Before you start, this article assumes you:

- have created a BMC Zoom account.
- have downloaded the Zoom desktop or mobile app on the device you are using to host the meeting.*
- have scheduled a meeting or are launching an ad-hoc meeting. If you need to create a meeting, see Schedule meetings in the Zoom web portal or app, schedule course meetings with Moodle's Zoom activity, or Zoom: Install/Schedule Meetings With The Webmail/Outlook Add-In.

Note: Some hosting features are not available on mobile devices and reduced screen size 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. 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. (Note: these people must also have a BMC Zoom account.)
- The person (host or alternative host) who starts the meeting automatically becomes the host.
  - Alternative hosts who join after a meeting is started become co-hosts.
  - The host can also make other participants to be co-hosts during the meeting.
  - New for 2021: if the person who created the meeting joins after the meeting has started, they will automatically become the host and the alternative host will become a co-host (or participant if the co-host role is disabled).
- Co-hosts can do everything that the host can do, EXCEPT start closed captioning, start live streaming, enable the waiting room, end the meeting for all, and promote others to co-host.

Start the meeting

1. Do one of the following:
   - Click on a Zoom meeting link. Zoom will launch the web portal or desktop or mobile app for you. Choose the Sign in with SSO option to log in if prompted.
   - Go to brynmawr-edu.zoom.us, open your Zoom desktop or mobile app, or open the Zoom activity in your Moodle course; find the meeting you want to start; and click the Start or Start this Meeting button.
2. When prompted, click **Join with Computer Audio**
3. Click on the **Microphone icon** to mute/unmute yourself and the **Camera icon** to turn your webcam on/off

## Admit participants

If the **waiting room** is enabled, a host and co-hosts will see pop-up notifications whenever someone enters the waiting room and needs to be admitted.

1. Click **Manage Participants** to open the Participants list. Individuals in the waiting room are at the top.
2. Click **Admit all** to let everyone in.
3. To selectively admit people, click the **Remove** and **Admit** buttons next to their names (hover the cursor over the names if you don’t see these buttons).
4. Click **Message** to post a message to the waiting room screen — for example, to explain a delayed start or give people participation instructions.

## Share screens and files

1. Click **Share Screen**
2. You may need to grant Zoom access for screen-sharing and recording. If so, follow the pop-up prompts provided by Zoom.
3. **Zoom covers the difference between the available options of screen and file sharing**.

   **Caution:** Zoom should **not** be used for any kind of permanent file storage, use **OneDrive** or **Panopto** instead.

## Manage the meeting

- Get familiar with the host controls toolbar
- **Protect yourself from zoom-bombing** Mute/hide yourself by clicking the microphone and camera icons respectively
- Use **Chat** for easy instant-messaging
- In addition to admitting students, you can **mute them via Manage Participants**.
- **Zoom provides many different video formats** from **Active Speaker** to **Gallery View**
- You can **enable non-verbal feedback** (raising hands, go slower, need a break) for your participants
- See our Advanced Features in Zoom Tech Doc to learn how to use polling, breakout rooms, recording, and more
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
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