

Online Meeting Hosting Guide

A brief guide to hosting meetings using the Zoom conferencing application for the Hope Group





Overview

- ▶ Due to social distancing the Hope is Hosting Online Meetings using the Zoom conferencing application. Zoom is easy to use, and you can host a meeting with most any device.
- ▶ You can find the Schedule for the Hope Group Online Meetings (and other groups) at the [Hill Country Intergroup Online Meetings](#) website or the [Hope Group Events Facebook page](#).

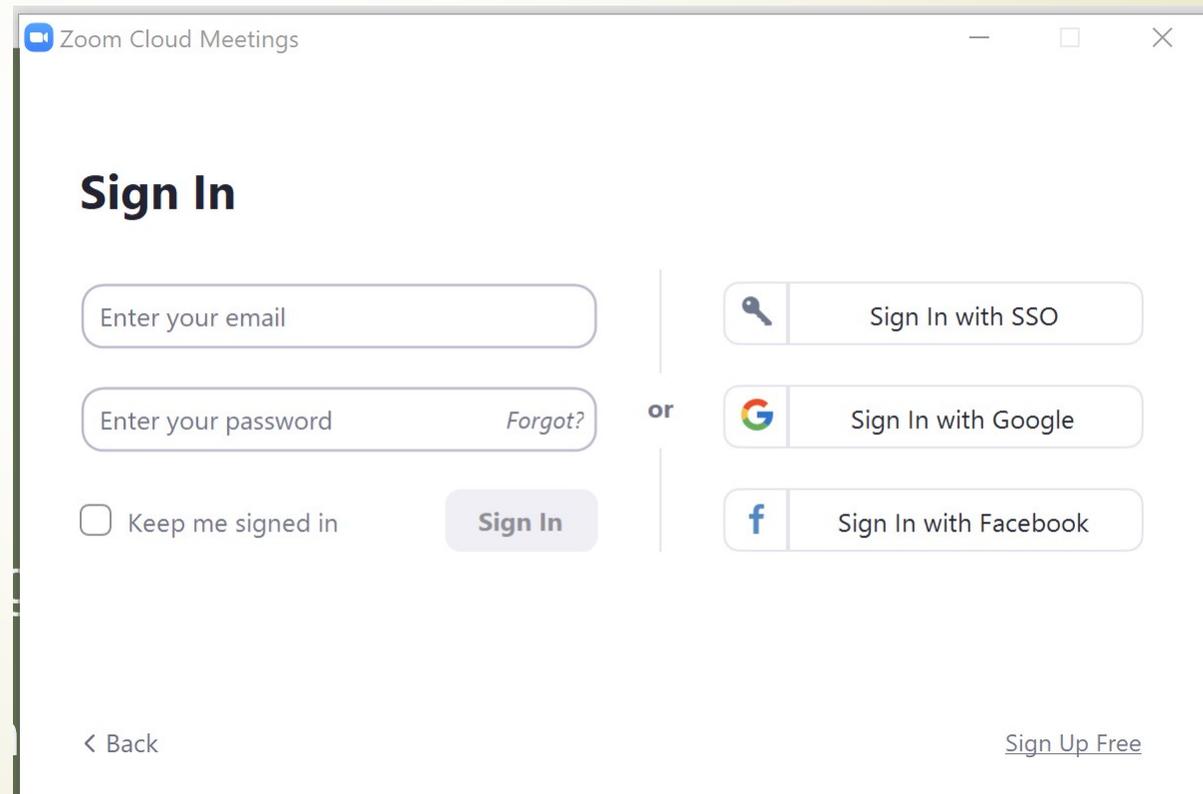


Get the Zoom Client Application

- ▶ To host a meeting for the Hope Group you will need the Zoom application or “Zoom Client for Meetings”. **All clients/applications are FREE and you DO NOT need to sign up!** Once you have the “client” you will use the Hope Group account to chair your meeting.
 - ▶ For PC or Mac [click here](#)
 - ▶ For Android go to the **Google Play store** and search for Zoom
 - ▶ For iPhone go to the **Apple App Store** and search for Zoom
- ▶ Participants get the schedule for Hope Group meetings from the Intergroup site mentioned on the previous page or the [Hope Group Announcements Facebook page](#). Please **start the meeting at least 5 minutes before your scheduled time.**

Login to Zoom

- ▶ Open the Zoom client and login using the **Hope Group Credentials** you were given. If you do not have this login information call Chris B at 210.607.9624
- ▶ Please DO NOT check the box "keep me signed in". If you do you will be using the Host credentials when you simply want to join a meeting as a participant. To join as a Participant, you do not need to Sign in, you just need the meeting ID (661-519-7874).

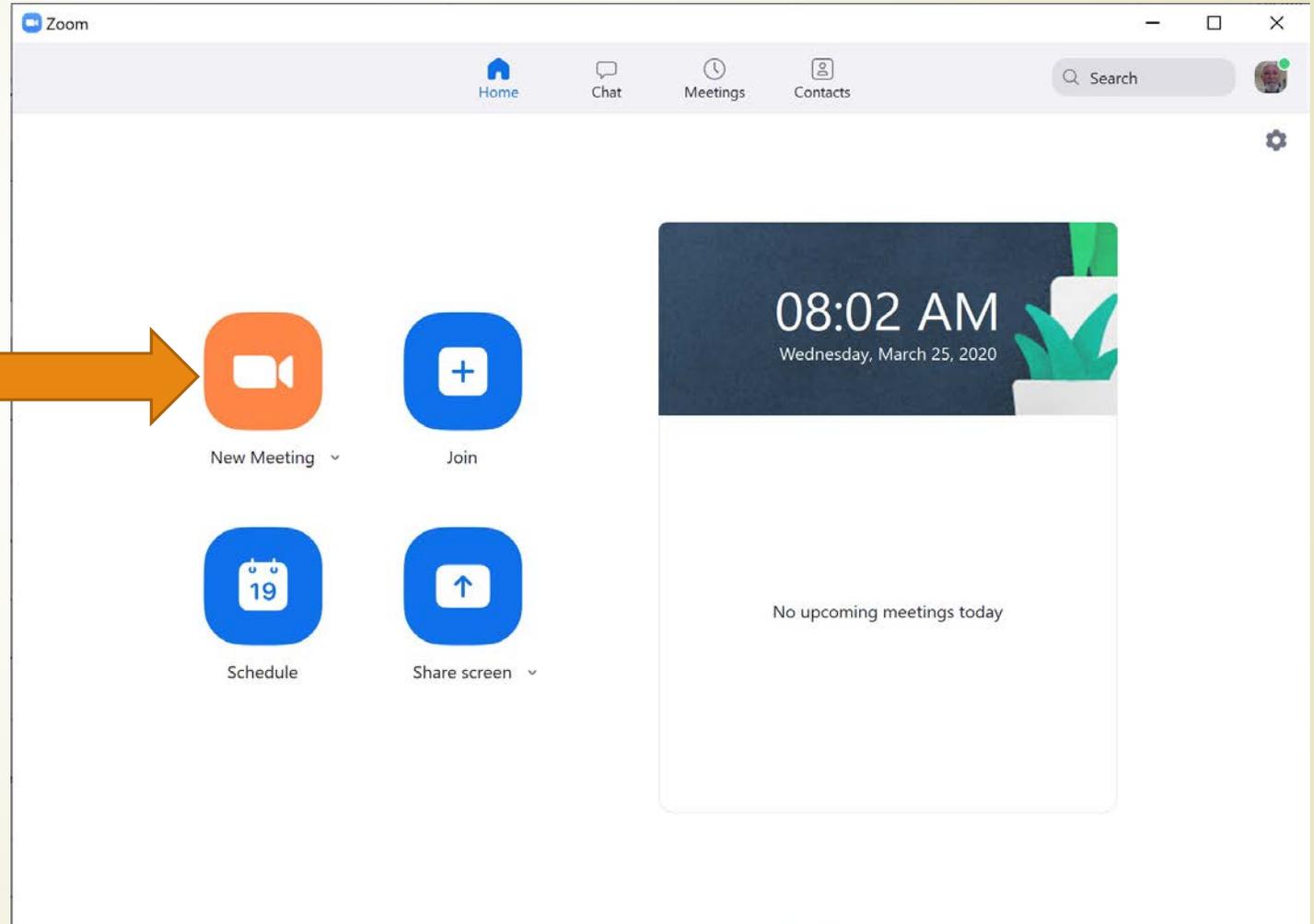


The screenshot shows the Zoom Cloud Meetings login window. The title bar reads "Zoom Cloud Meetings". The main heading is "Sign In". There are two input fields: "Enter your email" and "Enter your password" with a "Forgot?" link. Below the password field is a checkbox for "Keep me signed in" and a "Sign In" button. To the right, there are three social login options: "Sign In with SSO", "Sign In with Google", and "Sign In with Facebook". At the bottom left is a "< Back" link, and at the bottom right is a "Sign Up Free" link.

- ▶ Click the “New Meeting” button to start the meeting.

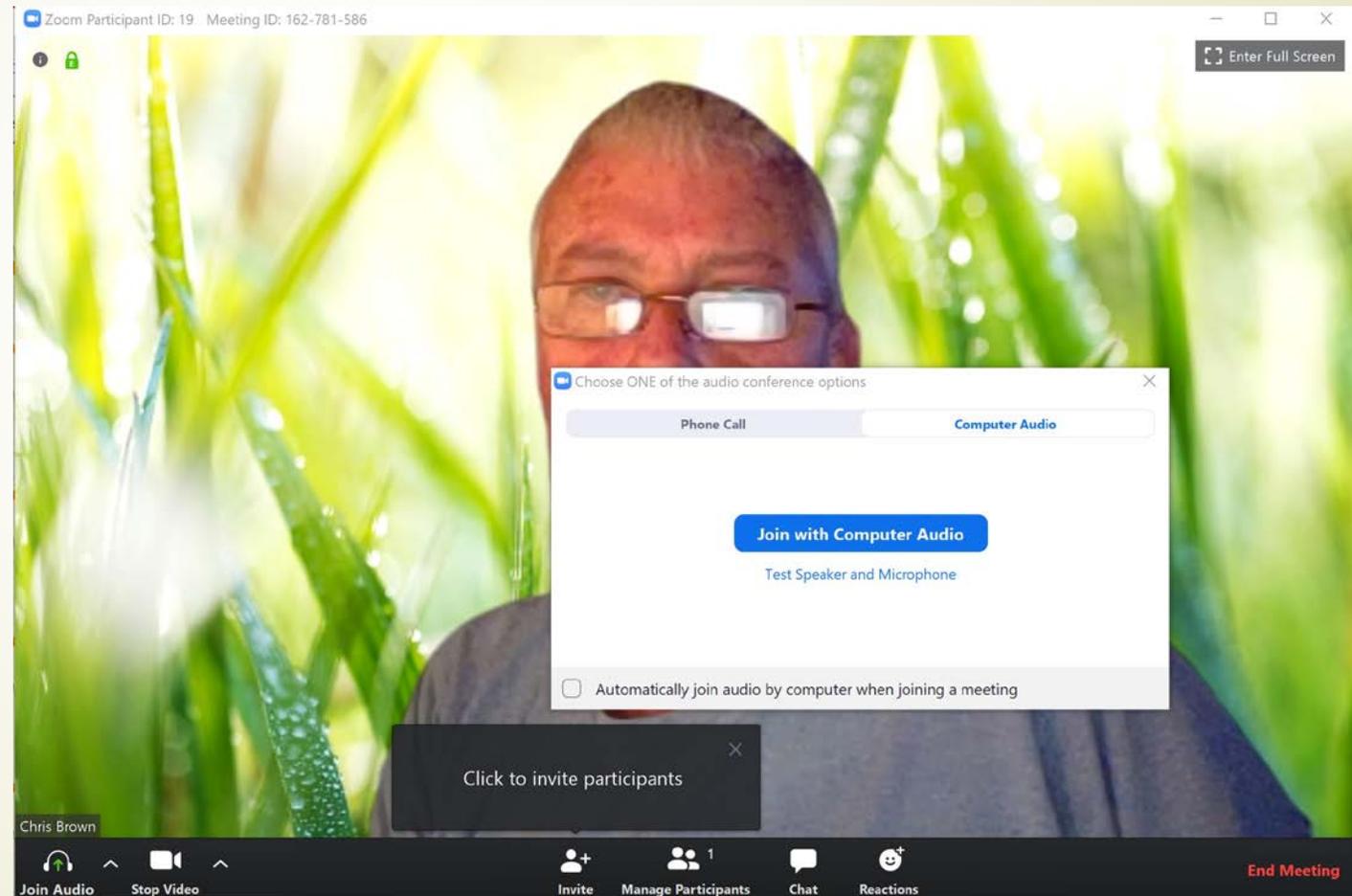


Starting The Meeting 1



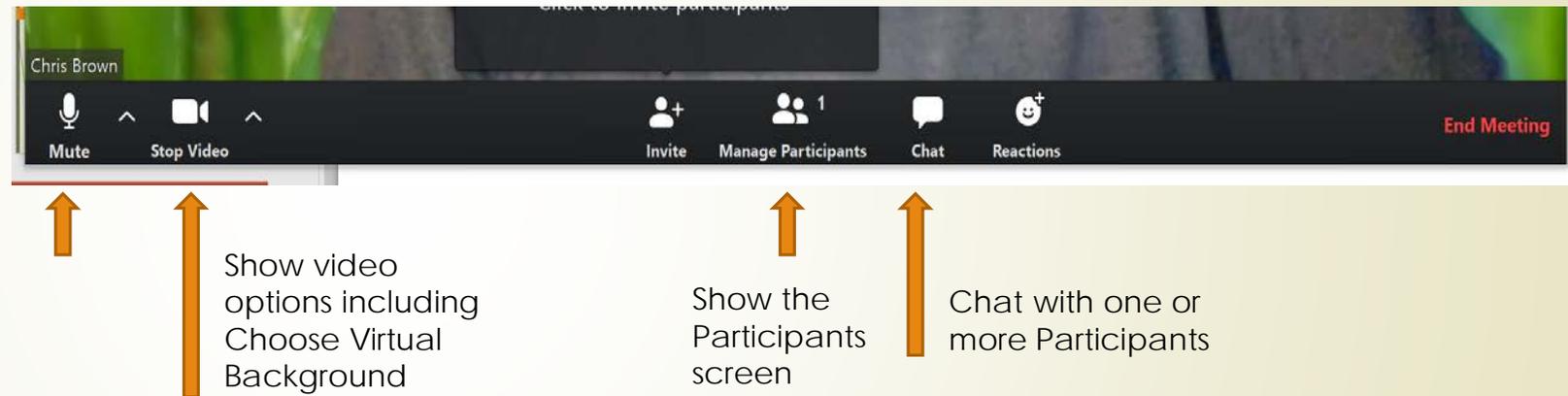
- ▶ Click with Computer Audio and you're ready for the participants!

Join With Computer Audio



- ▶ The toolbar at the bottom of your screen displays several useful options to control a meeting in progress.

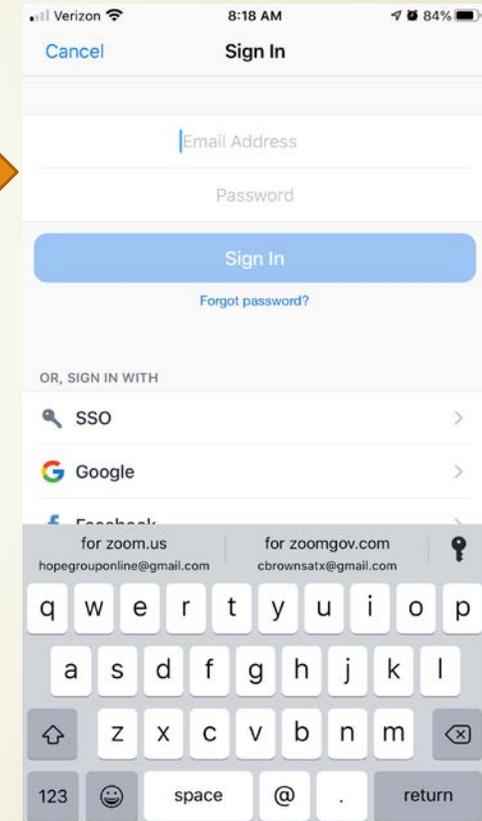
In-Meeting Toolbar





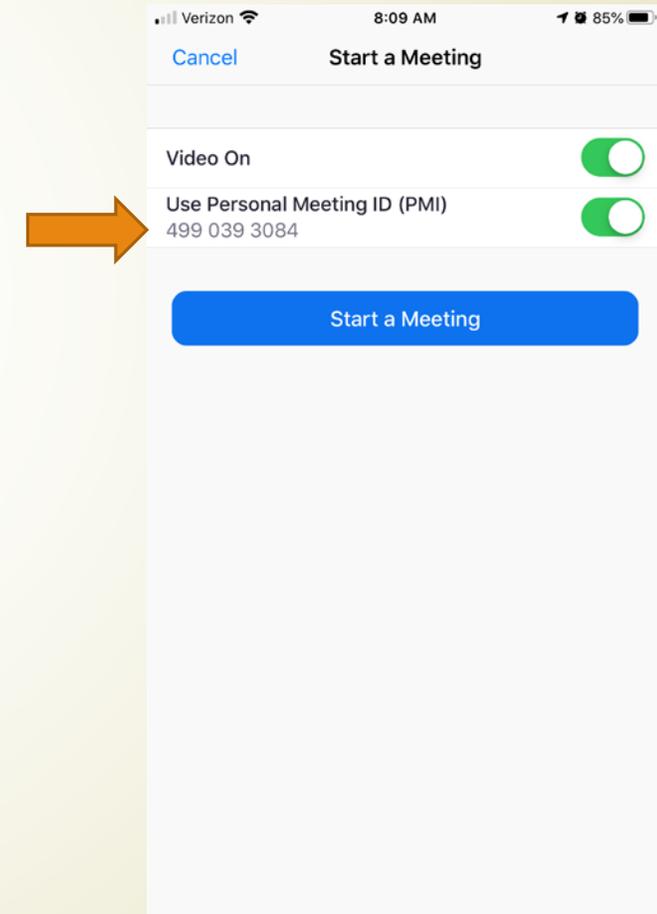
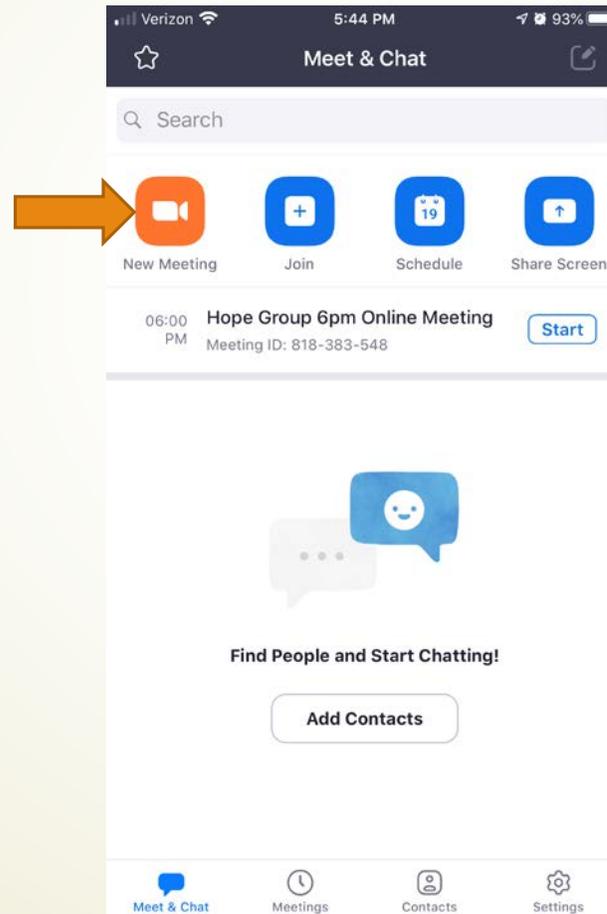
The Phone App Sign In

- ▶ The first time you download the app you need to sign in using your Host Credentials. Once you have signed in the app will open to the Meet & Chat screen automatically.



The Phone App Meet & Chat

- ▶ The phone app works the same as the computer application. Click the “New Meeting Button” and **make sure “Use Personal Meeting ID” is selected** and click Start Meeting.





Summary

- ▶ The Meeting ID for ALL Hope Group meetings is the same: 661-519-7874
- ▶ The Meeting Link is always the same for both Host and Participant: <https://zoom.us/j/6615197874>
- ▶ To direct inquiries for meetings other than Hope Group suggest the Austin AA Online Meetings site: austinaa.org/online-meetings/
- ▶ Hosting Sign In Credentials are always the same. For information contact:
Chris B at 210.607.9624
Sue L at 512.415.8668
- ▶ For assistance getting started with Zoom or Hosting a meeting contact Chris B at 210.607.9624