

# ZOOM FOR HOSTS



## Logging in to Zoom

1. The Zoom login information for each state can be found in Dropbox under CEEDAR 2.0 All-Staff>communication>ConferenceCallLines.xlsx
2. **IMPORTANT:** When logging in to Zoom or starting a call, be sure to log in with the correct account that corresponds with the appropriate state or Cross-State Learning Group. For example, if you work in two different states, make sure you are logged in with the correct state before you schedule or call any meetings. Keep in mind, this can be done on either the website or the app.

## Scheduling Meetings

1. Log in to the Zoom website and select “My Meetings” and then “Schedule a Meeting.”
2. Set all of the details for your meeting: topic, time, video/audio settings, etc.
3. Once you schedule the meeting on Zoom, you can choose how you want to invite your participants. You can choose Outlook (Zoom may make you download an additional plugin) or you can copy and paste the invite information into a place of your choosing.

## Breakout Rooms

1. When you start a meeting, clicking the Breakout Rooms button will allow you to assign participants to rooms automatically or manually. Assign each member to a Breakout Room, and then Open All Rooms.
2. The host has the ability to join any room at any time, move participants between rooms, and end the breakout session. When the host closes the breakouts, a one minute timer will start. The host can also force the breakouts to stop and reconvene in the main room prior to the timer expiring.

## Polling

1. On the Zoom website, click Account Settings>Meeting>Polling and enable polling.
2. Go to the meeting management page of a meeting you’ve already scheduled, then scroll down to select “Add” under the poll option.
3. Enter a title and your first question. You can mark the question as a single choice or multiple choice question.
4. Type in the answers to your question and click Save at the bottom.
5. You can administer the poll at any time during your Zoom meeting.
6. Please note that only the meeting host can administer a poll during the meeting. Make sure you login prior to the meeting to create your questions and also make sure that if there are multiple hosts, that the polling host is the one who starts the meeting.