# Introduction - What is Zoom

Zoom is a software-based platform that is used for video conferencing, audio conferencing, collaborations, training, chats and webinars across mobile devices, desktops and telephones.

# How to Schedule a meeting

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## Option 1: Scheduling through the desktop app

1. Open the Zoom desktop app.

2. Click on the Home button at the top left.

3. Press the Schedule button.

4. Enter in Topic, Date, and other related details and press Schedule.

## Option 2: Scheduling online

1. Go to https://zoom.us/meeting (You may be prompted to sign in but will be redirected to the page after)
2. 2. Click the blue “Schedule a New Meeting” button in the top left corner
3. 3. Enter in Topic, Date, and other related details and press Schedule.

You can then ‘copy’ the invite to send it out to participants.

# Outline to Hosts and Co-Hosts for Zoom sessions

# **HOSTS – the person leading the meeting**

Our policies on Remote Delivery and Safeguarding underpin our practice in working online. Please refer these documents for all the information you need to undertake your sessions safely and in a manner that is consistent across the organisation.

If you are delivering a **group session**, you will have a ‘Co-Host’ who is there to support from a safeguarding/behaviour management perspective; you must ensure that you:

* Change the meeting settings to allow your co-host to have host rights
* Ensure the ‘private chat’ function is available to ‘host only’ – unless you are planning to use the ‘chat’ function as aprt of your session.

# **CO-HOSTS – supporting the Host in the session**

Your role is to address any issues arising in a group work online setting, such as inappropriate use of Zoom, inappropriate behaviour, and to be tehre in a supportive acapacity for the Host, parituclarly in terms of safeguarding.

## **During session**

* If needed you can chat to just one individual if you need to (eg. for language/behaviour or if they have raised an issue you need to pick up on)
* If necessary you can remove a participant from the group – note: they will not be able to rejoin that session
* If a note pops up to say that someone is recording the session, then contact them on a private conversation to tell them they must stop. If they continue tell them they will be removed from the session if they do not stop the record. If necessary you can remove them from the session.

# In Meeting Security Options

The Security icon in the meeting controls allows the host or co-host of a meeting to enable or disable options during a meeting to secure the meeting and minimize disruption during the meeting. Most of the settings can be controlled from Account, Group, and User settings prior to the meeting. If applied at the Account, Group, or User level, these settings will be applied in meeting by default. The Security icon combines them all in one place for easy access during the meeting.

If the options are enabled/disabled and locked by an account admin, they will not be modifiable in-meeting by the host or co-host.

Available security settings are:

* **Lock Meeting:** Locks the meeting, keeping new participants from joining the meeting.
* **Enable Waiting Room:** Enables [**Waiting Room**](https://support.zoom.us/hc/en-us/articles/115000332726) **for incoming new participants or to move current participants into the Waiting Room.**
* Allow participants to:
  + **Share Screen:** Allows participants to start Screen Shares
  + **Chat:** Allows participants to use the chat function.
  + **Rename Themselves:** Allows participants to rename themselves from the Participants panel.
  + **Annotate on Shared Content:** Allows participants to [annotate](https://support.zoom.us/hc/en-us/articles/115005706806) over content shared during the meeting. The host can enable or disable annotation when the host is sharing.
* **Remove Participant:** Allows the removal of a participant from a meeting. The participant can not re-join unless **Allow removed participants to rejoin** is enabled in [Meeting setting](https://zoom.us/profile/setting)s.

**Online Zoom Support**

<https://support.zoom.us/hc/en-us>