

DA HOW Host Instructions

Starting the meeting

1. Go to Zoom.us at [Sign In | Zoom](#)– this will take you to the Sign In screen.
2. **Email:** See the document “DA HOW Zoom and Email Sign-Ins.”
3. **Password:** See the document “DA HOW Zoom and Email Sign-Ins.”
4. **UNCHECK THE BOX in front of “Stay Signed In”**
5. Click on **Meetings** (at left)
6. Select correct meeting date and time
7. Click on **Start the meeting** or **Join the meeting** if someone else has entered it prior to you.

Host Duties

- A. The Host duties are as follows:
 - a. Sign into the meeting at least 10 minutes early as Host under Zoom. Also sign in at least 10 minutes early on the day of the business meeting.
 - b. Make someone else a co-host. That way, when you are busy putting things in the Chat, that person can help mute people.
 - c. Mute people, where necessary, so that the meeting runs quickly and smoothly.
 - d. Lower raised hands, as needed, during the Sponsor Line.
 - e. If necessary, remove someone who is disturbing the meeting.
 - f. Put the following information in the Chat, all of which can be found in the document “Zoom Chat Information for DA HOW Meeting”:
 - Treasurer’s Information
 - Information about how to be added to the group email list
 - Medallion information
 - g. Post the Phone List in the Chat. First, go to the bottom of the **Chat** and click on the file folder. Next click on “**Your Computer.**” Then go to wherever you have the phone list stored on your computer and double click, which will post the phone list in the **Chat**. The most current Phone List is sent each week with the weekly DA HOW email. You will need to save this document on your computer to put it in the Chat.
 - h. Disable the Chat during the speaker and then enable the Chat when the speaker is done. First, select **Chat** at the bottom of the screen. Go to the bottom of the **Chat** and click on the 3 dots (...). Click on “Participant can chat with: **Host and Co-Hosts.**” After the speaker has finished, click on “Participant can chat with: **Meeting Group Chat & anyone directly.**”
 - i. Rename or edit names as needed and with permission
 - j. Share documents by clicking **Share** at the bottom of the page. You will see all the documents up on your desktop. Select the one you want to share and click **Share**
 - k. Note: You do NOT need to make the scroller the co-host. Anyone at the meeting can screen share.

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- B. Participants can
 - a. Rename themselves
 - b. Mute and unmute themselves
 - c. Turn their own video on and off
 - d. Raise and lower their hands
 - e. Share documents
- C. To Close the meeting
 - a. Click on **Leave**
 - b. Click **End Meeting** when everyone is done.
 - c. If you need to leave the meeting, please make sure you make someone else the host before leaving.
 - d. Sign out of Zoom by clicking on the Person Icon in the upper righthand corner of the Zoom screen. Then click on "Sign Out."