

MAFA Guild Zoom Meetings - Guild Host Info

From: Margaret Briggs, MAFA Membership, membership@mafafiber.org

To: Guild Hosts using the MAFA Zoom account

Currently, Membership will handle responding to guild meeting requests, scheduling meetings on Zoom, and will plan to start most of the meetings. We have three board members lined up to act as initial meeting Host, so your meeting will either be started by Margaret Briggs, Dave Banks, or Patty Chrisman. To get you started, if you aren't used to hosting Zoom meetings, here are a few of our notes, and some links from the Zoom website. If you have any questions, please don't hesitate to email membership@mafafiber.org.

We encourage hosts in particular as well as meeting attendees to install the Zoom app on their computer, or mobile device before the meeting. It will give participants better A/V quality, and they will have all the meeting features. For attendees who don't want to install the app, they can join with video through a browser using the link, meeting ID, and password. There is also a call-in option for those with limited internet access.

Our default meeting settings are:

- All participants are muted and video off on entering the meeting. This gives them the choice of turning their video on or not. You may need to announce this to members as they join to turn their audio or video on. (Or for some meetings, you may want to leave all muted.) Under Participants, a host can also un-mute participants if they have trouble doing it themselves.
- Waiting room enabled. This can be turned off with the meeting in progress, and if all attendees are present, a host can also lock the meeting.

Once the meeting is started, we will delegate hosting duties to a guild member, make sure things are in order, then leave the meeting.

Zoom Support Articles:

How to Host a Meeting:

<https://support.zoom.us/hc/en-us/articles/201362613-How-Do-I-Host-A-Video-Meeting->

How to Schedule a Meeting:

<https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->

List of Zoom video tutorials:

<https://support.zoom.us/hc/en-us/categories/201137166>

Host controls in a Meeting:

<https://support.zoom.us/hc/en-us/articles/201362603-Host-and-co-host-controls-in-a-meeting>

Managing participants in a meeting:

<https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>