District A-16

Hosting your Zoom meeting

A16 Global Action Team

November 9, 2020

To get connected in this Webinar:

1. This webinar is being recorded.
2. You can ask questions, or share comments during the session
   - click the chat box icon and type in your questions or comments
3. You will be asked to respond to polls.

AGENDA:

1. How to book your Zoom meeting
2. How to start your Zoom meeting
3. Features available in Zoom to make your meeting productive and effective.

SESSION OBJECTIVES:

At the end of the session, you will be able to

- Book a Zoom meeting using the A-16 Zoom licence,
- Start your Zoom meeting,
- Run your Zoom meeting effectively using the features provided by Zoom.

WHAT IS ZOOM MEETING?

- Zoom is a tool for hosting on-line meetings.
- It is like a
  - ***Meeting room*** that holds one meeting at a time.
  - ***You need to book your meetings by date, time, & duration.***
  - ***You will be the "Host" to start the meeting***
  - ***Participants can join the meeting via multiple platforms:*** PC, laptop, tablet, iPad, or cellphone, or simply call in from a phone.
- A-16 has acquired a licence for Clubs to use

TWO ROLES IN ONLINE MEETINGS (GoToMeeting or Zoom)

- As an Organizer or a Host
  - ***Book the meeting stating your date, time, & duration.***
  - ***Send meeting invite out***
  - ***Start your meeting ******
  - ***Run the meeting***
- As a Participant
  - ***Send RSVP on the meeting invite***
  - ***Join the meeting via the link provided***

How to book your A16 Zoom meeting?

BOOKING PROCEDURE:

1. Check booking calendar on the A16 website www.lionsa16family.org (menu-events&projects) to see if your desired time and date is available;
2. If available, send an email to Lion Tim Cheung tcheung@lionsa16.com with your meeting date, time, and duration;
3. You will receive an email with your meeting details;
4. Share the meeting information to those who you invite to your meetings.

Let's go to the booking calendar

Sign In - Zoom | Lions Clubs District A16 | Home | Lions Clubs District A16 | A-16 G

lionsa16family.org/a-16-goto-and-zoom-booking-calendar.html

Paused

A-16 GoTo and Zoom Booking Calendar

The A-16 GoToMeeting and Zoom accounts are available for
Lions Clubs in District A-16 to
hold Club/District meetings.

Please E-mail Lion Tim Cheung at tcheung@lionsa16.com
to book your meetings.

1. I will send you an email similar to this on your booking:

* Please note every meeting is identified with an unique ***Meeting ID.***

**** Send this information out to your invitees***

2. *I will send you a separate email with the login information to start your meeting.*

Topic: How to host a Zoom meeting seminar
Time: Nov 9, 2020 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/94147094480?pwd=aUxuckdjbGttSnhhSXc3NUd2eUVwUT09

Meeting ID: 941 4709 4480
Passcode: 355174

Dial by your location
+1 647 558 0588 Canada
Meeting ID: 941 4709 4480
Passcode: 355174

How to start your Zoom meeting?

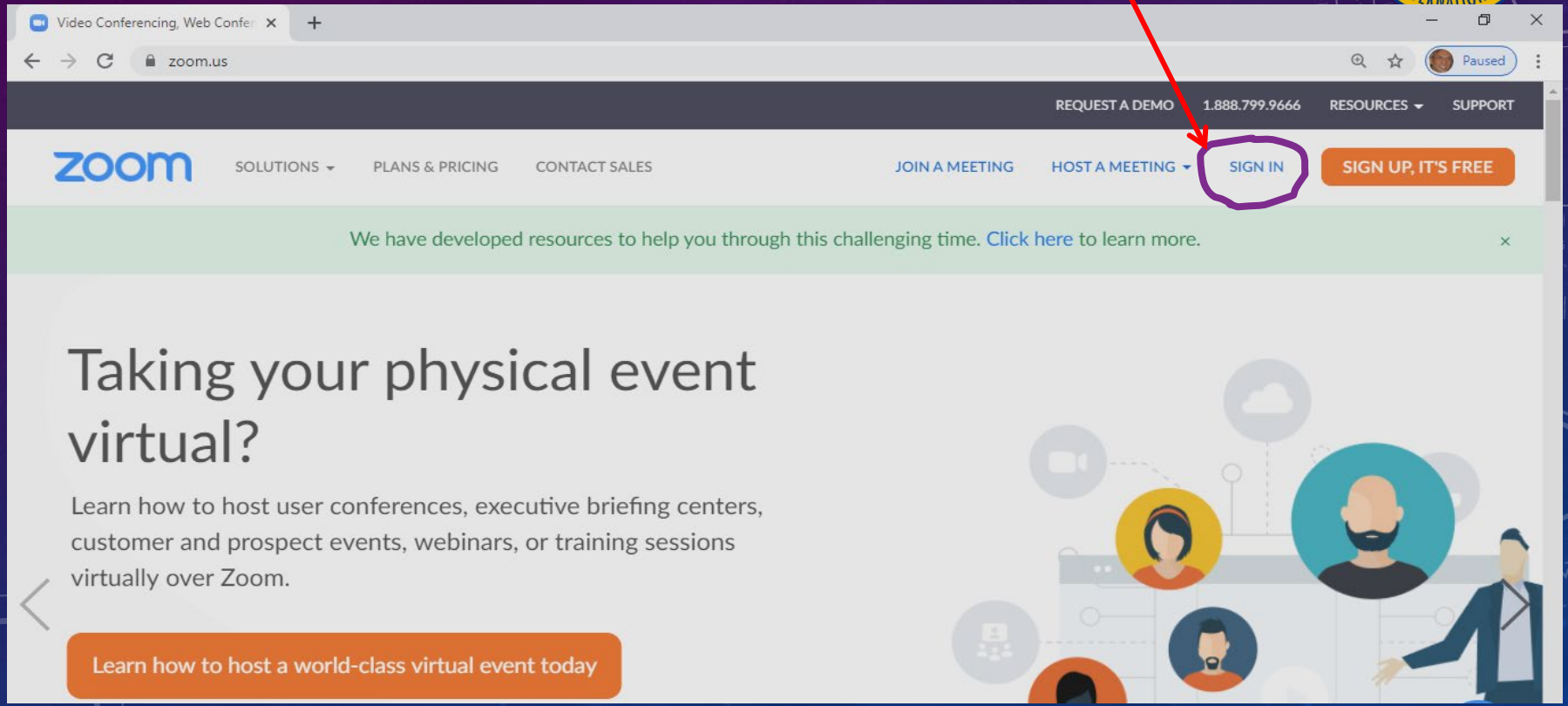
To start your meeting as *the host*

- Start your Internet browser
- Type in www.zoom.us

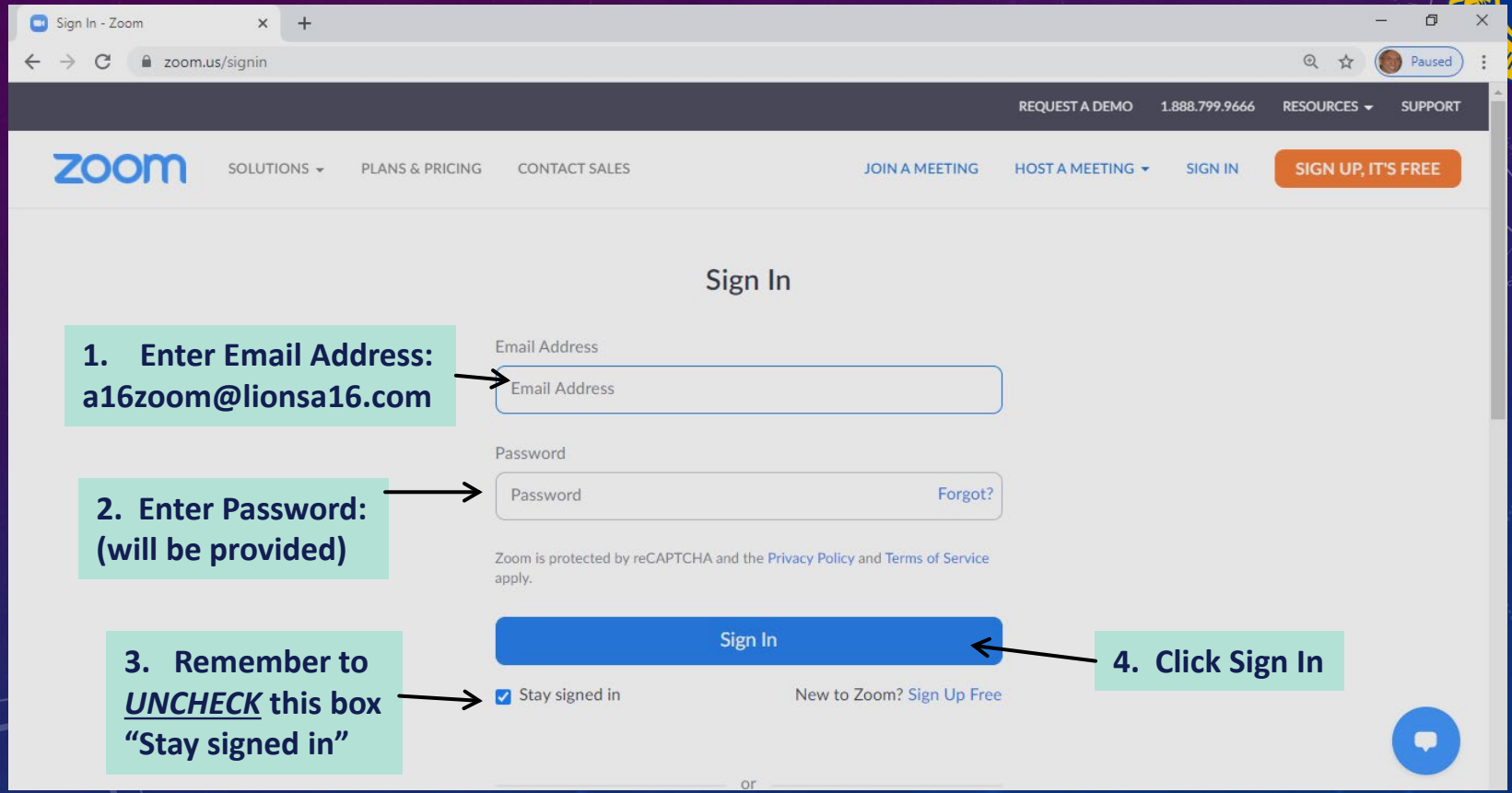
Note: you can use a PC, Laptop, tablet, iPAD, or cellphone to start a meeting.

www.zoom.us

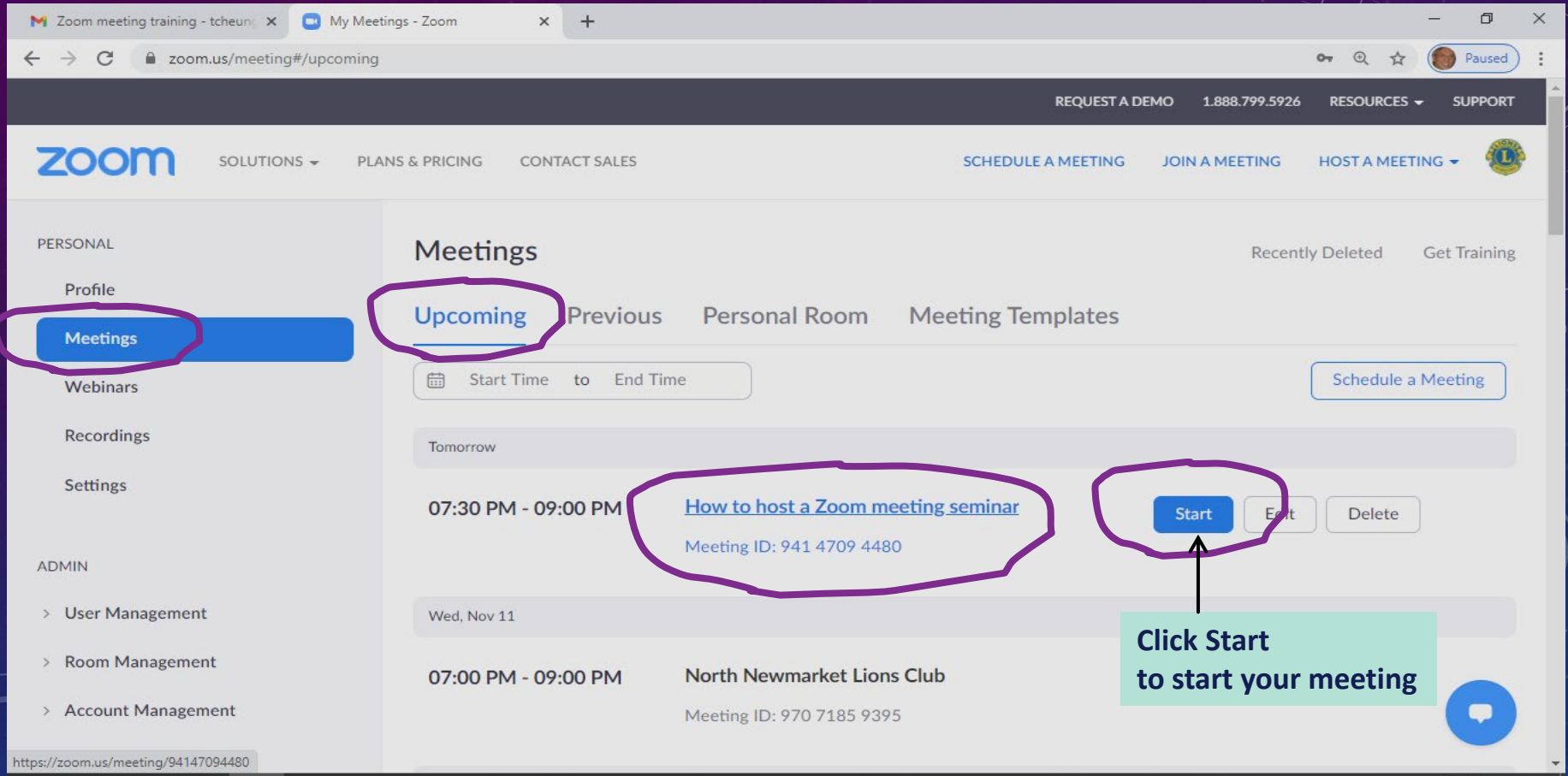
Click “SIGN IN”



Sign In screen



Zoom meeting page – locate your meeting



Features available for you to use in your Zoom meeting

Features available to use in your Zoom meetings

1. Record the meeting (to the cloud storage)
2. View participant list - can view up to 49 active camera per page
3. Make a participant as a co-host
4. Screen sharing – PowerPoint slides and videos
5. Whiteboard and annotation (everyone to write on the whiteboard)
6. Set up a poll/launch a poll/share poll result
7. Break-out rooms

Some General Guidelines for hosting or attending online meetings

1. Dress in proper attire
2. Check your audio and video before joining
3. Use a headset or something equivalent
4. Speak when the current person has finished, or come to a pause.
5. Mute yourself when not speaking
6. Speak to your camera

Zoom Video Tutorials:

HTTPS://SUPPORT.ZOOM.US/HC/EN-US/ARTICLES/206618765-ZOOM-VIDEO-TUTORIALS

QUESTIONS / COMMENTS

THANK YOU !