**Hosting a Zoom Program – Cheat Sheet**

**BEFORE STARTING YOUR MEETING**

* If you are already logged into with Zoom with a personal or work login you will need to sign out.
* The Executive Director (“ED”) will provide you with the WWBA Zoom login prior to the program.
* The Zoom meeting link will be sent out to the registrants prior to the program by the ED.

**STARTING A MEETING**

* Go to [www.zoom.us](http://www.zoom.us) and login with the WWBA username and password (provided by the ED).
* Tap **Meeting List** in the left panel.
* Tap the topic of your scheduled meeting.
* Tap **Start** to start the meeting.

**MANAGING PARTICIPANTS**  
**Admitting Participants During a Meeting**

* As the meeting host, tap **Manage Participants**.
* Tap **Admit** to have the participant join the meeting.

**Adding Co-host(s)**

**During a meeting:**

* Hover over a participant's video.
* Click the **more** icon.
* Click **Make Co-Host**.

**Using the participant’s window:**

* Click on **Manage Participants** in the meeting controls at the bottom of the Zoom window.
* Hover over the name of the participant who is going to be a co-host, and choose **More**.
* Click **Make Co-Host**.

**Muting/Unmuting Participants**

* Click **Participants**.
* Click **Mute** or **Unmute All**.
* Click **Mute All** to mute or **Unmute All** to unmute all current and new participants.
* (Optional) Check **Allow participants to unmute themselves** if you would like participants to be able to unmute at any time during the meeting.

**Sharing the Screen**

* Click the **Share Screen** button located in your meeting controls.
* Select one of these screen share options: **Basic**, **Advanced** or **Files**.

**CLICK HERE FOR MORE DETAILED SUPPORT**: <https://support.zoom.us/hc/en-us>