



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

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.

A16 Goto and Zoom Booking							
Today ◀ ▶ November 2020 ▼ Print Week Month Agenda ▼							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Nov 1	2	3	4	5	6	7	
	6:30pm GoTo - Udo	7pm GoTo - A16 Hor	6:30pm Zoom-Distric	6:30pm Zoom - Mark	8pm Zoom-Angus Gl		
8	9	10	11	12	13	14	
	7pm Zoom-Seminar	7pm GoTo - Mt. Albe	7pm Zoom-North \n	6:30pm GoTo - Markl 7pm Zoom-Seminar			
15	16	17	18	19	20	21	
	6:30pm GoTo - Udo	6:30pm Zoom-Regio	6:30pm Zoom-R45 J	6:30pm GoTo-Markh 6:30pm Zoom - Osh	8pm Zoom connecti	9:30am Zoom-A16 C	
22	23	24	25	26	27	28	

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"



A screenshot of the Zoom website homepage. The browser's address bar shows 'zoom.us'. The navigation bar includes links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN IN'. The 'SIGN IN' link is circled in purple, and a red arrow points to it from the text 'Click "SIGN IN"'. To the right of the navigation bar are links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below the navigation bar is a green banner with the text: 'We have developed resources to help you through this challenging time. Click here to learn more.' The main content area features the heading 'Taking your physical event virtual?' and a sub-heading 'Learn how to host user conferences, executive briefing centers, customer and prospect events, webinars, or training sessions virtually over Zoom.' An orange button at the bottom left says 'Learn how to host a world-class virtual event today'. The background of the main content area shows an illustration of people in a virtual meeting environment.

Sign In screen



The screenshot shows the Zoom sign-in page with the following elements and callouts:

- 1. Enter Email Address: a16zoom@lionsa16.com** - Points to the "Email Address" input field.
- 2. Enter Password: (will be provided)** - Points to the "Password" input field.
- 3. Remember to UNCHECK this box "Stay signed in"** - Points to the checked "Stay signed in" checkbox.
- 4. Click Sign In** - Points to the blue "Sign In" button.

The page includes a navigation bar with links for "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "JOIN A MEETING", "HOST A MEETING", "SIGN IN", and "SIGN UP, IT'S FREE". The Zoom logo is in the top left, and a "Paused" notification is in the top right. A disclaimer at the bottom states: "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply."

Zoom meeting page – locate your meeting

Zoom meeting training - tcheung x My Meetings - Zoom x +

zoom.us/meeting#/upcoming

REQUEST A DEMO 1.888.799.5926 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management

Meetings

Recently Deleted Get Training

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time Schedule a Meeting

Tomorrow

07:30 PM - 09:00 PM [How to host a Zoom meeting seminar](#) Start Stop Delete
Meeting ID: 941 4709 4480

Wed, Nov 11

07:00 PM - 09:00 PM North Newmarket Lions Club
Meeting ID: 970 7185 9395

Click Start to start your meeting

https://zoom.us/meeting/94147094480

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](https://support.zoom.us/hc/en-us/articles/206618765-zoom-video-tutorials)



QUESTIONS / COMMENTS



THANK YOU !