Chapter Development Workshop
Tech Help is on the Way—6 Part Workshop Series

Part 2: Running Zoom Meetings as a Host

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• Please hold questions until the end

• Click Thumbnail picture
  Click meatballs, 3 dots ●●●
  Rename: include name and chapter

• Questions, include your name
TIPS

• If captions don’t start automatically click the **CC** button in the tool bar, **View Subtitles**

• Caption box can be moved

• Use Reaction Raise Hand feature for Q & A

• Chat feature is available
Adjusting Screen Size
Meeting Set Up

- Waiting Room
- Schedule a Meeting
- Setting Up Registration for a Meeting!
- Polling for Meetings
Meeting Registration

Require registration for security!
Start Zoom Meetings

Start meetings using the Zoom web portal!
Teamwork Requires Planning
Host Meetings

- Host & Assign Co-Host
- Closed Captioning and Live Transcription
- Sharing your Screen Content
- Spotlight
Control Tool Bar
Participants

HLAA Diablo Valley (Host, me)

AK Alan K akatsura@comcast.net

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Share Screen
Use Browser **ASK** Zoom Questions

- Attend Live Training
- Video Tutorials
- Knowledge Base
Tech Workshops, 6 Part Series

Session 1-3

1. **Thursday, March 25, 2021**, Setting Up Zoom as a Host

2. **Thursday, April 1, 2021**, Running Zoom meetings as a Host

3. **Friday, April 16, 2021**, Follow Up Q & A About Sessions 1 and 2
Tech Workshops

Sessions 4-6
Dates to be determined

Session 4: How to Use HLAA Leaders Groups.io

Session 5: Introduction to Using the Internet and Emails

Session 6: How to Use the HLAA Website for Leaders
HLAA Groups.io

Join!

HLAA Leaders—https://groups.io/g/HLAALeaders

HLAA Newsletter Editors—https://groups.io/g/HLAANewsletterEditors

HLAA Tech—https://groups.io/g/HLAATech

HLAA GITHL—https://groups.io/g/HLAAGITHL
Tech Workshop Resources

Additional Documentation
Recommended Zoom Setting Document
HLAA Leaders groups.io
Files, Zoom Tech Workshops
Zoom Hosting Support Links

Presenters
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