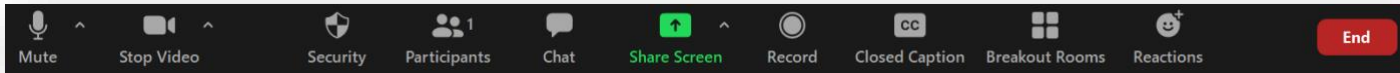# HUNTER
THE SCHOOL OF EDUCATION

Hosting a Zoom Session

Zoom Interface: This is the main toolbar at the bottom of a meeting window.

From left to right, the tools control

Audio:
Click on the icon to **mute** or **unmute** your microphone.
Click on the **^** to **change the microphone and speaker that Zoom is currently using** on your computer, leave computer audio, and access the full audio options in the Zoom settings.

Video:
Click on the icon to **start** or **stop** your own video.
Click on the **^** to **select a camera** (if you have more than one), access the full video controls, and select an optional Virtual Background.

Security:
Access in-meeting security options such as **enabling a waiting room** (recommended), managing participant permissions, and locking the meeting (no other participants can join)

Participants:
Click this button to open/close the participant window.

The window allows you to view and manage all participants. Hover over a participant and click **More** for further options such as **chat, make host/co-host, rename, remove.**
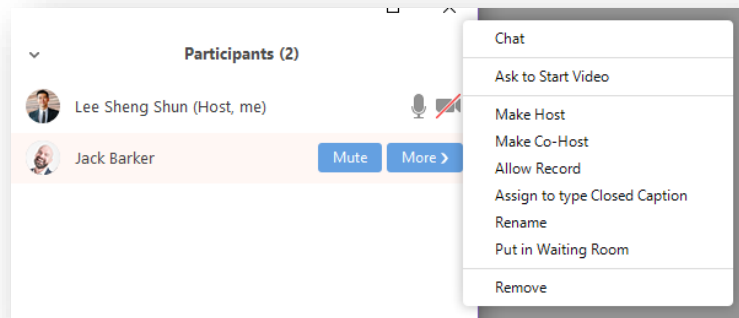
You can also enable or disable some options at the bottom of the participants list, such as:
mute participants on entry, **allow participants to unmute/rename themselves**, **play a chime on entry/exit**, **enable waiting room** and **lock the meeting**.
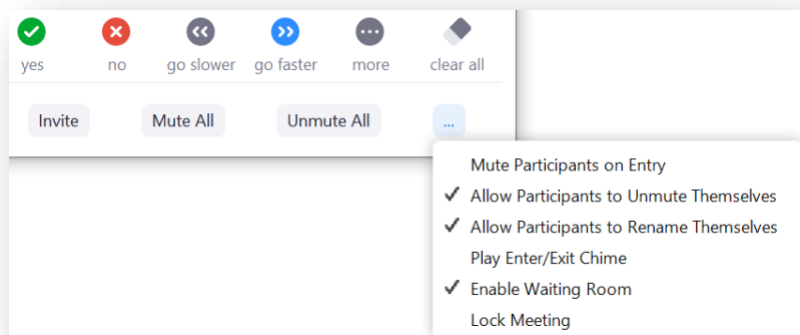
Chat:
Click to open the chat window on your right. You can type a message into the chat box or click on the drop down next to "**To:**" if you want to send a message to a specific person.

A preview of the message will appear and Chat will flash orange in the main toolbar.
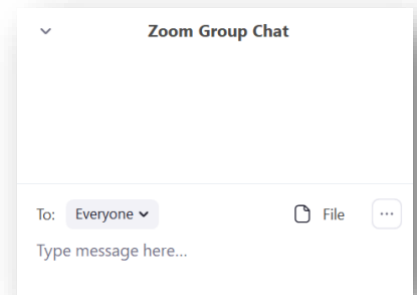
Share Screen:
Clicking this button will prompt you to choose which screen you would like to share.
You can choose to share a single application window like Microsoft Word or your entire desktop. After choosing the screen, click **Share**.

If you want to play a **YouTube video**, first open the desired video. Click **Share Screen** in the Zoom toolbar and choose either your browser window or the entire desktop. Next, click **Share Computer Sound** on the bottom left of the panel. Your computer's sound will be shared in the meeting. *Please note that your microphone will be muted while the video plays.*
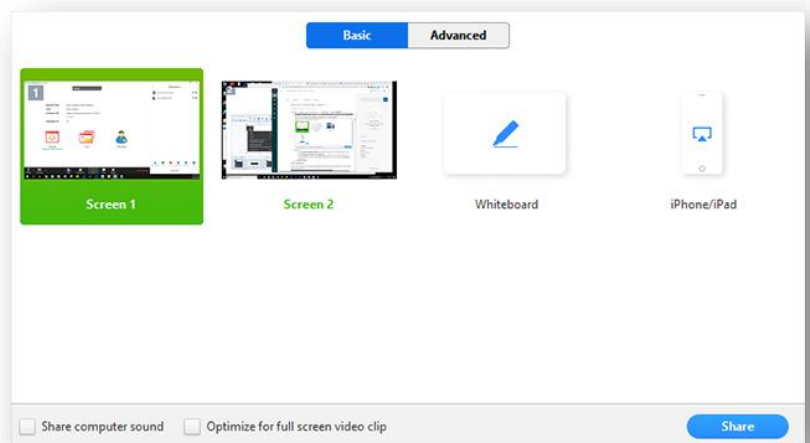
Breakout Sessions:
Select this button to choose the number of rooms you would like to create, and how you would like to assign your participants to those rooms, **automatically** (let Zoom split your participants up evenly into each of the rooms) or **manually** (choose which participants you would like in each room).

Your rooms will be created, but will not start automatically. After creating the breakout rooms, click **Options** to view additional preferences.