

Zoom Meetings for HLSA Clubs & Shared Interest Group

The following instructions are for the Zoom Basic (free) accounts and meetings. If you have a Pro account through your office or personal use, you are welcome to utilize it.

Create an Account

- Go to <https://zoom.us/> to create a free account.
- Please note that free accounts on Zoom have limited capabilities:
 - Meetings with three or more participants are limited to 40 minutes.
 - Due to increased demand, dial-in by phone audio conferencing capabilities may be temporarily removed from your free Basic account. During this time, Zoom strongly recommend using computer audio capabilities.
 - Meetings are limited to 100 participants.
- If you have an account through a work or personal plan, we strongly encourage using one of those.
- Clubs & Shared Interest Groups may use their allocation funds to upgrade their Zoom account. The HLS Alumni Relations Office will not provide additional funding for this purpose.

Scheduling a Meeting

- Log into your Zoom account. On the left side menu, click “Meetings.”
- Enter the parameters for your meeting:
 - Meeting passwords are optional, though people may not notice it in the event invitation.
 - We recommend allowing both computer and phone audio to give attendees options for joining the meeting.
 - Enable join before host allows attendees to join the meeting before the host. This is helpful if you have multiple people running the meeting.
 - Mute participants on entry will prevent additional noise if participants join late.
- Click “Schedule a Meeting” when done.

Inviting Attendees

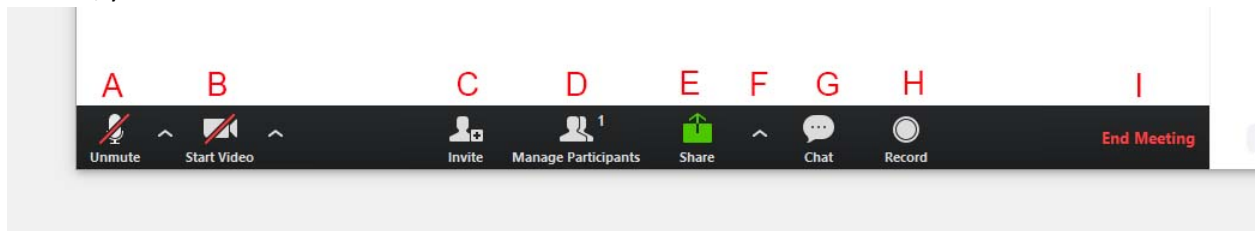
- On the next page, you will be provided calendar invites as well as a URL to join the meeting.
- The free version of Zoom does not come with registration capabilities.
- Registration with AlumniMagnet:
 - You can post the link to an event page and include it in regular email communications.
 - You can use the ticket system or the QuickRSVP function to create a registration and then email the link to those who RSVPed afterwards.
- Registration with Google Forms:
 - Create a Google Form to collect RSVPs.
 - Put the Zoom link in the confirmation message at the end of the form.
 - We recommend still emailing a reminder to people after they complete the form to ensure they have the link.

Starting a Zoom Meeting

- There are two ways to start a Zoom meeting:
 - Log into your account online, click “Meetings” in the left side bar and click “Start Meeting”
 - Download the Zoom desktop app, log in and enter the meeting URL in the “Meeting ID” box
- Once joined, enable your video and audio by either the prompts that appear on your screen or by using the audio and video buttons in the bottom left hand corner.

Hosting a Zoom Meeting

- As host, you will have several controls at the bottom of the window:



- A: Unmute/Mute – This button allows you to mute and unmute yourself.
- B: Start Video/Stop Video – This button allows you to start and stop your video.
- C: Invite – This allows you to invite others to your meeting either by calling them on phone, emailing them the link to join, or providing the URL that you can copy and paste.
- D: Manage Participants – This will open the list of participants in either a separate window or a side panel.
 - You can mute/unmute participants or ask them to start/stop their video.
 - Under “More” you have the option to privately chat with them, make them the host, rename, and remove.
 - Please note if you remove someone from the meeting they will be unable to rejoin.
- E: Share Screen – This allows you to share your screen if you are giving a slideshow presentation or would like to share another item on your screen.
 - If you are sharing a video clip, please select “Share Computer Sound” and “Optimize for Full Screen Video Clip” on the “Share Screen” window.
- F: Additional Sharing Options: This has advanced sharing options where you can allow multiple people to share their screen at once, or control who can share their screen.
 - We recommend only allowing one person to share at a time, as not everyone has dual monitors.
 - Sharing can be limited to all participants or hosts only.
 - You can control who can share when someone else is sharing. For this setting we recommend selecting “Only Host.”
- G: Chat – This allows you to chat with everyone or with individuals. Either a new window or side panel will pop up when clicked.
 - You can also share a file with the group through this function.
 - If you select additional options, you can do the following:
 - Save chat
 - Limit chat to certain individuals, or limit private chat
 - This function is great for getting questions during a panel discussion or lecture.

- H: Record – This allows you to record the meeting to be saved on your desktop computer
 - We highly recommend not using this function, as it may require video releases and consent forms from participants. The HLS Alumni Relations Team cannot assist with video releases and consent forms at this time.
- I: End Meeting – This button gives you the option to end the meeting for all participants or allow you to leave the meeting yourself.
 - We do not recommend having the meeting go on without the host present. If you need to leave unexpectedly before the event is over, please make another Club or Shared Interest Group officer the host.

For additional information and tutorials, please visit the [Zoom Help Center](#).