

## Self Sufficient Zoom Instructions

Your assigned staff sets up your Zoom class. Most facilitators prefer to arrive 15-30 minutes early to test equipment and practice. The class is also set to run 30 minutes past the end of class to allow for ongoing discussion.

### Work with your assigned staff on the following:

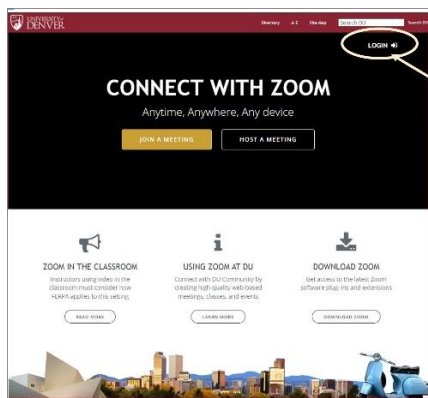
1. Set practice before first class – test audio/video, share screen, etc.
2. Recruit CA's -Class Assistant(s), to **Admit** registered participants and help you manage Q&A and discussion
3. Set Zoom room, make changes with start and end times per your preferences
4. Email you final class list the Friday before class begins
5. Email Zoom registration to participants the weekend before first class
6. Send weekly reminders to registered participants
7. Set up Polls, if needed
8. Resolve technical issues before, during or after class

### Before you login to Zoom at DU

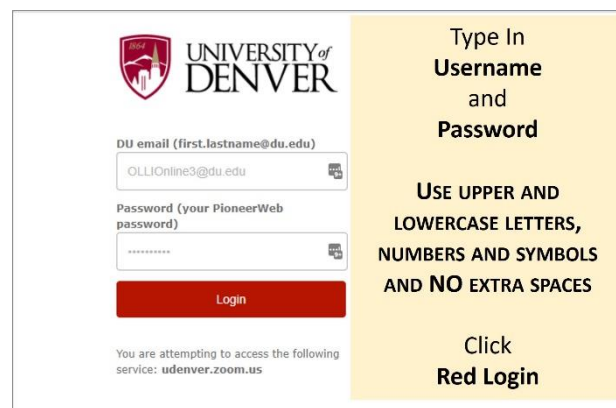
#### MAKE SURE YOU ARE SIGNED OUT FROM YOUR PERSONAL ZOOM ACCOUNT

You might need to **close your browser**, then reopen your browser before going to the Zoom at DU. **Use this link:** <https://udenver.zoom.us/>

Arrive at **LOGIN** screen. Click **LOGIN** and type **Username & Password**.



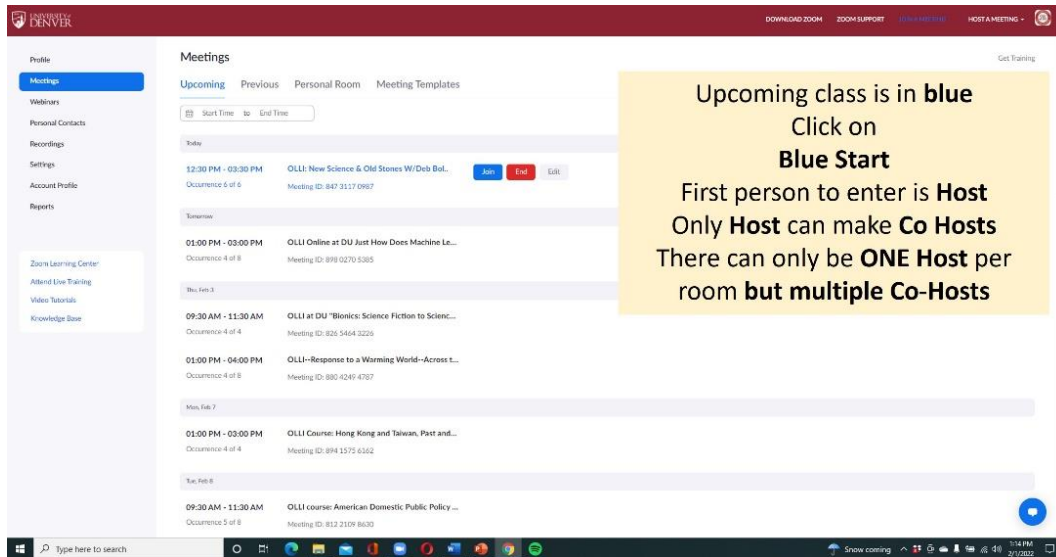
Click on  
**LOGIN**



Type In  
**Username**  
and  
**Password**

**USE UPPER AND  
LOWERCASE LETTERS,  
NUMBERS AND SYMBOLS  
AND NO EXTRA SPACES**

Click  
**Red Login**



If you are the **1st Facilitator** to arrive you are the **Host**.

When other facilitators arrive, **admit** them, and make the **Co-Hosts**.

**NOTE:** There can only be **ONE Host** and an **unlimited** number of **Co-Hosts**.

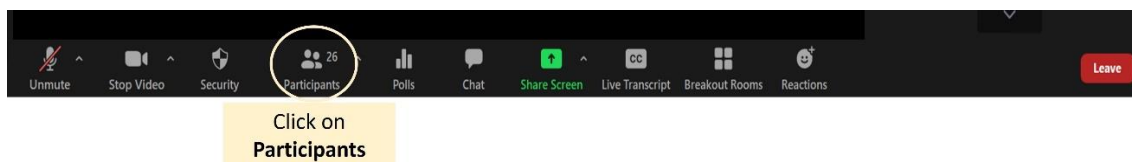
**Only the Host can make others Co-Hosts.**

Co-Hosts can **admit** people from waiting room, **visit** breakout rooms, and **share screens**.

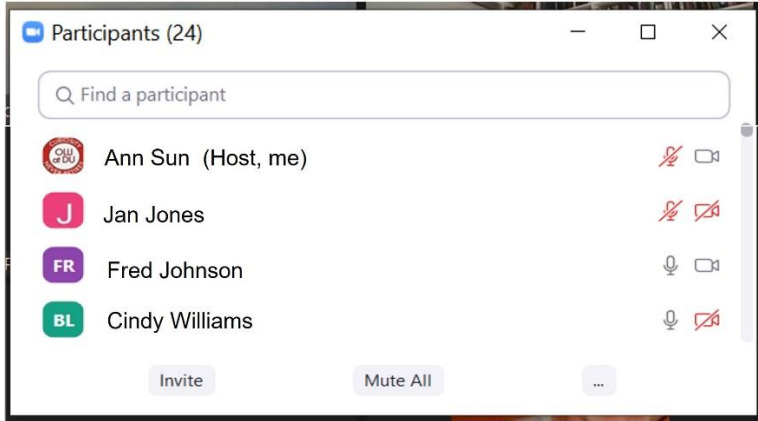
Who should be your Co-Hosts? **Co-facilitators, Class Assistants, guest speaker(s)** or participants that need to **share screen** or **admit people** into the Zoom room.

How to make someone a **Co-Host**:

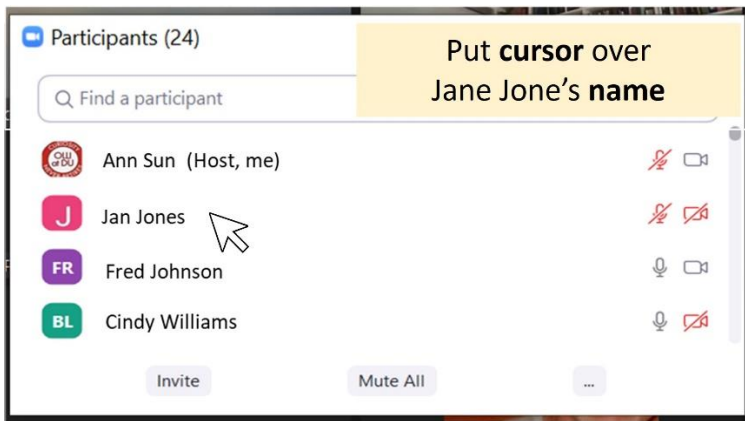
Step 1. Click on **Participant icon** at bottom of Zoom screen.



This opens the **Participant box**. Note **Host** is Ann Sun.



To make Jan Jones **Co-Host**, the **Host** puts **cursor** over Jan Jones' **name**. Select **Make Co-Host** from Drop-down menu.



The blue **Unmute** and **More >** buttons appear  
Click on the blue **More >** button

