

# Twelve Tips for Zoom Hosts

HOW DO I .....?



# How do I Claim Host?

- Strongly recommended.
- Only share the host key with other hosts.
- Click on ***Participants***, then ***Claim Host***.
- Insert the host key for your meeting.
- Enter, ***you are now the host*** will appear on your screen.

# How do I assign a Co-Host?

- Click on *Participants*, then hover your mouse over the name of the person you are designating as co-host.
- Click on ***make co-host*** and ***Dave is now co-host*** appears.
- This is an important step because if the host leaves the meeting without a co-host, the meeting will terminate.

# How do I enable a Waiting Room?

- Click on the **Security Shield** at screen bottom.
- Click **Enable Waiting Room**.
- There are a couple of good reasons to do this. One is to create a private space for a troubled newcomer to speak with a member one on one.
- The second purpose is in the event of a meeting disruptor, they can be placed in the waiting room prior to removal. This is a good step to ensure you have located the disruptor.

# How do I Pin a Participant?

- Click on *Participants*, then click on the 3 dots ... to the right and select **Pin**. An alternative is to right-click on their video thumbnail (the picture of the person to be pinned) and select **Pin**.
- This is important as it keeps the persons video on the host's screen if someone else speaks.
- You must pin a participant before you can **Spotlight** them.

# How do I Spotlight a participant?

- Once a participant has been pinned, they can be **Spotlighted**.
- This will make the Participant's video stream the focus for all attendees. Great tool for a speaker meeting.
- Navigate to the Participant's Panel and click on the **more** button represented by 3 vertical dots next to their name.
- From the dropdown menu, Select "**Spotlight Video.**"

# How do I turn on Closed Captions?

- Click on **more** at the screen bottom, indicated by the 3 dots ... and select **Captions**.
- You will have several options based on your needs.
- This is typically activated upon request by a user clicking on the **Captions (CC)** button at the screen bottom, but can be used anytime

# How do I share my screen?

- To **Screen Share**, you must have the document or page open on your device.
- Select the **Screen Share** button at screen bottom.
- Click the document you want to share, then the **blue share** button

# How do I mute a Participant?

- Right Click on the participants video (their picture) and click ***mute*** or ***ask to unmute***. I like the ask to unmute feature as it eliminates the repeat of that annoying zoom phrase of "you're muted"

# How do I use Chat?

- **Chat** can be used during a meeting to post the treasurers contact info for our 7th Tradition donations or other info.
- It can be used to post a link to an event that may interest the group like today's Assembly.

<https://alanonma.org/events/massachusetts-spring-assembly-738/>

- One of the features I like is to post the link to the meeting tools page so that the opening, steps, traditions, and concepts can be shared. <https://alanonma.org/meeting-tools/>

# How do I remove a disruptor?

- Click on **Participants**, then click on the 3 dots ... to the right and select **Remove**. They will not be able to re-enter the meeting.
- An alternative is to place the person in a **waiting room** by following the same steps as above except selecting **put in waiting room**.
- To put a participant in the waiting room, click **Participants**, then **more**, and click on **put in waiting room**.

# How do I Lock a Meeting?

- Click on the **Security Shield** at the screen bottom.
- From here, you can select **Lock Meeting**. No new participants can join.
- From this point, you can also **enable the waiting room, remove a participant**, or even **suspend participant activities**. Suspending participant activities is a powerful and last resort for a disruptor situation. Everyone is muted and video is turned off. The host is able to unmute and should announce that everything is OK & the meeting will resume shortly. Then, the host can remove the disruptor. After which the host must re-admit each participant one at a time.

QUESTION  
TIME?

