



How to Host Small Groups in Zoom Successfully

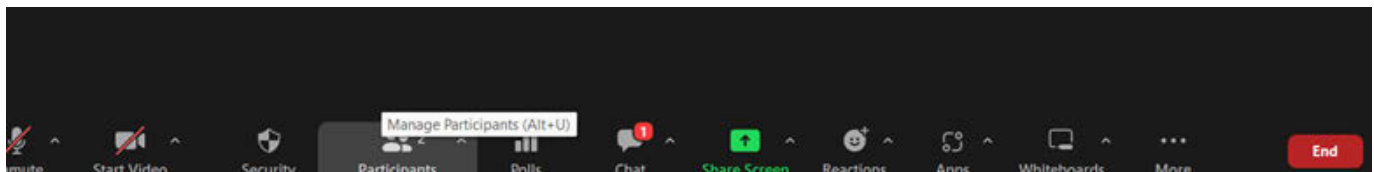
Plan to have a Co-Host

A co-host:

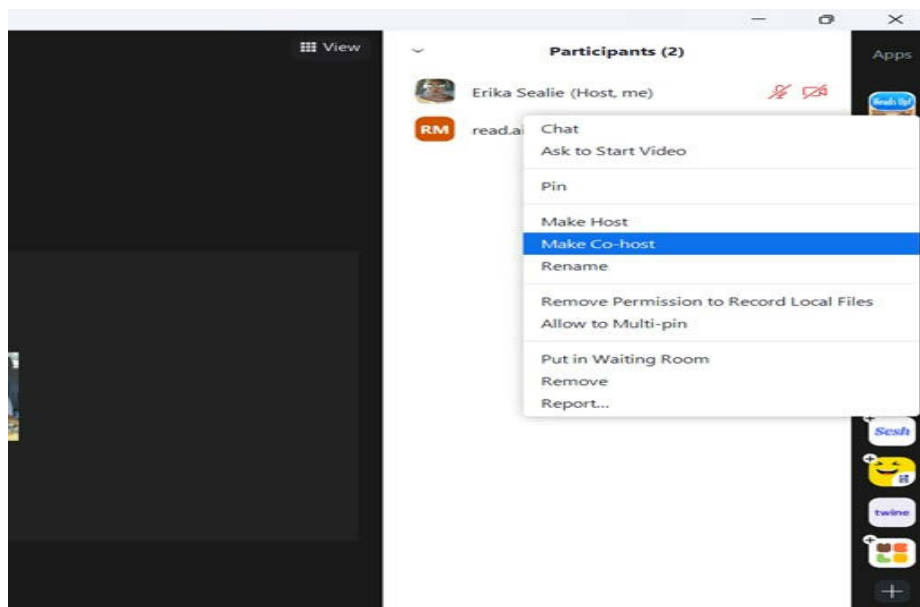
- watches the chat box and participants to see if they need anything, raised hands, etc.
- mutes participants due to disruptive noise.
- runs the meeting while you are assigning the breakout rooms.
- Can also be in charge of one breakout room.

How to assign a co-host:

Click on "Participants" at the bottom of the screen



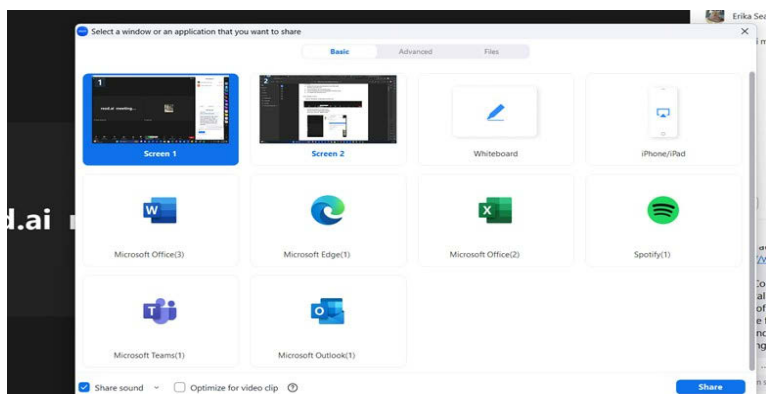
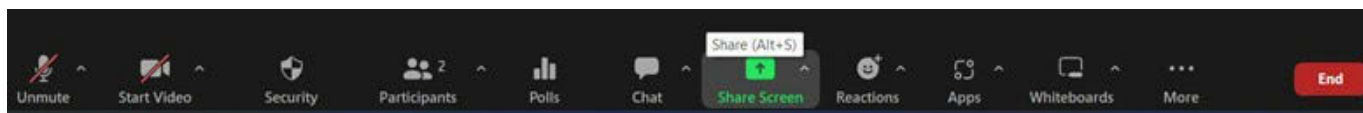
Click the three dots to the right of your chosen Co-Host's name to open the drop down menu then click " Make Co-Host".



Sharing Your Screen

Click "Share Screen" at the bottom of your Zoom window.
Select the screen, or window, you would like to share.

Make sure to Check the "Share Sound" box in the bottom left of the pop-up.

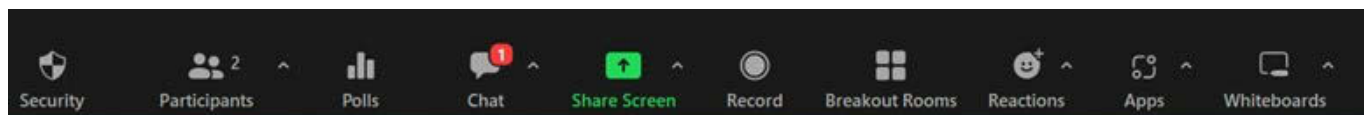


Click the red "Stop Share" button at the top of the Zoom window to discontinue sharing.

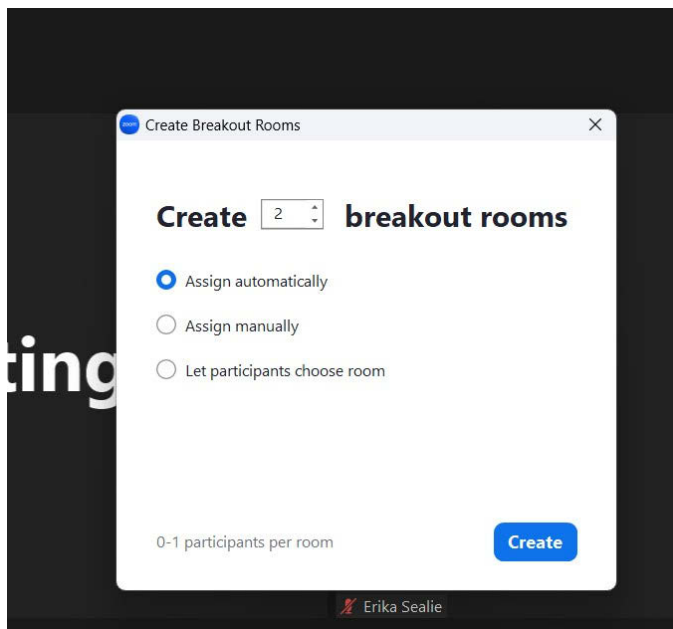
Breakout Rooms

Setting up breakout rooms:

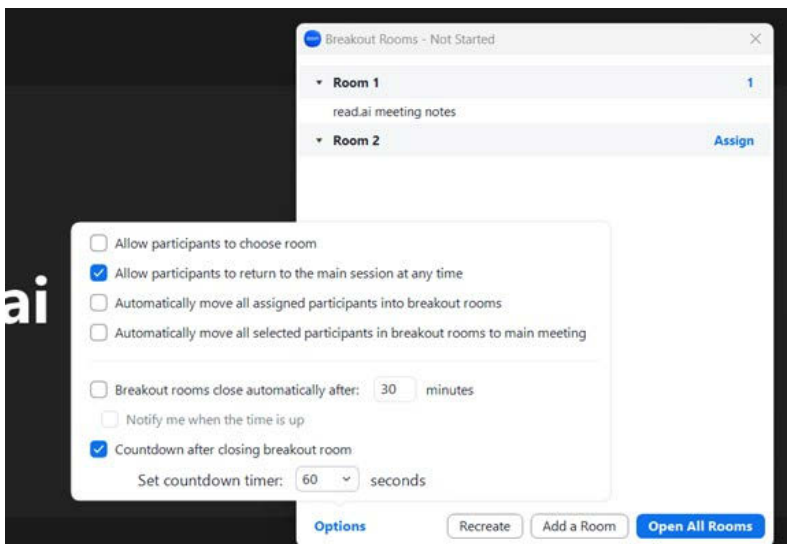
- Pre-assign breakout rooms if your version of Zoom lets you. (This might not apply to free version of Zoom.)
- If not, then assign breakout rooms while co-host starts the meeting
- You can assign breakout rooms automatically or manually
- Click the "Breakout Room" icon at the bottom of the window



- Add the number of breakout rooms you need:



- Adjust the “Options”:



- Once you have your breakout rooms set up, click on “Assign” to add participants to each room.
- You can also move participants between rooms

Ending Breakout Rooms:

Be sure to inform all participants they can leave the breakout room and join the main session when they are done.

Let participants know they have to click on “Return to the Main session.” They should NOT click on “Leave the meeting”:

Please note that everyone (including the host) may be muted when you re-enter the main session.