can copy and send this personal meeting ID to your students and guests—it’s your personal meeting room that you can meet in at any time for office hours, personal conferences, class meetings, etc.
4. ONE TIME ONLY: Click **Customize** in the “Personal Link” field, and enter your firstnamelastname so that your personal link is <https://goucher.zoom.us/my/firstnamelastname>—for example, <https://goucher.zoom.us/my/johndoe>. Click on **Save Changes**. You can send this personal link to your students and guests—it’s your personal meeting room that you can use any time. It will take students and guests to the exact same meeting room as your “Personal Meeting ID” (the two are interchangeable).

## Host A Meeting In Your Personal Meeting Room *(An Option for Hosting)*

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*With Zoom, it is not a necessity to schedule a meeting ahead of time (like it was in WebEx). With Zoom, you have a personal meeting room that is always the same room, always the same link.*

*To hold a meeting in your personal meeting room, just give your students and guests either your Personal Meeting ID (PMI) or your Personal Link—both of these take users to the exact same meeting room. You can copy your PMI or Personal Link from your My Profile page. Again, it is not a necessity to schedule a meeting if you are using your personal meeting room because your meeting room is always there for you, like a best friend.*

1. OPEN ZOOM: Go to <https://goucher.zoom.us/>.
  - a. Click on **Sign in** in the upper right, which will take you to Goucher’s Zoom portal page. Enter your username and password, and click on **Sign in**. Your username is not your email address—rather, it looks something like *jdoe001*.
  - b. Hover over **HOST A MEETING** at the top of your *My Profile* page, and click on **With Video On** (upper right).

- c. Click [download & run Zoom](#) if you are presented with this option (the Click [Save File](#) for the *Zoom-launcher.exe* file; open the file and click [Run](#); click [Join Audio Conference By Computer](#)).
2. MANAGE PARTICIPANTS: In your Zoom meeting room, hover over the bottom of your Zoom screen to find meeting controls like *Mute, Video, Invite, Manage Participants, Share Screen, Whiteboard, Chat, Record, and Breakout Rooms*. Click on [Manage Participants](#) to display the participant window. You will see participant names.
3. RECORD A MEETING: Hover over the bottom of your Zoom screen and click [Record](#) if you want to record the meeting. Select [Record to the Cloud](#). Press [Stop Recording](#) when done. You will soon receive email notification with a link to your recording, which you can post in your Canvas course site (1/2 hour to render each 1-hour meeting).
4. SHARE YOUR SCREEN: When you are ready to show a PowerPoint file or watch a YouTube video or display a document, etc., hover over the bottom of your Zoom screen and click on [Share Screen](#)—**and additionally be sure to click in the tiny check box, lower left, for [Share computer sound](#)**. Then click on [Share Screen](#) (lower right). Click on [Stop Share](#) when you are done sharing your screen (red button, top of your active window).
5. ANNOTATE ON A SHARED SCREEN: Hover over the bottom of your Zoom screen and click on [Share Screen](#) => click on [Desktop](#) and then on [Share Screen](#) (bottom right) => open the file/document you want to show => hover over (or push with your cursor) the green ID tab or the red Stop Share tab at the top of your screen => click on Annotate => click on any of the tools on the pop-up tool bar (Mouse, Test, Draw, Spotlight, Erase, Save) => click on [Stop Share](#) when you are done (red button, top of your active window).
6. BREAKOUT ROOMS: Enjoy breakout rooms if you want to divide participants into smaller rooms. [Video and text instructions](#)
7. POLLING: Enjoy polling for soliciting input from your participants. Great for breaking the ice at the start of a meeting, or for getting participants more engaged and connected. [3 Examples of Useful Poll Questions](#) (get the interaction started; let your audience pick the content; get input on the meeting). [Polling Step-by-Step Instructions](#)

## Host A Scheduled Meeting *(Another Option for Hosting)*

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1. OPEN ZOOM: Go to <https://goucher.zoom.us/>.
  - a. Click on [Sign in](#) in the upper right, which will take you to Goucher's Zoom portal page. Enter your username and password, and click on [Sign in](#). Your username is not your email address—rather, it looks something like *jodoe001*.
  - b. Download and run Zoom if prompted.
2. Click on [My Meetings](#) on the Zoom navigational bar.
3. Click on [Schedule a New Meeting](#) => enter meeting details => click Save.

4. Click on [Copy the invitation](#) in the [Invite Attendees](#) section => Click on the [Select all](#) button => Press Ctrl + C or right click to copy to the clipboard => paste the text into an email message that you send to your students. You might add the suggestion that participants watch this video ahead of time: "[How do I join a meeting.](#)"
5. When it's time for your meeting, go back to your [My Meetings](#) page => click on the [Start](#) button next to your scheduled meeting.
6. Follow guidelines in the section above for managing participants, recording a meeting, sharing your screen, using breakout rooms, and using polling.

## Many Additional Features

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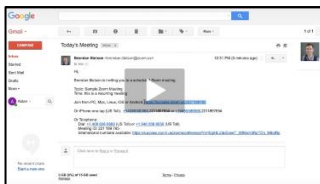
Explore Zoom meetings to discover many additional features and tools. Below are just a few.

- **SHARE COMPUTER SOUND:** In an active meeting, click on Share Screen => click in the tiny check box for [Share computer sound](#) (lower left) => click on [Share Screen](#) (lower right). YouTube videos, online podcasts and other sound sources will convey excellent sound directly to participants.
- **MOBILE APPS:** Download a mobile app to connect via mobile device. [Zoom mobile downloads](#)
- **JOIN ZOOM BY TELEPHONE:** Hosts and participants can [join Zoom by telephone](#)
- **TOUCH UP MY APPEARANCE:** In an active meeting: hover over the bottom of your screen => click on the options carat next to Start Video => click on Video Settings => click on [Touch up my appearance](#)

## Video Instructions

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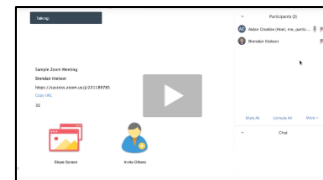
### Join a Meeting



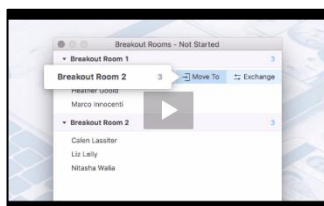
### Scheduling a Meeting



### Meeting Controls



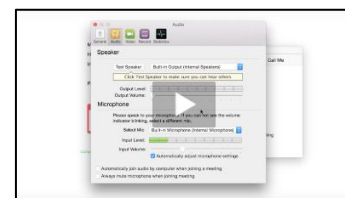
### Breakout Rooms



### Share Your Screen



### Configure Audio & Video



## **Resources**

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[Contact Zoom Support](#)

[Zoom Video Tutorials](#)

[Housekeeping Slides for your Meetings](#)

[3 Ways To Use Polls In Meetings](#)

[Zoom Online Event Best Practices.pdf](#)