

Zoom: Host a meeting

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Before you start, you may need to:

- [Create a BMC Zoom account](#).
- [Download the Zoom desktop or mobile app on the device you are using to host the meeting](#).
- Schedule a meeting in the following ways:
 - [In the Zoom web portal or app](#)
 - [In Moodle's Zoom activity](#)
 - [With the Outlook Add-In](#)

Zoom is one of the leading services for hosting online meetings. Bryn Mawr provides licensed Zoom accounts for all students, faculty, and staff. They may be used to host class sessions, academic events, club programs, and meetings.

Warning: Some hosting features are not available on mobile devices. Also, mobile devices' reduced screen sizes can be challenging. We recommend using a computer to host meetings that are large or complex.

Hosts, co-hosts and alternative hosts

Zoom meetings and webinars can only have one host. However, you can share meeting management powers with other people by making them [co-hosts](#) or [alternative hosts](#).

- To enable others to start a meeting, add them as alternative hosts in the meeting settings (co-hosts cannot start a meeting). You can only designate those with a BMC Zoom account as an alternative host.
- The person (host or alternative host) who starts the meeting automatically becomes the host. If the person who created the meeting joins after it has started, they will have the option to reclaim their role as host. If they do this, the alternative host will become a participant. Hosts may designate previous alternate hosts, along with any other participants, as co-hosts during a meeting.
- Co-hosts and alternative hosts can do almost everything that a host can. However, they cannot designate other co-hosts, admit people from the waiting rooms, start closed captioning, start live streaming, or end the meeting for all.

Start a meeting

Depending on whether you are holding a pre-scheduled or impromptu meeting, you may start your meeting in slightly different ways.

For a pre-schedule meeting

1. Find your meeting in one of the following ways:
 - Open the Zoom app on your desktop or mobile device. Select **Meetings** to find a list of all your pre-scheduled meetings.
 - Go to brynmawr-edu.zoom.us and **Sign in with SSO**. Once logged into your account, click on **Meetings** to find a list of your pre-schedule meetings.
 - Find a meeting in your Outlook Calendar (See [Zoom: Schedule meetings through Outlook](#))
 - Go to the Zoom activity in one of your Moodle course (See [Zoom: Schedule class meetings through Moodle](#)).
2. Start the meeting:
 - **If you're on Zoom's website:** find the meeting you want to open and hover over title. Select the **Start** button that appears when you do this.
 - **If you're in the desktop or mobile app:** click on the meeting you want to open. On the next page, select **Start**.
 - **If you're in Outlook:** open the event you created for your meeting in Outlook Calendar. click on the meeting link within the event. If prompted to sign in, select **Sign in with SSO**. This will launch the meeting on your Zoom desktop or mobile app.
3. If prompted, click **Join with Computer Audio**
4. Click on the **Microphone icon** to mute/unmute yourself and the **Camera icon** to turn your webcam on/off

This is going to be the option you use most often, as most Zoom meetings are scheduled ahead of time.

For an unplanned meeting

1. Do one of the following:
 - Go to brynmawr-edu.zoom.us and **Sign in with SSO**. Once logged into your account, click on **Host**. Then, select your preferred option: **With Video On**, **With Video Off**, or **Screen Share Only**.
 - Open the Zoom app on your desktop or mobile device. From your **Home** screen, select **New Meeting**. If prompted, click **Join with Computer Audio**
2. Click on the **Microphone icon** to mute/unmute yourself and the **Camera icon** to turn your webcam on/off
3. Click on **Participants** > **Invite** to share the meeting with others so they can join.

Admit and manage participants

Share screens and files

Advance meeting management tools

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#) 

Email: help@brynmawr.edu | [Service catalog](#) 

Location: Canaday Library 1st floor
