# How To Operate A Online Zoom Meeting

To chair the meeting you just simply log into the Zoom meeting, via the meeting invite link. Logging in 15-30 minutes early is important as people may log in early. From that point an admin must log in to make you host. From that point you will use the meeting format below to chair the meeting.

You can either send people the links to read or share the screen in Zoom.

The readings for the meeting are to be distributed or delegated before the meeting. Attendees are to raise their hands to share and it is up to the meeting chair to acknowledge that person and call on them.

Controls

The chair can mute or stop people in the meeting if they become a problem. You can also make it to where only the chairperson can unmute people from the more button and deselect "Allow participants to un mute themselves". You can also mute all as well, controls shown below.
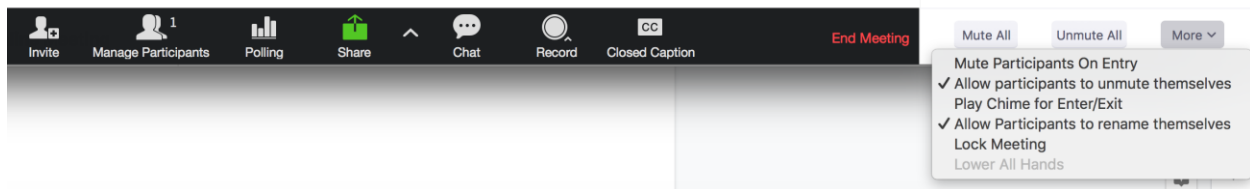
Participants must raise their hands from the participant window to share. You can unmute them from that same window. You can also lower their hand as well. See below. *Pictures from Zoom website*