



Deerfield Academy
Information Technology Services
How to Host a ZOOM meeting

There are several options for hosting a remote meeting using ZOOM. All of them require that you have your own ZOOM account. If you haven't yet created an account, follow these [instructions](#). Once you have an account, proceed with one of the following methods –

I. If you want to Host a Meeting Right Now:

1. Sign into ZOOM using the username and password you created for your ZOOM account.
2. From the right end of the top menu bar, select **HOST A MEETING**.
 - Select **With Video On**.
 - If you have never used ZOOM before, you will be prompted to download ZOOM.
 - Click **Open Zoom Meetings**.
 - Click **Join with Computer Audio**.
3. On the bottom menu bar, click **Invite**.
4. In the **Invite people to join** window –
 - Select **Email** (upper right side of window)
 - Click **Copy Invitation**.
 - Select your preferred email tool.
 - Enter the email addresses of the people you wish to invite to your meeting.
 - Send your email invitation.
5. Click **Manage Participants** to see your attendees.
6. Use the **Microphone** and **Camera** icons at the left end of the tool bar at the bottom of your screen to select your devices and mute/unmute audio and video.
7. When your meeting is over, click **End Meeting** in the bottom right corner of your screen.

II. If you want to Host a Meeting in the Future:

1. Sign into ZOOM using the username and password you created for your ZOOM account.
2. From the top menu bar, select **SCHEDULE A MEETING**.
 - Enter a Topic, Date, Time and Duration.
 - If you wish, select **Require meeting password**.

- Turn **Host** and **Participant Video** to **On**.
 - Review **Meeting Options**, and select any you desire.
 - Click **Save**.
3. Scroll down and next to **Join URL: xxxxxxxxxxxxxx** , Click **Copy the invitation**.
 - Click **Copy Meeting Invitation**.
 - Click **X** to close the copy pop-up window.
 4. Open your email and start a new message.
 - Enter the email addresses of your participants and Subject.
 - In the body of the email, use **paste** to insert your meeting details.
 - Send the message.
 5. When it's time for your meeting, Sign in to ZOOM.
 6. Click **Meetings** on the left menu.
 - Click **Upcoming Meetings**
 - Next to the Topic and ID of your meeting, Click **Start**.
 7. Click **Manage Participants** to see your attendees.
 8. Use the **Microphone** and **Camera** icons at the left end of the tool bar at the bottom of your screen to select your devices and mute/unmute audio and video.
 9. When your meeting is over, click **End Meeting** in the bottom right corner of your screen.