

## Running a “Meetings” Program (Non-webinar) in Zoom

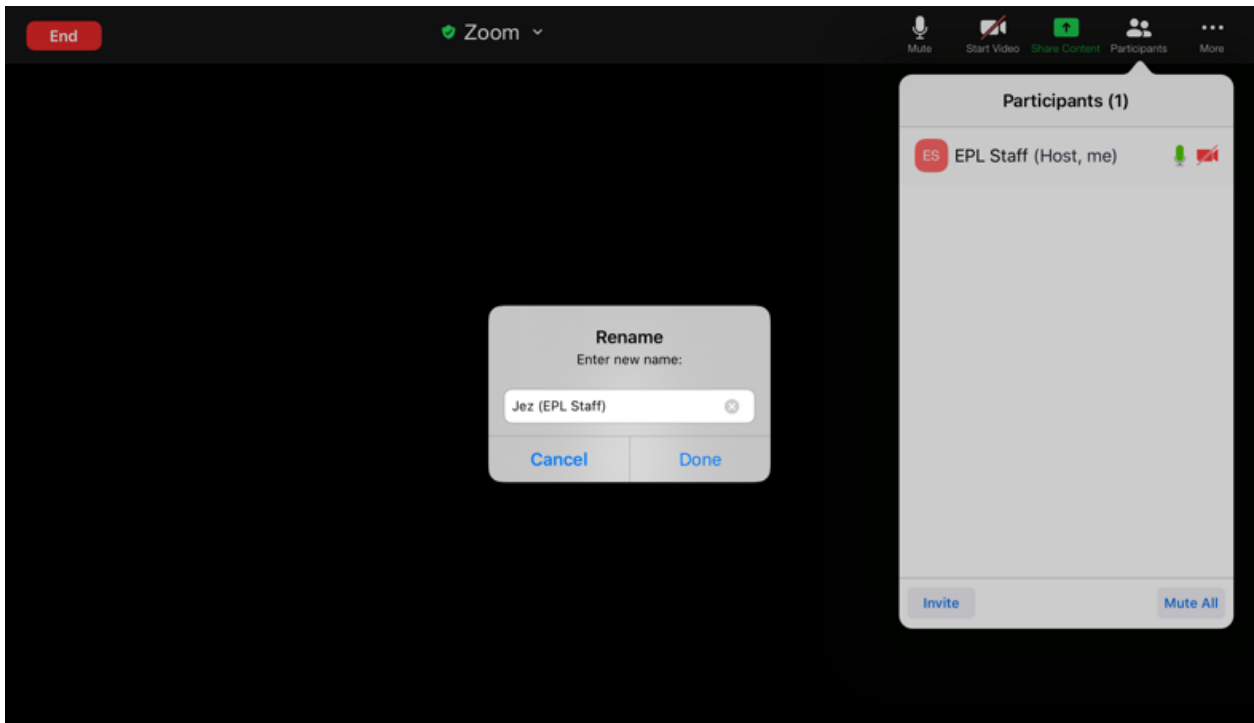
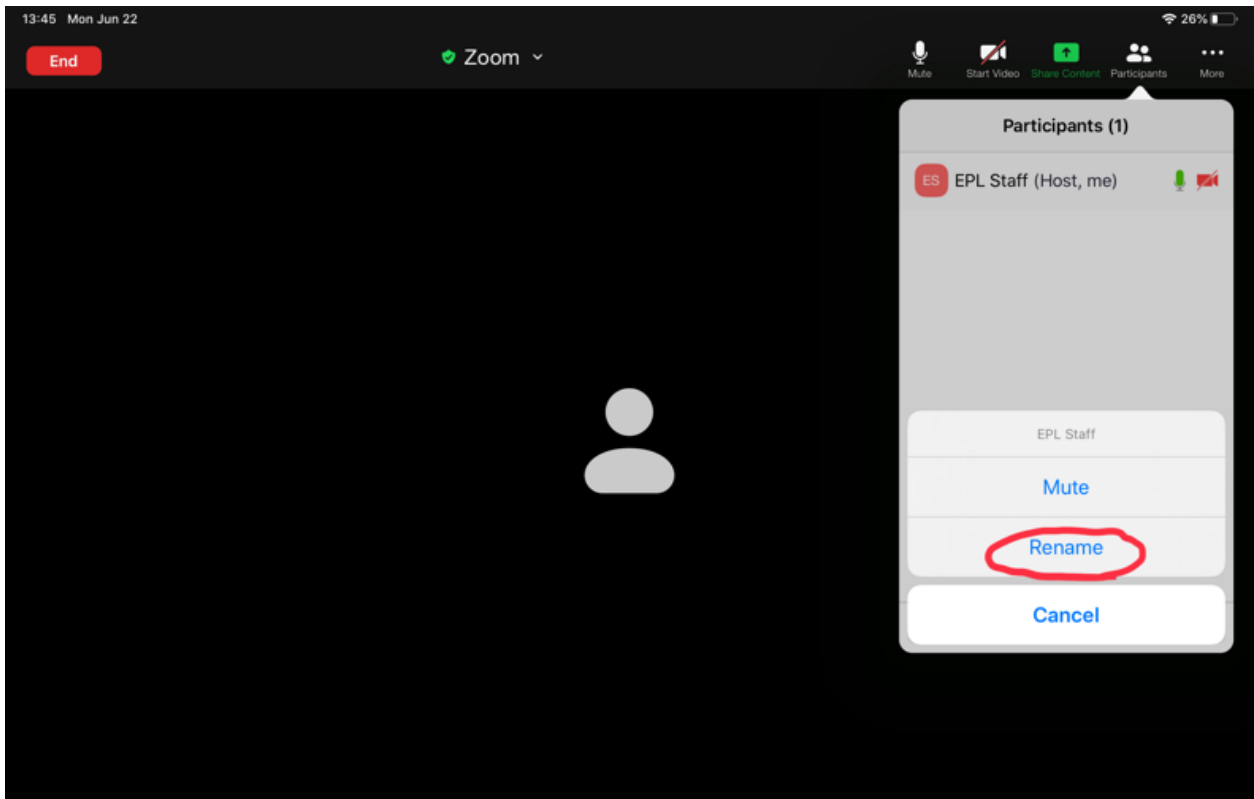
- Log in at <https://zoom.us> not the app. Some recurring programs will not appear in the app.
- You must log in using the main account: [programming@elmlib.org](mailto:programming@elmlib.org) (The usual M password, but use an upper case letter at the front). You cannot start a program from your own account.
- Go to “Meetings”
- Find the program you are about to run. Click “Start”.

The screenshot displays the Zoom mobile app interface. At the top, a dark header shows 'Upcoming Meetings' with a refresh icon. Below this, the 'Personal Meeting ID' is displayed as '824 031 5952', with buttons for 'Start', 'Send Invitation', and 'Edit'. The main content area lists upcoming meetings:

- Today**
  - 19:00 **The Effects of COVID-19 on College Admissions: What Will the College Admissions Process Look Like In the Near and Distant Future?** Meeting ID: 849 9925 3753. A red circle highlights the 'Start' button.
- Tue, Jun 23, 2020**
  - 18:30 **Intro to Excel Q & A** Meeting ID: 876 5535 9211
- Fri, Jun 26, 2020**
  - 20:00 **20+30 Somethings Karaoke Party** Meeting ID: 865 9723 8115
- Sat, Jun 27, 2020**
  - 10:45 **All Kinds of Families Storytime** Meeting ID: 973 0129 7012
- Mon, Jun 29, 2020**
  - 11:00 **Job & Career Connection - How to Use LinkedIn for Job Searching** Meeting ID: 865 8953 2337
- Tue, Jun 30, 2020**
  - 14:00 **Gr 2-3 Fly Guy Party** Meeting ID: 932 4094 7260
- 19:30 20s/30s Retro Computer Game Night** Meeting ID: 859 4024 5553

The left sidebar contains navigation icons for Home, Chats, Meetings (highlighted in blue), Contacts, and Settings.

- Join call with both video and sound.
- The default name next to your picture will appear as “EPL Staff.” To change this, click on “Participants” (this could be at the top or bottom of your screen; varies by device), then tap on “EPL Staff” and click “Rename.” Add your name to the field provided, followed by (EPL Staff). Make sure to use the parenthesis.



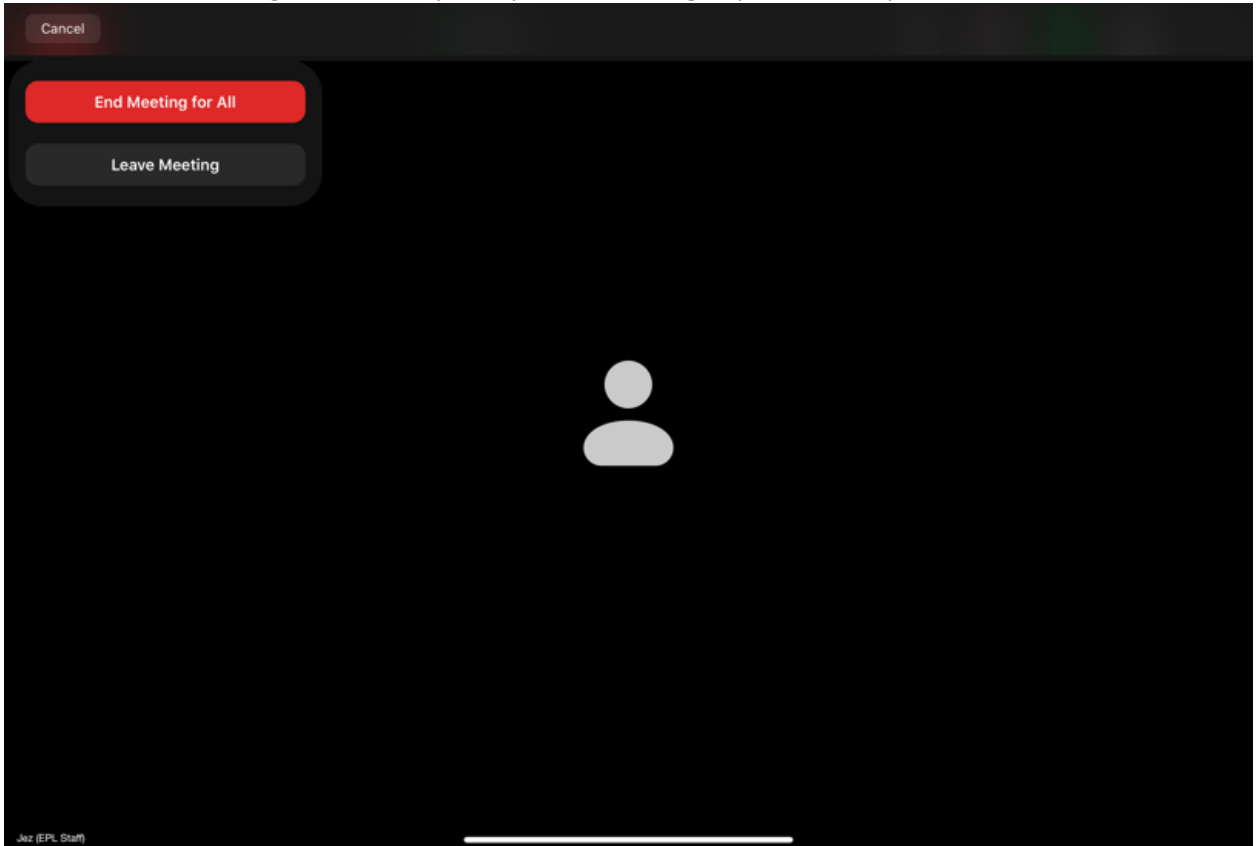
- Once the presenter (if applicable) shows up, you will hear a doorbell sound. A message may pop up on screen that says someone is in the waiting room. You can click “Admit” on this pop-up or click on “Participants” (see above) and next to the person’s name, click the “Admit” button.

- When the presenter is in the room, click on “Participants” and tap the person’s name (see above). Then from the menu, select “Make Co-host.” Do NOT click “Make Host.” You will lose all of your permissions.
  - Co-hosting allows the presenter to share their screen. It is also a backup in case you lose internet or are kicked out of the room for any other reason. If you do not designate a co-host, the host abilities will randomly assign to an audience member.
- Depending on the program format, to make the presenter’s screen the only one audience members see, go to “Participants” and tap on the presenter’s name one more time. From the menu, select “Spotlight Video.”
- When new attendees show up, you will hear a doorbell notification and see their name pop up at the top of the Participants list as being in a Waiting Room (if enabled). You will continue to see and hear these notifications throughout the meeting if people come in late and you will need to admit those people individually.
  - If you are giving a presentation, it may be helpful to have a second person running the tech side of Zoom for your program.

***\*Launching a Poll\****

- *About halfway through a meeting, click the “Launch Poll” option. You can create the poll ahead of time from the Zoom website or create it during the meeting.*
  - *The question will be “How many people are watching on your screen?” With an option each for 1, 2, 3, 4, 5, 6 (or however high you want to go; family programs are more likely to have more people)*
  - *You can end the poll after a certain amount of time or let it stay until the end of the program. You can see the answers in real time.*
  - *Use this information to add to your attendance total at the end. For example, if you had 20 attendants and 3 people said they had 2 watching on their screen, your total would be 23 because you have one additional person for each of those 3 screens.*

- At the end of the program, click the red “end” button and click “end meeting for all.” This will shut down the meeting room for all participants, including any other staff present.



- After the program is done, please log out of the programming account on the Zoom app (don't just close the window).
- Remember to enter your attendance in SignUp! For a regular meeting-style program, you will have to keep track of who is entering or exiting the room and add or subtract as necessary. No report can be run to get total.
- The following links for Zoom video tutorials show how to use their features in a meeting style program.
  - Testing Computer or Device Audio: <https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio>
  - Creating/Launching a Poll: <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>
  - Recording a Meeting: <https://support.zoom.us/hc/en-us/articles/203741855-Cloud-Recording>
  - Video/Camera Isn't Working: <https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working>
  - Getting Rid of an Audio Echo: <https://support.zoom.us/hc/en-us/articles/202050538-Audio-Echo-In-A-Meeting>
  - All Meeting & Webinar guides: <https://support.zoom.us/hc/en-us/categories/201146643>

## Running a “Webinar” Program in Zoom

- Log in at <https://zoom.us> not the app.
- You must log in using the main account: [programming@elmlib.org](mailto:programming@elmlib.org) (M password). You cannot start a program from your own account.
- Click on “Webinars,” then find the one you want and click “Start”.
- This will bring you into a practice room. Only you and panelists have access to this and no attendees will be able to see you.
  - Enable a practice room for any webinar you create.
- You do not need to make the speaker a co-host. They have all the needed tools as a panelist, but they must use the panelist invite from Zoom. The general link given to the public will not work.
  - To make someone a panelist, on the Zoom website in the webinar tab, click on the **title** of the webinar you want, which will bring you to the details page. Towards the bottom, under “Invitations,” you’ll see a section for “Invite Panelists.” Click the “Edit” button and add your speaker(s). They will get an invite immediately, as well as a reminder 1 day before the event.
- When everything is ready to start, click the “Broadcast” button. This will make the presentation live and attendees will start coming in. Unlike with a “Meetings” type of programs, you will not need to individually let people in from a waiting room or hear the doorbell notification in a webinar.
- About halfway through a program, click the Launch Poll option. You can create the poll ahead of time from the Zoom website or create it during the webinar.
  - See **\*Launching a Poll\*** in the “Meetings” directions above for more info.
- At the top or bottom of your screen (varies by device) is the Q&A feature. Patrons can use this to send questions at any time during the program.
  - You can choose to answer by text, answer live (read aloud to presenter), or ignore questions
  - In settings, you have options to allow attendees to view all questions, all answered questions, or nothing except what they have submitted. If you allow attendees to view all questions, you can also turn on a feature to allow them to upvote or comment on those questions.

### **\*Optional: Post-program Evaluation\***

- *There is an option to add a post-program evaluation, but it must be completed ahead of time. Create the questionnaire in Microsoft Forms, then in the webinar info page, click on the “Branding” tab, then click “Edit” next to post-attendee survey. Paste your link here. Whenever someone leaves the webinar, they will be automatically sent to that page.*
- After a meeting, you can go to <https://zoom.us> and from the sidebar, click “Account Management,” then “Reports,” then “Webinars.” Here you can run reports to see attendance stats and poll results. You won’t have to keep track throughout the program like you do with a “Meetings” style event.
- After ending the webinar, please log out of the programming account in the Zoom app (don’t just close it).
- The following links for Zoom video tutorials show how to use webinar features.
  - All Meeting & Webinar guides: <https://support.zoom.us/hc/en-us/categories/201146643>
  - Getting Started with Webinars: <https://support.zoom.us/hc/en-us/articles/200917029-Getting-Started-With-Webinar>

- Polling for Webinars: <https://support.zoom.us/hc/en-us/articles/203749865-Polling-for-webinars>