



GUIDE:

Hosting Online Meetings and Virtual Events

Optimum structure of an online meeting

- Always have a purpose for an online meeting or event
- Always have an agenda
- Set the expectations of the audience i.e., start time, duration, agenda, can I ask questions?
- Decide what platform you will use (in this case we are using Zoom)
- Will you have speakers?
- Understand how you will get the meeting link to the participants
- Provide instructions on how to join the meeting
- Have a way to support or trouble-shoot participants who have problems joining
- Ask participants to keep their microphones on mute when the meeting host is speaking
- As meeting host you must signal when somebody can speak
- Use the Chat Box for interaction and engagement throughout the meeting
- Join the online meeting 15-minutes before it starts in case you have technical issues
- Check your Internet connection, camera and audio
- Decide on how you follow up to participants after the meeting – what needs to be done?
- Will you share the meeting replay and the conversation in the Chat Box which saves as a text file
- If you are hosting an event that requires pre-registration then include that as a function on your Zoom meeting set-up

Using Zoom for online meetings

What is Zoom?

Zoom is a video-calling app that is ideal for large groups because it supports up to 100 users for free. It is widely being used for meetings, online learning, and university lectures, among other things. The app has become immensely popular as people have been forced to stay indoors due to the lockdown. The free version of Zoom allows users to enjoy unlimited 1-on-1 meetings along with group calls featuring up to 100 participants for 40 minutes.

Downloading Zoom

You can download and install Zoom on your Android smartphone or your iPhone. In case you want more screen space and viewing options, you can also download the app on your computer visiting zoom.us/download. With that said, you can also use Zoom via Google Chrome, Firefox or Safari.

How to plan a virtual event on Zoom

For hosting a Zoom meeting via your smartphone, **open** the app > **log in** > tap **New Meeting** which is a button on the top-left corner. Select if you wish to keep your video on or off. Below you'll see a **Meeting ID**, which you can share with participants to let them join your Zoom meeting. You can allow people with your meeting ID to directly join the room or you can disable this to require a password along with your meeting ID to join. Once this is set, tap **Start a Meeting** and you're good to go.

Similarly, if you're a participant then just ask the host for the meeting ID. After that **open** the app > tap **Join** followed by entering the **Meeting ID** on the next page. You'll also need to enter the password if the host has asked for it. Just enter the details and you'll be able to join the meeting.

If you're using Zoom on your computer, **open** the app and **log in**. Once you've logged in, click on the small bottom facing **arrow icon** next to the Meeting button. Over here, check the options similar to how it's done on the phone. After that, click on **Meeting** to start.

To join Zoom meetings created by others, **open** Zoom and click **Join**. Select if you want to share your audio or not, also choose if wish to share your video or not, and click on **Join** to get started. You don't need to install Zoom to join meetings. This can be done via the Web browser if you have a link to any Zoom meeting, but be sure to ignore the prompt to install the Zoom app. Once you ignore this, you will be able to join the meeting via a browser.

Lastly, if you using Zoom on your computer via the browser, you can access it either via Google Chrome or Firefox. To get started, go to the **Chrome Webstore** and **download** the **Zoom Scheduler extension**. Once it is downloaded, the extension will appear at the top-right corner of the Chrome browser.

Click on the extension and **sign in** using your credentials. After that, click on **Start a Meeting** followed by clicking on either video off or video on, depending on your preference.

This will redirect you to a webpage where Zoom will ask you to download its application. Ignore that and select the **Click Here** hyperlink to start the meeting.

Below you'll now see a hyperlink which says **start from your browser**, click on it to finally get started with the meeting. If you are using a Firefox browser, install the **Zoom Scheduler add-on** and click its icon at the top to get started.

Similarly, if you want to join a meeting via your computer's browser, just go to the **Zoom website** and **log in** to your account. After that click on **Join a Meeting**, followed by entering the **Meeting ID** on the next page.

Zoom will again prompt you to download its desktop app, ignore that and repeat the steps as we just told you about setting up a meeting. Once all that is sorted, you'll be able to join the meeting.

How to protect your Zoom call

Zoom bombing means when an uninvited person joins your conference meeting and uses the screen-sharing feature to disrupt the call. This happens when a call is public basically allowing anyone to join and create mischief.

You don't want these trolls joining your meeting and showing explicit images, which is a problem many have faced.

However to avoid facing such kind of a situation, always avoid sharing your meeting ID in public such as via social media posts that everyone can see.

Send it only to those who need to join your Zoom meeting. After that, follow these steps:

1. If you are using Zoom on an iPhone, after starting a meeting, tap **More**. This is on the bottom right. Now select **Meeting Settings**. Now, disable the option called **Allow participants to share**.
2. If you're using Zoom on an Android smartphone, start a meeting, tap **More** and go to **Meeting settings**. Over here, enable **Lock Share**.
3. If you are using Zoom on the Web or via the app on your computer, after starting a meeting, open Share Screen's **Advanced Sharing options**, and under Who can share, click **Host only**.