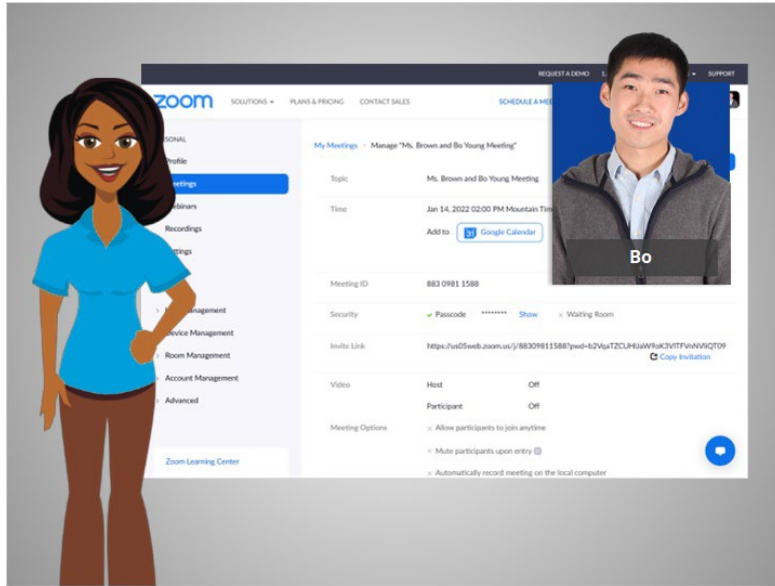
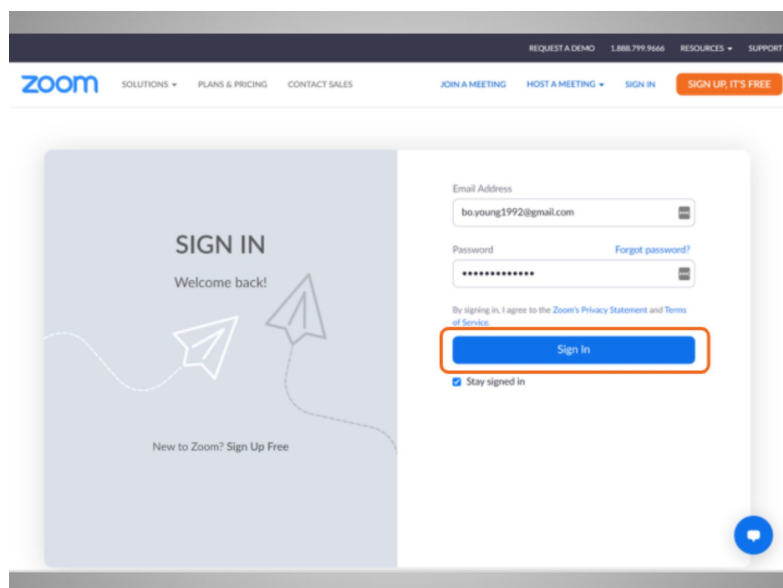


# Basics of Video Conferencing

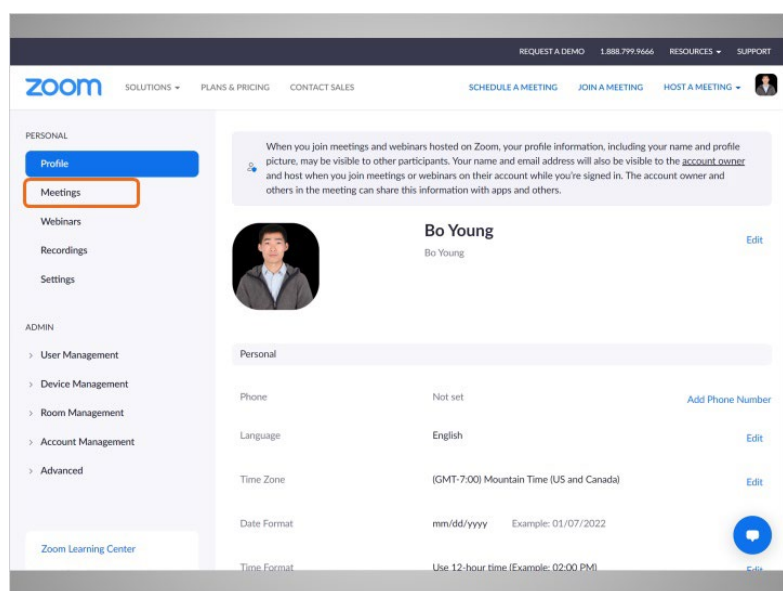
## Hosting an Online Meeting



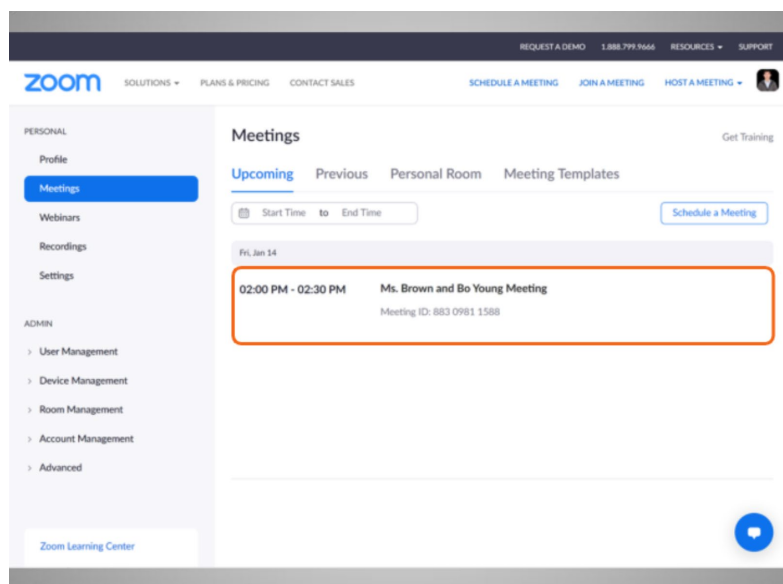
In the last lesson Bo scheduled an online meeting. In this lesson Bo will host an online meeting. In today's example, Bo will log into his Zoom account with his Gmail account.



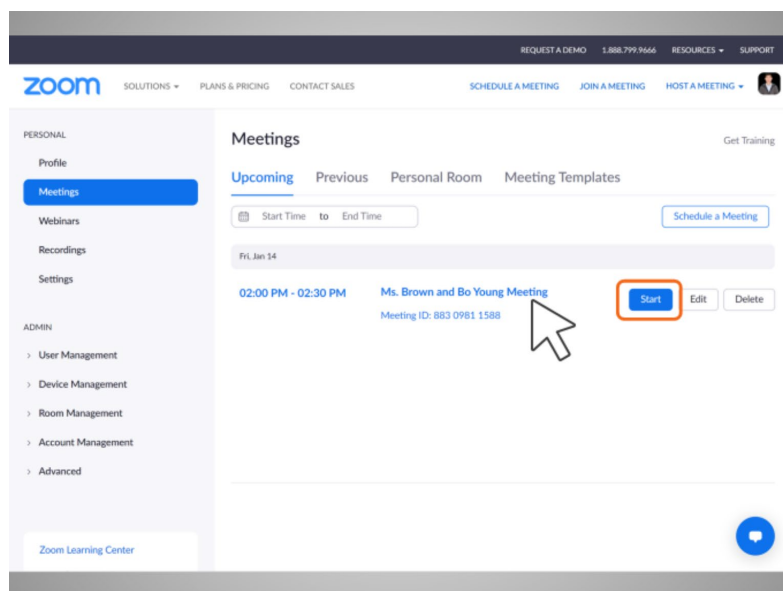
The first step is to start the meeting. To do this, Bo goes to the Zoom website and logs in to his account.



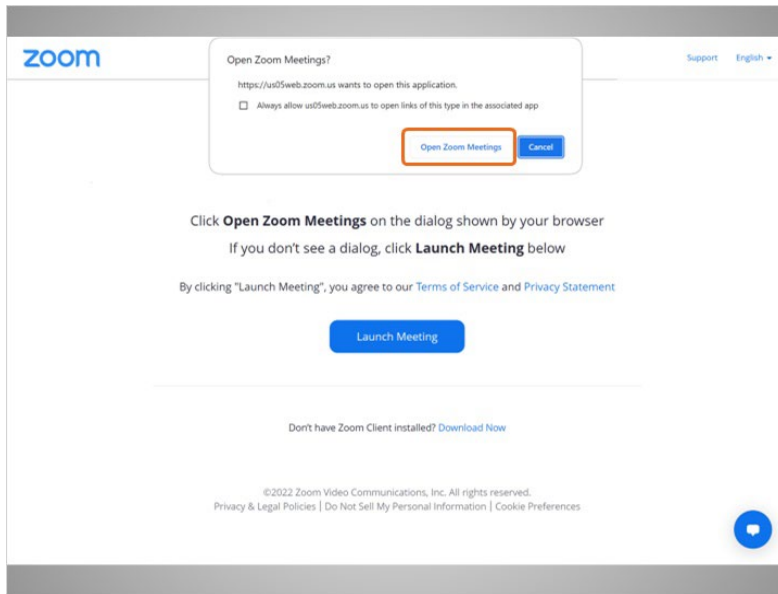
Once he is logged in, he clicks Meetings.



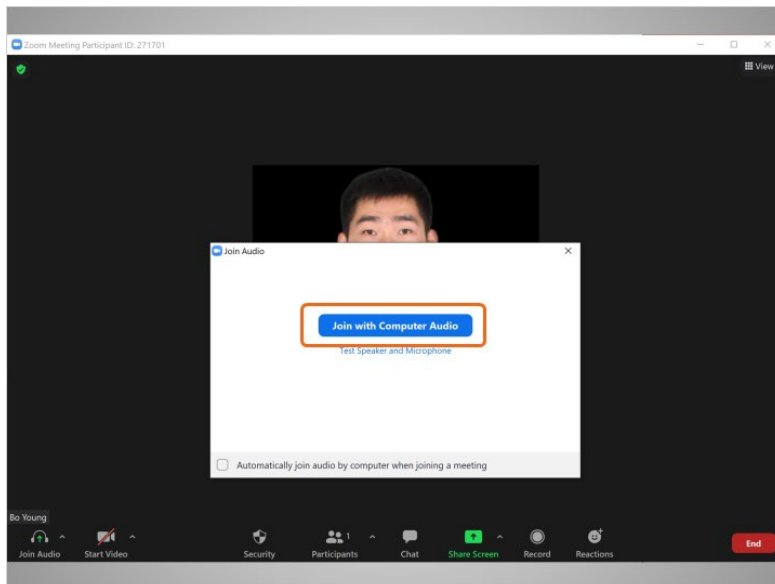
Here he will see upcoming meetings he has scheduled. To start the meeting, Bo mouses over the meeting he wants to host,



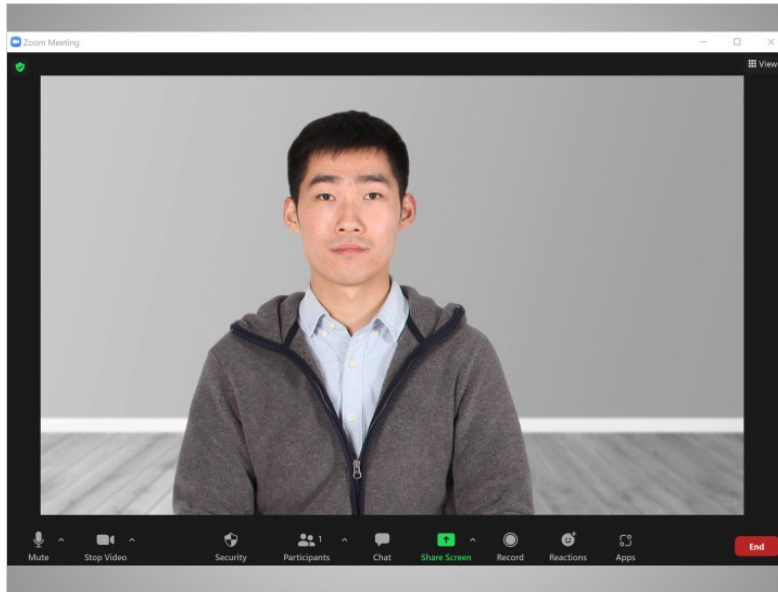
then clicks on the Start button.



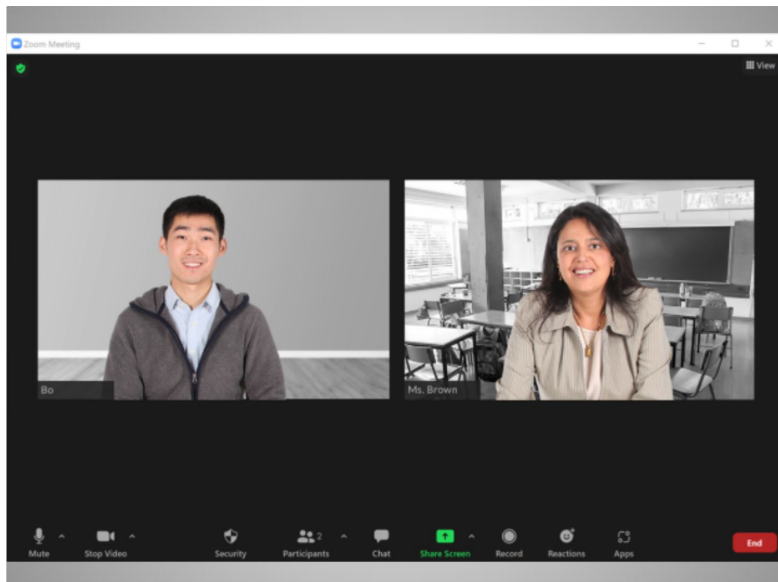
Bo is asked to open the app.



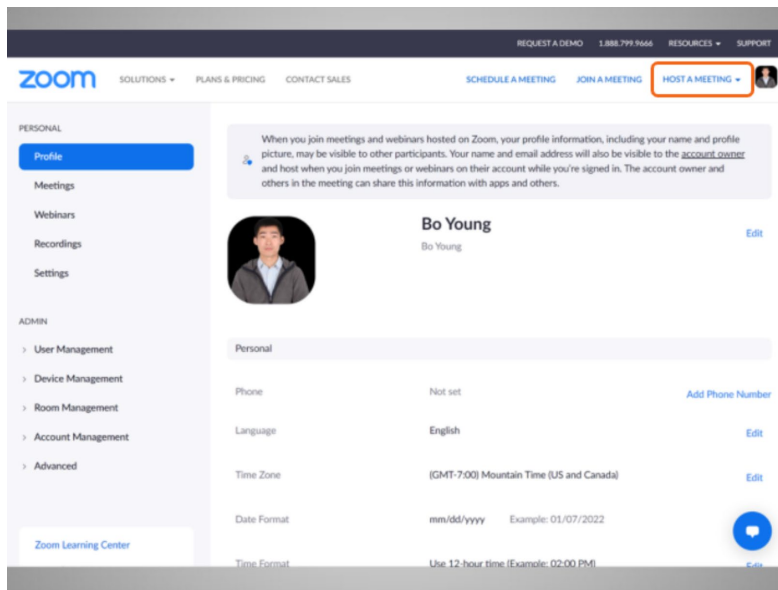
He then selects Join with Computer Audio.



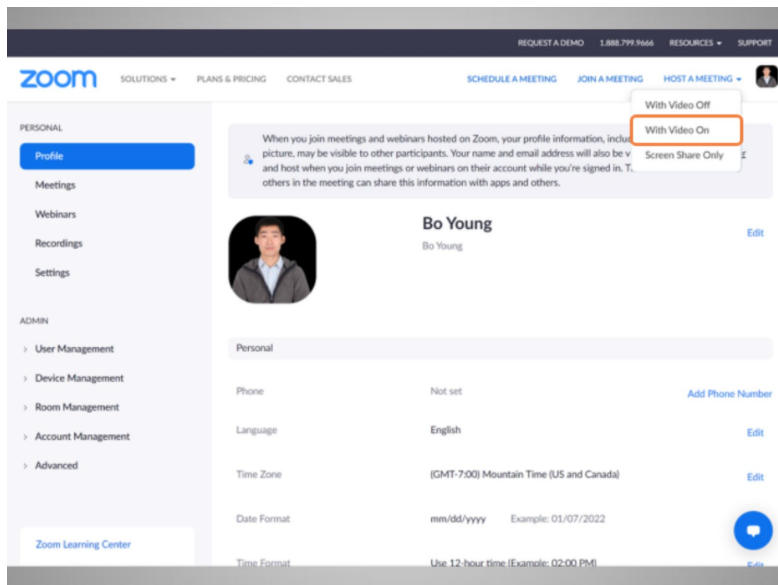
The Zoom window opens and the meeting begins.



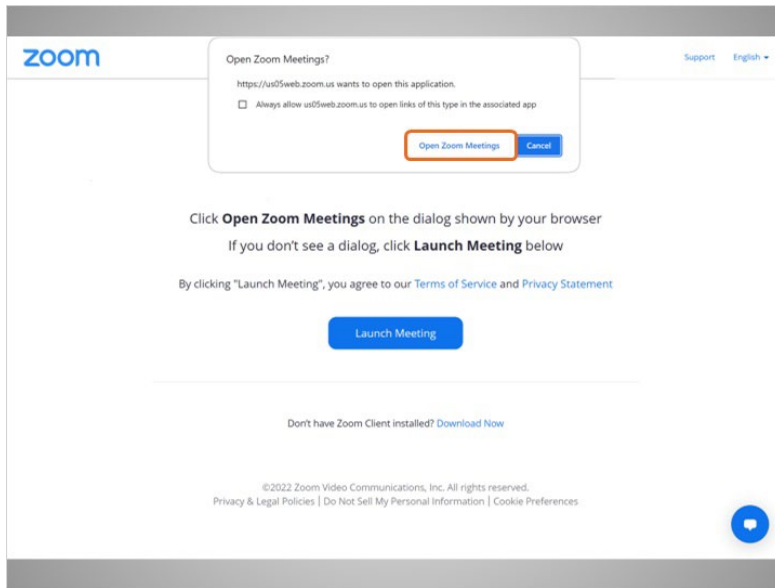
Bo waits for his child's teacher to join the meeting.



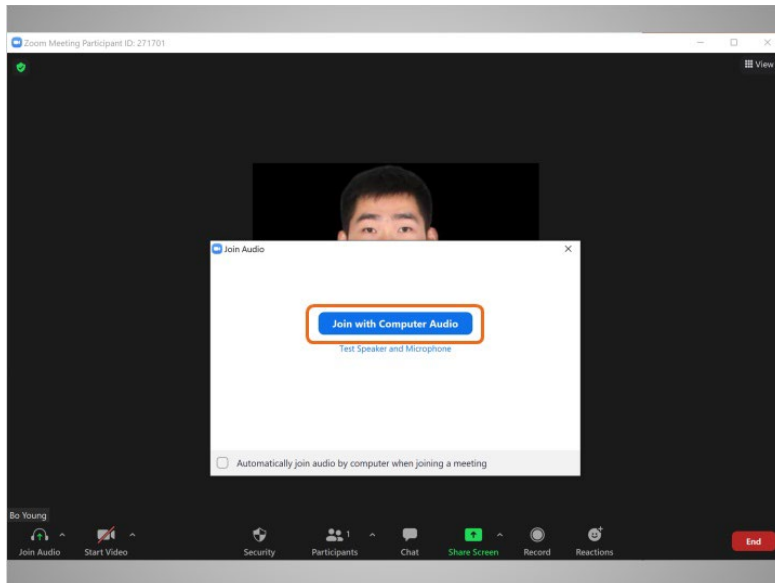
If Bo does not have a meeting already scheduled, he can also start an unscheduled meeting and then invite people to join him. To do this, Bo goes to the Zoom website, clicks on Host a Meeting



and selects Video On.



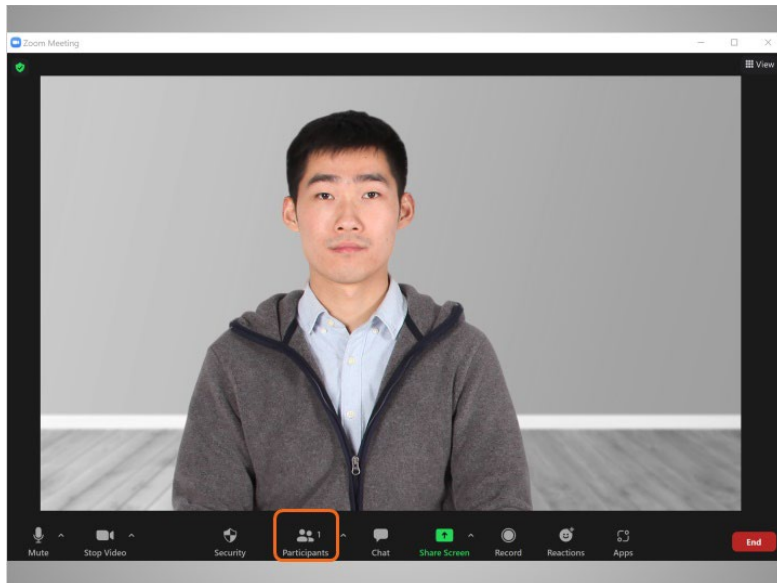
Bo is asked to open the app.



He then selects Join with Computer Audio.



The Zoom window opens, and the meeting begins.

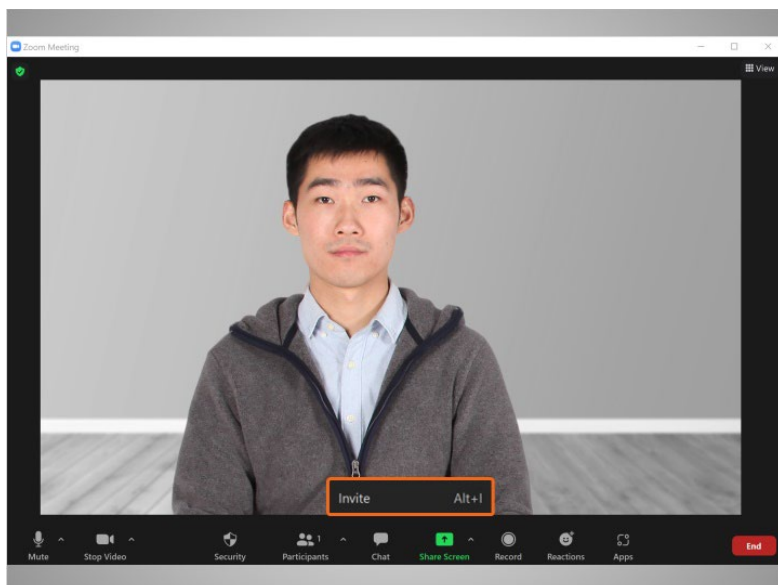


Now Bo can invite his mother and sister to the meeting.

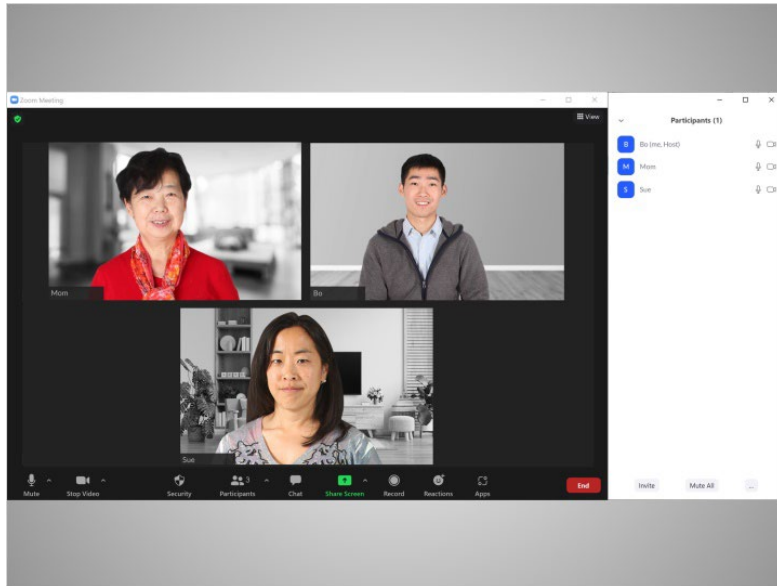




Bo goes to “Participants” and clicks on the upward arrow



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.



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.



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