

## HOSTING A ZOOM MEETING using UMRA Zoom Account

UMRA Committees and official Interest Groups may request to use the UMRA Zoom account for meetings. (All participants use their **own** account to join the meeting, just as they normally do). This account allows meetings longer than the 40 minute limit on free accounts, and allows users to join/participate by calling a phone number, if they prefer.

### Planning a meeting with the UMRA Zoom account

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- View the UMRA [Events](#) list to find a time no one else is meeting
- Submit your meeting time for posting on the UMRA Events list to: Newsletter Editor, Kris at [akm@umn.edu](mailto:akm@umn.edu); or Webmaster, Cathy at [leegi001@umn.edu](mailto:leegi001@umn.edu),
- Meeting host will contact Virgil, [larso071@umn.edu](mailto:larso071@umn.edu):
  - Confirming that their meeting date/time does not overlap an existing UMRA zoom meeting that uses the UMRA zoom
  - Virgil will give the meeting host the Zoom meeting link and Host Key
- Send the meeting link to your invitees
- Everyone joins as an attendee—by clicking on the meeting link, or pasting the link into a browser. No one needs to log in to the UMRA account
- The meeting host, once in the meeting, clicks on **Participants**, and in the lower right corner clicks on the **Claim Host** button. Enter the Host Key.
- You are now the host of the meeting, and can do what any host can do.

Virgil will change the shared URLs for the Zoom account from time to time, for security.

#### Technical details:

Under testing we find there can be two concurrent meetings claiming (different) hosts, but the third simultaneous meeting will be blocked with a message saying there is already a meeting is in progress by this host. We recommend scheduling only one meeting at a time, if possible, to avoid accidentally stepping on another's meeting. For more information, see [Can I Host Concurrent Meetings?](#)

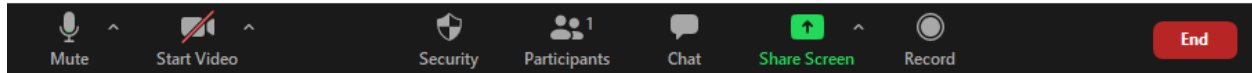
There do not seem to be any limitations as to what email domains can claim host – regardless of email account type, anyone is able to start meetings and claim host using this process.

Of note, a user logged in to Zoom as [umra@umn.edu](mailto:umra@umn.edu) who attempts to start a meeting while two meetings are already active, will be given an option to *end* the other meeting and start a new one, or cancel the attempt to start.

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## OPTIONS DURING MEETINGS

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*During a meeting you can:*

- Mute or Unmute yourself with the **Microphone** icon in the ribbon (left-most icon in this picture)  
*Note: if you have a lot of background noise consider muting yourself while you are listening!*
- Start or Stop your **Video Camera** icon with the video camera icon in the ribbon
- See all participants by clicking on the **Participant** icon in the ribbon
- Rename yourself by clicking on the **Participant** icon in the ribbon and then while hovering over your name click “More” and “Rename”
- Send a typed message to one or all participants with the **Chat** icon

*Chat will be how voting will be performed using the Free account; members will send a chat to the President for her eyes only*

- Display a document from your computer by selecting the **Share Screen** icon in the ribbon. Then select which screen you want to show and click the blue [Share] button. Meeting participants will no longer see your picture but only what you are showing on your computer screen.
- **End** meeting by clicking on the red button (right-most icon in this picture)

You can also change the view in the top ribbon by clicking on “Speaker View” or “Gallery View”. The speaker view shows whoever is speaking and the gallery view shows all participants.

