



Chapter Development Workshop

Tech Help is on the Way—6 Part Workshop Series

Part 2: Running Zoom Meetings as a Host

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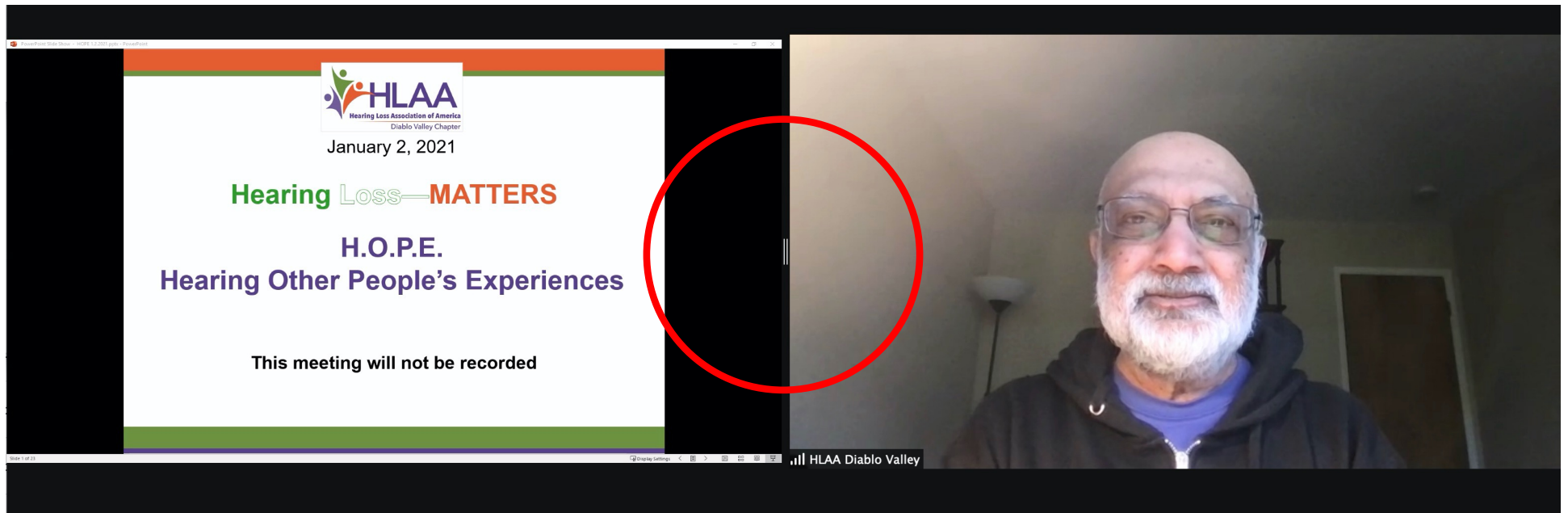
Housekeeping

- Please hold questions until the end
- Click Thumbnail picture
Click meatballs, 3 dots ●●●
Rename: include name and chapter
- Questions, include your name

TIPS

- If captions don't start automatically click the **CC** button in the tool bar, **View Subtitles**
- Caption box can be moved
- Use Reaction Raise Hand feature for Q & A
- Chat feature is available

Adjusting Screen Size

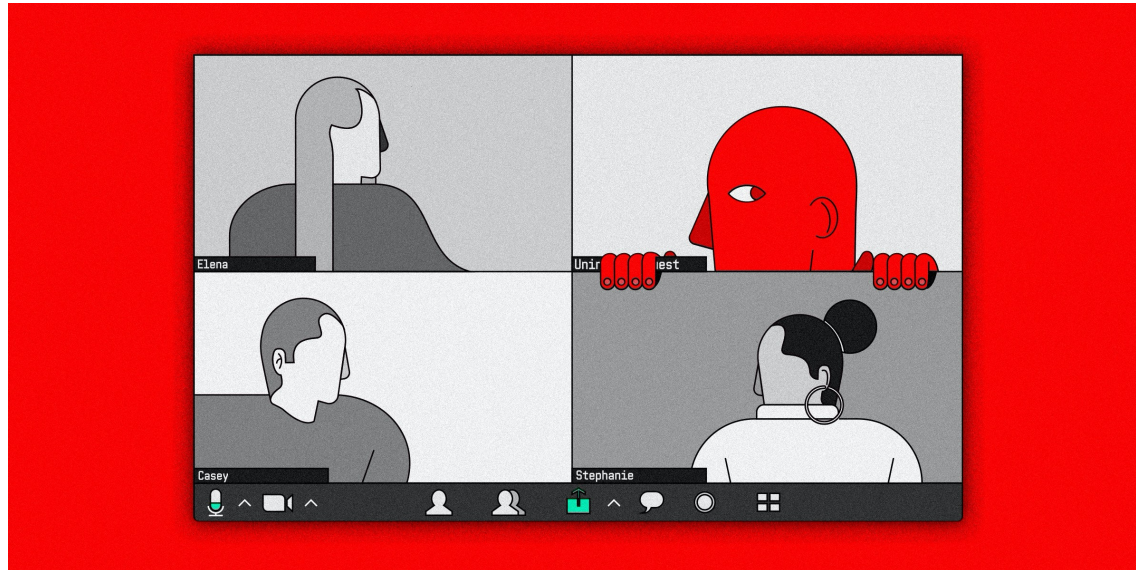




Meeting Set Up

- Waiting Room
- Schedule a Meeting
- Setting Up Registration for a Meeting!
- Polling for Meetings

Meeting Registration



Require registration for security!

Start Zoom Meetings

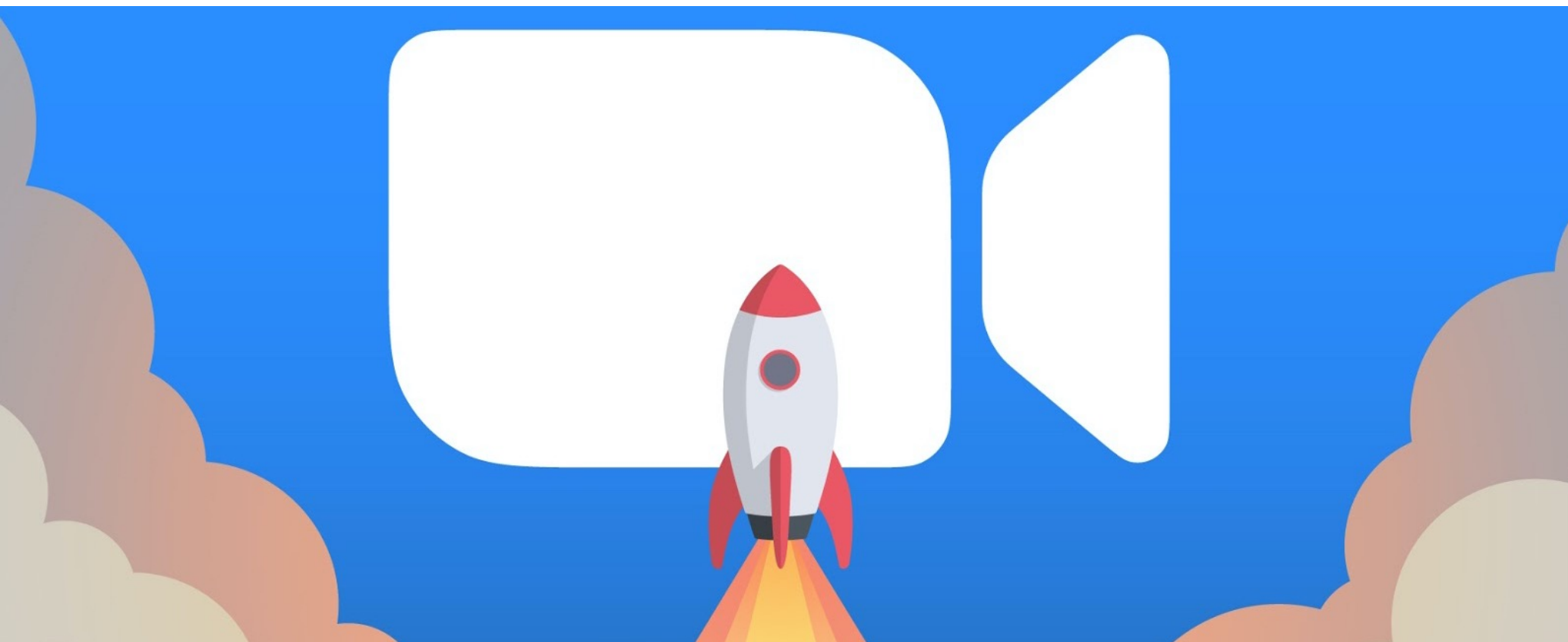
Start meetings using the Zoom **web portal!**

The screenshot displays the Zoom web portal interface. At the top, there is a dark navigation bar with links for 'REQUEST A DEMO', '1.888.799.5926', 'RESOURCES', and 'SUPPORT'. Below this is a white header with the Zoom logo and links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and the HLAA logo. The left sidebar contains a 'PERSONAL' section with links for 'Profile', 'Meetings' (highlighted in blue), 'Webinars', 'Recordings', and 'Settings', and an 'ADMIN' section with links for 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The main content area is titled 'Meetings' and includes a 'Get Training' link. It features tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. A filter bar shows 'Start Time to End Time' and a 'Schedule a Meeting' button. The 'Upcoming' tab is active, showing a list of meetings. The first meeting is scheduled for 'Today' at '11:30 AM - 12:00 PM' and is titled 'HLAA Leadership Training Hosting' with Meeting ID: 838 9943 0567. The 'Start' button for this meeting is circled in red. The second meeting is scheduled for 'Sat, Apr 3' at '10:00 AM - 11:30 AM' and is titled 'HLAADV Virtual Monthly Meeting' with Meeting ID: 883 6804 5811.

Time	Meeting Title	Meeting ID	Actions
Today	HLAA Leadership Training Hosting	838 9943 0567	Start, Edit, Delete
Sat, Apr 3	HLAADV Virtual Monthly Meeting	883 6804 5811	



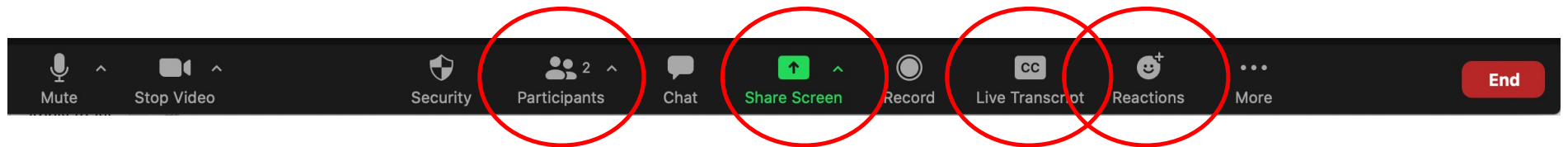
Teamwork Requires Planning



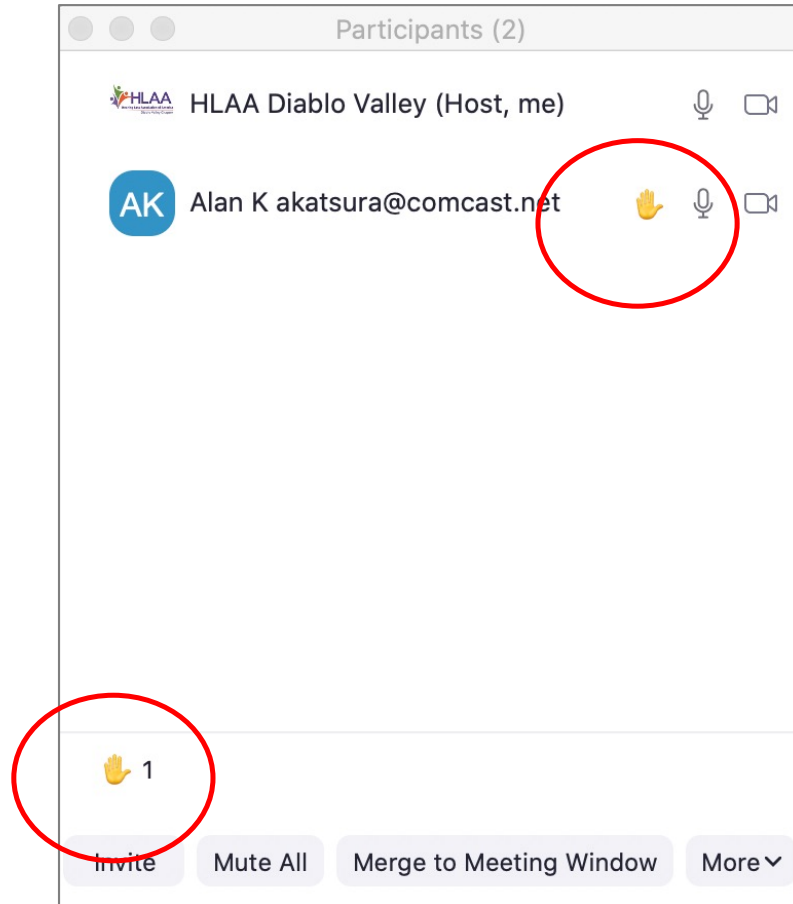
Host Meetings

- Host & Assign Co-Host
- Closed Captioning and Live Transcription
- Sharing your Screen Content
- Spotlight

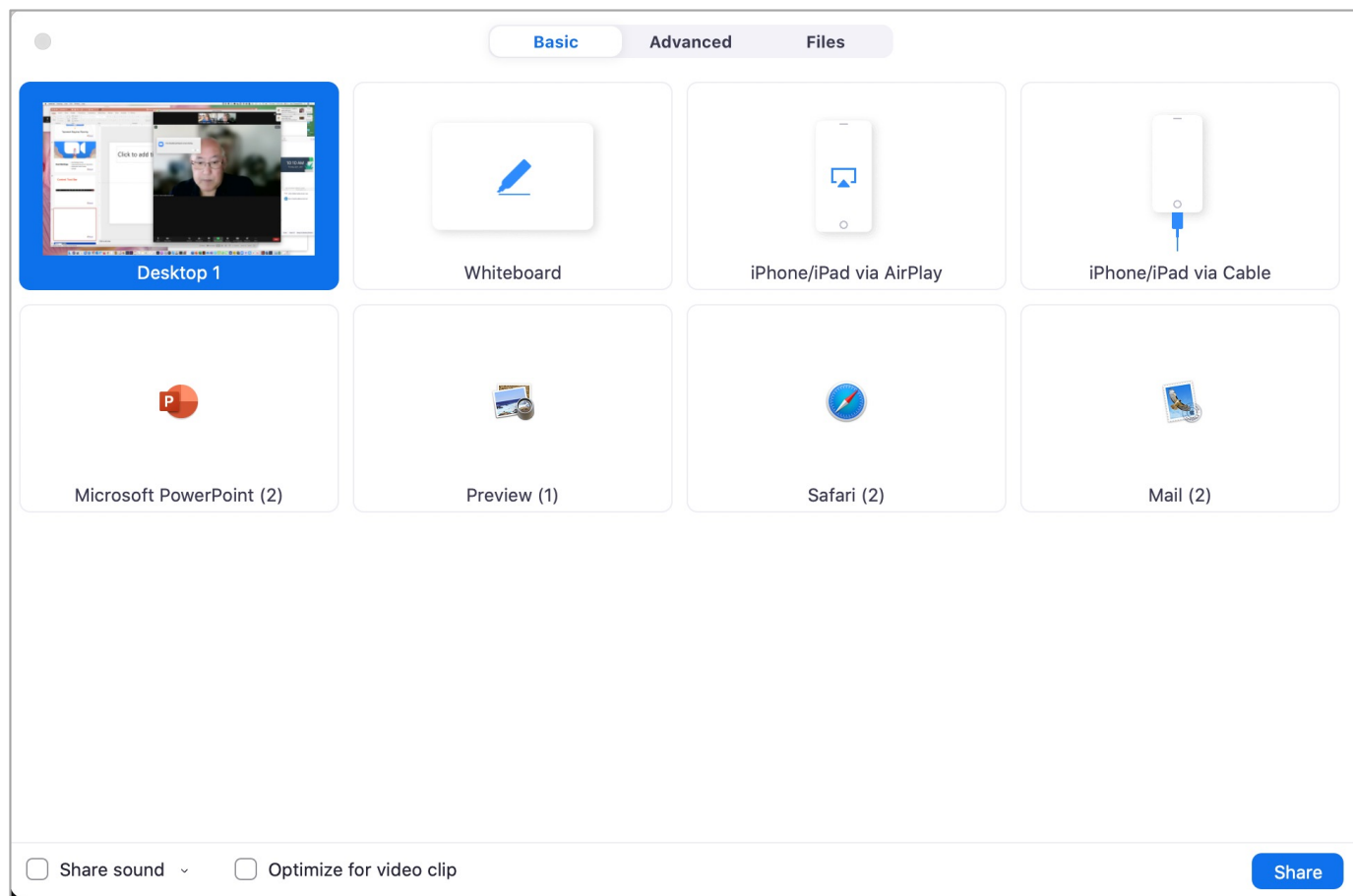
Control Tool Bar

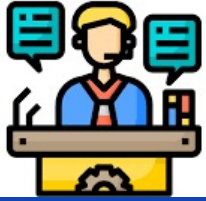


Participants



Share Screen





Use Browser **ASK** Zoom Questions

REQUEST A DEMO

1.888.799.0125

RESOURCES ▼

SUPPORT

- Attend Live Training
- Video Tutorials
- Knowledge Base

Tech Workshops, 6 Part Series

Session 1-3

1. **Thursday, March 25, 2021**, Setting Up Zoom as a Host
2. **Thursday, April 1, 2021**, Running Zoom meetings as a Host
3. **Friday, April 16, 2021**, Follow Up Q & A About Sessions 1 and 2

Tech Workshops

Sessions 4-6

Dates to be determined

Session 4: How to Use HLAA Leaders [Groups.io](https://groups.io)

Session 5: Introduction to Using the Internet and Emails

Session 6: How to Use the HLAA Website for Leaders

HLAA Groups.io

Join!

HLAA Leaders—<https://groups.io/g/HLAALeaders>

HLAA Newsletter Editors—<https://groups.io/g/HLAANewsletterEditors>

HLAA Tech—<https://groups.io/g/HLAATech>

HLAA GITHL—<https://groups.io/g/HLAAGITHL>

Tech Workshop Resources

Additional Documentation

Recommended Zoom Setting Document

HLAA Leaders groups.io

Files, Zoom Tech Workshops

[Zoom Hosting Support Links](#)

Presenters

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