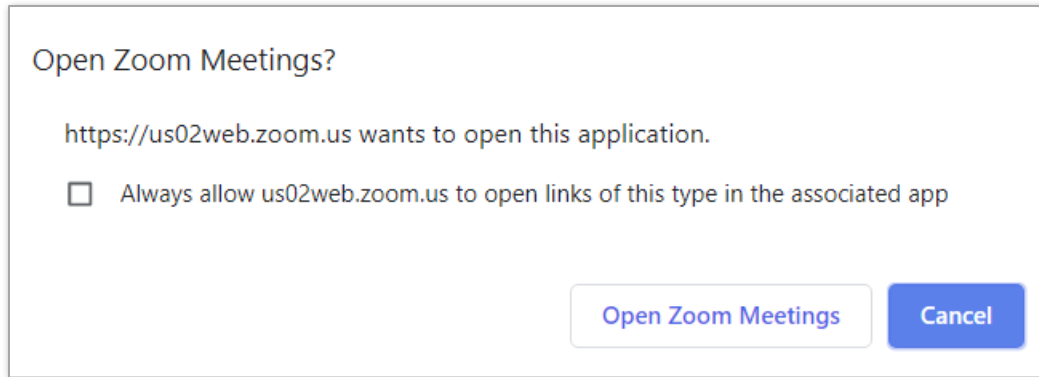
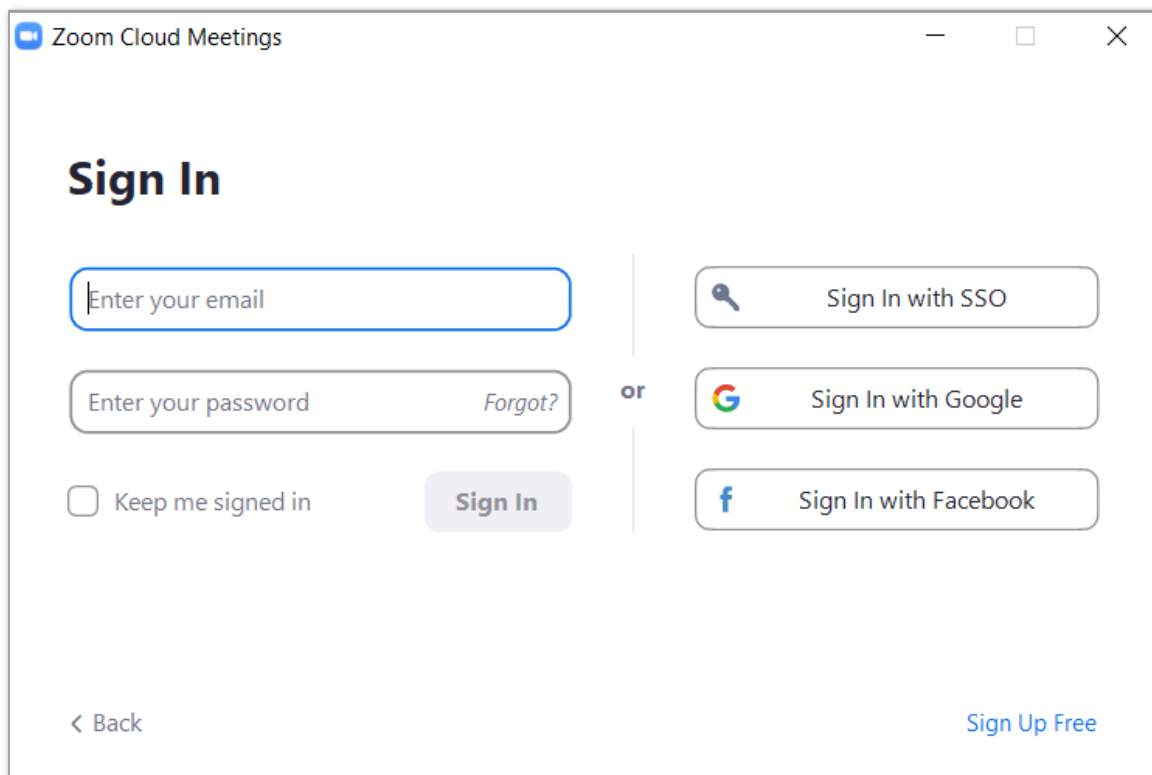


How Do I Host a Zoom Meeting?

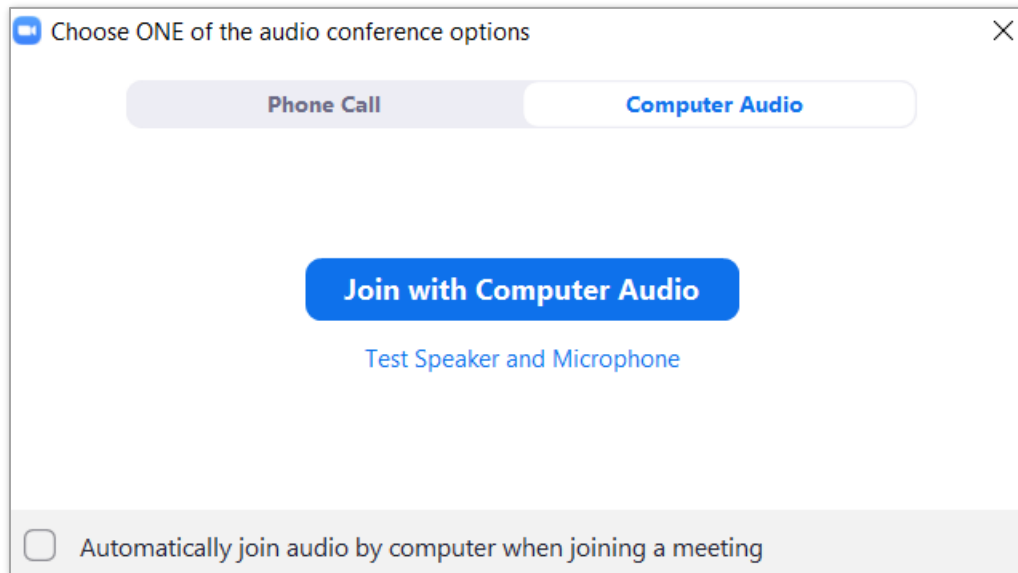
1. Click on the link provided in the meeting invitation.
2. A page with a pop-up box will open. Click on the **Open Zoom Meetings** button in the pop-up box.



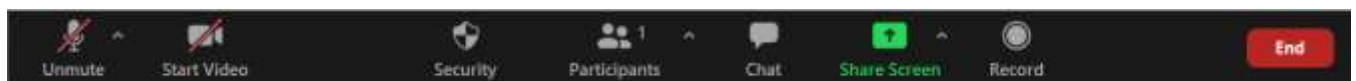
3. If prompted, enter your email and the password you selected for Zoom when you accepted the invitation to be a user on the DKG GSO Zoom account. Or, you can sign in using either your Google or Facebook account.



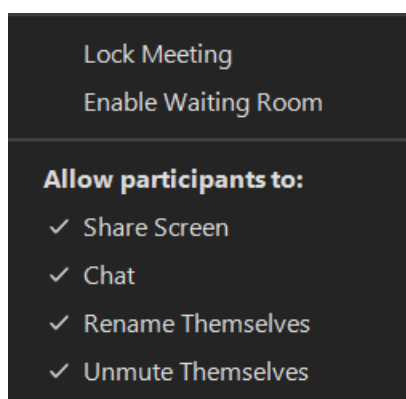
4. Another pop-up box will appear. Click on the **Join with Computer Audio** button.



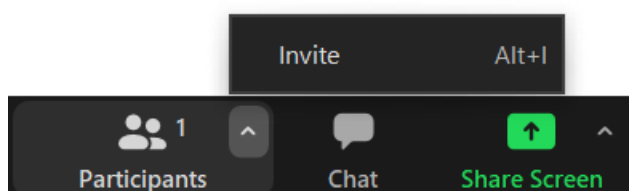
5. The meeting will open, and you will see a control bar with options across the bottom of your screen. Be sure you unmute and allow video, if those options are off. As you see from the control bar, you have additional options.



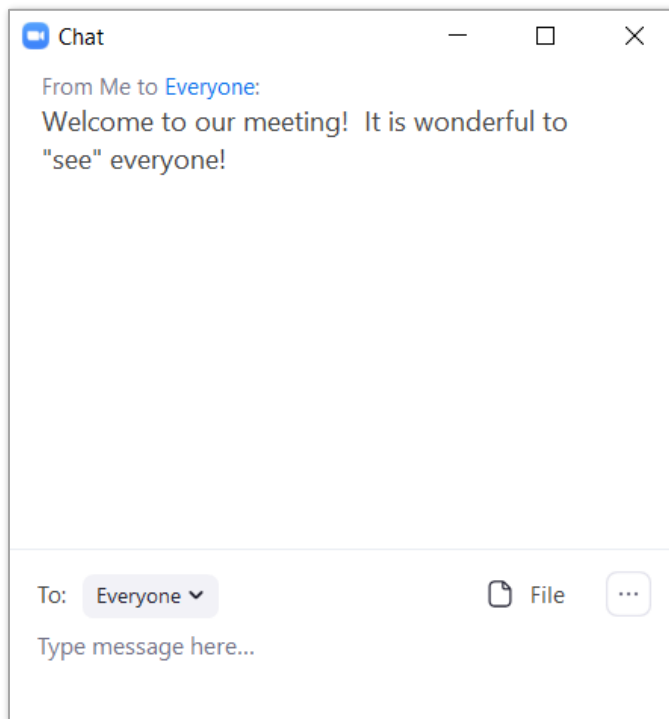
Clicking on **Security**, you will see the following default options. You can change any of these as you prefer.



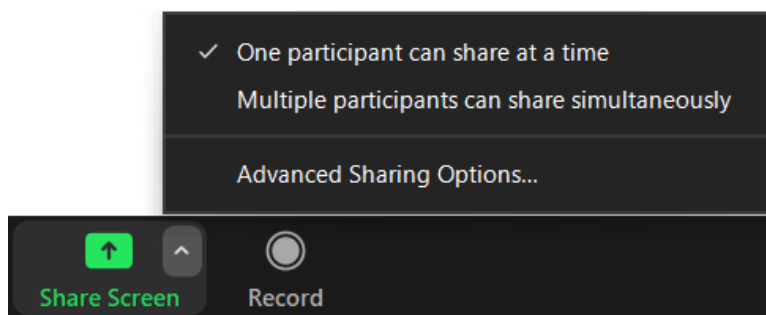
Clicking on **Participants** opens a pop-up box that lists everyone who has joined the meeting. The carat (^) beside Participants allows you to quickly send an invitation to the meeting.



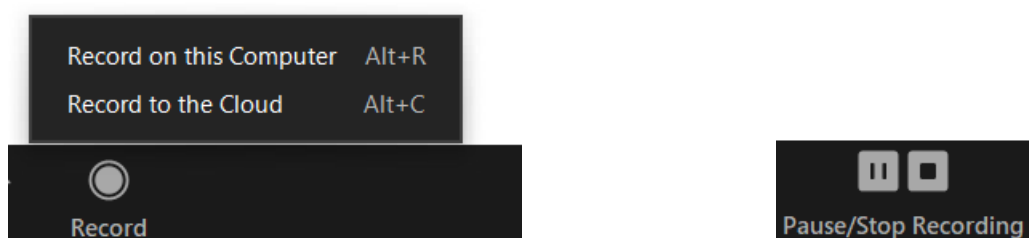
Clicking on **Chat** will open a pop-up box that shows everything that has been typed in by participants. You can use the chat box, too, to share information. Just type in the bottom portion of the box and press Enter to send. You can also attach files and send those to participants.



The **Share Screen** option allows you to present information from your computer such as a PowerPoint or Google slides. The carat (^) beside Share Screen opens screen share options you can select. The recommended setting is the default one, shown below.



Clicking on the **Record** control opens options. It is recommended that you **Record on this Computer** so that after the meeting you will have the recording available to you. When you are recording, the control option changes to the image below right. Click on there to pause/stop.



To exit the meeting, click the **End** control button. You may be prompted to with the dialog box shown below right. If so, click **End Meeting for All** when the meeting is over.

