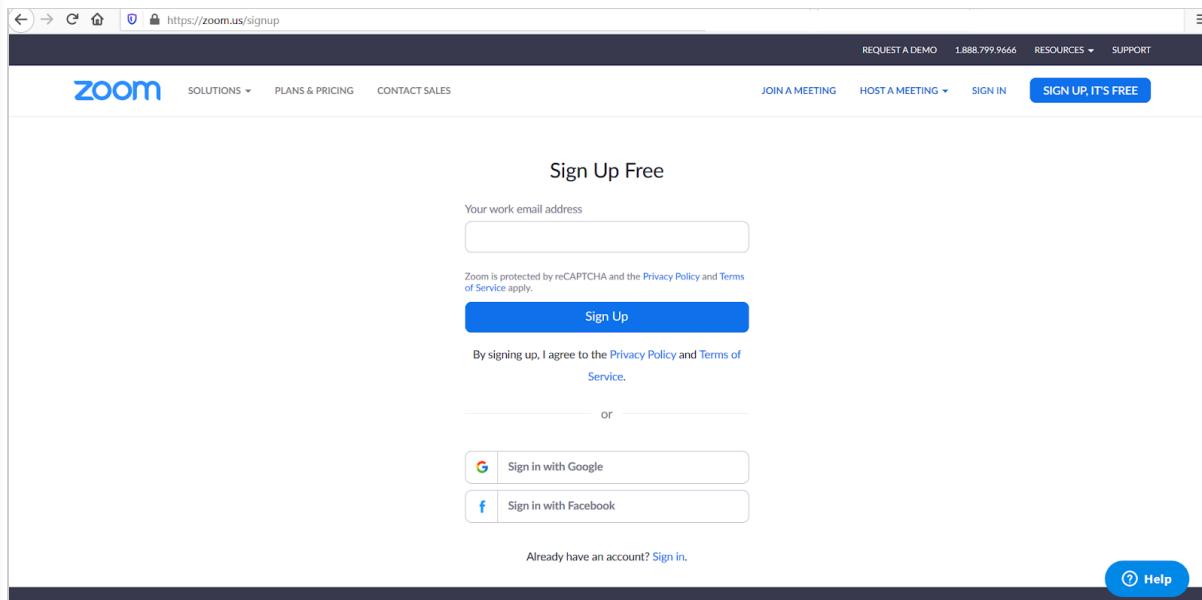


## [HOW-TO] How to use Zoom for hosting an event

Zoom is one of the most popular meeting platforms. It's easy to use, and the free version has many useful functions. Paid versions are packed with even more functionality. This ultimate guide for hosts will show you how to set up and run your Zoom event.

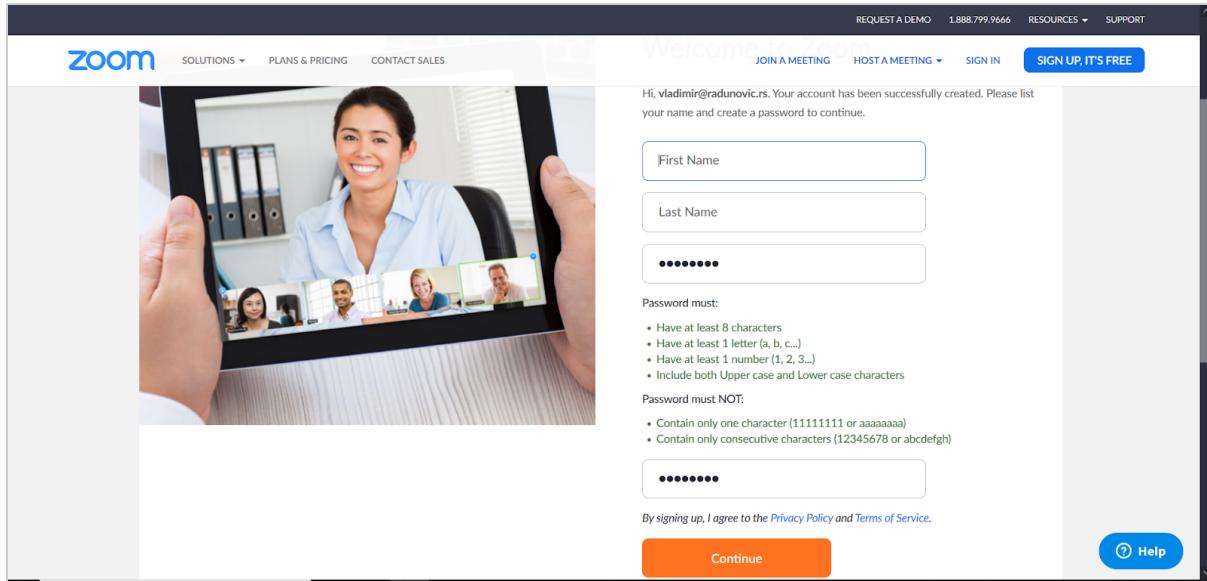
### 1. Opening an account

First, create an account by [signing up](#). Use your e-mail address, or create an account through your existing account on Facebook or Gmail)

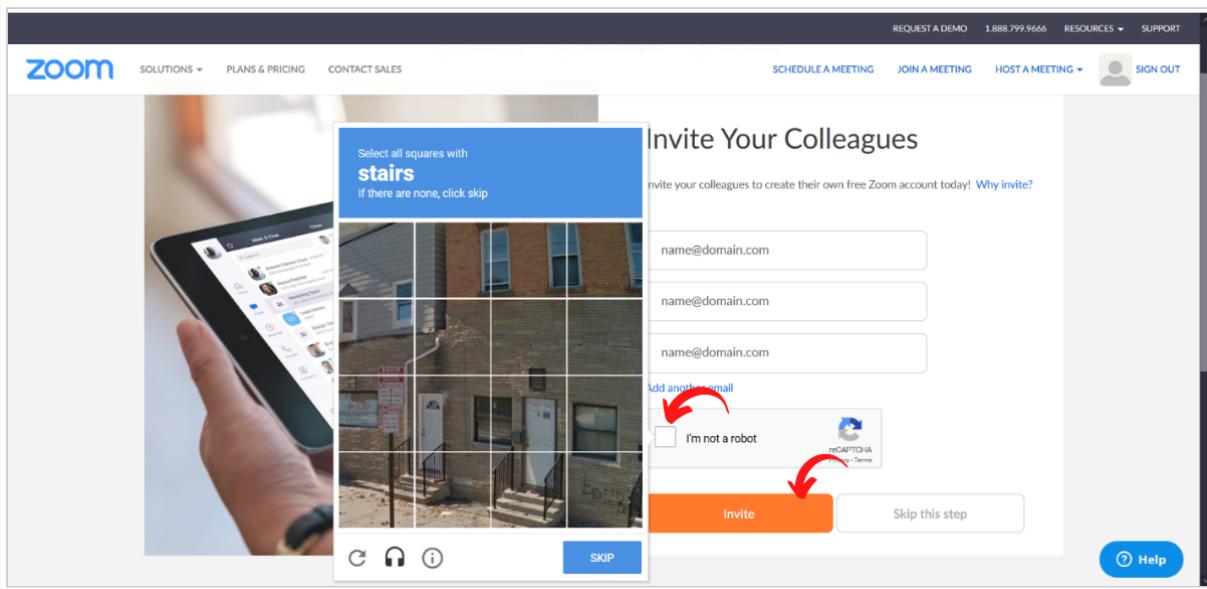


Once you have filled out your details, check your e-mail where you will receive a message from the Zoom platform with a button or link to click on to activate your account

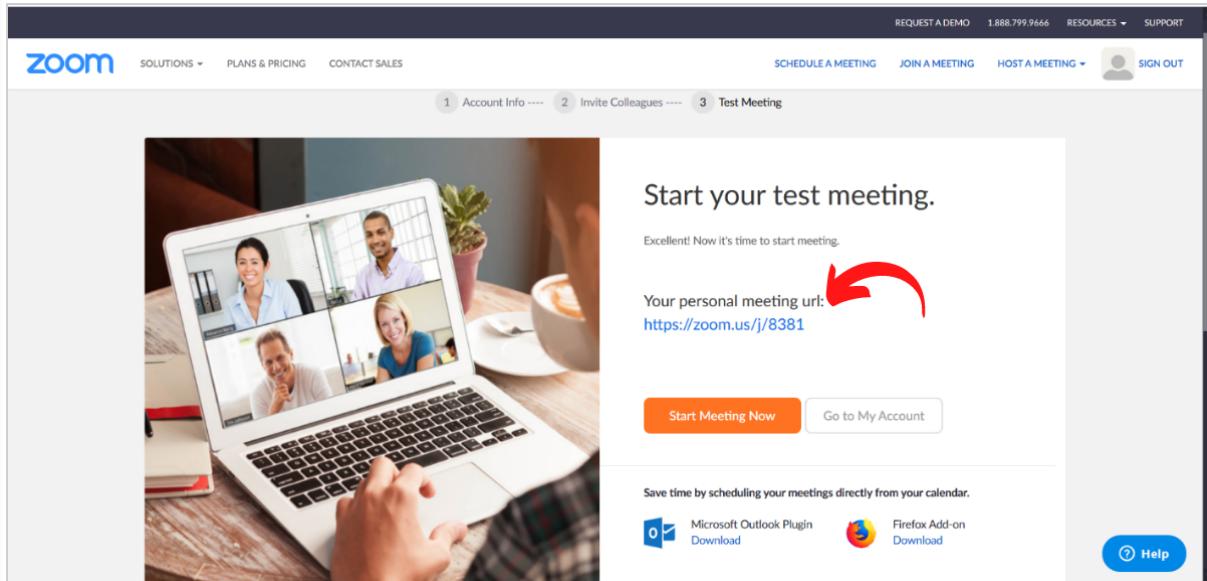
The link takes you to the page where you need to enter your details (first name, last name, and password, which should contain lowercase and uppercase letters and numbers)



If you wish, you can invite some more friends to sign up for Zoom, but you don't have to - you can skip this step; You will also have to verify that you are not a robot (you may need to select some pictures to prove it).

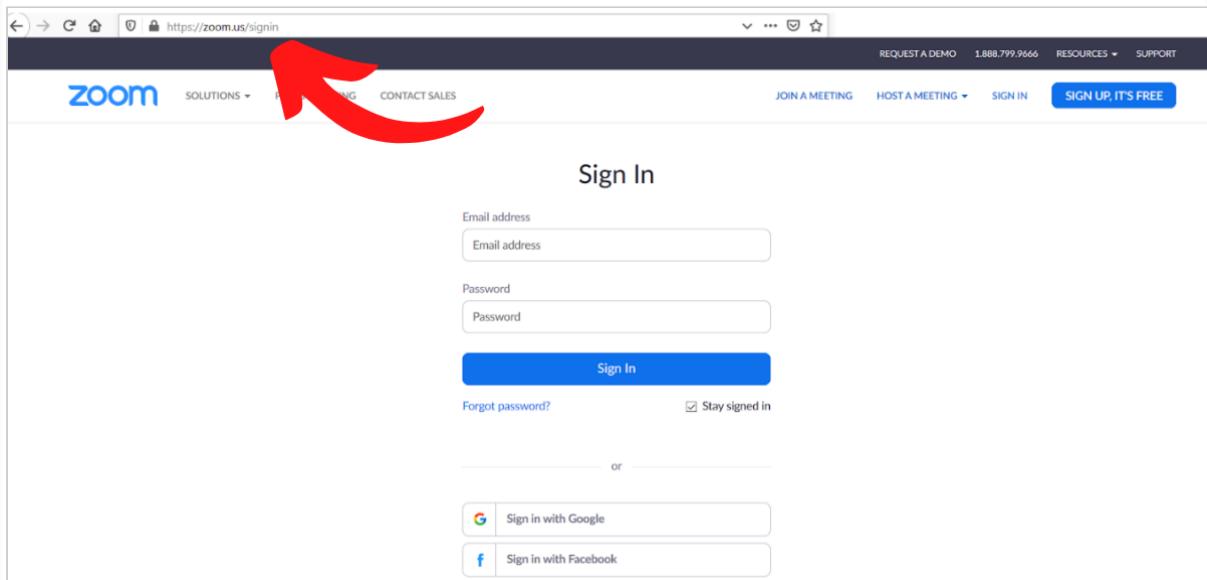


You are now ready to create a meeting room.



## 2. Accessing the Platform

Once you have created an account, you can [sign in](#).



Once you login, you will see a page where you can enter your details, but also from which you can schedule new and regular meetings, start already scheduled meetings, or ad-hoc (instant) meetings as needed.

The screenshot shows the Zoom Profile page at <https://zoom.us/profile>. The 'Profile' tab is selected in the sidebar. Key details shown include:

- Personal Meeting ID: 838-1 (<https://zoom.us/j/8381>)
- User Type: Basic (with an 'Upgrade' link)
- Capacity: Meeting 100
- Language: English

A promotional overlay on the right side encourages upgrading to Zoom Pro, stating: "Uplevel Your Meetings with Zoom Pro" and noting the basic plan's 40-minute time limit for meetings with 3 or more participants.

### 3. Scheduling meetings

On the main page, you can also schedule one or more meetings, or regular (e.g. weekly) meetings. Scheduling meetings is done under the 'Schedule a meeting' option.

The screenshot shows the same Zoom Profile page as above, but with a large red arrow pointing to the 'SCHEDULE A MEETING' button located in the top right corner of the header.

In the fields on the page enter the topic name (Topic field), possibly a description (Description field), the date and time of meeting and duration.

The screenshot shows the Zoom web interface for scheduling a meeting. On the left, there's a sidebar with options like 'Profile', 'Meetings' (which is selected and highlighted in blue), 'Webinars', 'Recordings', and 'Settings'. The main area is titled 'Schedule a Meeting'. It has fields for 'Topic' ('Klub') and 'Description (Optional)' ('Redovni sastanak kluba'). Below these, under 'ADMIN', there are sections for 'User Management', 'Room Management', 'Account Management', and 'Advanced'. A message box in the 'Advanced' section states: 'Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings.' with a link to 'Upgrade Now'. There are also checkboxes for 'Do not show this message again' and 'Recurring meeting' (with the frequency set to 'Every week on Tue, 20 occurrence(s)'). Other settings include 'Time Zone' ('(GMT+1:00) Belgrade, Bratislava, Ljubljana'), 'Duration' ('1 hr 0 min'), and a 'Help' button.

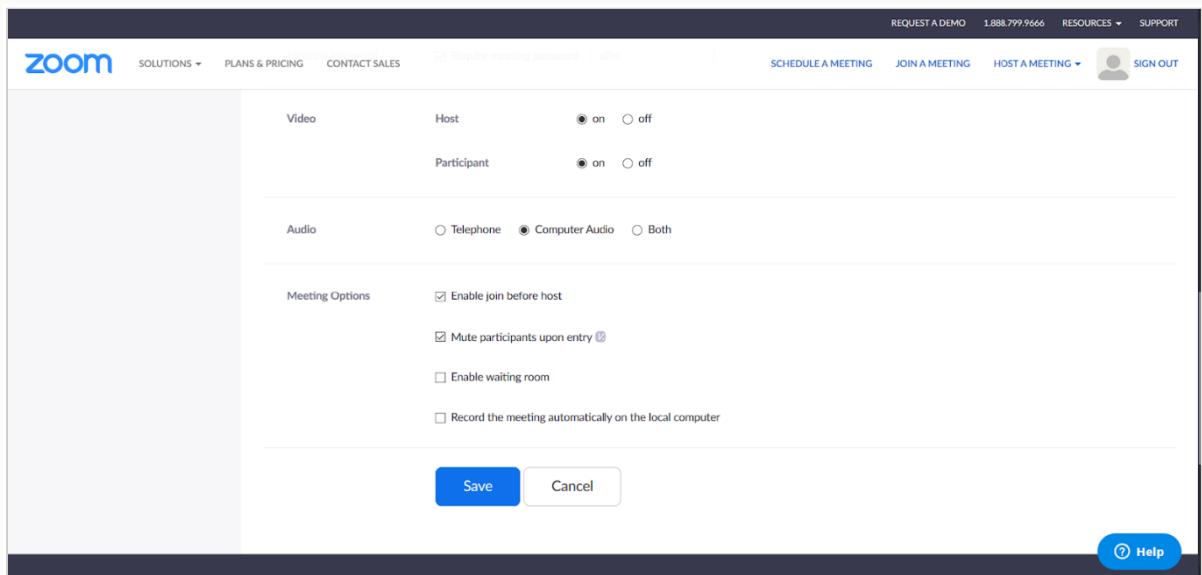
On the same page you can mark whether the meeting is regular (check the box Recurring meeting and set the frequency - weekly, monthly, etc., as well as the number of repetitions or end date). You can also select whether or not you would like to secure access to the meeting with a password or not (Meeting password field), whether your meeting allows the host and attendees to use cameras and how to connect your audio (it is recommended to select Computer Audio).

This screenshot continues from the previous one, showing the 'Schedule a Meeting' page with a focus on recurring meetings. A red arrow points to the 'Recurring meeting' checkbox, which is checked and set to 'Every week on Tue, 20 occurrence(s)'. Another red arrow points to the 'Meeting Password' field, where the word 'si' is typed into the input box. The 'Require meeting password' checkbox is also checked. Below these, there are sections for 'Video' (host and participant settings), 'Audio' (options for Telephone, Computer Audio, or Both), and a 'Help' button.

Finally, additional meeting options are set up on the same page, such as:

- The ability for participants to enter the online room before the host (Enable join before host option).

- A muted microphone for participants when they enter the room, so that there is no noise at the beginning (Mute participants upon entry option) - of course, participants can then turn the microphone on when they wish;
- Waiting rooms for participants and guests, in which case the host is notified when someone is in the waiting room and approves the entry of each participant to the room individually (Enable waiting room option);
- Autostart of recording of the meeting on the host's computer (option Record the meeting automatically on the local computer). That said, the recording can be turned on by the host at any time of the meeting.



After the settings have been saved, a page summarising the settings appears. It contains a unique Meeting ID, a meeting code, and - most importantly, for participants to access the meeting - a link to the room to be forwarded to the participants (Join URL field). This page also includes options for adding scheduled appointments to Google Calendar and other online calendars.

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SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

PERSONAL Profile Meetings Webinars Recordings Settings

ADMIN User Management Room Management Account Management Advanced

My Meetings > Manage "Klub"

Topic Klub  
Description Redovni sastanak kluba

Time Mar 24, 2020 08:00 PM Belgrade, Bratislava, Ljubljana  
Every week on Tue, 20 occurrence(s) Show all occurrences

Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID 146-9  
Meeting Password ✓ Require meeting password si  
Join URL: <https://zoom.us/j/1469?pwd=Sm5vZ1BNTTlZUFUaFFtWH> Copy the invitation

Video Host On  
Participant On

Start this Meeting Help

This page already has an option to start a meeting, or to open a room.

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SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Meeting ID 146-9

Meeting Password ✓ Require meeting password si

Join URL: <https://zoom.us/j/1469?pwd=Sm5vZ1BNTTlZUFUaFFtWH> Copy the invitation

Video Host On  
Participant On

Audio Computer Audio

Meeting Options ✓ Enable join before host  
✓ Mute participants upon entry  
✗ Enable waiting room  
✗ Record the meeting automatically on the local computer

Delete this Meeting Save as a Meeting Template Edit this Meeting Start this Meeting Help

## 4. Starting a meeting

### a) Scheduled meetings

On the homepage after logging in, you can access your scheduled meetings by clicking on the 'Meetings' option.

The screenshot shows the Zoom Profile page at <https://zoom.us/profile>. The left sidebar has a red arrow pointing to the 'Meetings' link under the 'PERSONAL' section. The main content area displays a user's profile picture, Personal Meeting ID (838-1), and other account details. A blue box highlights the 'Edit' button next to the Personal Meeting ID. A callout box titled 'Uplevel Your Meetings with Zoom Pro' provides information about upgrading the account.

The next page shows all your scheduled appointments, a unique Meeting ID for each meeting, as well as the option to start the first upcoming meeting. Details of each meeting can be accessed by clicking on the topic name (Topic).

The screenshot shows the Zoom Meetings page at <https://zoom.us/meeting>. The left sidebar has a red arrow pointing to the 'Meetings' link under the 'PERSONAL' section. The main content area shows the 'Upcoming Meetings' tab selected, displaying a list of meetings with columns for Start Time, Topic, and Meeting ID. Red arrows point to the 'Topic' column and the 'Meeting ID' column. Buttons for 'Start' and 'Delete' are visible for each meeting row.

Once reopened, the details of the meeting including the link to the room, which should be sent to the participants. There is also an easy option to copy the link (Copy the invitation option).

The screenshot shows the Zoom 'My Meetings' page. On the left, there's a sidebar with 'PERSONAL' and 'ADMIN' sections. Under 'PERSONAL', 'Meetings' is selected and highlighted in blue. The main area displays a meeting titled 'Klub' with the following details:

- Topic:** Klub
- Description:** Redovni sastanak kluba
- Time:** Mar 24, 2020 08:00 PM Belgrade, Bratislava, Ljubljana  
Every week on Tue, 20 occurrence(s) [Show all occurrences](#)
- Add to:** Google Calendar, Outlook Calendar (.ics), Yahoo Calendar
- Meeting ID:** 146-9
- Meeting Password:**  Require meeting password
- Join URL:** <https://zoom.us/j/146?pwd=Sm5vZ1BNTTlZU FUaFt> [Copy the invitation](#)
- Video:** Host: On, Participant: On

A large red arrow points from the 'Start this Meeting' button at the top right to the 'Join URL' field below it.

This is where the upcoming meeting can start.

## b) Individual new meetings

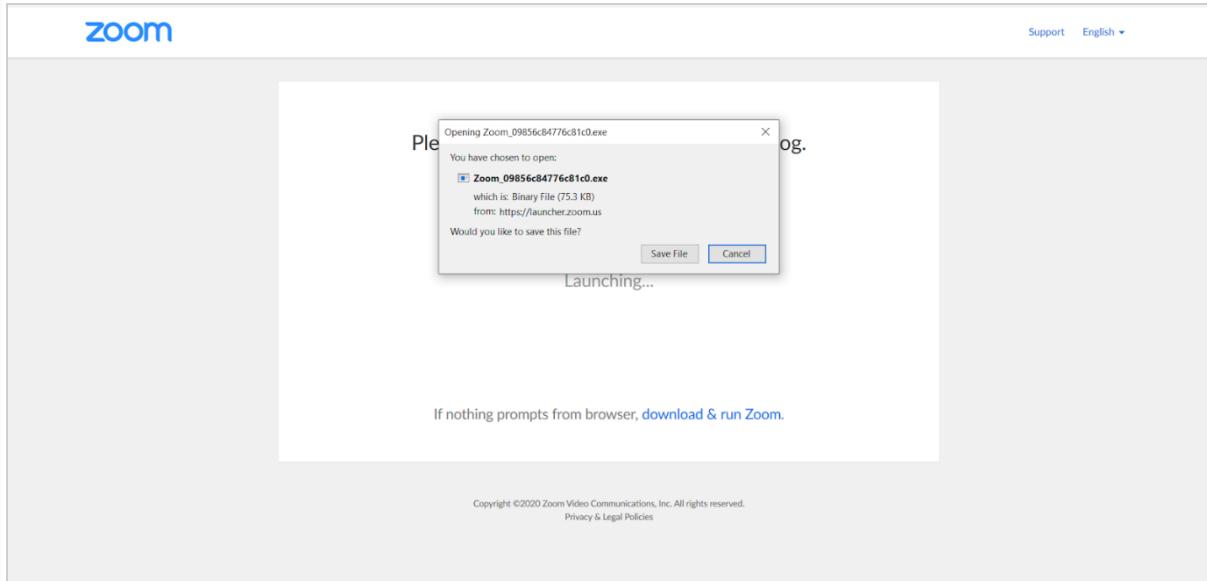
Any individual meetings that are scheduled to take place immediately (instant meeting) can be initiated from the homepage through ‘the Host a meeting’ option. It is possible to start a meeting without video, with video, or with a shared screen.

The screenshot shows the Zoom 'Profile' page. On the left, there's a sidebar with 'PERSONAL' and 'ADMIN' sections. Under 'PERSONAL', 'Profile' is selected and highlighted in blue. The main area displays the following information:

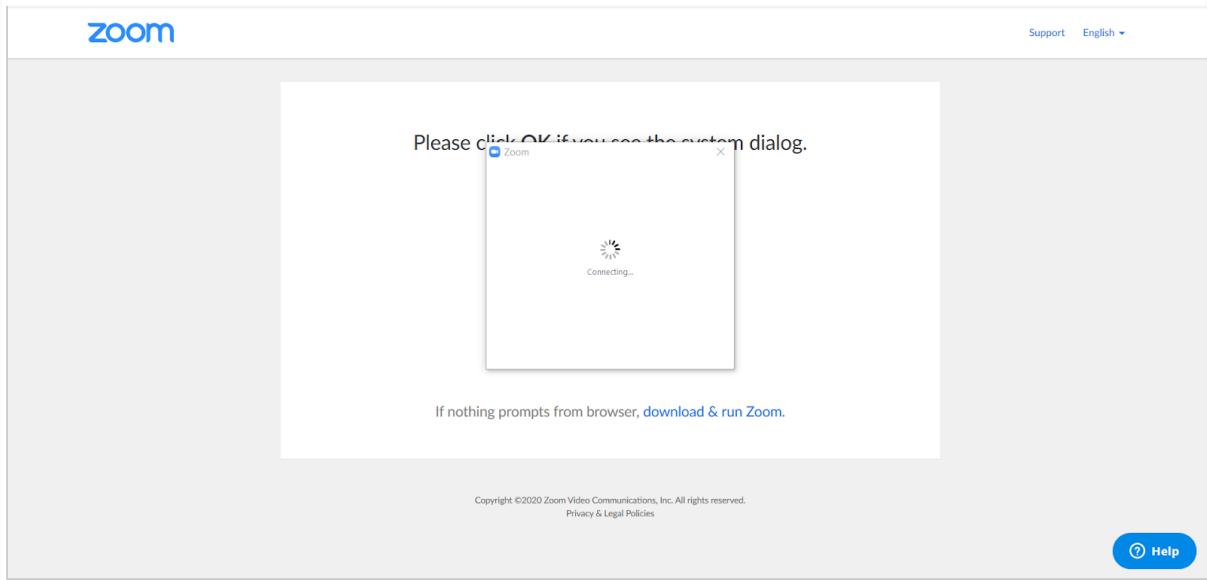
- Profile Picture:** Placeholder image with a 'Change' link.
- Personal Meeting ID:** 838-1 [Edit](#)  
<https://zoom.us/j/8381> [Use this ID for instant meetings](#)
- Sign-In Email:** [Edit](#)  
Linked accounts: [View](#)
- User Type:** Basic [Upgrade](#)

A red arrow points from the 'With Video Off' option in the 'HOST A MEETING' dropdown menu to the 'With Video Off' option in the same menu.

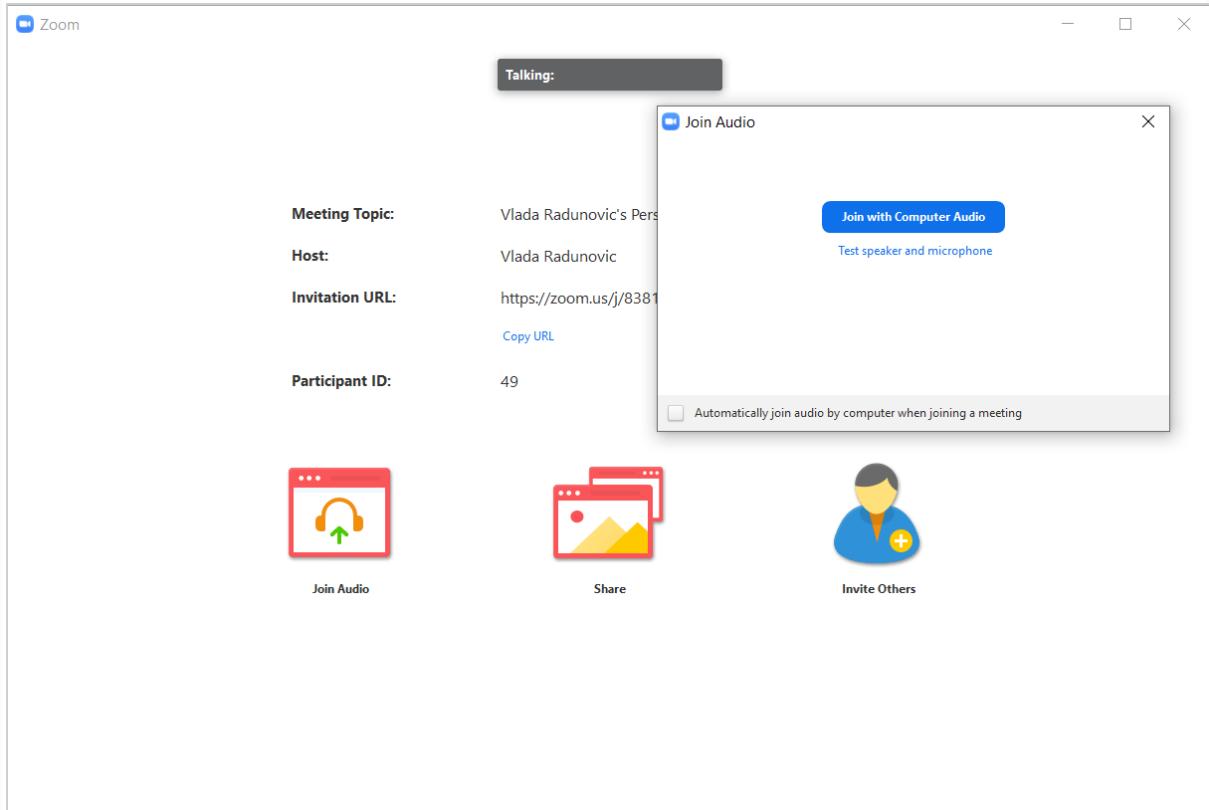
When starting a meeting (whether scheduled or instant) for the first time from your computer, an automatic installation of the Zoom application (unless it is already installed) will be launched.



After a one-time installation, the application will launch itself. This will also be the case the next time Zoom application is used.



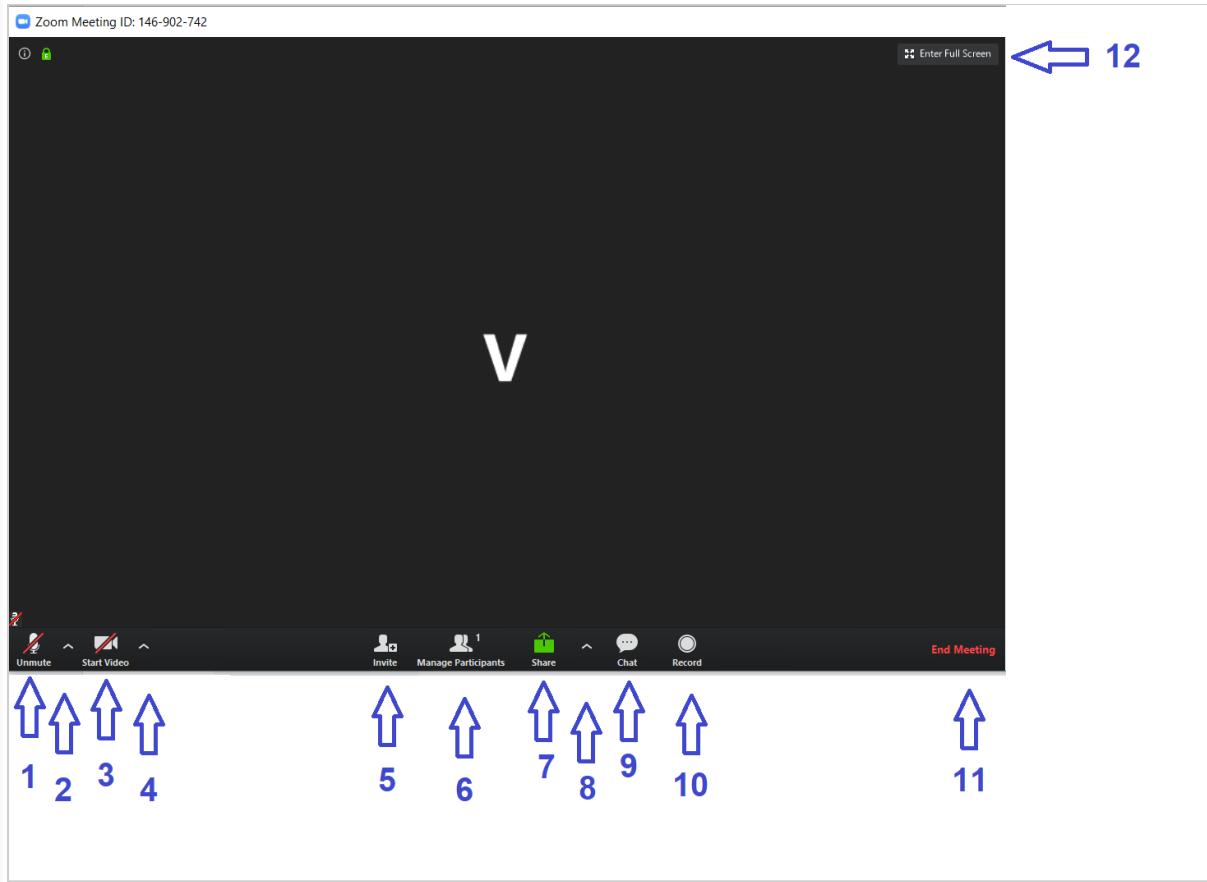
This will open a page with basic meeting information, and the option to connect audio through a computer, or to test the microphone and sound first; it is recommended to test the microphone and sound first and then connect the audio.



Once the audio has been tested, the room opens.

## 5. Manage the meeting

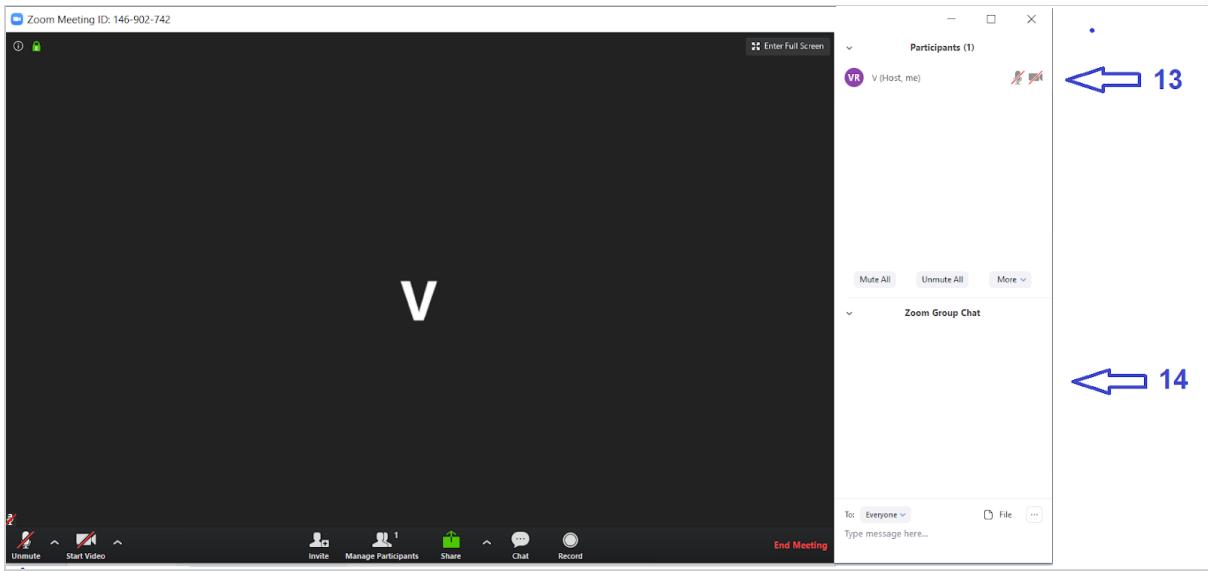
The home screen has many options:



1. Switch your microphone on and off
2. Additional audio tuning options (microphone dial)
3. Switch your camera on and off
4. Additional video setup options (camera selection), and access (via Video Settings) to other settings, such as general application settings, audio and video settings, and recording settings (including location where the recording will be stored)
5. Inviting participants (if they have not already been sent a link) - by e-mail, or by copying the link
6. Participant list and options for managing participant settings (new panel opens as illustrated on the image below)
7. Screen Sharing, Whiteboard, Part of the Screen, Computer Sound, Extra Camera, Cloud Files, and Other Options
8. Additional sharing options: who can share the screen (only host or participants, one or more participants at a time)
9. Chat Window - Chat & Settings (New panel opens as illustrated on the image below)
10. Record a meeting (opens at the top of the menu with a pause button, and interrupt recording) - the recording settings are in the main menu (item 4)
11. Exiting the meeting, with the option to continue the meeting when the host leaves, or to adjourn

## 12. Full screen view of the room

When options 6 (list of participants) and 9 (chat) are selected, the screen gets additional elements:



13. List of participants, with options to turn off the microphone or camera for a specific participant, switch the host role to another participant (with full privileges), and other settings. At the bottom are options to mute or unmute everyone at the same time, as well as additional useful options such as allowing users to turn the camera on or off or change their name, and more.

14. A text discussion window through which it is possible to send a message or a file (from the Cloud or from a computer) to everyone or someone individually, restrict who the participants can send messages to, and record the past text discussion.

Starting a meeting and managing a meeting is also possible from your mobile device by using the Zoom mobile application. The app has the same options, just a slightly differently organised schedule and a way to get to each of the options.