

Hosting and Recording a Zoom Meeting

Introduction	2
The Zoom Program on a Computer	3
Scheduling a Meeting	6
Starting or Editing a Scheduled Meeting	10
Zoom on the iPad and iPhone	11
Inviting Others to Your Meeting	16
Recording a Meeting	17
Sharing Your Screen	21
Conclusions	25

Introduction

My website give you access to my earlier Senior Planet talks:

<http://davetaenzer.com/docs/>

On that page are two Zoom presentations with their documents. In the first one called “Zoom Tips and Tricks” there is a section on hosting Zoom meetings and scheduling meetings using the Zoom website (zoom.us).

This talk is about using the Zoom program or app on your computer or portable device to schedule, start and host meetings. If you do this on a computer, you can also record the meeting and save the video file on your computer in a Zoom folder in your Documents.

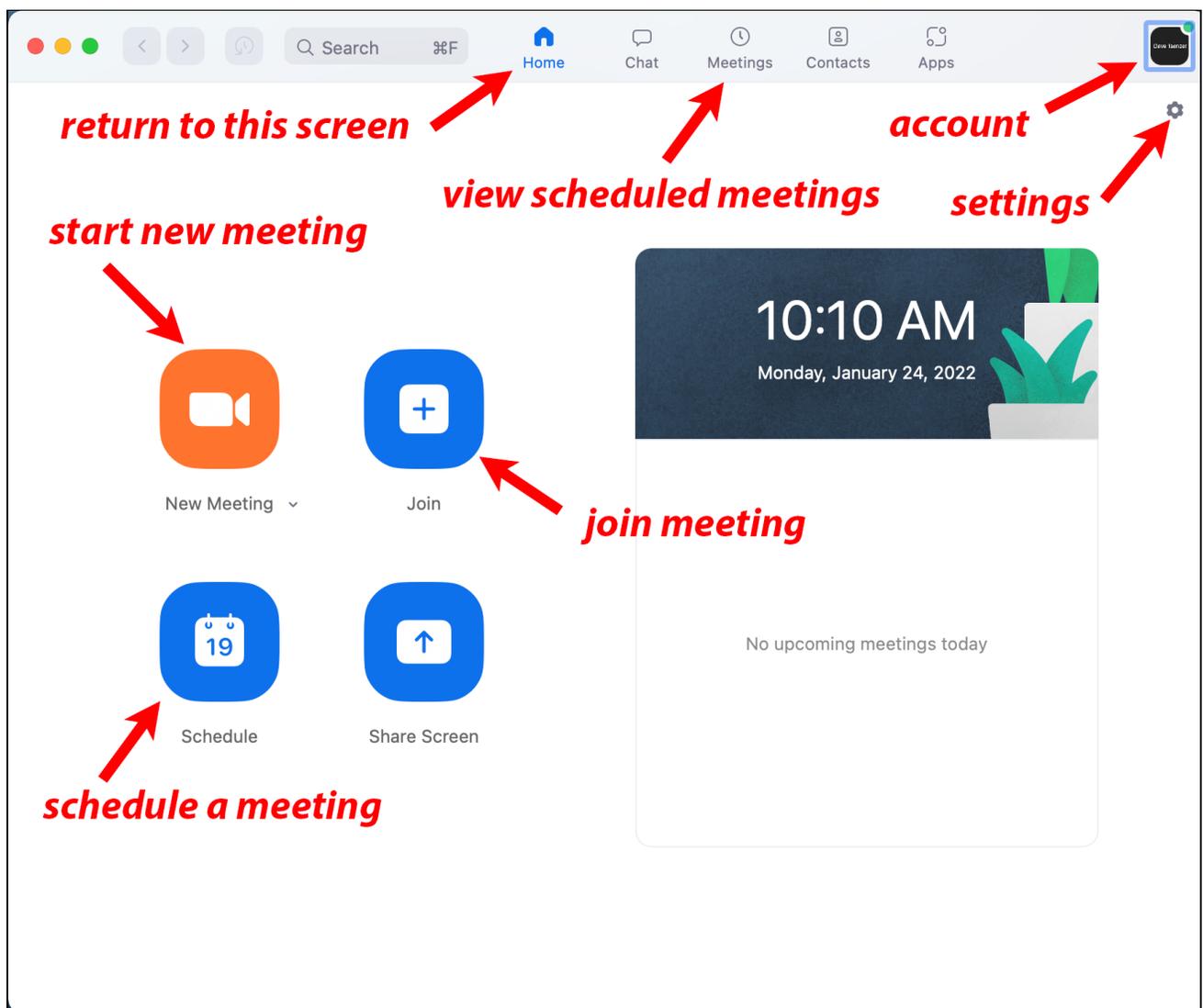
If you have a paid Zoom account, you can also record a Zoom meeting on the Cloud. This can also be done on portable devices. Recording on your local disk is available to both free and paid accounts when you use a computer. On portable devices, you need a paid account so you can record your meeting on the Cloud (Zoom servers on the Internet).

The Zoom Program on a Computer

On a computer you start the Zoom program button:

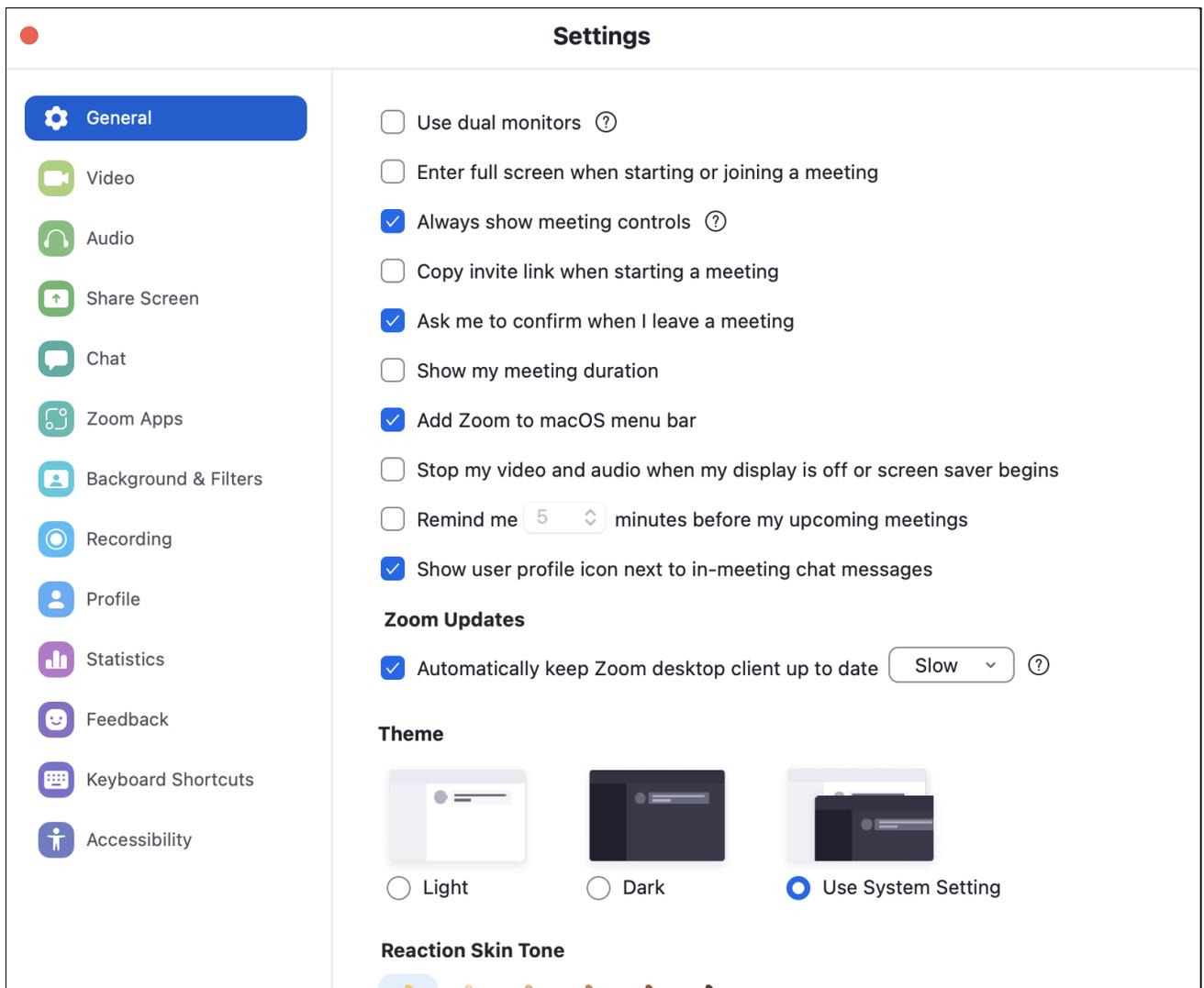


This brings up the Zoom window:



There are buttons on the top to return to this screen (Home) and view your scheduled meetings (Meetings). At the top right is your Account button where you can confirm that you are logged into the correct Zoom account. If this says “Sign In”, you need to sign in first.

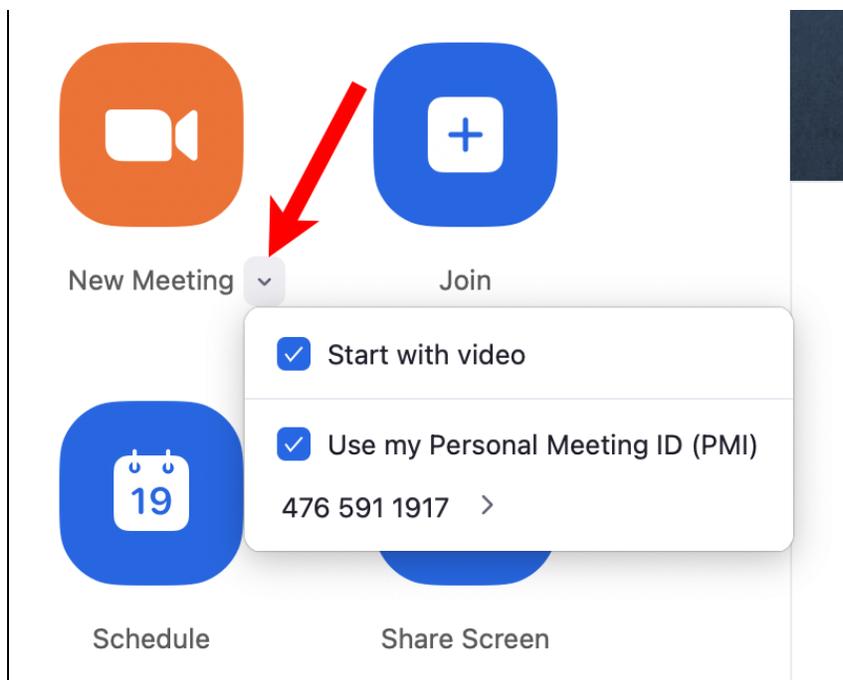
Below the Account button is the Settings button which looks like a gray flower (or gears). This brings up the settings window which is described in more details in the other two Zoom talks on my webpage.



On the left side of the Home screen are four large buttons. The orange “New Meeting” button lets you start a new meeting without needing to schedule it.

The blue Join button in the upper right is used to join an existing meeting using the meeting ID and the meeting passcode.

There is a down arrow below and to the right of the orange New Meeting button that lets you set up options for your new meeting:



The first checkbox controls whether you start with your video on and the second whether you use your personal ID or a generated meeting ID which is unique to the new meeting.

The blue Schedule button on the lower left is used to create a new scheduled meeting.

Scheduling a Meeting

When you click on the blue Schedule button, a popup window appears:

Schedule Meeting

Topic

Dave Taenzer's Zoom Meeting *title*

Date & Time

1/24/2022 11:00 AM to 11:30 AM 1/24/2022

Recurring meeting Time Zone: Mountain Time (US and Cana...

Meeting ID

Generate Automatically Personal Meeting ID 476 591 1917

Security

Passcode 691624 ?
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Only authenticated users can join: Sign in to Zoom

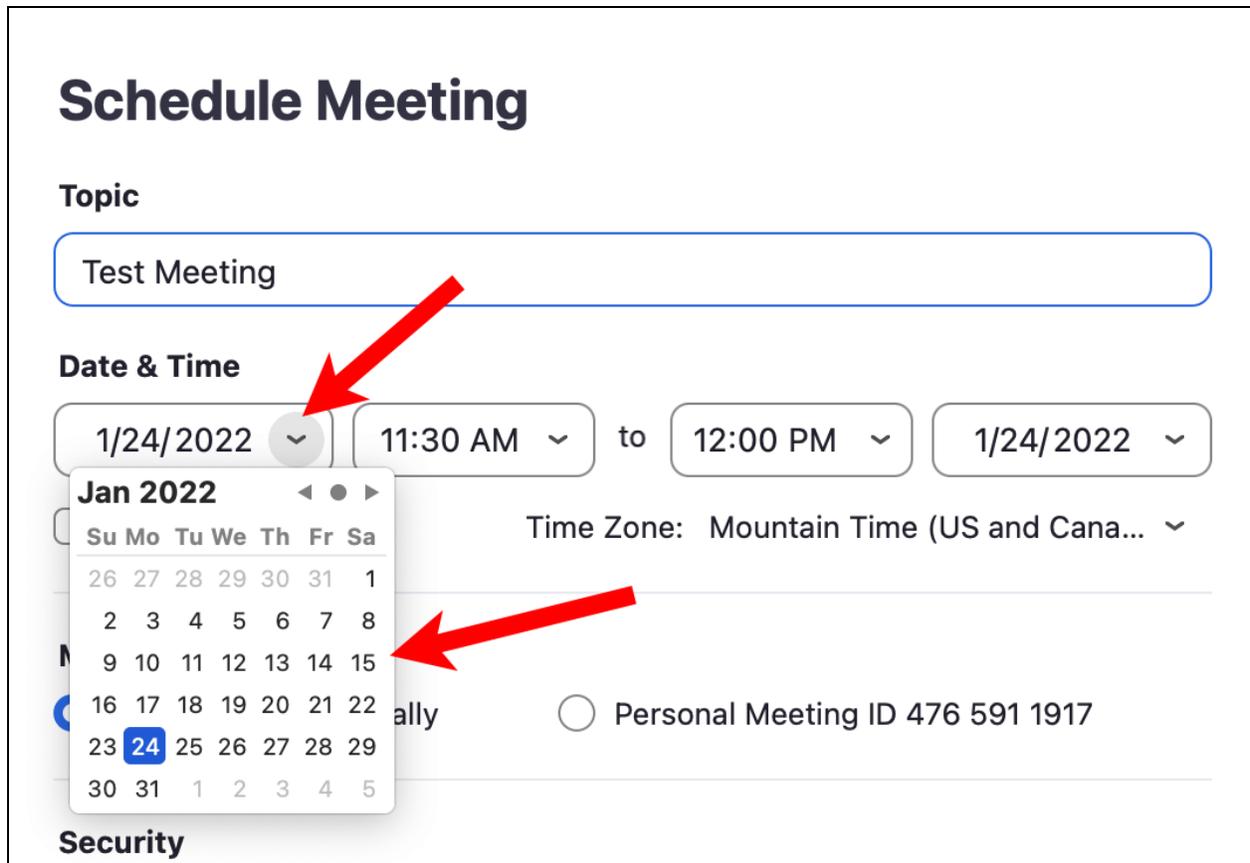
Video

Host On Off Participants On Off

Audio

Telephone Computer audio Telephone and computer audio
Dial in from United States [Edit](#)

You start by typing in a title for your meeting, then click on the date button to enter the date for your meeting:



Schedule Meeting

Topic

Test Meeting

Date & Time

1/24/2022 ▼ 11:30 AM ▼ to 12:00 PM ▼ 1/24/2022 ▼

Time Zone: Mountain Time (US and Cana... ▼

Jan 2022 ◀ ● ▶

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

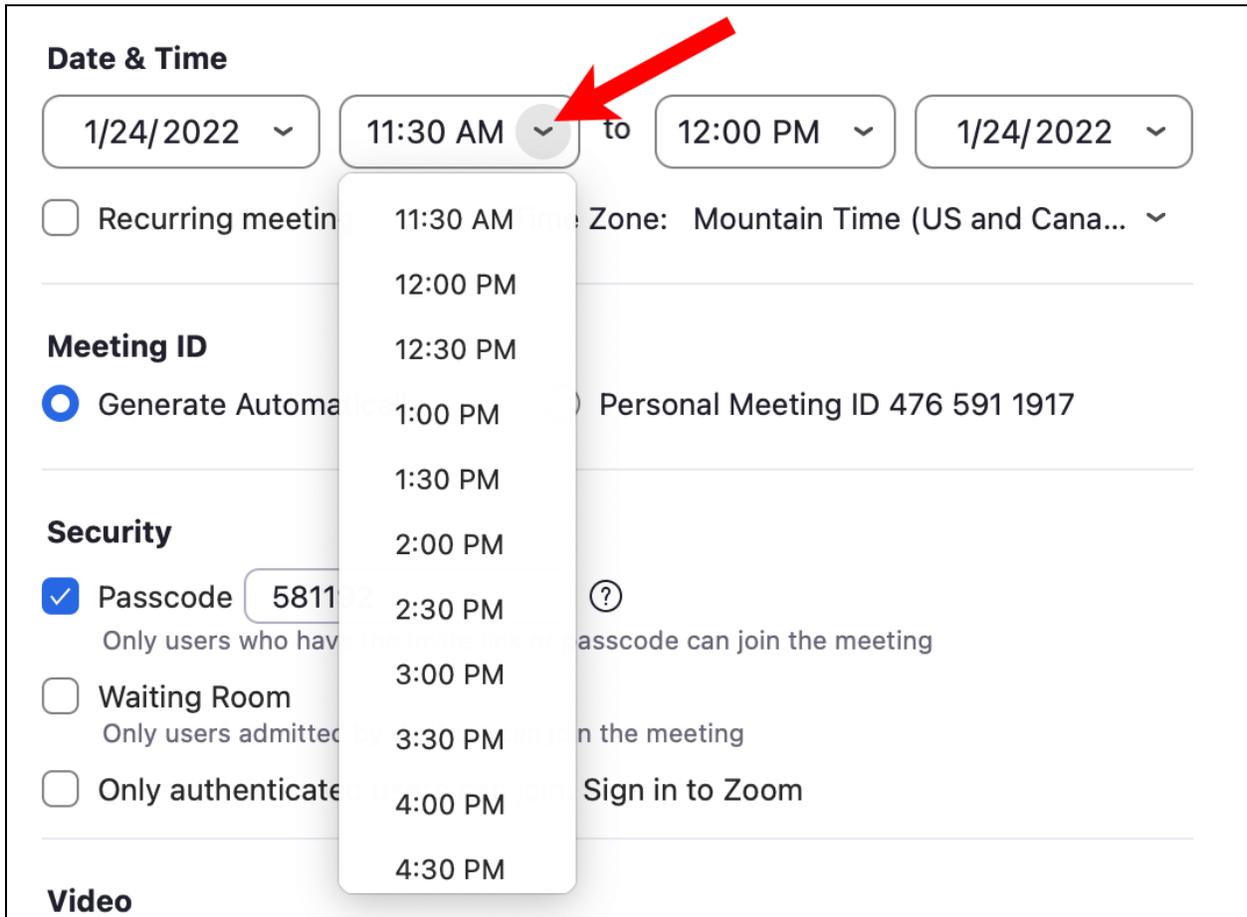
ally Personal Meeting ID 476 591 1917

Security

The screenshot shows the 'Schedule Meeting' form. The 'Date & Time' section has a date field set to '1/24/2022'. A red arrow points to the dropdown arrow on the date field, which has opened a calendar for 'Jan 2022'. Another red arrow points to the date '24' in the calendar. The 'Time Zone' is set to 'Mountain Time (US and Cana...'. There is a radio button for 'Personal Meeting ID 476 591 1917'.

This brings up a calendar. Click the next (right triangle) button in the upper right of the calendar if you are scheduling for a future month and then click on the date for your meeting.

Tap on the start time to change the start time of the meeting:



The meeting date and time are used to generate the meeting invitation and to determine if the meeting is in the future.

Zoom does not start your meetings automatically. You have to manually start your scheduled meetings.

If you scroll down to the bottom of the window and click on Advanced Options you will see:

Calendar

iCal Google Calendar Outlook Other Calendars

Advanced Options ^

Allow participants to join anytime

Mute participants upon entry

Automatically record meeting

Approve or block entry for users from specific countries/regions

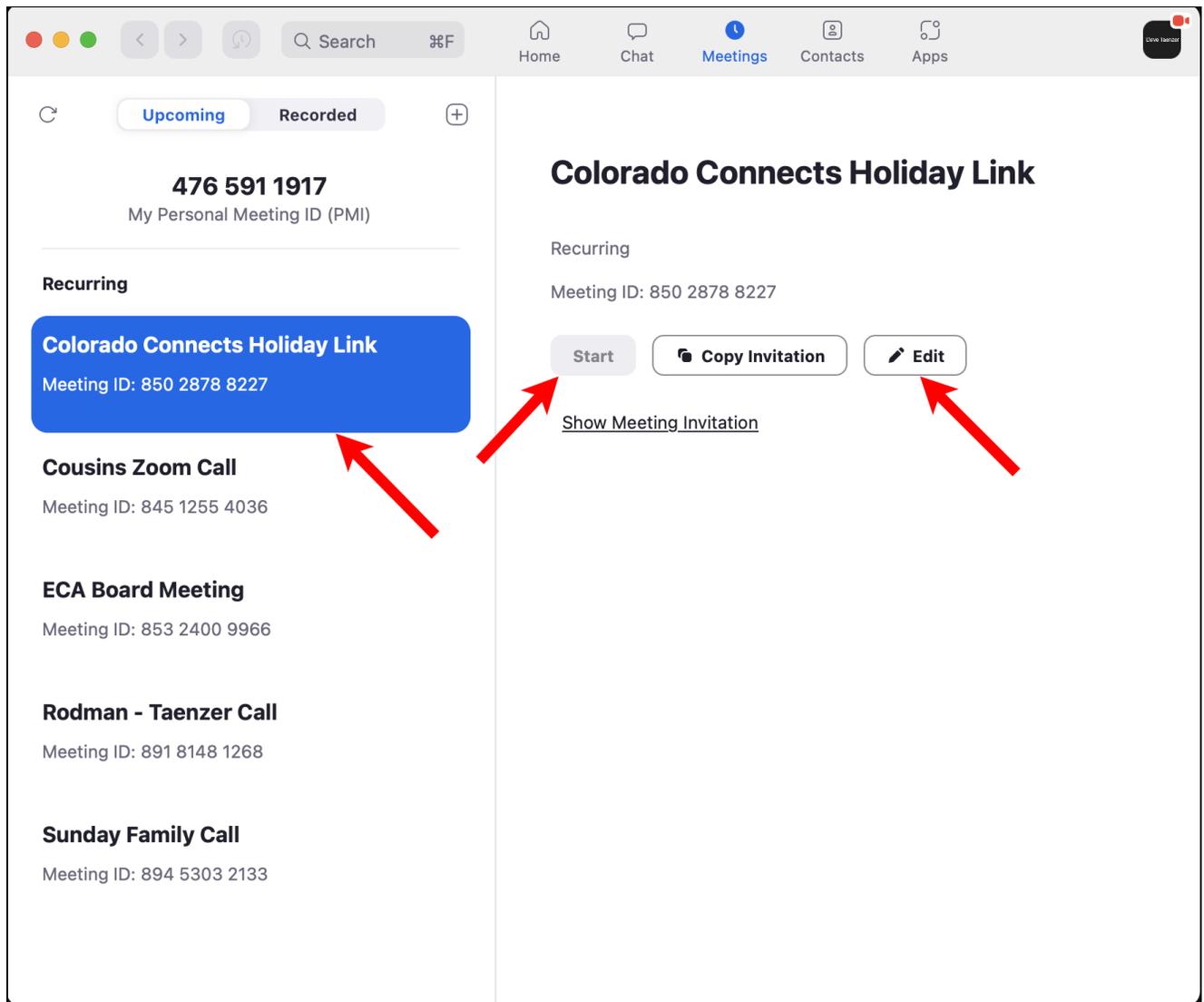
Alternative Hosts:

Allow alternative hosts to add or edit polls

You can also select a calendar to add the event to. If you click Other Calendars, a window pops up which lets you see and copy the invitation so you can email or text it to the attendees.

Starting or Editing a Scheduled Meeting

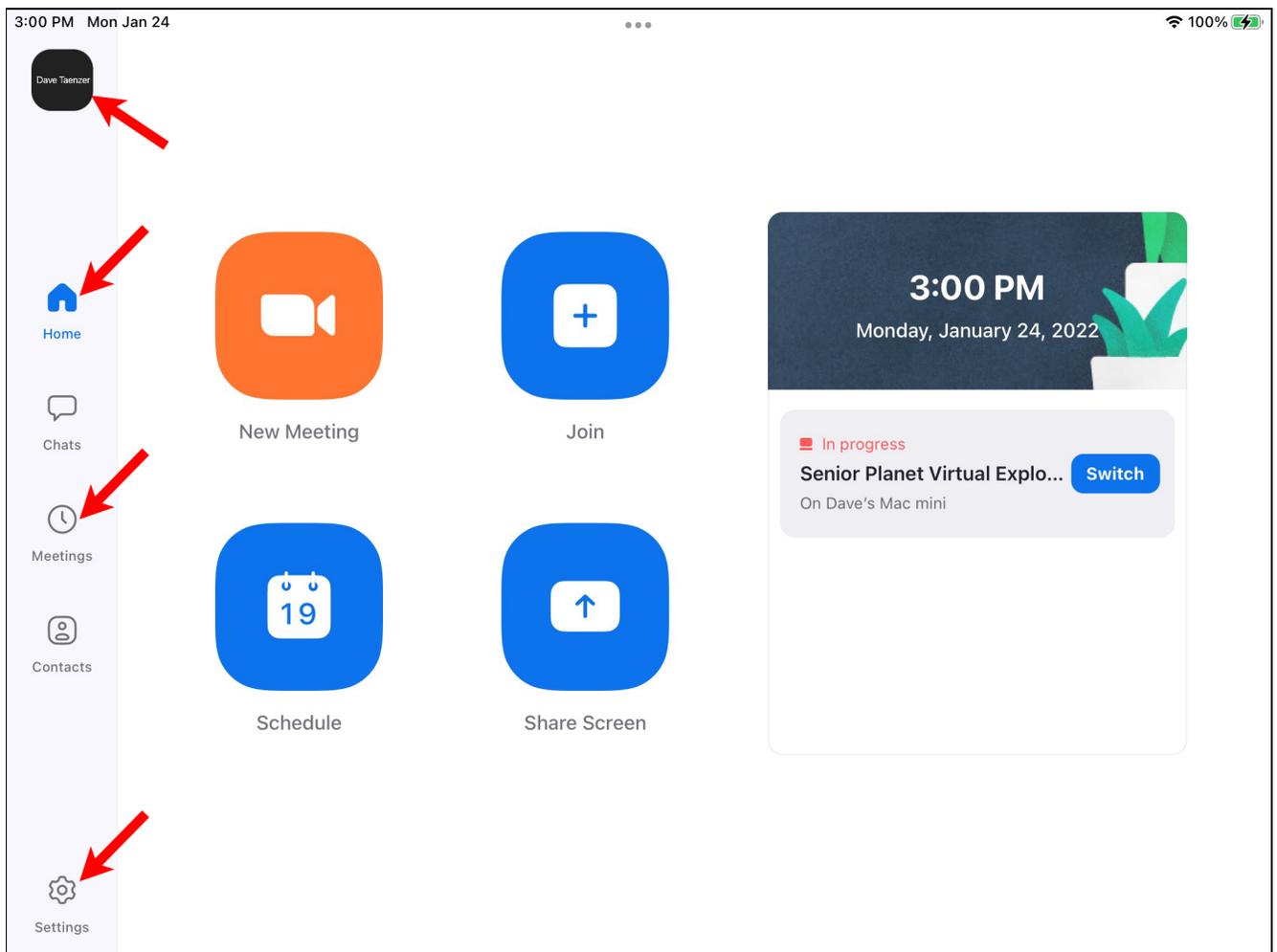
When you click on the Meetings button at the top of the Home window:



You see all the meetings you have already scheduled. If you select one of the meetings on the left side, you can then click the Start button to start the meeting or the Edit button to Edit it.

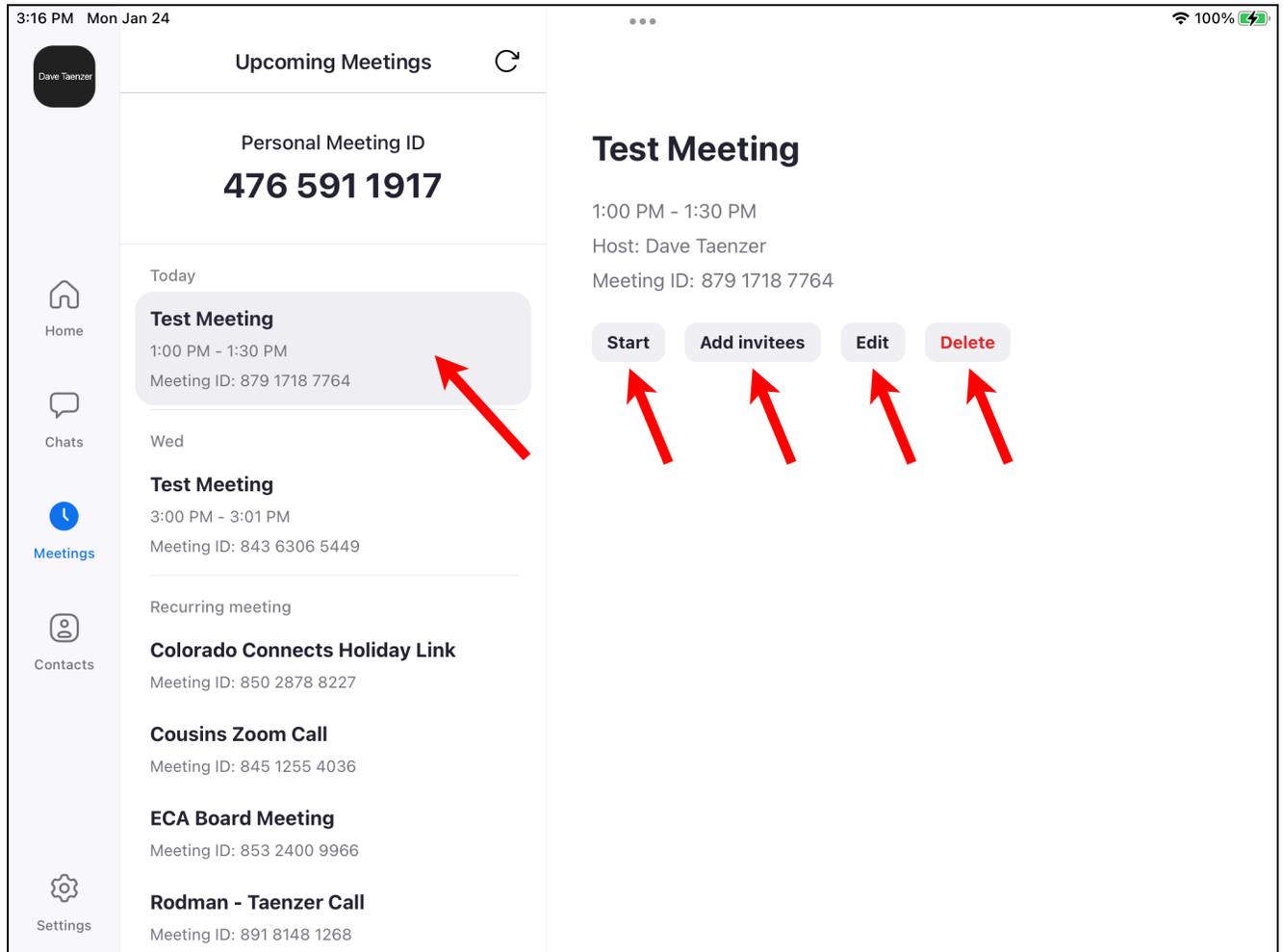
Zoom on the iPad and iPhone

On and iPad if you tap the Zoom button you will see this display:

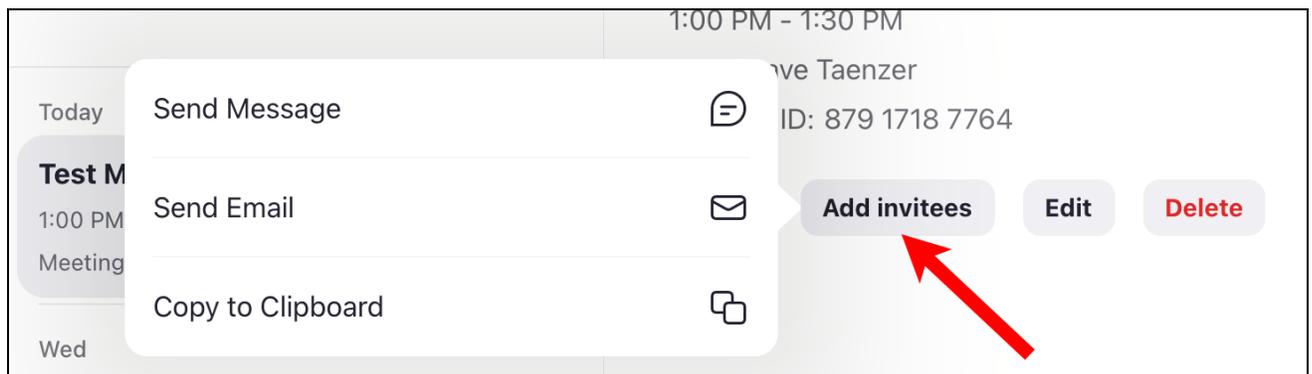


This has the same buttons as the computer display but the Account, Home, Meetings and Settings buttons are on the left instead of the top of the window.

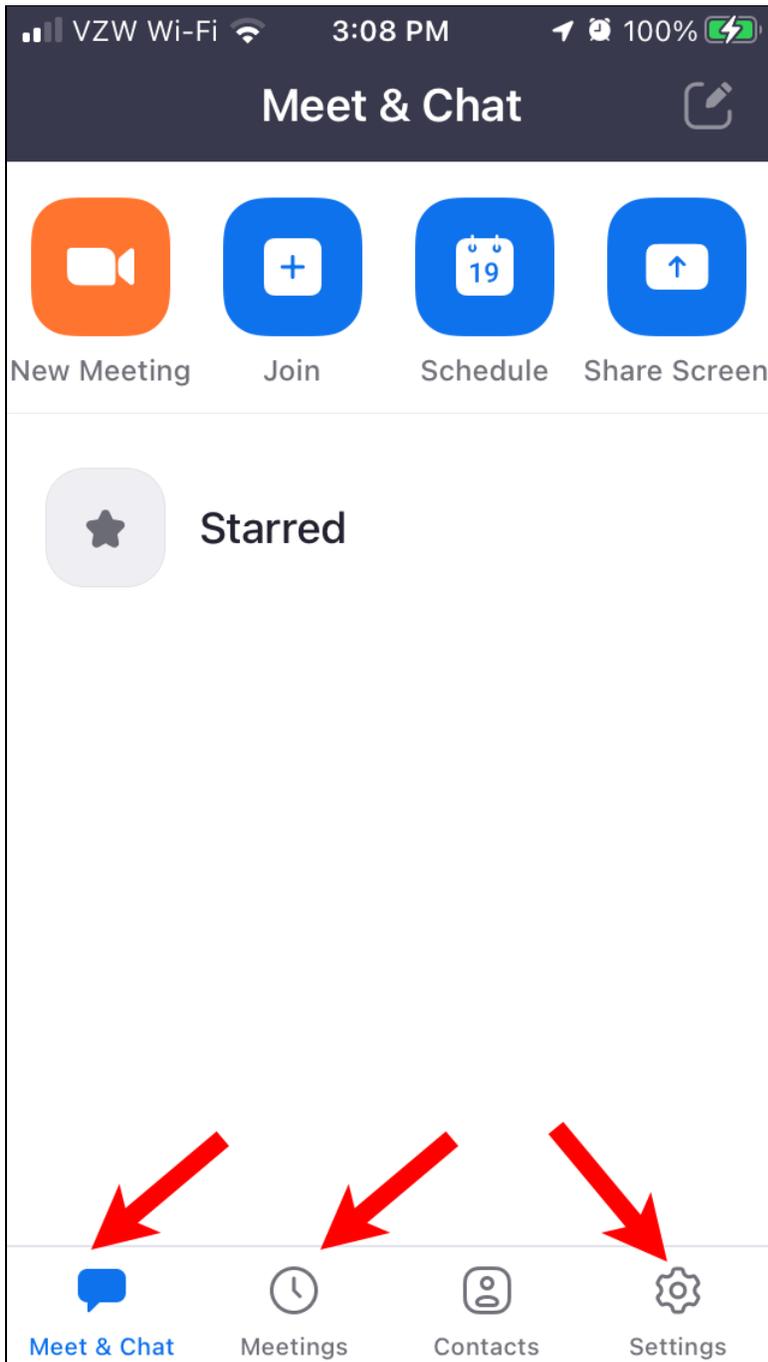
The meetings page on the iPad looks like this:



When you select a meeting on the left, you see the buttons to start, edit, delete the meeting or invite attendees which brings up this popup window:

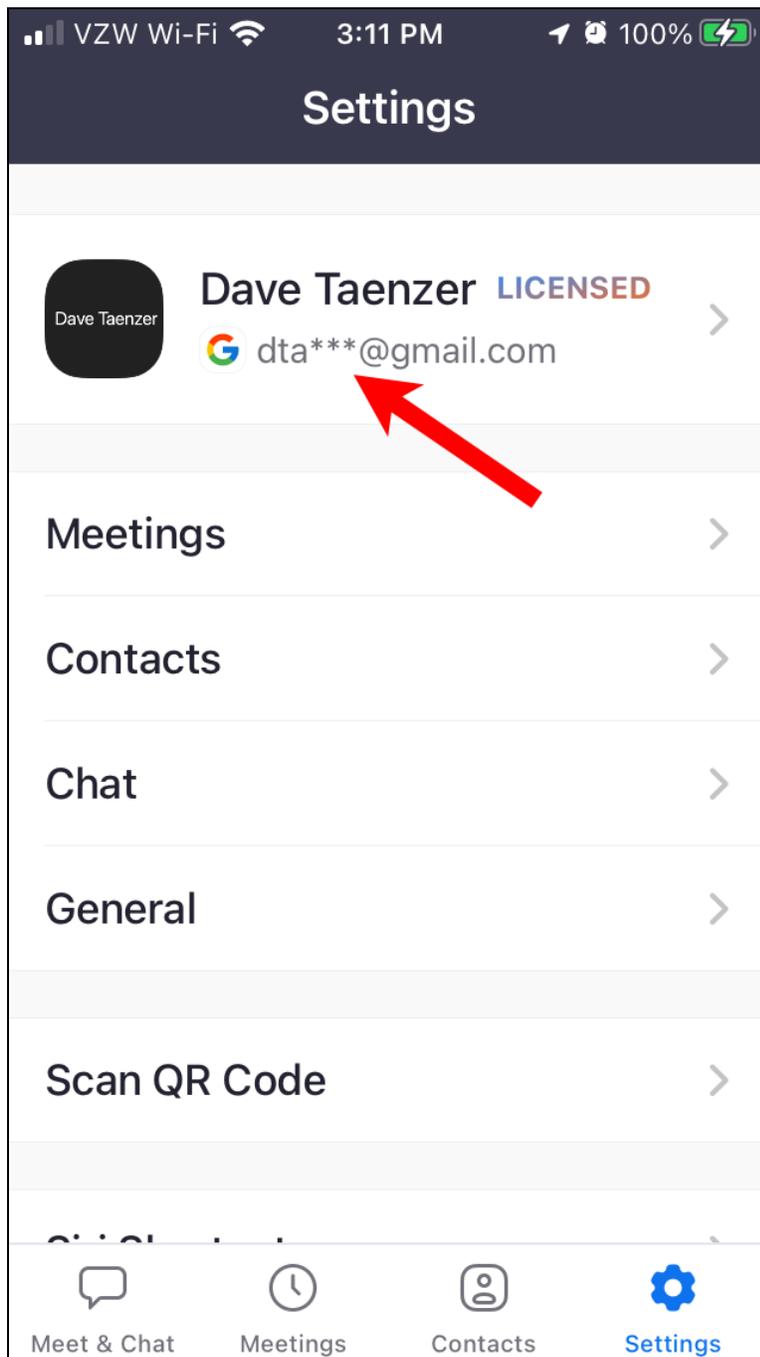


On the iPhone, the Zoom app looks a bit different:



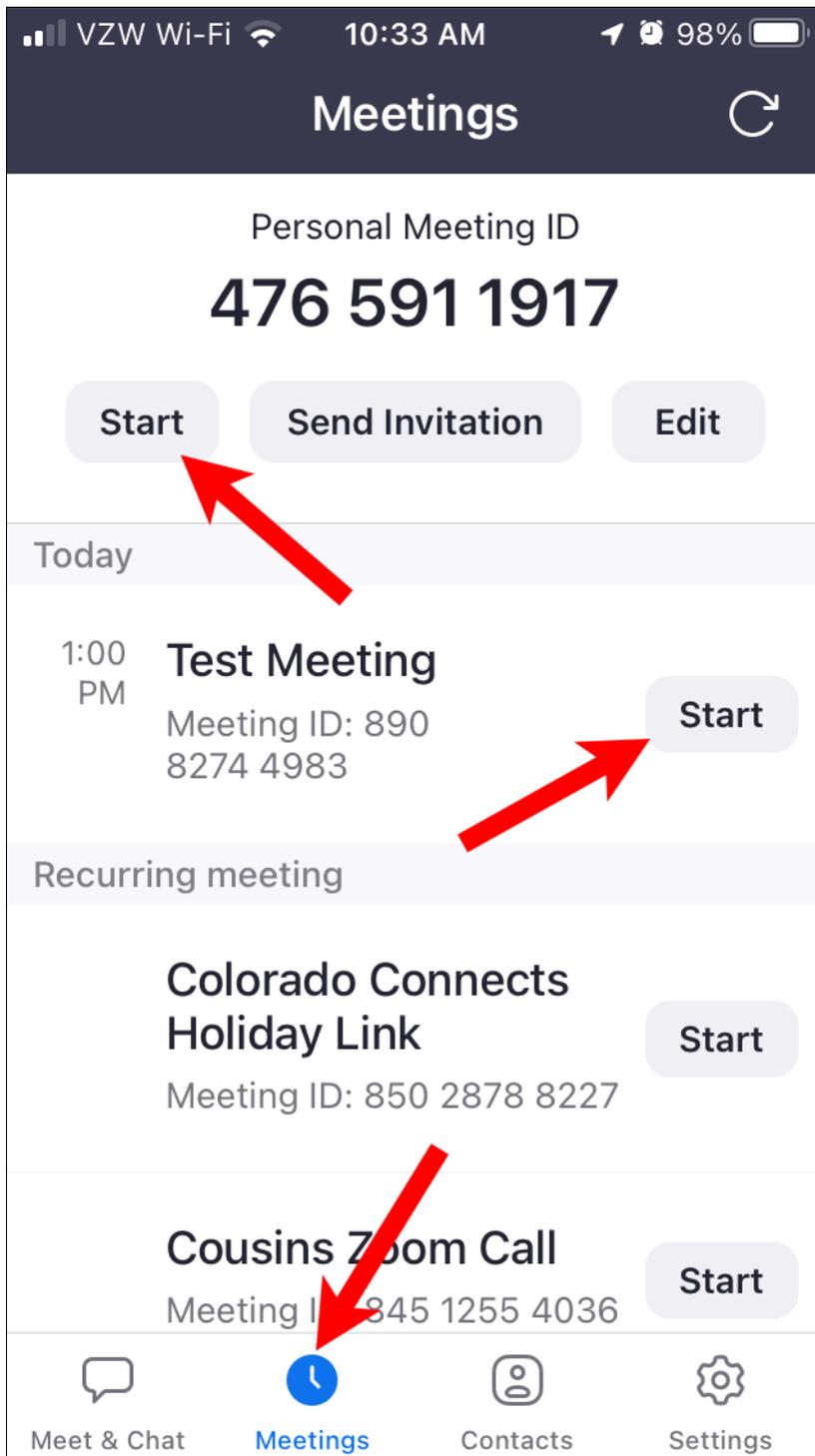
The Home button is called “Meet & Chat” and this is on the bottom along with Meetings and Settings.

To get to your account information, tap of the Settings button:



Your account name is on the top and you can modify your profile settings by tapping on the right arrow to the right of your account name.

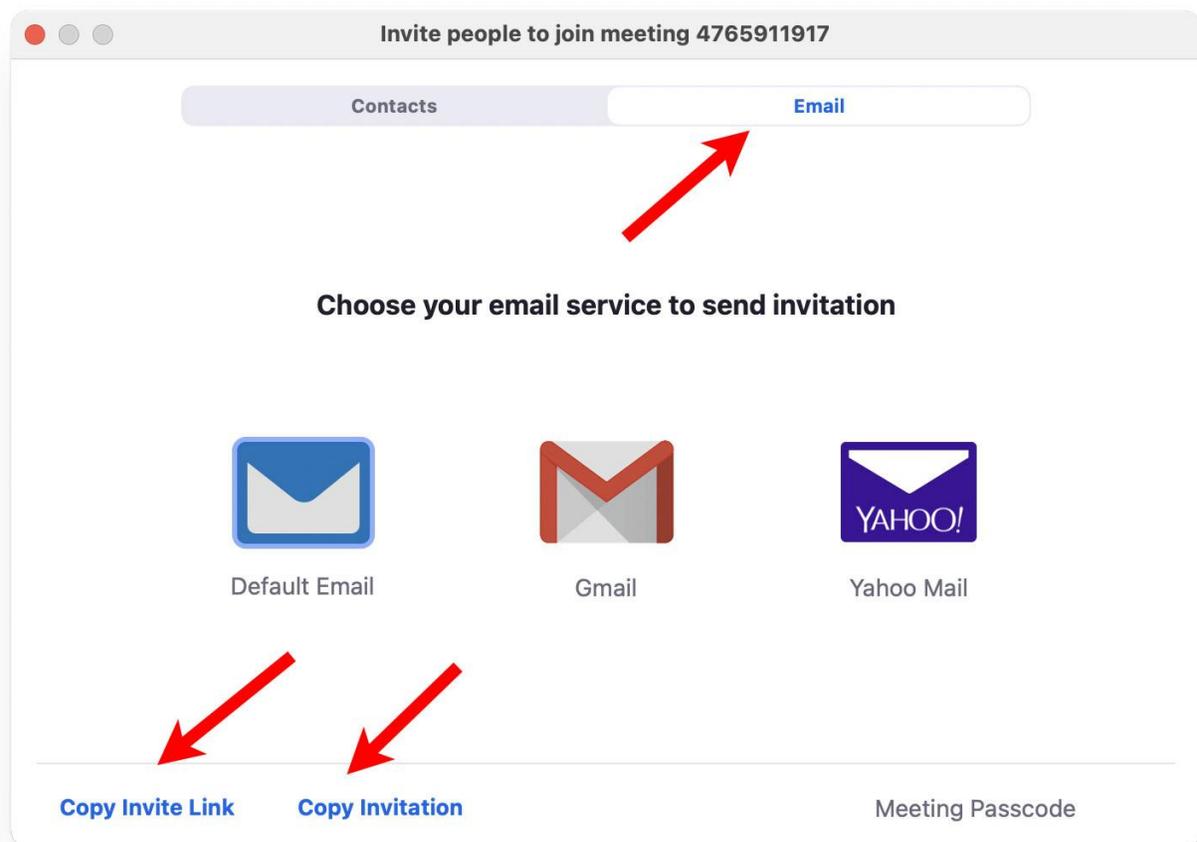
The Meetings button on the bottom of the iPhone lets you start and instant meeting with the Start button at the top or one of your scheduled meetings by pressing the Start button for that meeting:



Inviting Others to Your Meeting

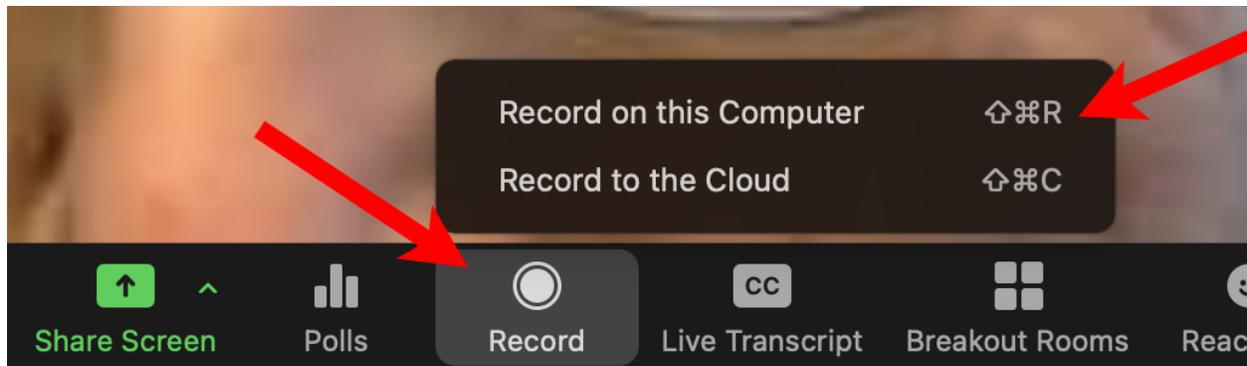
I covered the details of how to invite people to your meetings in my first Zoom talk. The basic idea is that if you schedule a meeting you can copy the meeting invitation, open your email program or webpage, start a new message and paste the meeting invitation into that message. You can add a subject line and then modify the invitation before sending to the people you want to invite.

If you are in a meeting already, you can use the Invite button at the bottom of the Participants window to open a popup window which lets you either copy the invitation or email it to the people you want to invite.



Recording a Meeting

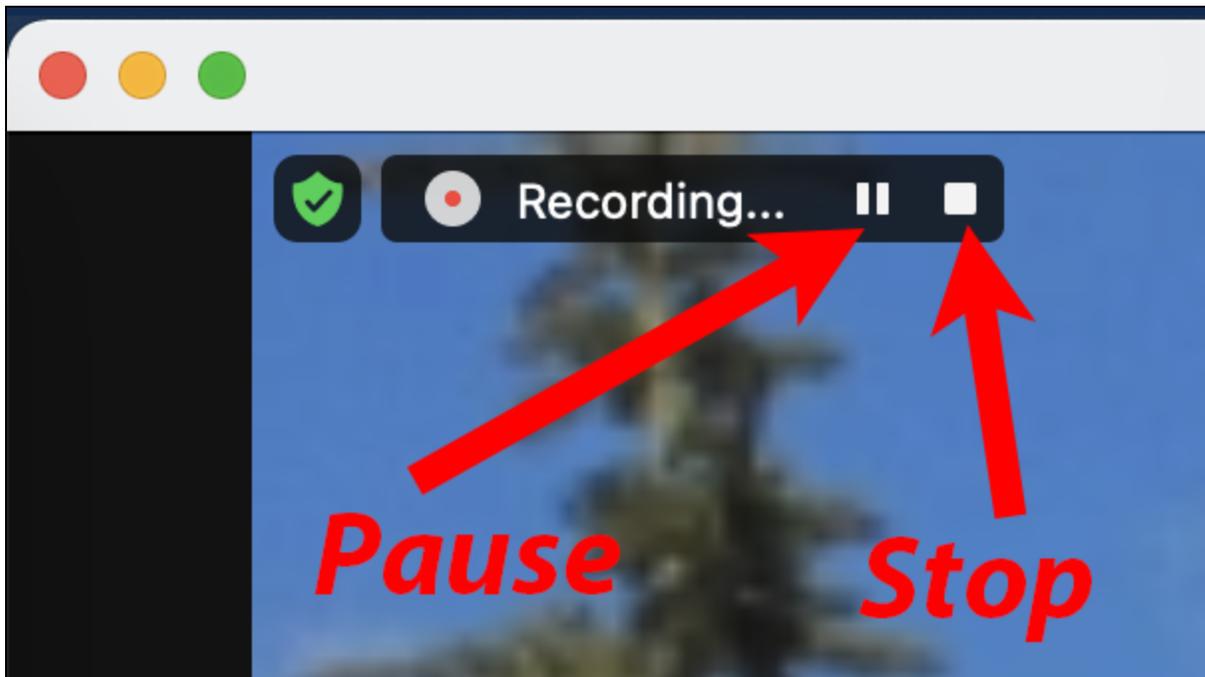
As the host on a computer, you can easily record the current meeting. At the bottom of the screen are these buttons:



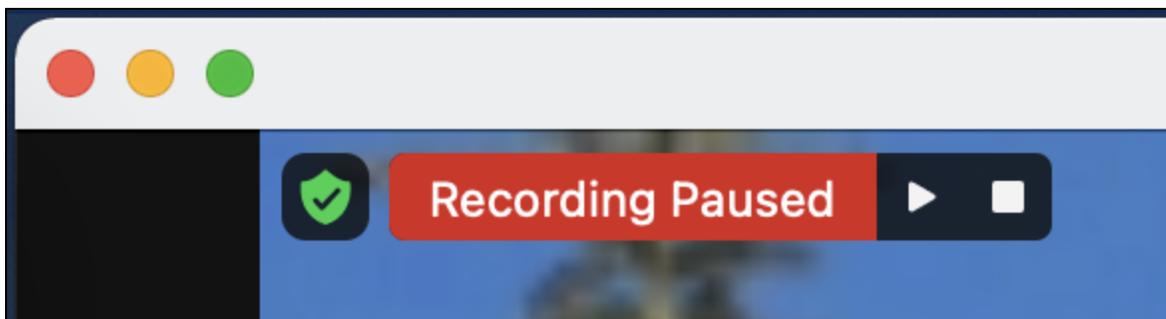
To start a recording, you click on the Record button and then click on either Record on this Computer or Record to the Cloud. The second option is only available for paid accounts.

I normally record the video to my computer so I can upload it to YouTube to share it. I did a talk on this topic recently which is available on my webpage.

When you click on one of the Record options, you will hear an audio prompt saying “Recording in progress” and you will see this in the upper left hand corner of the window with a Pause and Stop button:

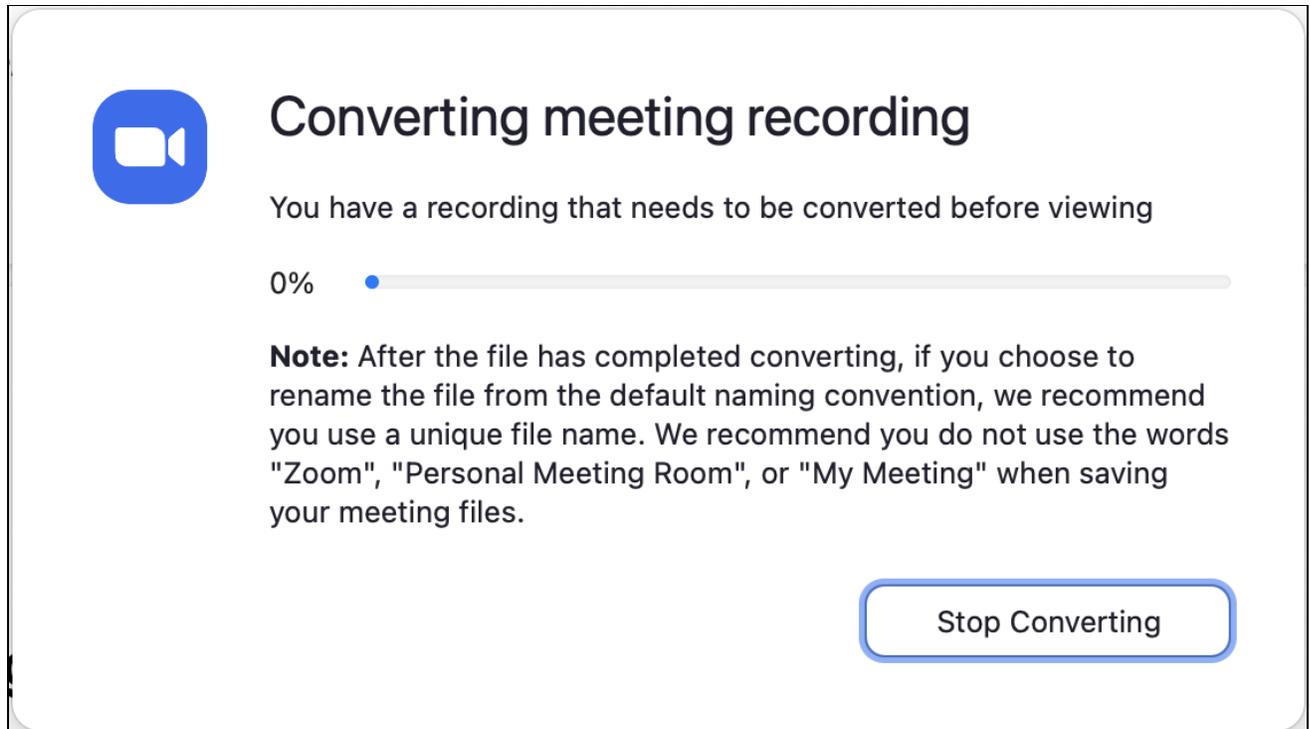


If you click on the Pause button, you will see this:



You can then either click the Play button (right triangle) to continue recording or the Stop button to stop it. You start, pause and stop as often as you like or you can stop and then start another recording. All the recordings you make will be stored after you stop the meeting.

When you Exit the meeting, you will see a popup window showing you that your recording is being processed:



 **Converting meeting recording**

You have a recording that needs to be converted before viewing

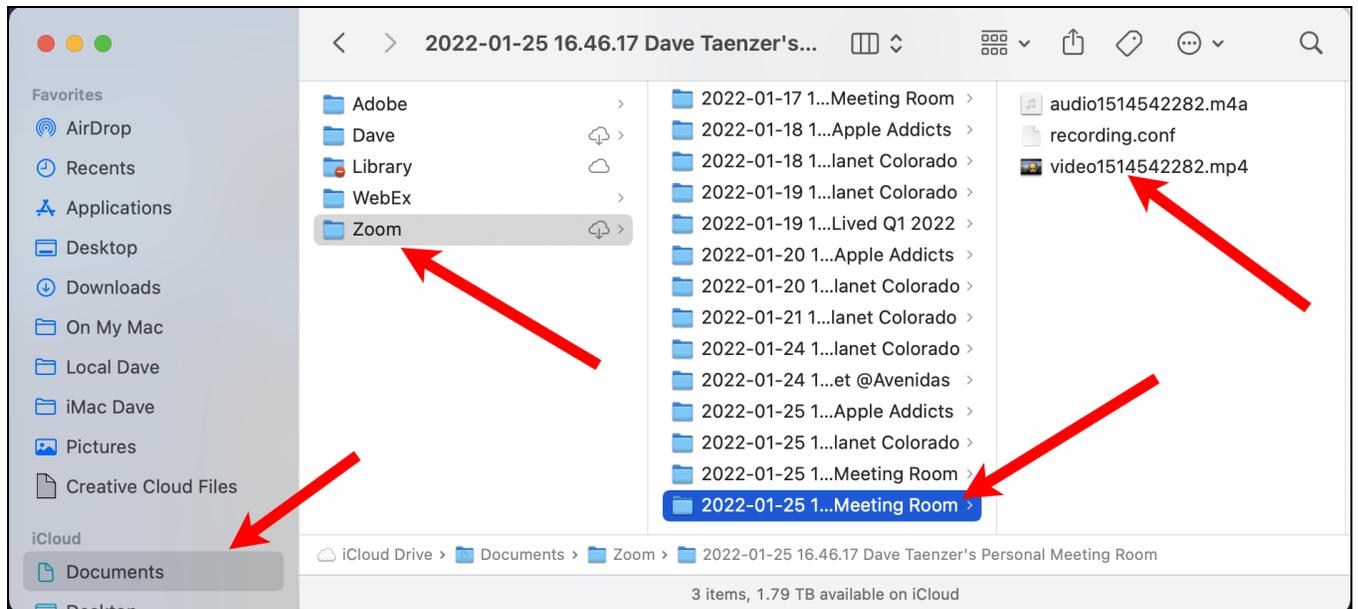
0% 

Note: After the file has completed converting, if you choose to rename the file from the default naming convention, we recommend you use a unique file name. We recommend you do not use the words "Zoom", "Personal Meeting Room", or "My Meeting" when saving your meeting files.

[Stop Converting](#)

The conversion might take a few minutes if you record a long video but is usually over in a few seconds.

You will then see a window come up with the Zoom folder containing the video:



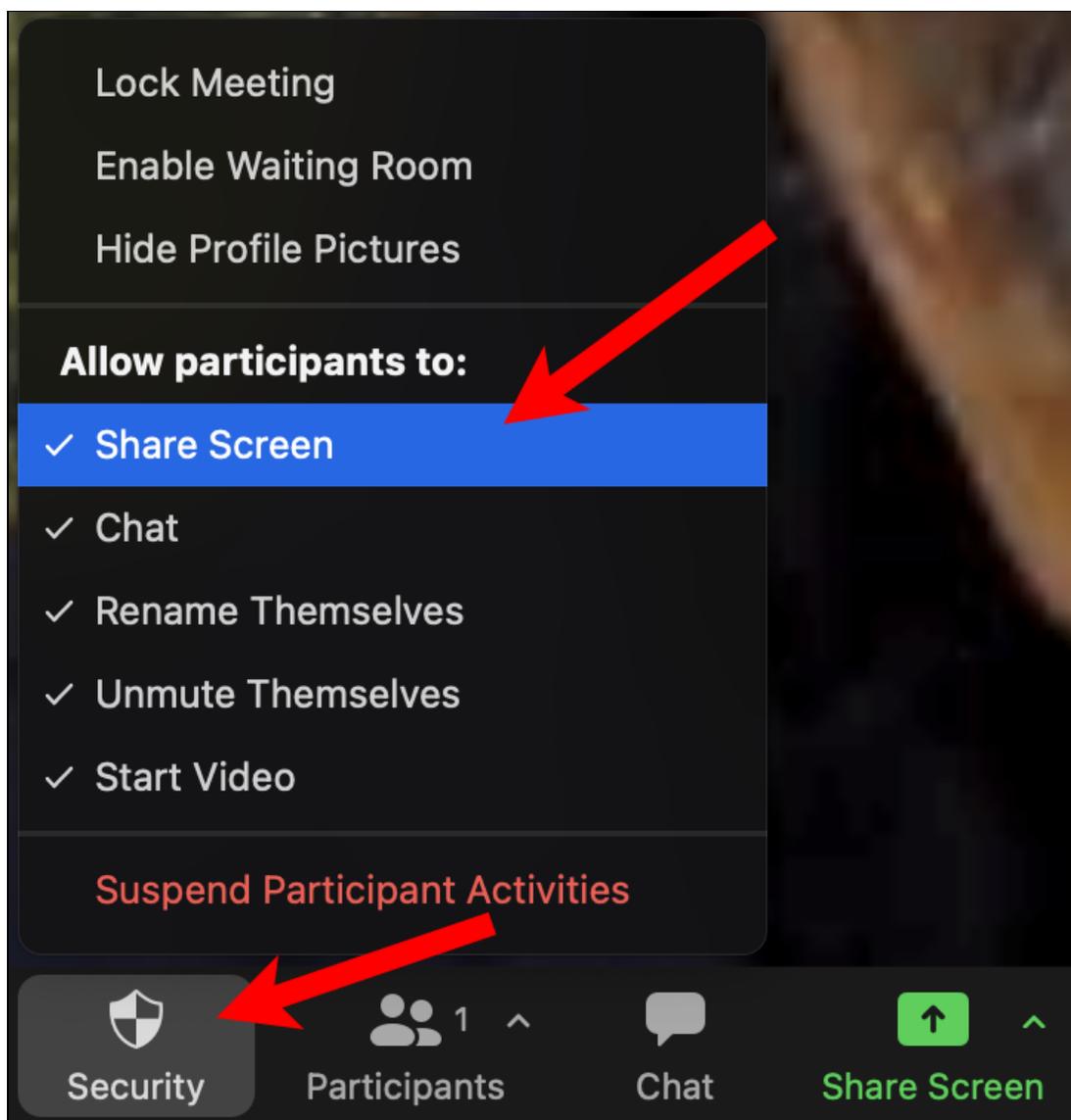
Zoom will automatically create a “Zoom” folder in your Documents folder (if necessary) and then create a new subfolder for the meeting you just completed. This folder will contain an .mp4 video file with your recording.

If you make multiple recordings by stopping the recording and starting a new one, you will see multiple video files.

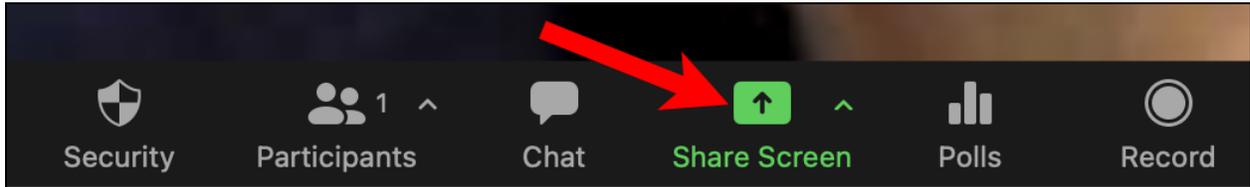
If the video is short, you can share it via email. If it is longer, you can upload it as a Private or Unlisted video on YouTube and share the link to your video. See my previous Senior Planet talk for the details on how to do this.

Sharing Your Screen

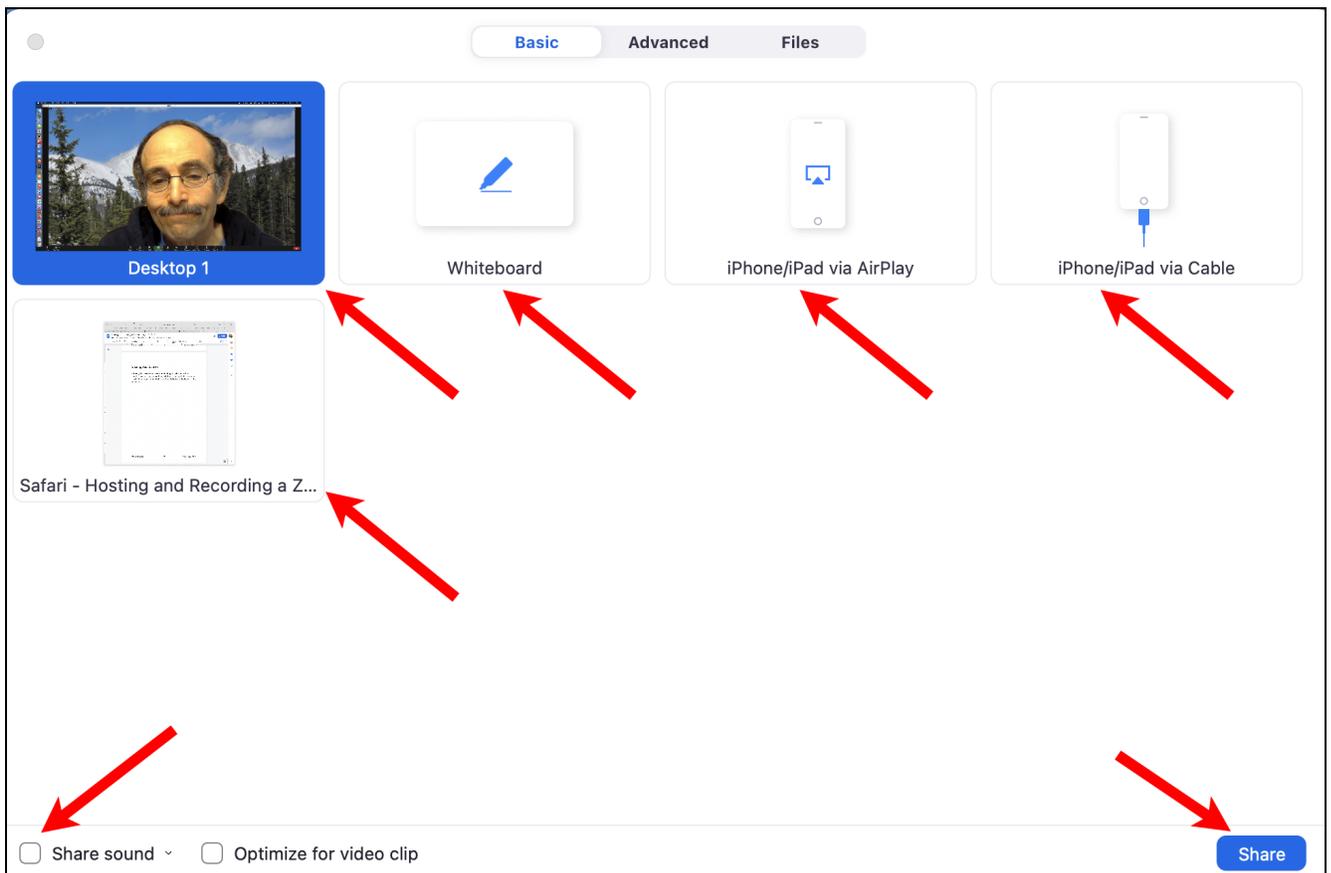
It is easy to share your screen when hosting or co-hosting a Zoom meeting. You can also allow other participants to share their screens by making them a co-host or clicking the Security button at the bottom of the screen and then clicking on the “Share Screen” option under the “Allow participants to:” section:



If you then click the green Share Screen button:



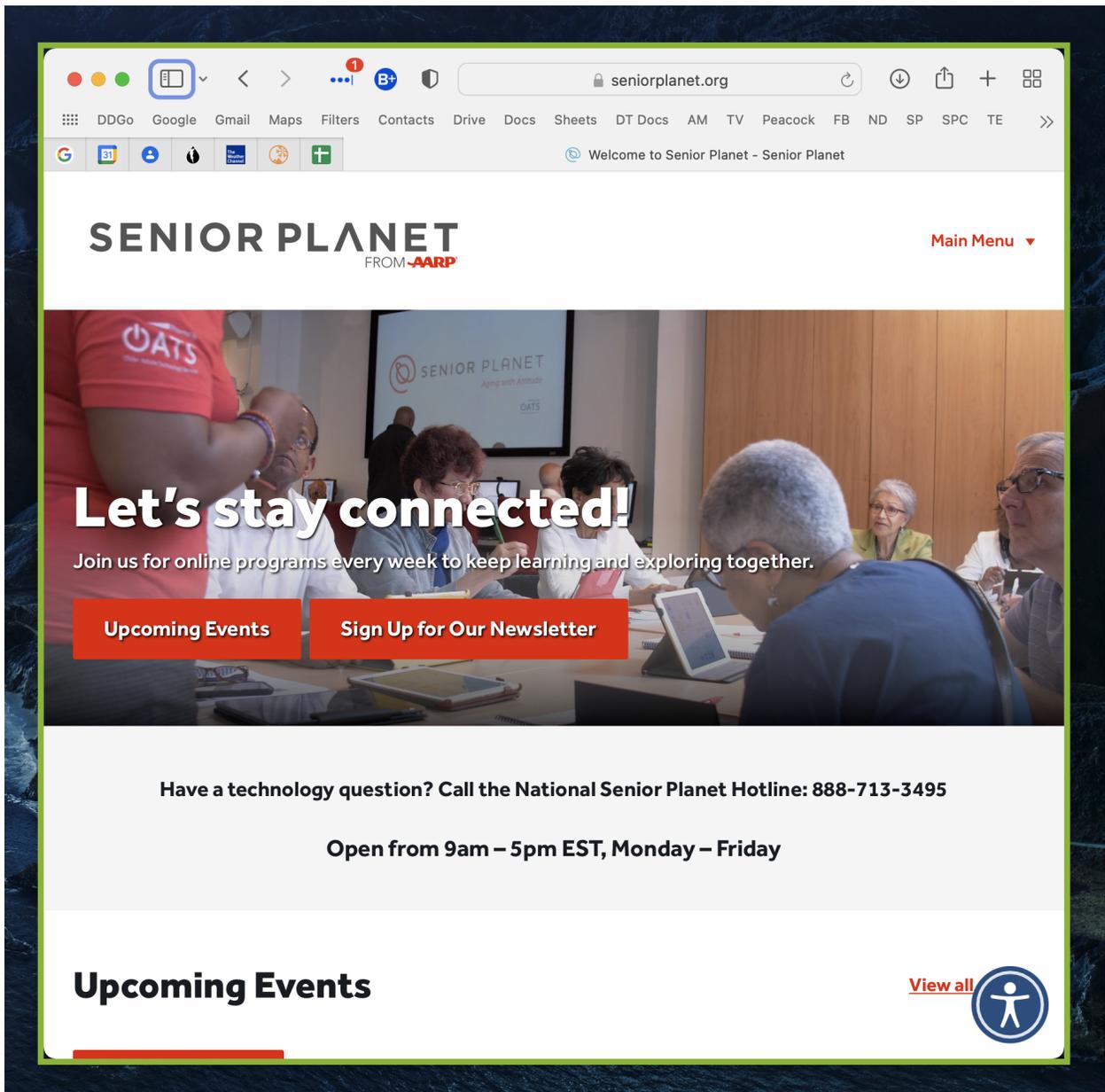
You will see a white popup window like this:



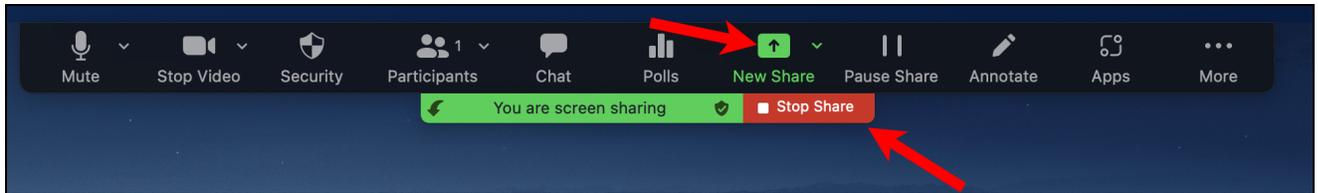
There are boxes you can click for various options. On the Mac computer, the top four buttons are for sharing your whole desktop, a whiteboard, your iPhone or iPad wirelessly via AirPlay or your iPhone or iPad via a cable. The lower boxes are the windows you currently have open and you can click on one to share only that window.

In the lower left corner is a checkbox called “Share sound” which you should check if you are planning on sharing an audio or video (e.g. YouTube). There is also a button to optimize for sharing video clips.

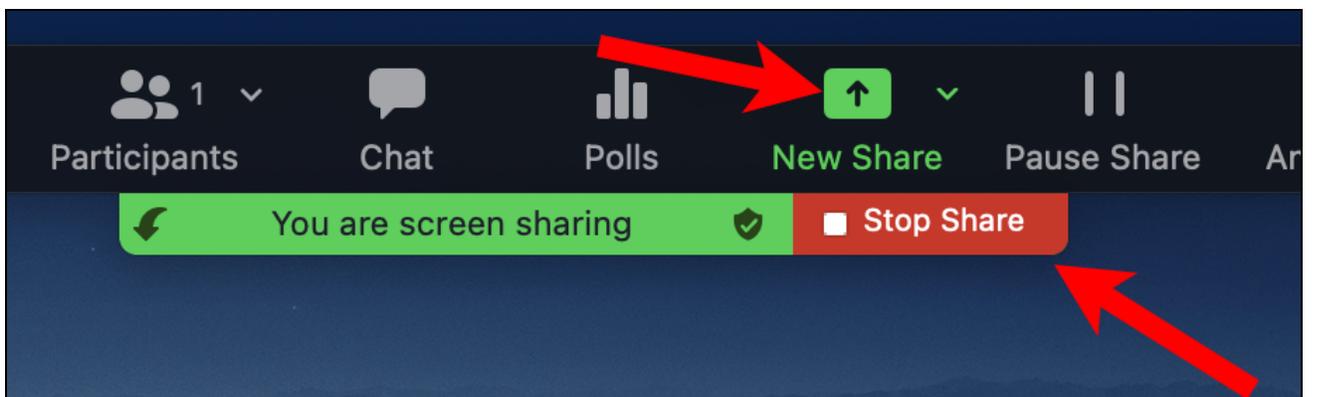
Click the blue Share button in the lower right corner to start your share. After you start the share, the desktop or window you are sharing is given a green border, e.g. if I share a Safari browser window, it will look like this with a green border around the window:



When you start sharing the desktop or a window, you will see this black Zoom control pane:



This has several buttons you can press, but the most important ones are:



The Stop Share button will stop the current screen or window sharing.

The New Share button will bring up the Share Screen popup window and you can then select another item to share or change your audio settings.

Conclusions

Hosting a Zoom meeting is not at all difficult. You can either start an instant meeting at any time or you can schedule a meeting, send out invitations via email or messaging and then start your meeting at the appropriate time. You can invite extra people to your meeting at any point in the meeting using the Invite button at the bottom of the Participants window.

I have not covered all the functions you can do when hosting a Zoom meeting but there are great resources on the Zoom website:

The Zoom Learning Center has lots of great resources

<https://learning.zoom.us/pages/27/home>

There are lots of great videos there too:

<https://learn-zoom.us/show-me>

There are also lots of good videos on YouTube for learning more about Zoom, but I would recommend the ones on the Zoom Video page as a good starting point.