Hosting a Meeting
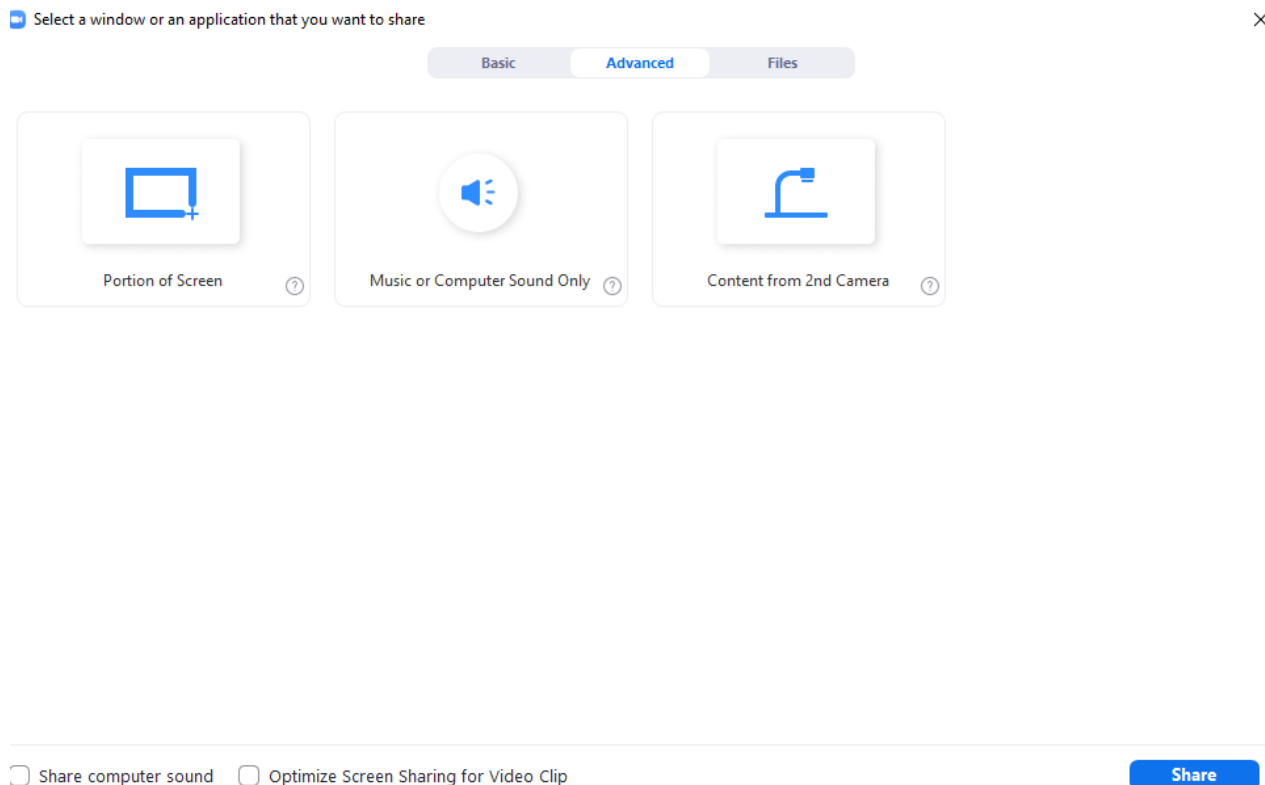
One of the options you are likely to use much more as a host is 'Screen Share'. When you click on 'Screen Share' you will be given the option which window or screen to share. Usually you'll want to click on an image or presentation (e.g. hymn words). If you're using the computer to share sound as well, such as playing a hymn recording or youtube video you need to tick the box on the bottom left which says 'Share computer sound'. It's also possible to share a whiteboard which can be used for interactive activities -

There is also the option to share computer audio only, if you just want to use the computer to play music for meditation, for example, but for that you need to click through to the 'Advanced' tab.

The host can control (through their settings in zoom, chosen in advance of the meeting) whether only the host, or everyone, can share screens and sound.

The host also has the option to make others co-hosts so that they can help with managing music, or with other tasks such as admitting people to the waiting room or managing muting and unmuting during times of sharing.

If you select a participant from the participant list, or click on the three dots to the right of their image, you will see a range of options. For example, you can rename participants, ask them to mute and unmute (if they've muted themselves, it won't automatically unmute them for privacy reasons) and give them hosting privileges if your settings allow it.

If you have breakout rooms enabled, you will find the controls towards the right of the menu, (you may need to click three dots for more before the option appears, depending on your screen size and resolution).

You can decide how many people you want to place in each room, and whether they will be randomly assigned or you will control them. As host you can either join a room or move between them. Make sure you set how long you want the breakout session to last for (although as host you have the power to end the breakout and recall people to the main room).

The next time you go to into breakouts, you have the option either to retain the same settings, or to clear the settings and start again.