Zoom Facilitator Setup

Sign into Zoom on Your Computer:
As facilitator you need to sign to zoom do not use the link that gets emailed to you.
Visit **Zoom.us** and sign in with the following credentials:
Remote Meeting 1:
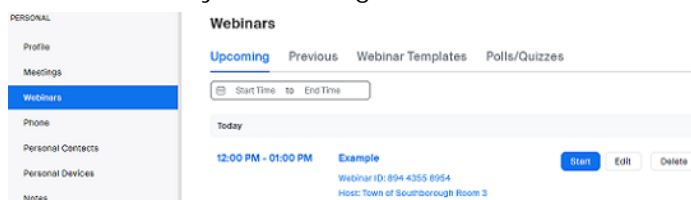**Remote Meeting 2:** Contact IT for info
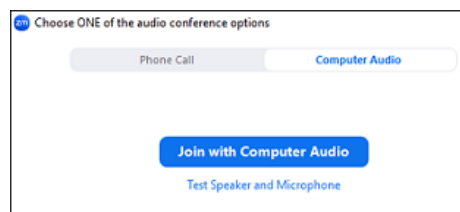**Remote Meeting 3:**
Password for all rooms :

Starting the Meeting:
1. On left of the screen select "**Webinars** ."
2. Mouse over your meeting and select "**Start** ."
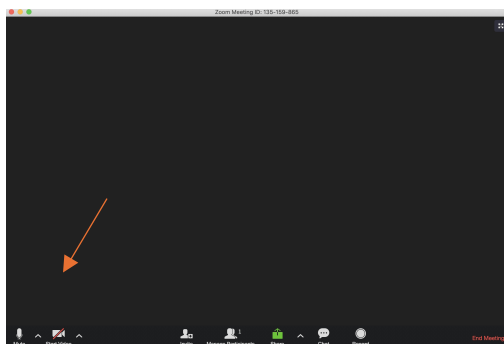

3. **Join** with Computer Audio will pop up select **"Join with Computer Audio** ".
4. Recording will start as soon as you join (don't stop recording; video will be edited to when
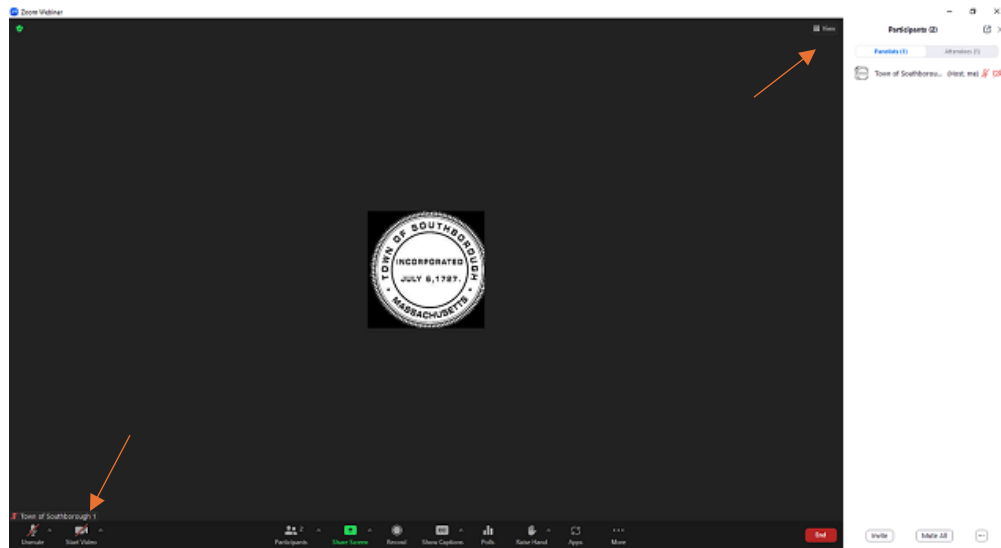

you start the actual meeting).
5. Select "**Start video** ." On the bottom left this will start your video so that participants can see you.
6. Begin your meeting.

Adding Participants or Attendees:
1. Click on "**Participants** ."
2. On the right of the screen, you will see "**Panelist/Attendees** ."

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3. Mouse over the participant you want to invite, let talk or admit.
4. Three dots will appear; you can choose to promote, allow to talk, rename, or remove the participant.

       Ending Meeting :

1. End webinar by selecting "**End**" and selecting **"End Webinar for All. "**