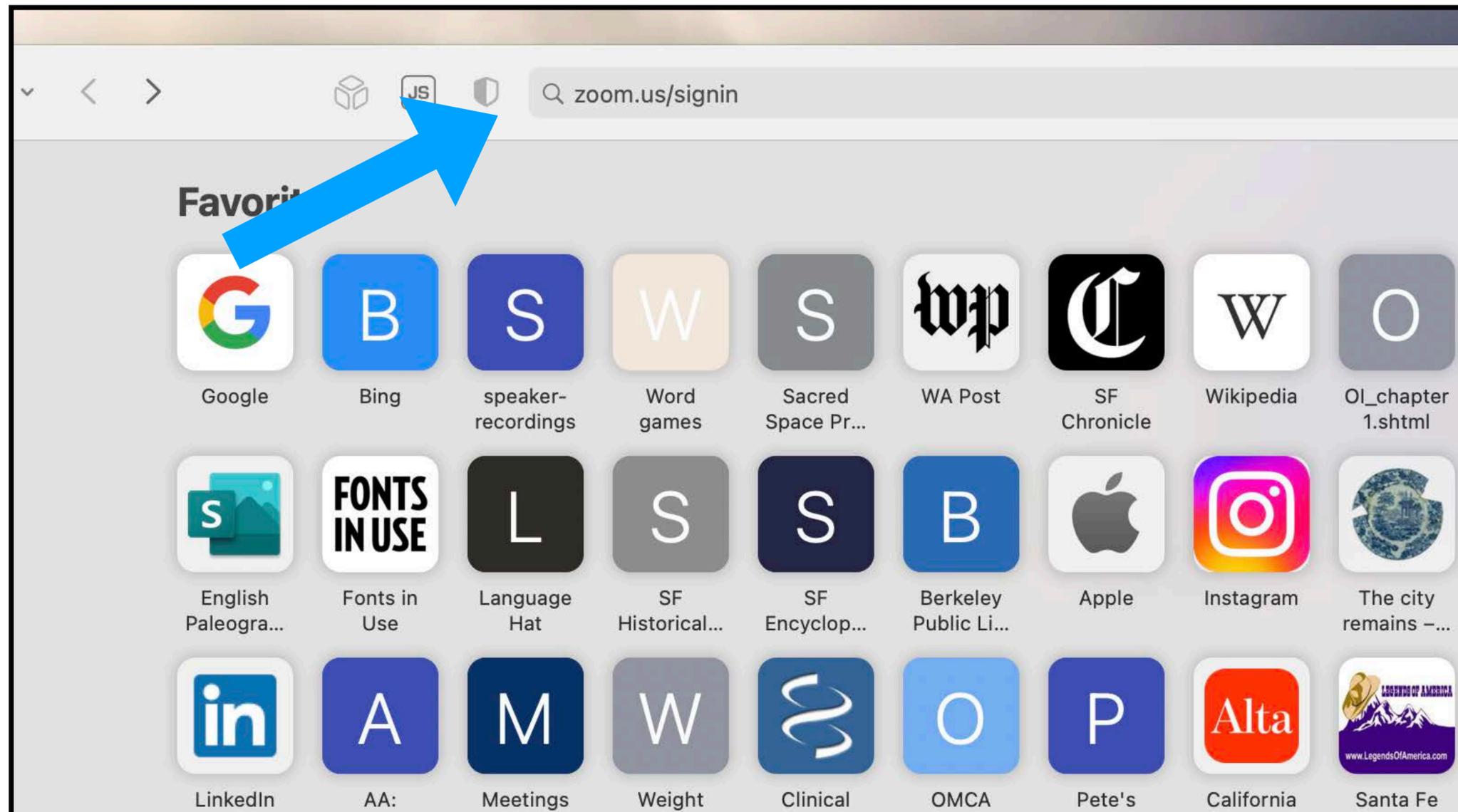


# Secretary

1. Select Literature or Speaker
2. Open the room at least 15 minutes before meeting time
3. Get readers
4. Coordinate with Co-host & Tech (who will admit, read announcements, etc.)
5. Run the meeting
6. Read the script
7. Call on people
8. Close the room

# Opening the Meeting Room

# To Log In: Go to [zoom.us/signin](https://zoom.us/signin)



# ECF AA Zoom Sign-in Screen

## Sign In

Email Address  
ecfzoom@ecfaa.org

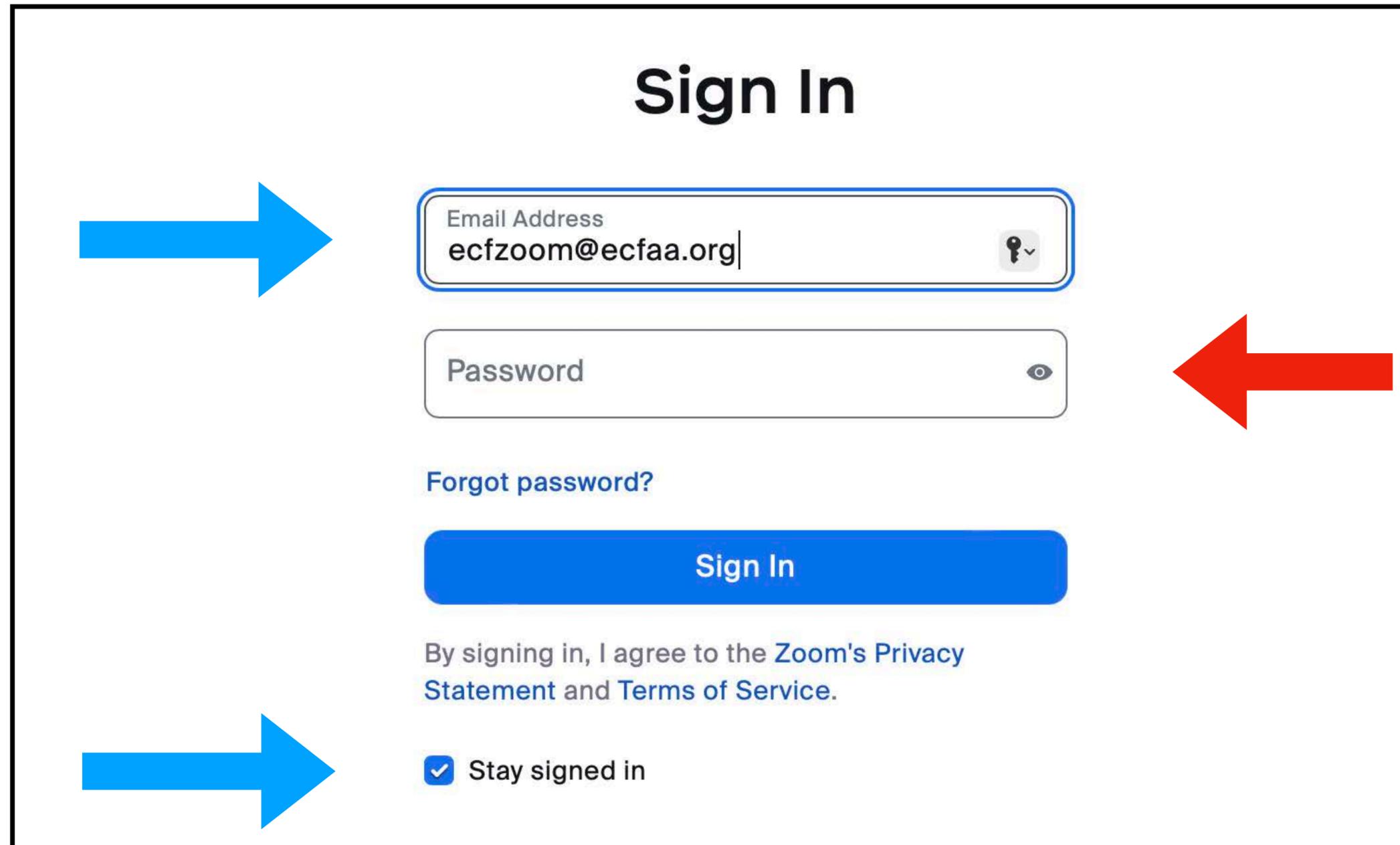
Password

[Forgot password?](#)

**Sign In**

By signing in, I agree to the [Zoom's Privacy Statement](#) and [Terms of Service](#).

Stay signed in



# Uncheck 'Stay signed in' Box

## Sign In

Email Address  
ecfzoom@ecfaa.org

Password



[Forgot password?](#)

Sign In

By signing in, I agree to the [Zoom's Privacy Statement and Terms of Service](#).

Stay signed in

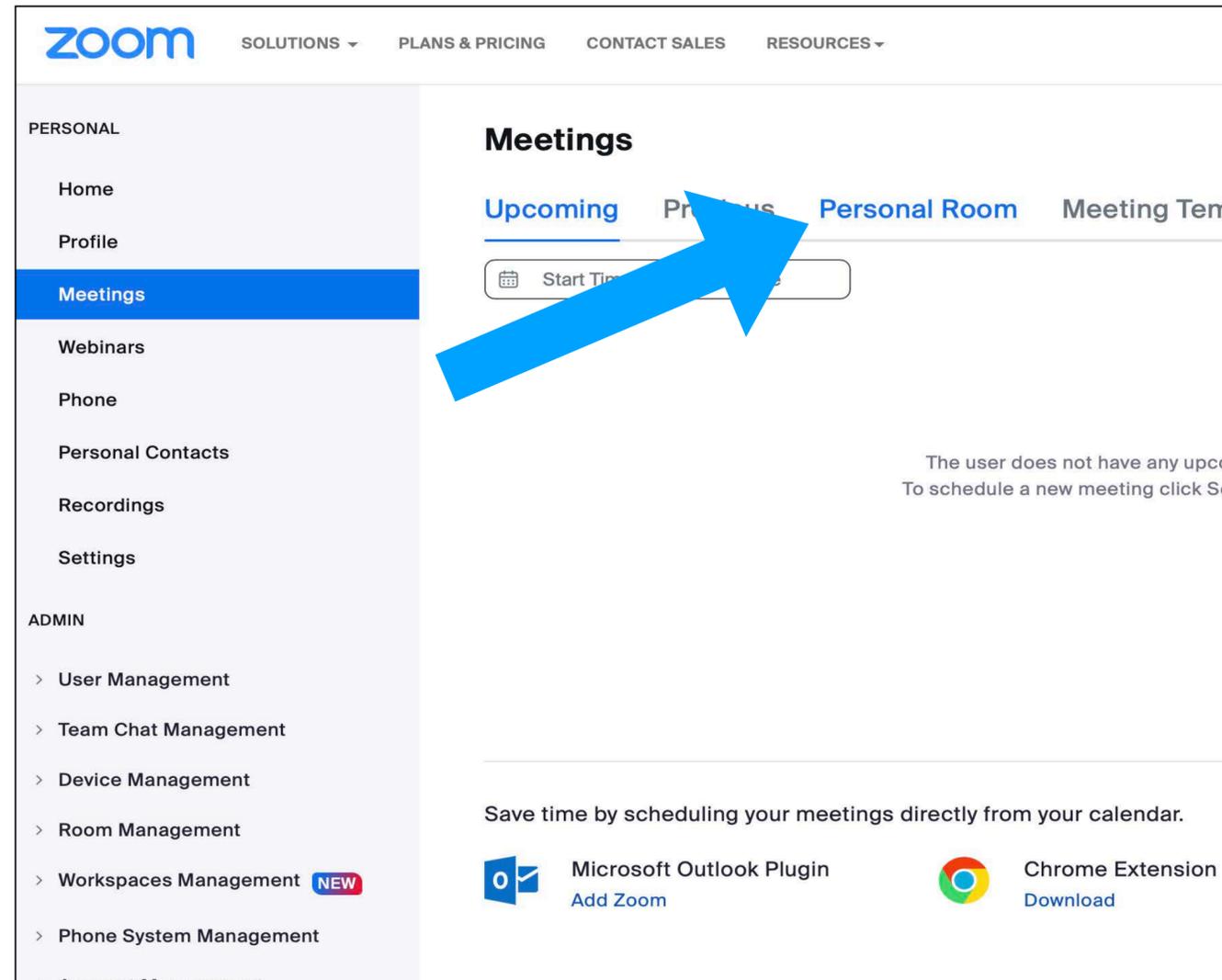


Scroll down in lefthand column to “Meetings” and click on it.



A screenshot of the Zoom web interface. The top navigation bar includes the Zoom logo and links for SOLUTIONS, PLANS &amp; PRICING, CONTACT SALES, and RESOURCES. The left-hand navigation menu is divided into PERSONAL and ADMIN sections. The PERSONAL section includes Home, Profile, Meetings, Webinars, Phone, Personal Contacts, Recordings, and Settings. The ADMIN section includes User Management, Team Chat Management, Device Management, Room Management, Workspaces Management (marked with a 'NEW' badge), and Phone System Management. The main content area displays a greeting 'Hello, ECF Secretary' and a 'Pro Tip' section titled 'Get the Most Value out of Zoom'. This section contains three items: 'Engage with Your Audience', 'Where Teams Brainstorm, Plan and Learn', and 'Use Breakout Rooms During a Meeting'. At the bottom, there is a 'TRAINING / WEBINARS' section with a 'LIVE DEMO' button and a 'Register Today' button.

# Then click on Personal Room



The screenshot displays the Zoom web application interface. At the top, the Zoom logo is on the left, and navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, and RESOURCES are on the right. A left-hand sidebar menu is divided into 'PERSONAL' and 'ADMIN' sections. The 'PERSONAL' section includes links for Home, Profile, Meetings (highlighted in blue), Webinars, Phone, Personal Contacts, Recordings, and Settings. The 'ADMIN' section includes links for User Management, Team Chat Management, Device Management, Room Management, Workspaces Management (marked with a 'NEW' badge), and Phone System Management. The main content area is titled 'Meetings' and features four tabs: 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Terms'. A large blue arrow points from the 'Meetings' sidebar item to the 'Personal Room' tab. Below the tabs is a 'Start Time' input field. A message states: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule Meeting.' At the bottom, there is a promotional banner: 'Save time by scheduling your meetings directly from your calendar.' This banner includes two options: 'Microsoft Outlook Plugin Add Zoom' and 'Chrome Extension Download'.

# Then, click on Start

The screenshot displays the Zoom web interface. At the top, the Zoom logo is on the left, and navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, and RESOURCES are on the right. A left-hand navigation menu is divided into 'PERSONAL' and 'ADMIN' sections. The 'PERSONAL' section includes Home, Profile, Meetings (highlighted in blue), Webinars, Phone, Personal Contacts, Recordings, and Settings. The 'ADMIN' section includes User Management, Team Chat Management, Device Management, Room Management, Workspaces Management (marked with a 'NEW' badge), Phone System Management, and Account Management. A large blue arrow points from the 'Workspaces Management' item in the 'ADMIN' section towards the 'Start' button at the bottom of the page.

The main content area is titled 'Meetings' and has tabs for 'Upcoming', 'Previous', 'Personal Room' (which is selected and highlighted with a blue box), and 'Meetings'. Below the tabs is a 'Details' button. The meeting information is as follows:

Topic	ECF Secretary's Personal Meeting Room
Meeting ID	510 323 1212
Security	✓ Passcode ***** <a href="#">Show</a> ✓ Waiting Room
Invite Link:	https://us02web.zoom.us/j/5103231212?pwd=
Add to	<a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo</a>
Video	Host: On Participant: On
Audio	Telephone and Computer Audio Dial from <b>United States</b> and other 53 countries
Options	Mute participants upon entry <input checked="" type="checkbox"/>

At the bottom of the meeting details, there are three buttons: 'Start' (highlighted in blue), 'Copy Invitation', and 'Edit'.

# Then ... click on Allow

Click **Allow** on the dialog shown by your browser  
If you don't see a dialog, click **Launch Meeting** below

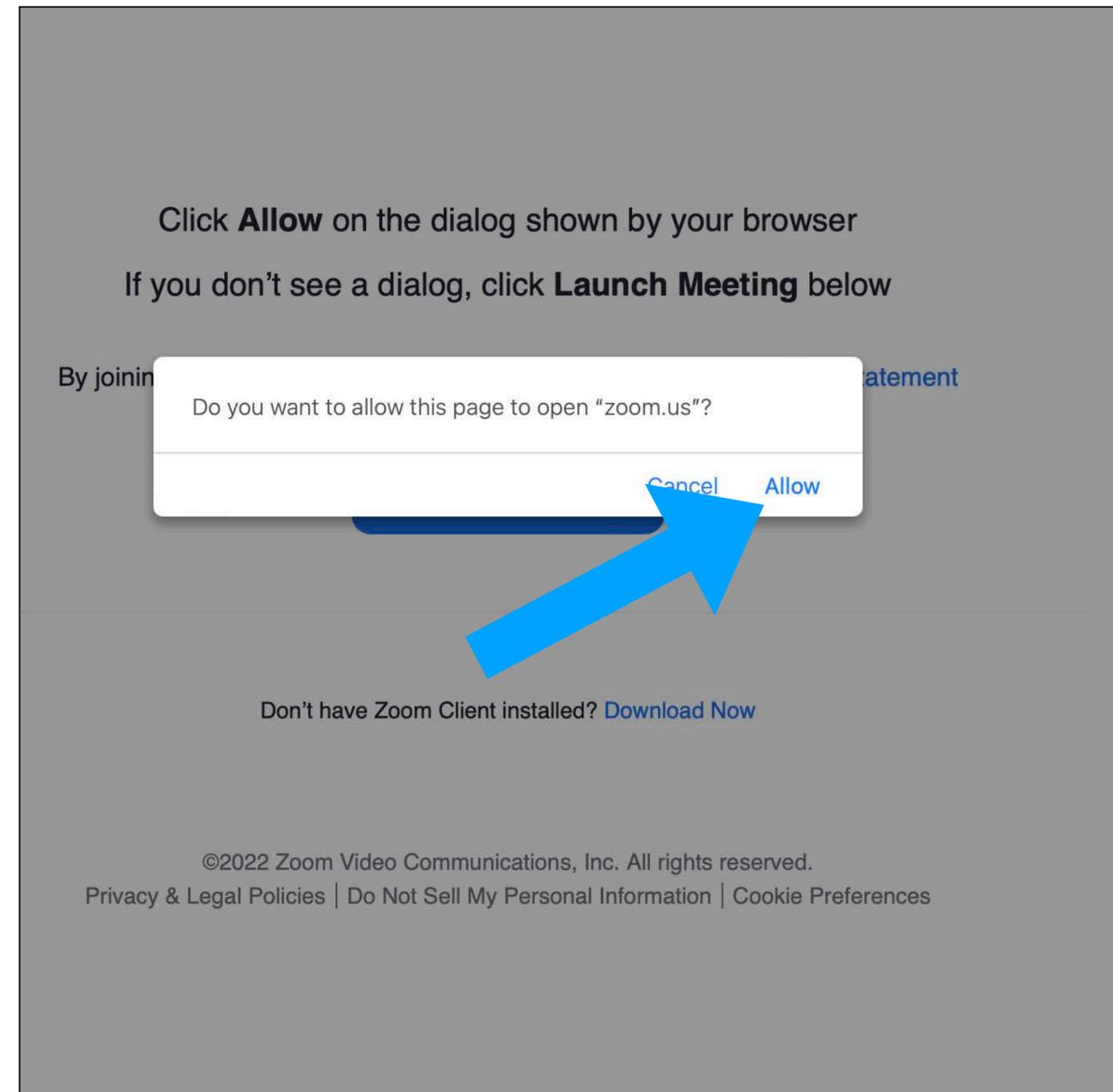
By joining [Statement](#)

Do you want to allow this page to open "zoom.us"?

[Cancel](#) [Allow](#)

Don't have Zoom Client installed? [Download Now](#)

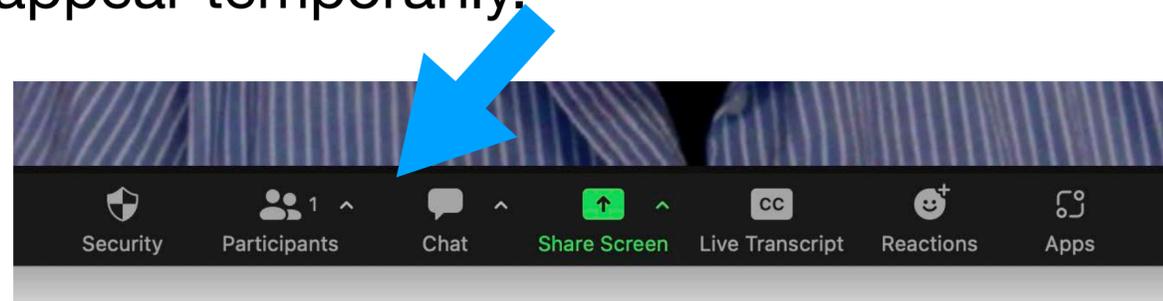
©2022 Zoom Video Communications, Inc. All rights reserved.  
[Privacy & Legal Policies](#) | [Do Not Sell My Personal Information](#) | [Cookie Preferences](#)

A screenshot of a Zoom meeting page with a grey background. At the top, there is a white box with a pink border containing the text "Then ... click on Allow". Below this, the page content is partially obscured by a white browser permission dialog. The dialog asks "Do you want to allow this page to open 'zoom.us'?" and has "Cancel" and "Allow" buttons. A large blue arrow points from the bottom towards the "Allow" button. The page also contains text about joining a meeting, a "Download Now" link for the Zoom client, and copyright information at the bottom.

# Congratulations, you are now in the ECF Zoom Room!

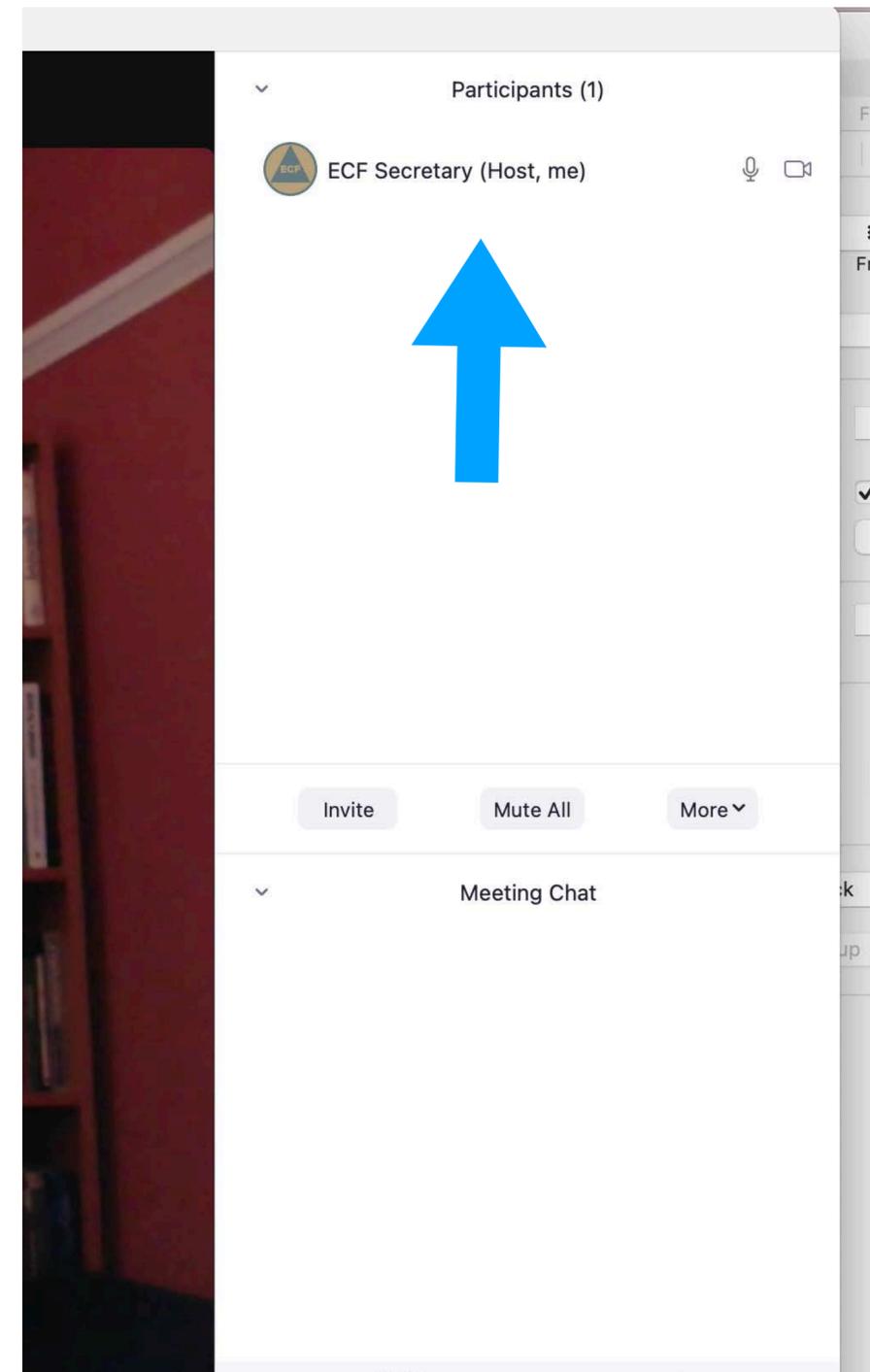
You will be asked (with a blue box on-screen) if you wish to “Join with Computer Audio”. Click on this box.

Move your cursor to the bottom of the screen and you will see a toolbar appear temporarily.



Click on “Participants” in this toolbar and you will see a list appear on the right of the screen. This allows you to see who is in the meeting and who is muted or unmuted.

When you want the toolbar to appear, move your cursor to the bottom of the screen again.



# Admitting Participants and the Role of the Waiting Room

## How to admit participants during a Zoom Rooms meeting

1. As the meeting host, tap **Participants**.
2. Tap **Admit** to have the participant join the meeting.

## How to admit all participants from the waiting room during a Zoom Rooms meeting

1. As the meeting host, tap **Participants**.
2. Tap **Admit all**.

## How to send participants to the waiting room during a Zoom Rooms meeting

1. As the meeting host, tap **Participants**.
2. Tap the participant's name, then press and hold a finger to the controller screen to scroll through the options. Find **Put in Waiting Room** and tap it.



# Making someone a co-host for the meeting

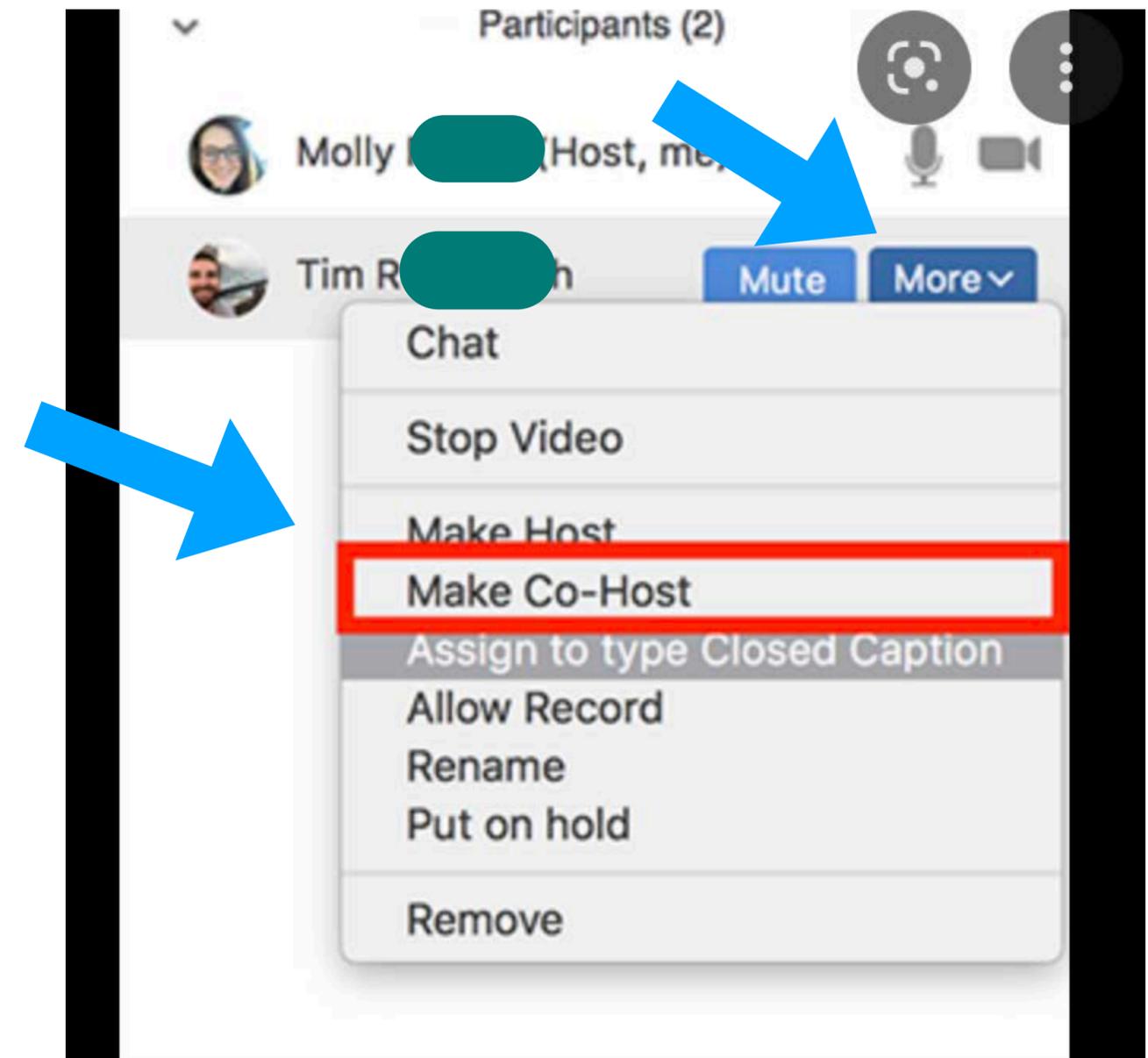
In the meeting controls, click Participants.

A list of participants will appear on the right hand side of your screen.

Hover your cursor over the name of the participant you want to make co-host and choose “More”.

Click “Make Co-Host”.

The co-host will now be able to admit people, conduct a screen-share, mute participants, etc.



# Running the meeting, designating a Cohost, and ending the meeting

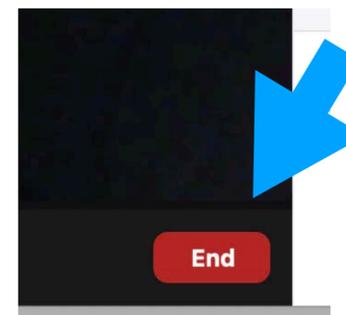
Now you are ready to begin the meeting and run it in the usual fashion.

If you have a tech or co-host, ask them to admit participants and watch the participant room for disruptions.

Individuals who are disruptive may be placed in the Waiting Room.

Remember - to make someone your cohost, hover your cursor over their name and choose "More". Click on "Make Cohost".

To end the meeting, click on the red box that says "End",



then click on the red box

