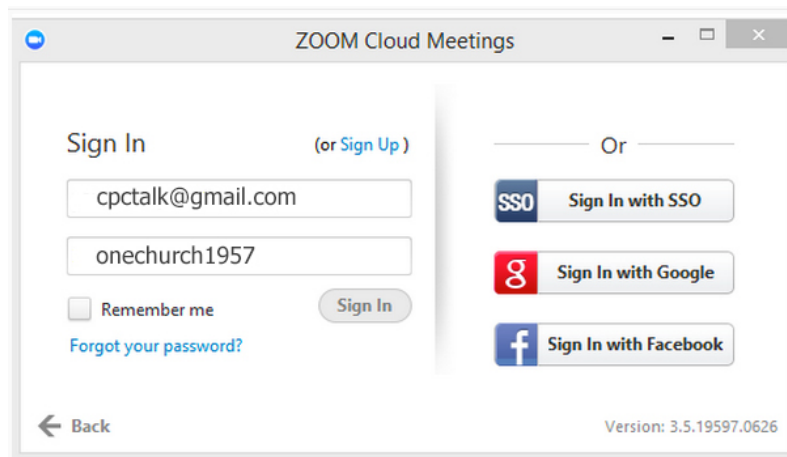# How to Start a CPC Zoom Video Meeting as the Host (from a computer)

1. **Open the Zoom app on your computer.**

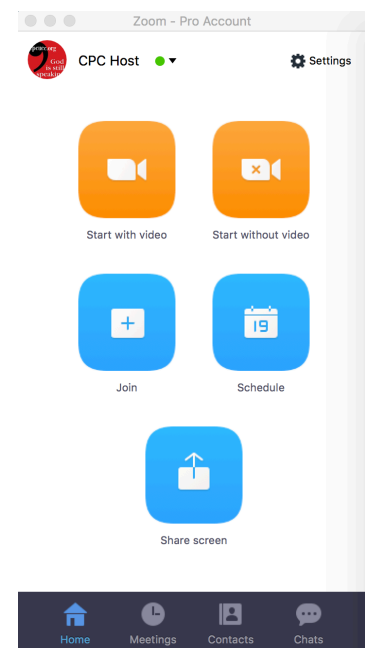   a. To download the Zoom app, go to **https://zoom.us/support/download**.

2. **Login to the CPC Host Zoom account.**
    - email: cpctalk@gmail.com
    - password: onechurch1957

3. **The Zoom app will launch** and the CPC Host control panel will appear.

4. **Click on** "**Meetings**" (clock icon) at the bottom of the control panel to access the list of all Scheduled meetings.

5. When you are ready to start your meeting, **hover your cursor over YOUR meeting**. Four boxes will appear BELOW your meeting. They are labeled "Start," Edit," "Delete," and "Copy."
   a. Click the **START** button to begin your meeting.
   b. Be careful not to start someone else's meeting. Please do not edit or delete other meetings.
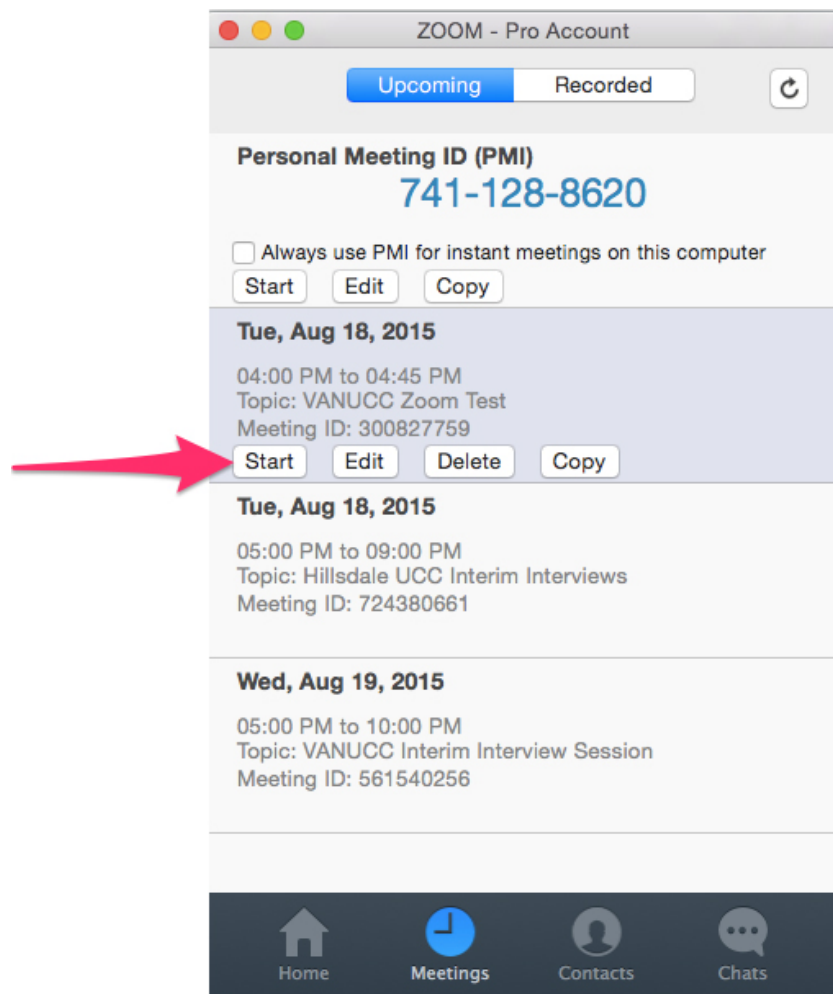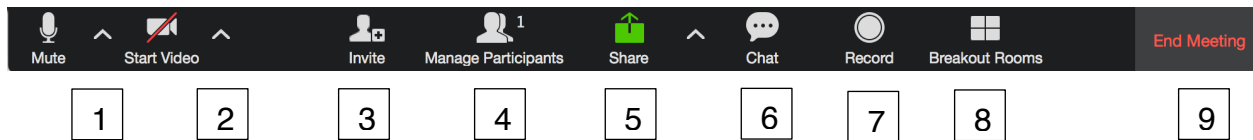

6. **After you start your meeting,** you will get a pop-up window with your camera view and some options. If it appears, click on the green bar in the middle of the window to select **"Join Audio by Computer."** Your audio will then come out of the audio playback source set on your computer.
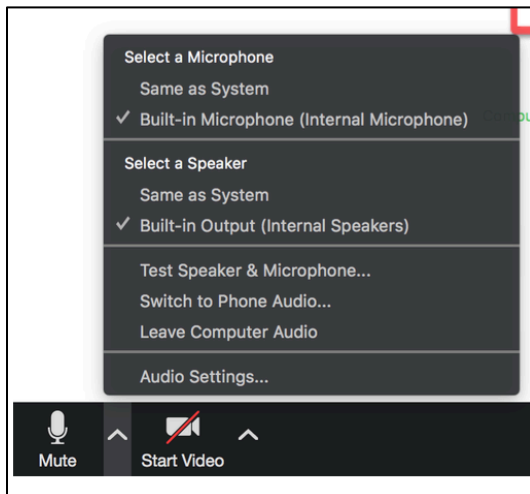
Navigation Bar

At the bottom of your screen you should see a navigation bar. If not, hover your cursor at the bottom of the screen and the bar will appear. Each of the functions is described below:

| Mute	Start Video	Invite	Manage Participants	Share	Chat	Record	Breakout Rooms	End Meeting
1	2	3	4	5	6	7	8	9

1. Check Audio Source:

Move your cursor to the bottom left of the screen until the toolbar becomes visible. Click on the **Up Arrow** to the right of the microphone image. Make sure that the microphone checked and the speakers are correct according for your computer.

2. Check Video
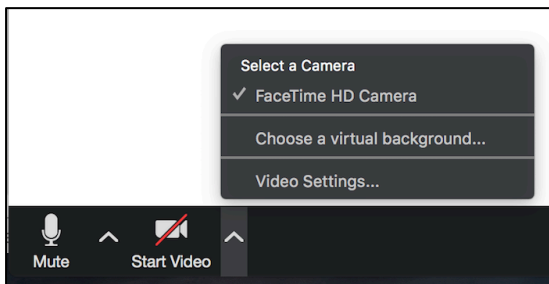
Video source: Do the same for the video source if your video screen is blank. It is likely set to the wrong video source. This will default to the webcam on your computer unless you have an external webcam plugged into your computer.

3

3. **Invite –** You can invite others to join your Zoom call even after the meeting has begun.

4. **Manage Participants –** here you can select another participant to be the host of the meeting. This enables that person to share their screen or manage other host functions. You may enable or disable this function throughout the meeting.

5. **Share**
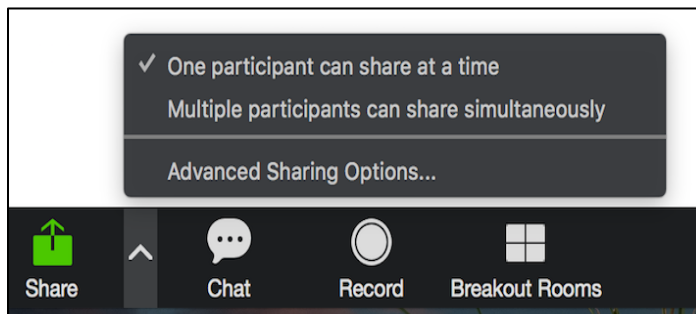
As the Host, you can share a document on your desktop, or make someone else the host so that they have the ability to share a document. This is an excellent way to collaborate and edit a document together.

6. **Chat** – This handy function enables participants to ask questions or make comments during the meeting. You can also use it for polling questions and getting feedback

7. **Record -- You can record your meeting by clicking on "Record."** Once your meeting has ended, you will be asked where on your computer you would like to save the MP4 file.

8. **Breakout Rooms** – This is a great feature if you need to break a meeting into small groups for discussion or activities. Please see the *Zoom Breakout Room* document for specific instructions.

9. **End Meeting – When you are finished with your meeting, click the red "End Meeting"** on the lower right of the toolbar. Then choose **"End Meeting for all."**

Additional helpful information:

Partial or Full Screen view: Move your cursor to the top right corner of the screen. You will see an icon to **enter or exit full screen.**
    a. When in partial screen, you can also access your email, browser or other files on your computer.
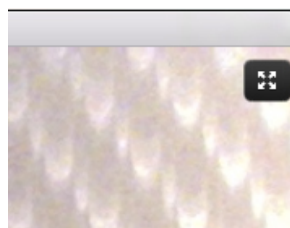

Click to toggle between full screen and partial screen.

Screen set ups -- When others join the meeting, **you will have the option for "Speaker View" or "Gallery View."** "Speaker View" gives you a large window of the person speaking and thumbnails of the rest of the participants. "Gallery View" gives you equal size video windows for all participants. Each participant has the option of choosing either view.

      a. Participants who join by phone will be represented by a telephone handset image with their phone number as their screen name.
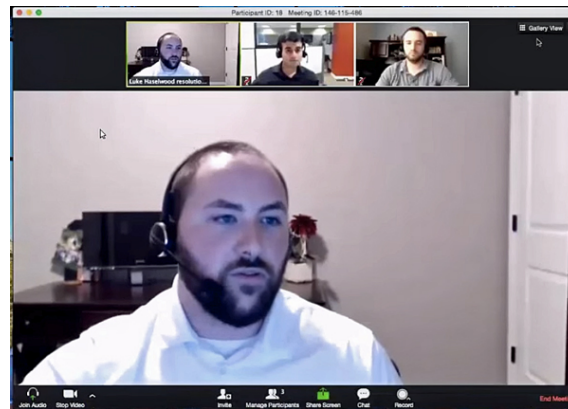
Speaker View

Gallery View

Changing Screen Name -- **You can change your screen name or the screen names of others** by right-clicking (on PC) (Ctrl-click on the Mac) on the video screen or by opening the Participants menu in the toolbar at the bottom of the screen.

Zoom on a mobile device – You can host Zoom meetings using a smartphone or tablet. You will need to download the Zoom app prior to your meeting. The screens will look similar. It is recommended that you use a laptop or desktop to host meetings. As a participant, any device works well.