

## **ACTING AS ALTERNATIVE HOST ON ZOOM IN A HYBRID MEETING AWAY FROM YOUR HOME**

**After the official host has gone through the steps to designate you as an alternative host**

Have on hand the the **HOST KEY (6 NUMBERS)** provided you by the official host.

Start by sending out link provided by the official host on a paid Zoom account. Make sure the **date on the link is correct for the meeting date and not the day it was sent out**

**If you are not in your home and your device has no cellular connection MAKE SURE THE HOSTESS CAN PROVIDE YOU WITH HER WIFI PASSWORD. If this is not possible you may be able to use a HOT SPOT which has its own password (ex. ridq225\$) on another phone for wifi. The president and Zoom facilitator will need that password to sign in their devices.**

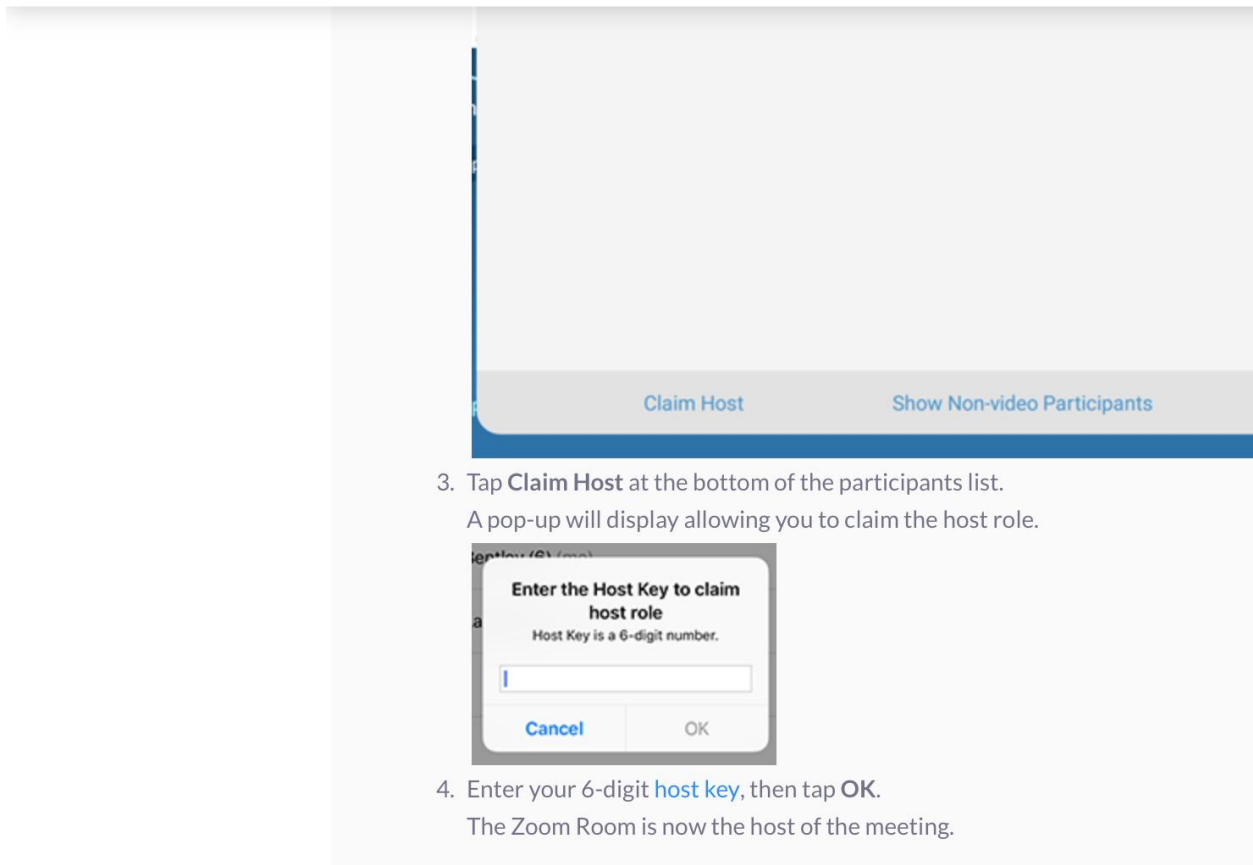
We found it easier if there was no waiting room

Sign in early if you are new to the process

>Go to JOIN MEETING

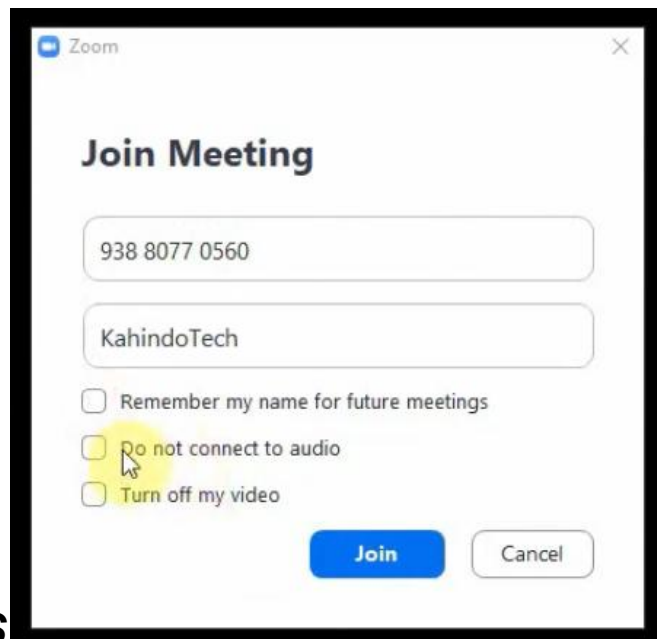
>MORE (...)

>On PARTICIPANTS MENU claim hosting with **HOST KEY**



**Important: To prevent unwanted acoustic feedback:**  
**Instruct anyone else with a device in the meeting to SIGN IN WITHOUT AUDIO This is different than merely muting their**

**microphone and is found in the JOIN MEETING SIGNING IN**



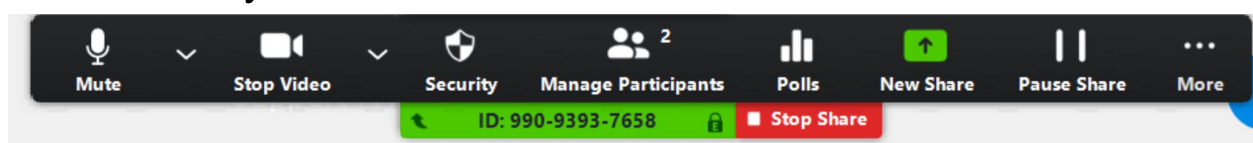
### **PROCESS**

**I found it helpful to sit next to the president (or speaker) running the meeting; she had her own device WITH AUDIO OFF and she shared my audio. THIS WAY SHE COULD SEE AND BE SEEN BY ALL PARTICIPANTS while I had the meeting controls**

Zoom participants should be asked to mute themselves once the meeting starts. And raise their hand and unmute to speak

I had my IPAD (or laptop) on a “Lazy Susan” and meeting members came up to my other side to present reports. I also had an **auxiliary portable** speaker plugged in to my device

Depending on your device the **hosting controls** may be at the top or bottom of your screen



**SCREEN SHARING:** Participants will have fewer controls but can still mute and D/C audio

