ZOOM - HOW TO GUIDE (HOSTS)

Ensure the following information has been provided to **lily.van@up.education** for event to be set up on Zoom.

- o *Event Name*
- o *Date, time, and duration*
- o *Names of host and panelist*
- o *Advise what options you require as shown below.*
  - *Do you want to allow attendees to ask questions? If yes, please answer the following as well.*
    - o *Allow anonymous questions?*
    - o *Allow attendees to view all or only answered questions?*
  - *Do you want the webinar to be automatically recorded?*

Once you have received confirmation of zoom setup, you can start the process below.

Any issues or questions can be raised to lily.van@up.education, joy.balbuena@up.education or niral.patel@up.education.

Please note: Breakout rooms capabilities are not available for webinars. Alternative option will be to set up zoom webinars at allocated time slots.
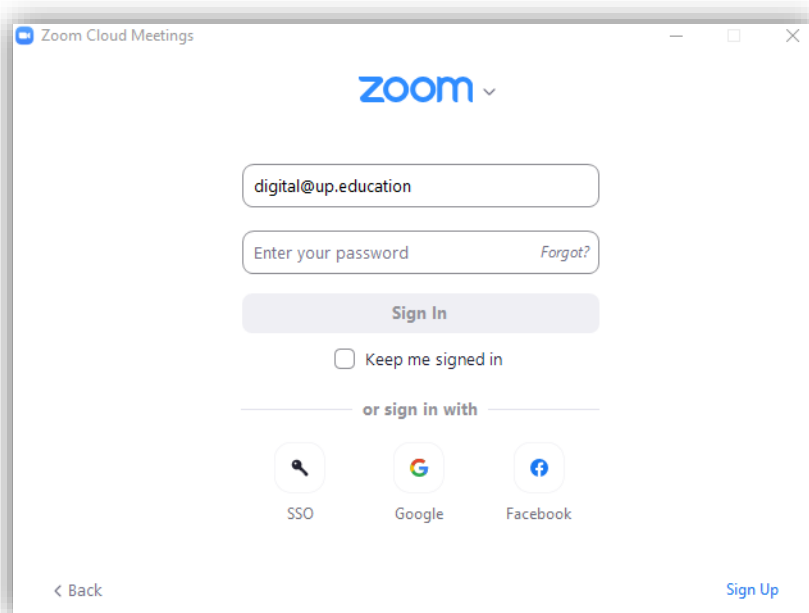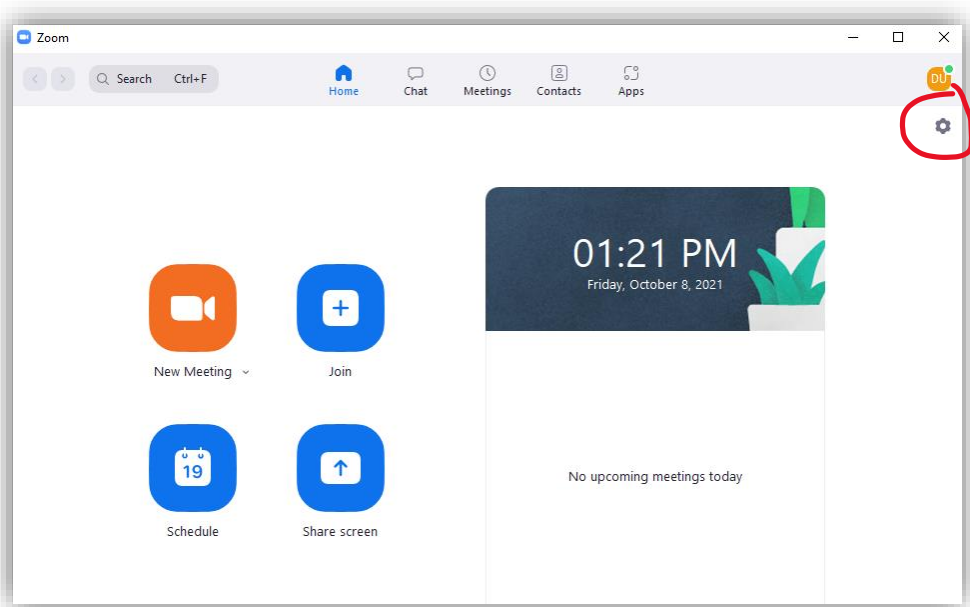

Before the webinar

1. Download the Zoom App and login.

As a 'Host' you will be required to log into the Zoom account below and start the webinar event.
- Email: digital@up.education
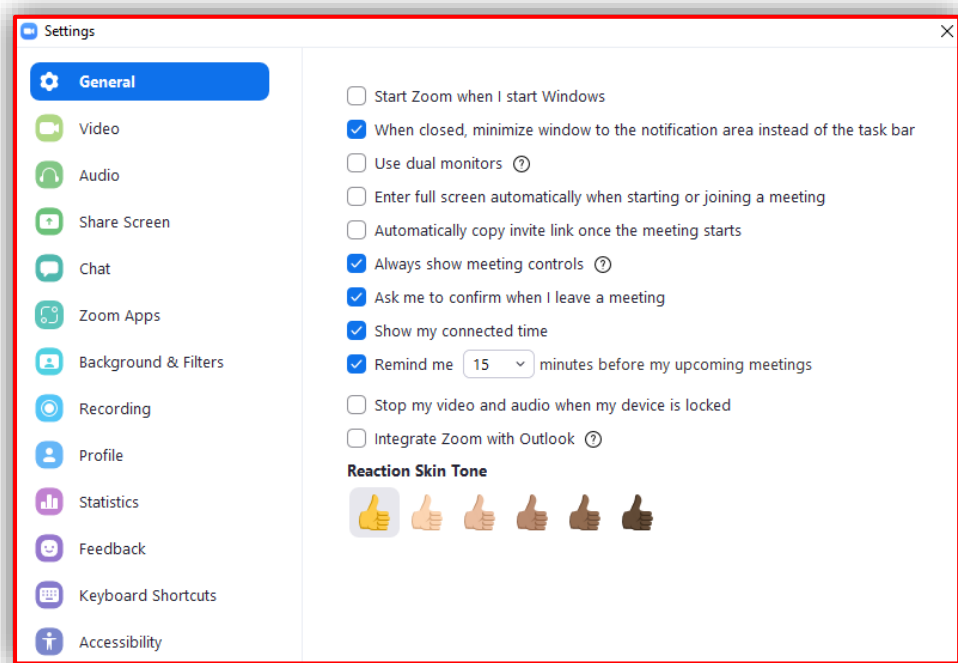- Password: M@rket0events

2. Click on to your 'Home' page and go to the settings icon as highlighted.

3. Pre-set the following settings for both practice and event run as shown on the images below.

General

Video

Audio – Speakers will pre-set to your own device.

Share Screen

Background & Effects

All host and panelist will need to upload the background image provided by Marketing.
You may need to select 'Mirror my image' if the background is uploaded in reverse**.**
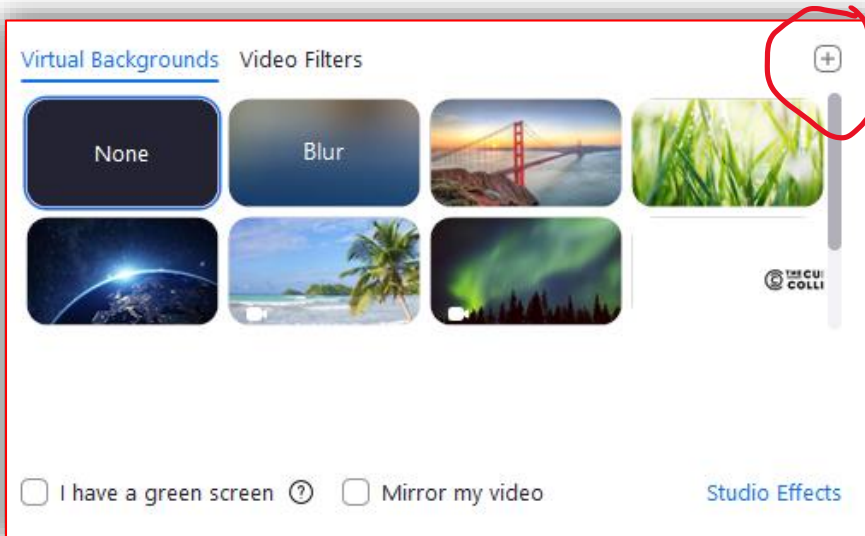
During the Webinar

1. Click on "Meetings" to see the list of webinars and select yours.
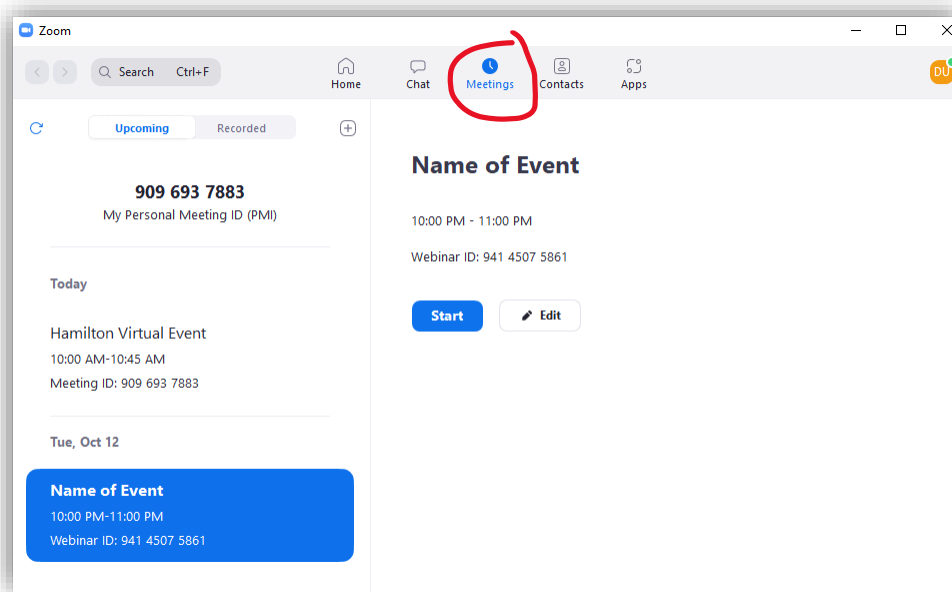
2. You will need to change the host name as it will automatically show as 'Digital UP'.

- Click onto the 'Participant' panel as shown below and a side panel will pop up.
- Click onto 'More', then select 'Rename', a pop up will allow you to enter your name.

Participants panel– Allows you to view host, co-host and panelist and manage their audio if required.
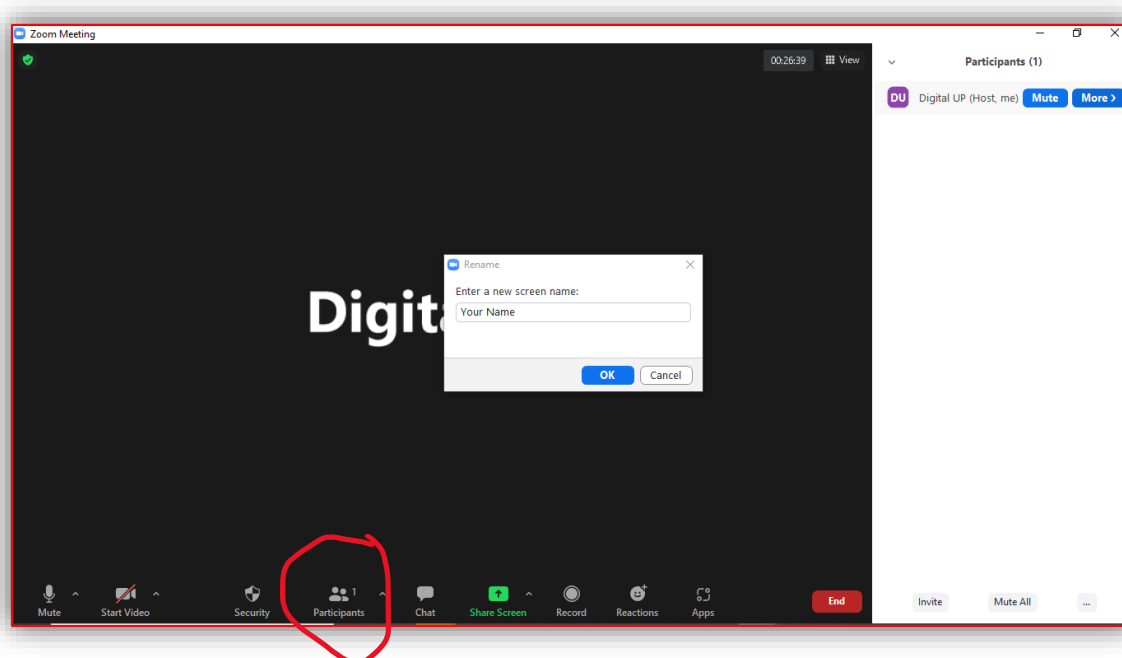
3. Q&A Panel – If you are planning to have a Q&A session, you have 2 options.

- **Option 1** - You may have a dedicated person to answer any questions during the event itself through selecting 'Type Answer' to respond. The tab that shows 'Open', is where new questions will be stored.

- **Option 2** – If responding to Q&A at the end of the session, you will select 'Answer live'. This will move the 'Open' questions to 'Answered' or you can dismiss any comments or questions that may not be relevant. This allows you to keep track of who you have responded to.
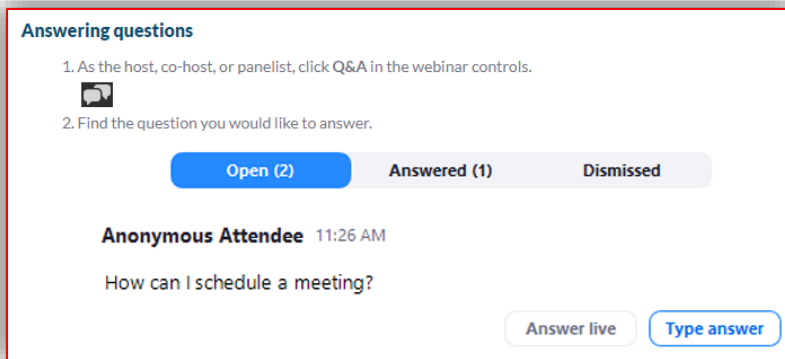
4. Sharing PowerPoint presentation

If you are sharing a PowerPoint presentation and/or video links, ensure that the following boxes are ticked as shown below.
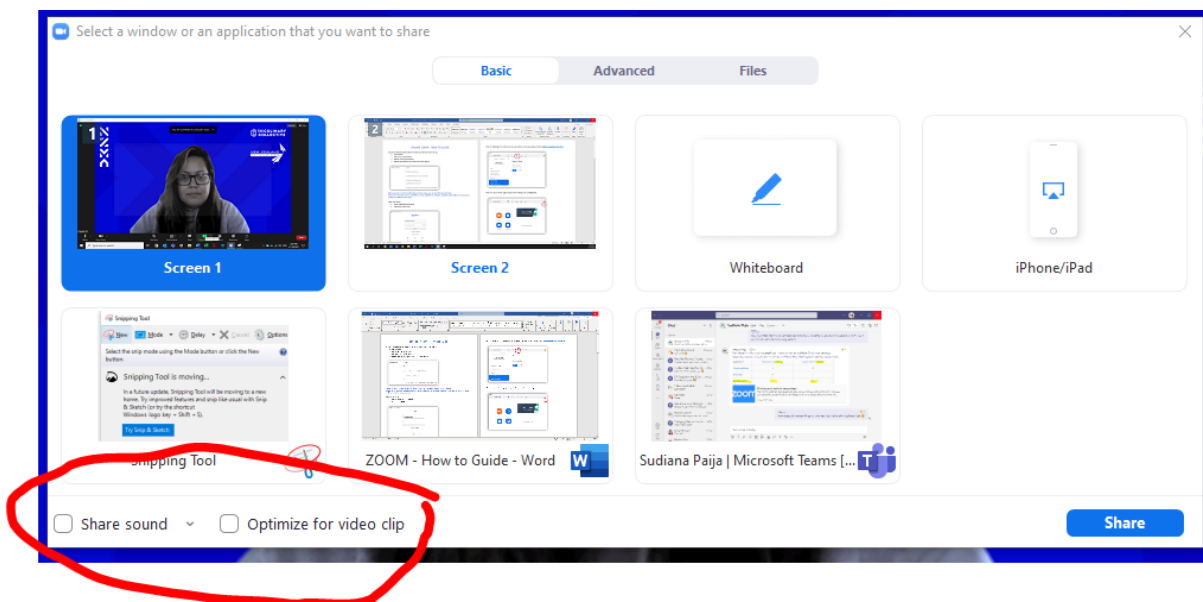
The host should set up 15-20 min before starting the webinar.

Do not click the 'Start webinar' pop-up box until you are ready to do so.

- o Ensure that a practice session has been conducted prior to your event so that you and your team are familiar with the platform.
- o Change your display name.
- o Check that your background image has been added for both host and panelist.
- o Check that all panelists have access to both video and audio through 'Participants' button.
- o Provide access to all panelists that require to share their screen through the 'Share Screen - ^' button.
- o Speakers will need to manage their video and mute button throughout the event.
- o Have your presentation ready to be shared.
- o Videos are ready to go.
- o Check that your lighting is good.
- o Arrange for someone to manage the Q&A during the event.

Find out what role everyone will play on the webinar
- https://support.zoom.us/hc/en-us/articles/360000252726

Enabling and adding a co-host
- https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-adding-a-co-host

Adding or importing panelists to a webinar
- https://support.zoom.us/hc/en-us/articles/115005657826-Adding-or-importing-panelists-to-a-webinar

Changing your Virtual Background image
- https://support.zoom.us/hc/en-us/articles/210707503-Changing-your-Virtual-Background-image

Sharing multiple screens simultaneously
- https://support.zoom.us/hc/en-us/articles/115000424286-Sharing-multiple-screens-simultaneously

Sharing and playing a video
- https://support.zoom.us/hc/en-us/articles/360051673592-Sharing-and-playing-a-video

Screen sharing a PowerPoint presentation
- https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation

Post-webinar survey and reporting
- https://support.zoom.us/hc/en-us/articles/360048745651-Post-webinar-survey-and-reporting

PowerPoint Presentation with linked YouTube video
- https://www.thinkoutsidetheslide.com/playing-a-youtube-video-in-a-zoom-meeting/

Meeting and webinar comparison
- https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-webinar-comparison