

Basics of Video Conferencing Hosting an Online Meeting



In the last lesson Bo scheduled an online meeting. In this lesson Bo will host an online meeting. In today's example, Bo will log into his Zoom account with his Gmail account.

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zoom	SOLUTIONS + PLANS & PRCING	CONTACT SALES	JOIN A MEETING	REQUEST A DEMO	1.888.799.9666	RESOURCES -	SUPPORT
	SIGN IN Welcome back!	rce	Email Address boyoung 199 Password •••••••• Dry signing in: Lag of Service	ee to the Zoom's Privac Sign In	Forgot passw		0

The first step is to start the meeting. To do this, Bo goes to the Zoom website and logs in to his account.

		REQUEST A DEMO 1.888.799.9666	RESOURCES - SUPPO
ZOOM SOLUTIONS -	PLANS & PRICING CONTACT SALES	SCHEDULE A MEETING JOIN A MEETING	HOST A MEETING +
ERSONAL	When you join meetings	and webinars hosted on Zoom, your profile information, including ye	our name and profile
Profile	 picture, may be visible to 	other participants. Your name and email address will also be visible eetings or webinars on their account while you're signed in. The ac	to the account owner
Meetings		share this information with apps and others.	
Webinars		Bo Young	
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Advanced	Time Zone	(GMT-7:00) Mountain Time (US and Canada)	Edi
	Date Format	mm/dd/yyyy Example: 01/07/2022	-
Zoom Learning Center			

Once he is logged in, he clicks Meetings.

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ZOOM SOLUTIONS -	PLIN'S & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING +
PERSONAL	Meetings Get Training Upcoming Previous Personal Room Meeting Templates
Meetings Webinars Recordings Settings	Start Time to End Time Schedule a Meeting Pri. Jan 14
ADMIN > User Management	02:00 PM - 02:30 PM Ms. Brown and Bo Young Meeting Meeting ID: 883 0981 1588
Device Management Room Management Account Management	
Account Management Advanced	
Zoom Learning Center	0

Here he will see upcoming meetings he has scheduled. To start the meeting, Bo mouses over the meeting he wants to host,



then clicks on the Start button.

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	Don't have Zoom Client installed? Download Now		
	(52022 Zoom Video Communications, Inc. All rights reserved. Privacy & Legal Policies Do Not Sell My Personal Information Cookie Preferences		•

Bo is asked to open the app.



He then selects Join with Computer Audio.

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The Zoom window opens and the meeting begins.



Bo waits for his child's teacher to join the meeting.

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		REQUEST A DEMO 1.888.79	19.9666 RESOURCES - SUPPOR
SOLUTIONS -	PLANS & PRICING CONTACT S	ALES SCHEDULE A MEETING JOIN A MEET	ING HOST A MEETING -
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	Date Format	mm/dd/yyyy Example: 01/07/2022	C
Zoom Learning Center			

If Bo does not have a meeting already scheduled, he can also start an unscheduled meeting and then invite people to join him. To do this, Bo goes to the Zoom website, clicks on Host a Meeting



and selects Video On.

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zoom	Open Zoom Meetings?	Support	English +
	https://us05web.zoom.us wants to open this application.		
	Always allow us05web.zoom.us to open links of this type in the associated app		
	Open Zoom Meetings Cancel		
	Click Open Zoom Meetings on the dialog shown by your browser		
	If you don't see a dialog, click Launch Meeting below		
	By clicking "Launch Meeting", you agree to our Terms of Service and Privacy Statement		
	Launch Meeting		
	Don't have Zoom Client installed? Download Now		
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Bo is asked to open the app.



He then selects Join with Computer Audio.

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The Zoom window opens, and the meeting begins.



Now Bo can invite his mother and sister to the meeting.

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Bo goes to "Participants" and clicks on the upward arrow



to select "Invite." He can send an invitation via email or copy the meeting information and paste it into another communication tool like chat or a text message.

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Now that Bo has successfully invited his mother and sister, they show up in the "Participants" tab on the screen.

While it's easy to host an unscheduled meeting, it may be a good idea to invite people to an online meeting in advance, so you can be sure they are available ahead of time.

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In this lesson Bo started and hosted two meetings. In the next lesson Bo will learn about special features to host an online meeting.

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