Start Zoom

![Zoom Cloud Meetings](image)

Sign In with your Google or Zoom account

![Zoom Cloud Meetings](image)

Click Join

![Zoom Cloud Meetings](image)
Enter the Meeting ID and your display name

![Zoom Join Meeting window]

Enter the Meeting Password: dbsa, click “Join Meeting”

![Enter meeting password window]

Choose an Audio-conferencing option

![Choose ONE of the audio conference options]

- Phone Call
- Computer Audio

Join with Computer Audio

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting
Click on Participants icon and click on “Claim Host”

Enter the Host Key to become Host (email TechHelp@dbsaboston.org if you don’t know the key)

You should now see an “End Meeting” button, and “host” after your name
Turn on the Waiting Room by clicking on Security and “Enable Waiting Room”

When the Facilitator joins, you will see them in the Waiting Room

Click on “Admit” in front of their name to admit them into the meeting

Click on “More” in front of the Facilitator and make them a Co-Host
Control the chat function by clicking on the “Chat” icon, clicking on the three dots and choosing the appropriate option.

Note:

Before check-in, enable chat and set it to “Everyone Publicly and Privately”. This will allow everyone to chat amongst themselves.

When check-in starts, set chat to “Host only”. This will allow participants to chat with host and co-hosts only during the meeting, and minimize disruption.

At the start of break, again set it to “Everyone Publicly and Privately”.

At the end of break, set it back to “Host only”.

At the end of the meeting, choose “Everyone Publicly and Privately”.

<table>
<thead>
<tr>
<th>Before check-in</th>
<th>Meeting starts</th>
<th>Break starts</th>
<th>Break ends</th>
<th>Meeting ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everyone Publicly and</td>
<td>Host only</td>
<td>Everyone Publicly</td>
<td>Host only</td>
<td>Everyone Publicly and</td>
</tr>
<tr>
<td>Privately</td>
<td></td>
<td>and Privately</td>
<td></td>
<td>Privately</td>
</tr>
</tbody>
</table>

You can mute and unmute all participants by clicking on the appropriate button.
To unmute a specific participant, click on “Unmute” in front of their name.

Use the “More” button to chat with someone, rename, put in waiting room, remove from meeting or report to Zoom for blocking their account.
To lower someone’s electronic hand, click on “Lower Hand” in front of their name. Use “clear all” to lower all hands.

To end the meeting, click on “End”

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