



# ZOOM HOST CHECKLIST

Note that Zoom links are usually reset annually between December and January meetings so as to minimise the chance of unwanted interruptions.

## LOGIN

- Login to Zoom with your own account, then;
- Click on **Switch Account** or **Add Account** and type in [gsvzoom@gsv.org.au](mailto:gsvzoom@gsv.org.au) or [gsvzoom2@gsv.org.au](mailto:gsvzoom2@gsv.org.au) and use password Qeen110!!
- After the meeting has closed, logout and then use **Switch Account** to replace the GSV address above to your own.

## MEETINGS

- Select **MEETINGS**, pick the relevant meeting eg. CONE, SWERD, etc.
- Press **START**; this will then open the meeting page.
- Change GSV reference under your picture, right click on ... and select **Change Name** and type in your name. This is optional but preferred.

## PARTICIPANTS

- Open **PARTICIPANTS**, ready to start admitting attendees. Keep this page open as long as is necessary and at least until everyone has been admitted. You as host will be the only one listed at that point but there will probably be a few waiting to be admitted.
- As participants appear, press **Admit** by their names. They will then show up in **Gallery** view. Keep this open to allow you to admit any late entrants.
- In the **Participants** list, you can mute individuals using **Mute** button by their name.
- To mute everyone, press **Mute All** at the bottom of the list.
- When the advertised time for the meeting arrives or once all expected participants have joined the meeting, the Convenor will start the meeting.

## SHARE SCREEN

- Before the meeting starts, select the **Share Screen** button in the middle of the bottom bar in the main screen view.
- Press the little green up arrow and select **Host tools for share**. Then click **Who can share?** And select **“All Participants”**. This will allow anyone to **share screen** during the meeting.
- Note that a separate page on sharing screen procedures is in course of preparation

## CO-HOST

- If the meeting requires more than one host, in Gallery view right click on the relevant person, right mouse click and select **Make Co-Host**.

## RECORD MEETING

- If the meeting or part of it is to be recorded, press the **Record** button next to Share Screen in the bottom bar and select **Cloud Option** (if this option is not chosen, the recording will go to your own computer!!).
- It is recommended that all meetings are recorded, though it is easy to delete the recording if it is not needed or if sensitive stories are told, but impossible to go back afterwards.
- When the meeting finishes, press **End Record** on the same button.

## AI COMPANION

- At this point in time, it is recommended that this feature is not used.

## CHAT

- Ideally open **CHAT** and keep an eye on any messages that the Convenor or presenter may need to address. You can keep it open during the meeting. Alternatively, ask your co-convenor or another member to keep an eye on the messages and questions in chat.
- The Convenor may ask you to save Chat and forward the document by email to the Discussion Circle's email address.
- Before closing the meeting inform the participants that they can download the Chat File by clicking on the three horizontal dots at the top of the Chat Panel and selecting 'Save Chat'.

## END MEETING

When the Convenor closes the meeting, press the red **END MEETING** button, bottom right of screen.