**Self Sufficient Login 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.

**Your assigned staff will help with the following:**

1. Set up a practice with you before the 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 up class **start and end times** per your preferences.
4. Email you **final class roster** 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.
9. Check in on your class and **be available during class** time for urgent issues.

**Before you login to Zoom at DU**

**SIGN OUT** **FROM YOUR PERSONAL ZOOM ACCOUNT** **AND CLOSE YOUR WEB BROWSER.**

You may need to restart your computer or use a different web browser than you use with your personal account. **Use this link TO LOGIN TO THE du Zoom account:** <https://udenver.zoom.us/>

Graphical user interface, application

Description automatically generatedGraphical user interface, website

Description automatically generatedArrive at **LOGIN** screen. Click **LOGIN** and type **Username & Password provided to you.**

If you arrive on **Profile Page,** click on **Meetings** on left side.

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Meetings are organized by Day and Time

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

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

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

When other facilitators arrive, **admit** them, and make the **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**: