



## Zoom Guide – Start your Zoom session as a host

### Summary

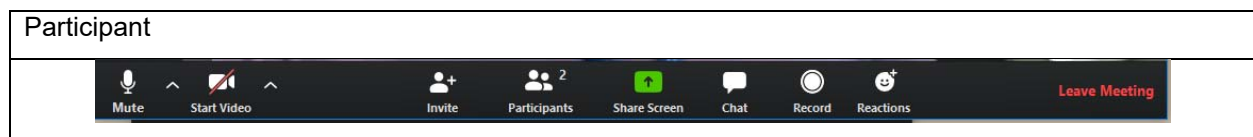
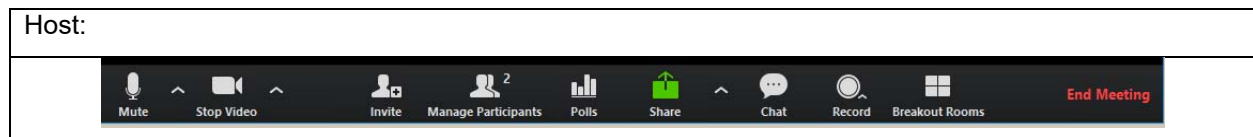
This guide will explain how to start your Zoom meeting as a host.

Applies to Charles Sturt staff hosting a Zoom meeting.

### Process details

A Host has more options to control what is able to be done on a Zoom meeting and is able to use features like setting up break-out rooms or even if other participants can chat and to who they can send messages.

Below are some screenshots of the Host toolbar in a meeting and a participant toolbar.



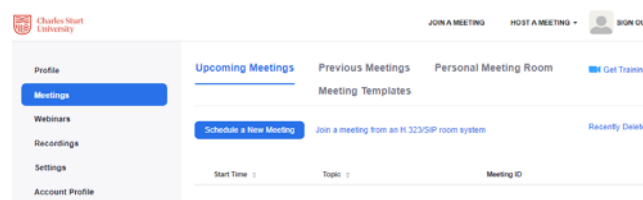
### Adding more than one host to a meeting

If you require more than one person as a host, for example you have a subject that has several different people giving lectures, then it is advised to schedule a meeting. This can be completed either on the Zoom website, using the Zoom application or directly in Outlook if you have the Zoom Outlook plugin installed.

Instructions for installing the Outlook plugin can be found in the Zoom Guide - Download and install Outlook plugin for Zoom.

### Scheduling a meeting from the Zoom website

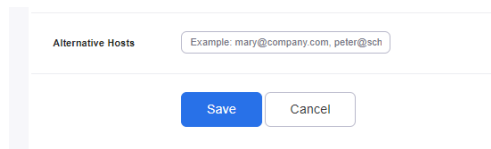
1. Navigate to <https://charlessturt.zoom.us> and press **Sign In** and authenticate yourself with your CSU Username and Password.
2. Click on the **Meetings** button on the Left hand menu, then click **Schedule a New Meeting**.



3. Fill in the form with the settings you would like for the meeting such as a name of the meeting, do you want participants to be able to use video, use your Personal Meeting ID or a generated one, is this a reoccurring meeting etc.

**Please note:** You won't be able to untick the "Only authenticated users can join: Charles Sturt University SSO" - this means that only people with a Charles Sturt University username and password will be able to join the conference.

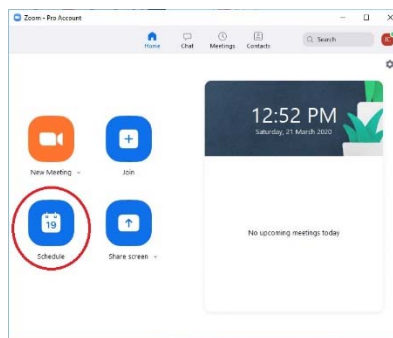
- At the end of this list is a box called **Alternative Hosts**. Enter the Charles Sturt email address of the staff member you would like to be an extra host. If you want to add more than one, separate the email addresses with a semicolon (;).
- Press the **Save** button to finish scheduling this meeting.



- On the confirmation screen you will find buttons that allow you to save the meeting information to a calendar and a link to copy the information so that you can send it out as an email or put on a post in your Interact2 site.

## Scheduling a meeting from the Zoom application

- Open your Zoom application on your computer. If you do not have this installed, please refer to the Zoom Guide - Download and install Zoom application.
- Click on the **Schedule** button



- Fill in your meeting options (as above) but click the Advance Options to expand the screen. You will find the Alternative Hosts box at the bottom of the screen.
- If you have the Outlook option selected in calendar, when you click Schedule, a meeting booking will pop up from Outlook for you to fill to send to your attendees, or if it is just for you, then you can send it to yourself.

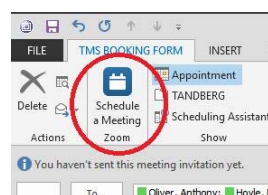
## Scheduling a meeting from Outlook

When the Zoom plugin for Outlook has been installed on your computer, you can schedule a Zoom conference by an extra step in making a meeting booking in your Outlook calendar.

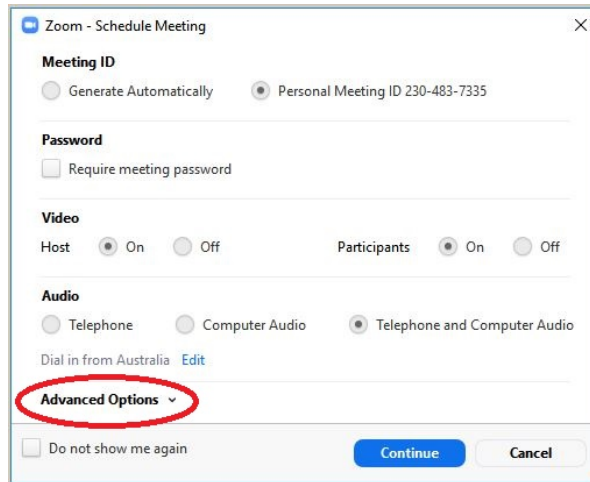
Find instructions in the Zoom Guide - Download and install Outlook plugin for Zoom.

Please Note: This will not work for Web Outlook. It must be the full Outlook software and be configured for use with the Charles Sturt University mail server.

- Start making a calendar booking as normal.
- Enter the participants and any other information that you wish, such as day, date and time, recurrence and agenda of the meeting
- Before sending the meeting request, press the **Schedule a Meeting Zoom** button in the ribbon at the top of the screen.



- This will bring up the **Zoom - Schedule Meeting** tool. Set the options for the meeting you require and then expand the **Advanced Options** option.



- From here you can add the extra hosts to the **Alternative Hosts** box.
- Pressing **Continue** will show an information box informing you that it is scheduling your meeting on the Zoom server before returning you to your Outlook booking for you to send to the meeting participants.
- Your email will now have the URL to your meeting location, and in the body of the message will be other ways people can connect to the meeting. You can now send this meeting invite in outlook.

## Modifying a scheduled meeting to add an extra host

You can edit a previously booked meeting by:

- clicking on the meeting button at the top of the Zoom application
- clicking on the meeting name in the <https://charlessturt.zoom.us/> webpage in the meetings area and scrolling down to the **Edit this Meeting** button
- opening the calendar booking in Outlook (if you booked the meeting in Zoom via the Zoom Outlook Plugin) and pressing the Change settings icon in the Zoom section of the Outlook ribbon.

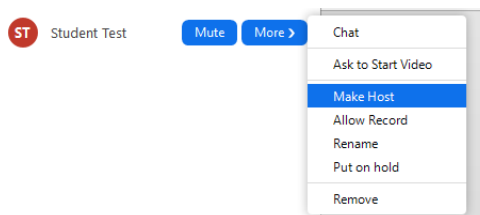
This is a great way for you to set a new host on a meeting that you have booked in the past but are unable to attend, and have organized someone else to act as host without having to cancel the meeting and book it again. If this is a recurring meeting the change will be applied to all occurrences of the meeting.

## Promoting a participant in a current meeting to host

If a meeting is already running and you have connected, you can promote a participant in the meeting to be a host.

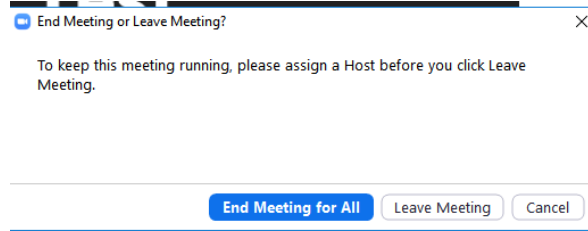
- Click on the **Participants** button on the tool bar
- Find the person you wish to make a host and click the **More** button next to their name
- Choose the **Make Host** option

They will now have host abilities on the meeting. This is a good way to give a specific person (such as another staff member) control of the meeting if you need to leave.



## Ending a meeting

When you decide to leave a meeting and are a host, you will be presented with a box asking if you would like to End Meeting for All, Leave Meeting or Cancel.



- If you press the End Meeting for All, the meeting will close for all participants.
- If you leave the meeting and don't end it for everyone the meeting will continue on without you - if you were the only host, someone in the meeting will be randomly promoted to be the new host.

## More information

<https://support.zoom.us/hc/en-us>

