Host Zoom Protocol

- Start the zoom meeting by logging on to zoom.us
  - Username: to be determined
  - Password: to be determined

- On the top right of the page click on ‘my account’

- On the left side of the screen click on ‘meetings’ and find the meeting that you are hosting

- Click on that meeting and once in the meeting information, click ‘start meeting’

- Once in the zoom meeting, be sure to enable your audio and video (bottom left corner)

- Click on participants, at the bottom of the page, and on the right side of the zoom call hover over your name and click where it says ‘more’
  - There go in and change the name to be your name and title
  - This will ensure that everyone on your committee is the host and has host permissions, but it will be important for all of you to change the name to be your own.

- As other committee members begin joining the call (see email for list of names to let in before meeting starts), assign them as co-hosts (just in case something happens with your internet, they will be able to be there to carry on the call)
  - Directions on how to assign co-hosts can be found here in the “Using Co-host in the Meeting” section

- Begin letting people into the waiting room at the start of the Welcome Reception and inform them that we are giving people time to jump on the call, but we will begin the program soon
  - Video tutorial on admitting participants from the waiting rooms here.

- Once the meeting is over click “end meeting for all”

Additional Committee Members Zoom Protocol

- Post this message in the waiting room chat:
  - Hello everyone, we are looking forward to you joining our Chappy Hour today! The fun will begin shortly.

- Overall assist the host with Zoom technology
  - Mute participants
  - Manage participants who come into the meeting in the waiting room
  - Assist/promote conversation
  - Manage questions
  - Post pertinent links
  - Assist with any questions from the chat box
  - For any question that is either specific or you do not have the answer to, inform them to reach out to The Office of Alumni Engagement to assist them further at alumni@chapman.edu or 714-997-6681.