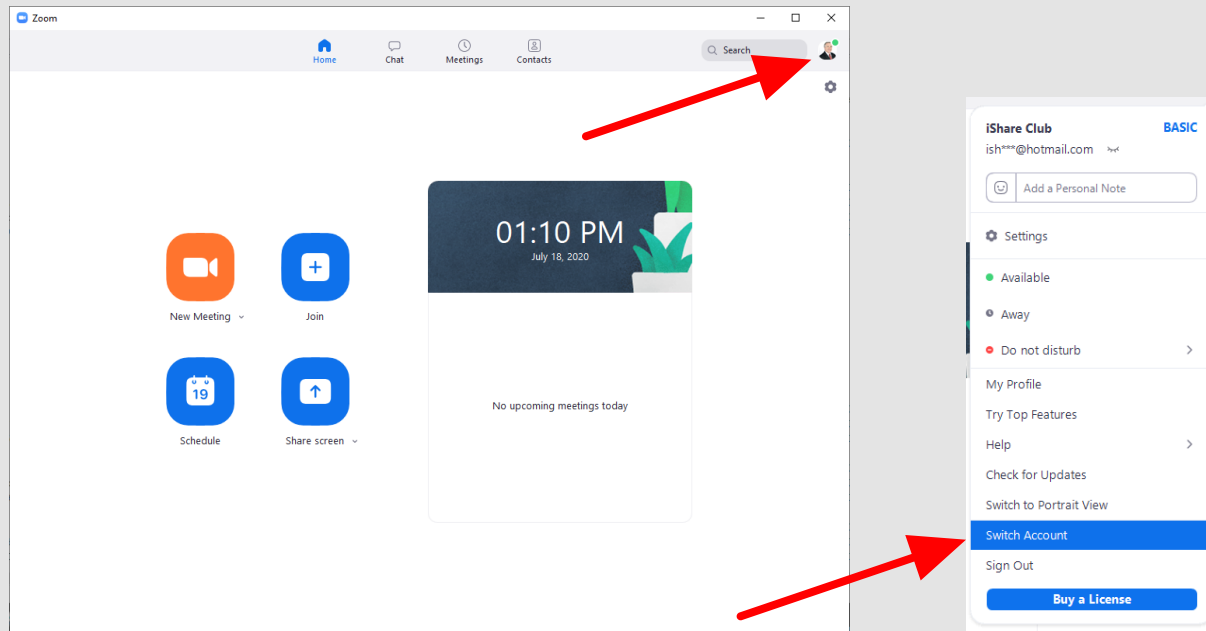


# iShare - ZOOM HOSTING USING iShare ZOOM ACCOUNT



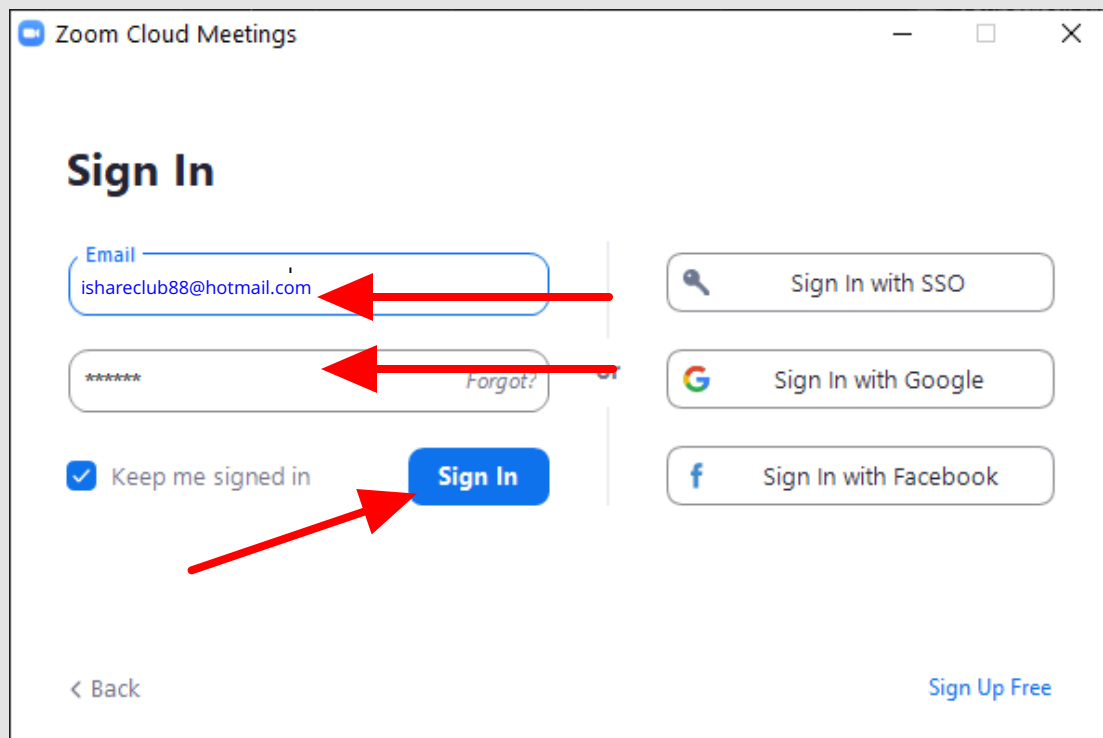
Open Zoom. If it logs you in automatically, click on the button at the upper right, probably your photo. This will bring up a menu as shown below. Click on "Switch Account."



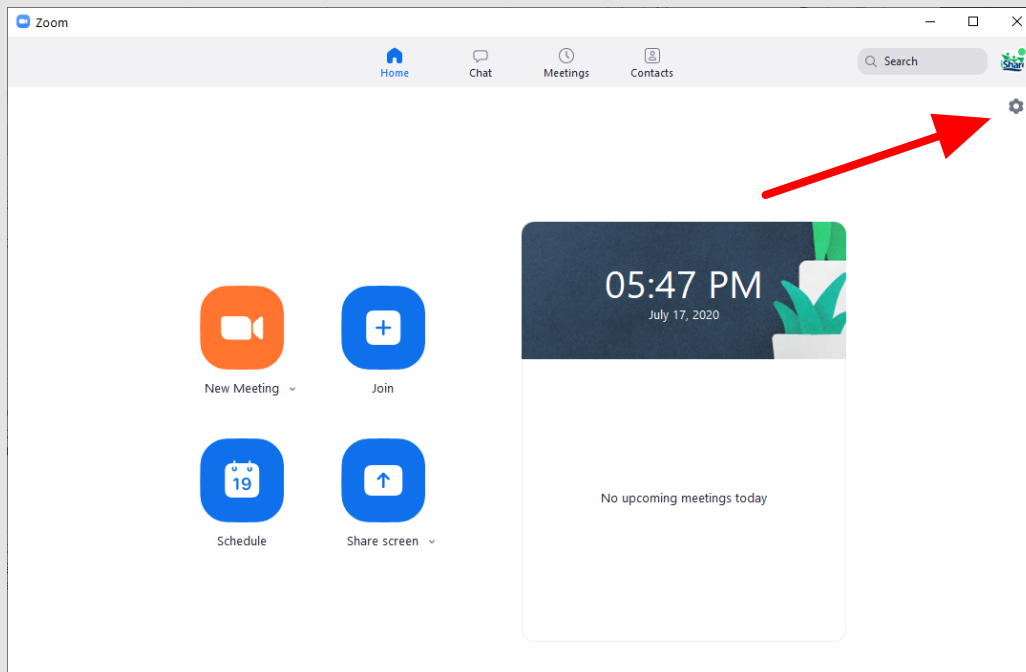
The Sign In screen appears. Change the email address from yours to:

[ishareclub88@hotmail.com](mailto:ishareclub88@hotmail.com)

Password: [Canada2020](#)

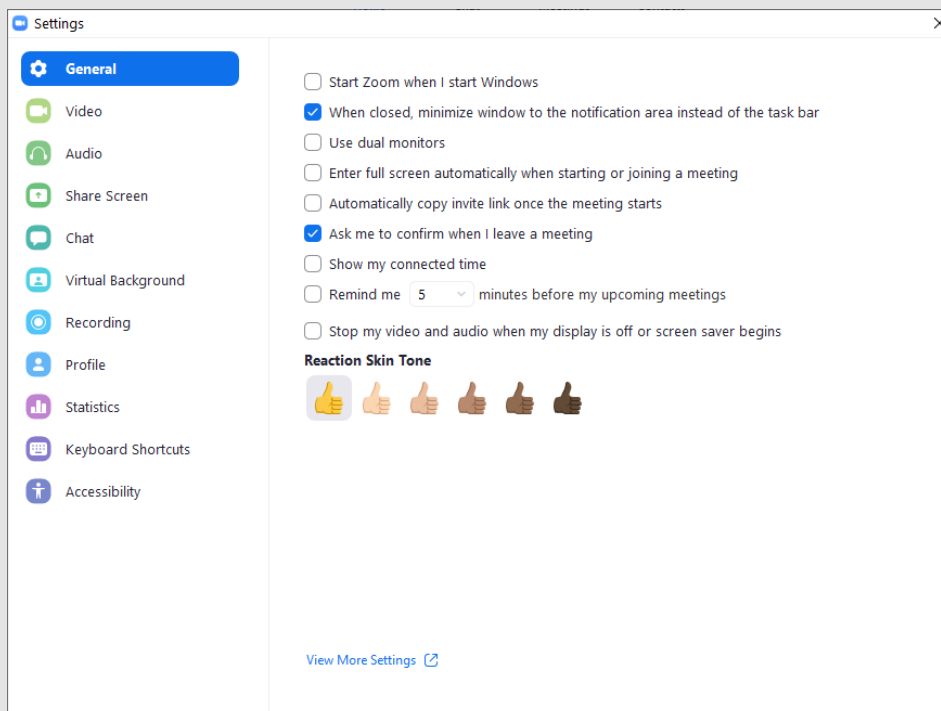


Click on the “Sign In” button shown above.



You are now in the iShare Zoom Hosting app.

Click on the parameters gear (shown above) and go through the list on the following screen to see all of the parameters that you have access to:



Make sure that everything is set up for your computer under Video, Audio. Everything else should be OK as is. Close the Settings.

## SCHEDULE A MEETING

Click on the Schedule button

**Schedule Meeting**

**Topic**

iShare Club's Zoom Meeting - Tuesday, July 21, 2020

**Start:** Fri July 17, 2020 07:00 PM

**Duration:** 0 hour 30 minutes

☐ Recurring meeting Time Zone: Eastern Time (US and Canada)

**Meeting ID**

☒ Generate Automatically ☐ Personal Meeting ID 839 111 9455

**Password**

☒ Require meeting password 9yUPBE

**Video**

Host: ☐ On ☒ Off Participants: ☒ On ☐ Off

**Calendar**

☒ Outlook ☐ Google Calendar ☐ Other Calendars

**Advanced Options**

☐ Enable Waiting Room

☒ Enable join before host

☐ Mute participants upon entry

☐ Automatically record meeting on the local computer

**Schedule** **Cancel**

- Append the date and time to the Topic. Adjust the date and time and set the duration to 2 hours
- Under Video, turn on Host and Participants
- Select the Calendar that works for you
- Click on Advanced Options
- Turn off "Enable Waiting Room"
- Turn on "Enable join before host"
- Click on the button "Schedule" to open a message to be sent by your email account

You haven't sent this meeting invitation yet.

**From** browj2@hotmail.com

**Title** iShare Club's Zoom Meeting - Tuesday, July 21, 2020

**Required** Add email addresses

**Optional**

**Start time** Fri 2020-07-17 7:00 PM ☐ All day ☐ Time zones

**End time** Fri 2020-07-17 7:30 PM [Make Recurring](#)

**Location** https://us04web.zoom.us/j/71795296625?pwd=QXk5VWRubmc0ZVVkQW9tYWZkczdOUT09 [Room Finder](#)

iShare Club is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://us04web.zoom.us/j/71795296625?pwd=QXk5VWRubmc0ZVVkQW9tYWZkczdOUT09>

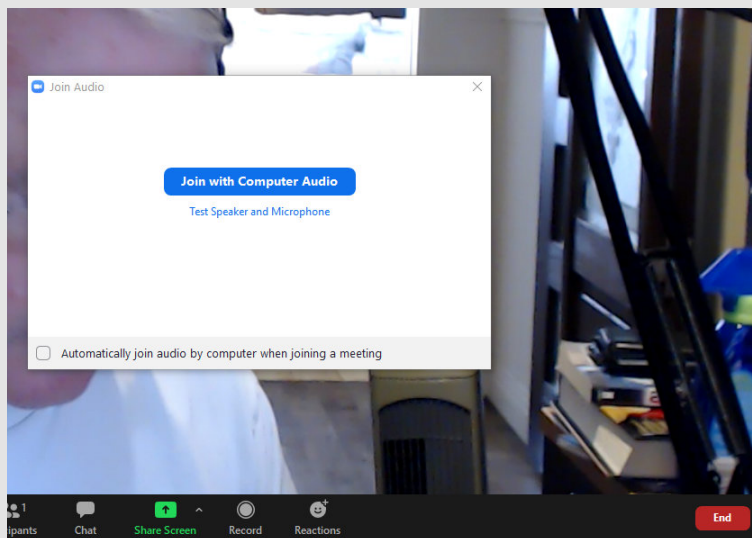
Meeting ID: 717 9529 6625  
 Passcode: 9yUPBE

- Check that everything is OK, especially the date and time and that you have added the date to the Title
- Beside “Required” add in the email addresses of everyone except yourself
- Send

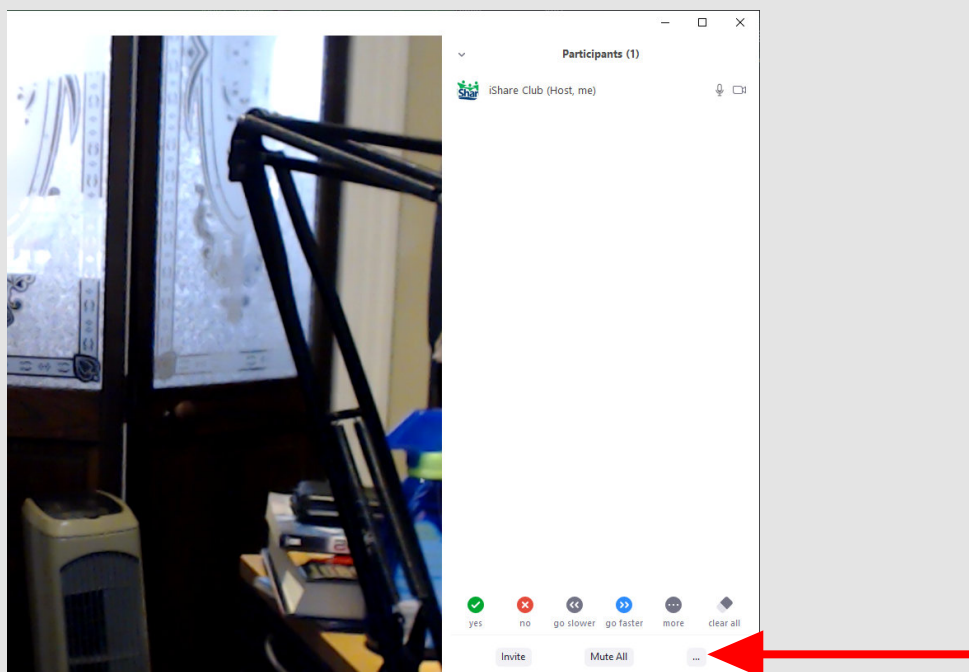
You can copy and paste the list below beside “Required” in the email:

'eric roberts' <ericjohn2505@yahoo.ca>; 'norm b' <ngbirman@hotmail.com>; 'CJ-Mac Jackson' <christianej@mac.com>; 'Larry McComber' <larrymccomber@aol.com>; 'Steve Szaniszlo' <sszaniszlo@videotron.ca>; 'Gilbert' <gilbear43@gmail.com>; 'John Brown' <browj2@hotmail.com>; 'Lionel Polger' <lionelpolger@gmail.com>; 'Serge Gounelle' <serge.gounelle@gmail.com>; 'Robert White' <flagtech@yahoo.ca>; 'Diane Ladd' <ladddiane@aol.com>; 'Frank Di Meglio' <fdm4752180@yahoo.ca>; 'Makar Barsoum' <makar\_barsoum@yahoo.com>; 'Paulette Pinchuck' <paulette@thermal-lube.com>; 'Cliff-HotMail Murphy' <murphcl42@hotmail.com>; 'Bert Mariani' <bert\_mariani@hotmail.com>; 'Andre' <andre.dejaegere@gmail.com>; jacko-m100@teksavvy.com; 'Al Vogt' <al.h.shirley@icloud.com>; murph@videotron.ca;

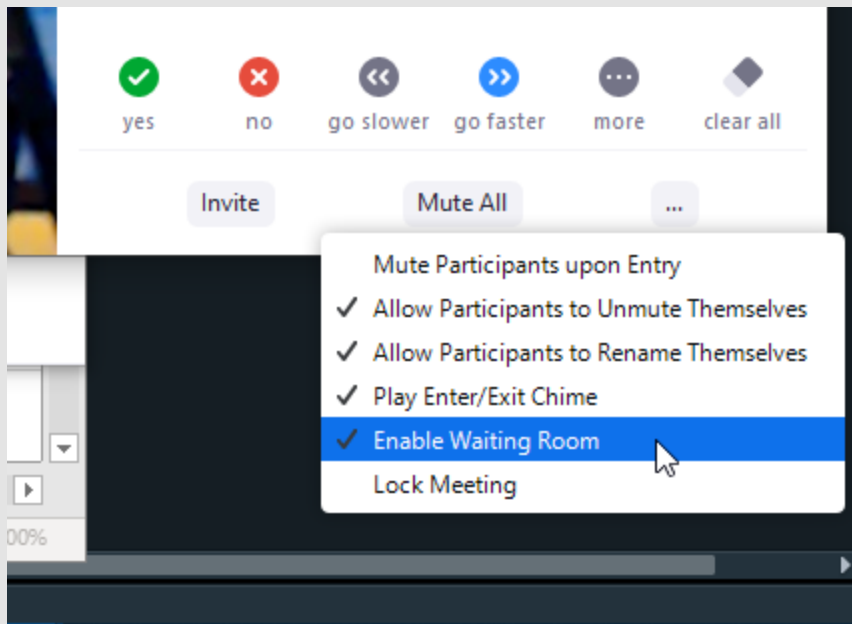
- When you enter the meeting as host you will see this:



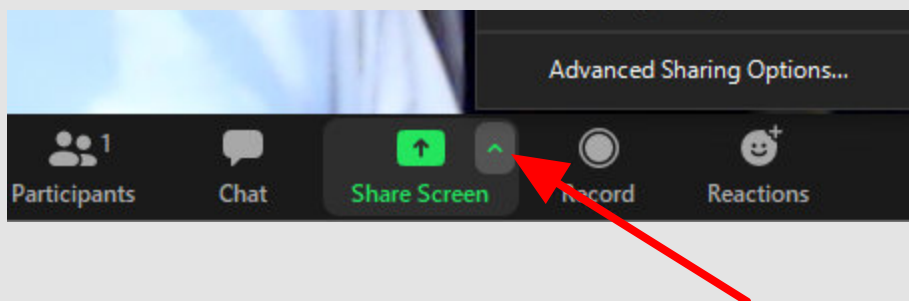
- Click on *"Join with Computer Audio"* or check the box at the bottom to automatically join audio by computer when joining a meeting and then click on *"Join with Computer Audio"*
- Click on the Participants button at the bottom of the screen when you run the mouse over the window



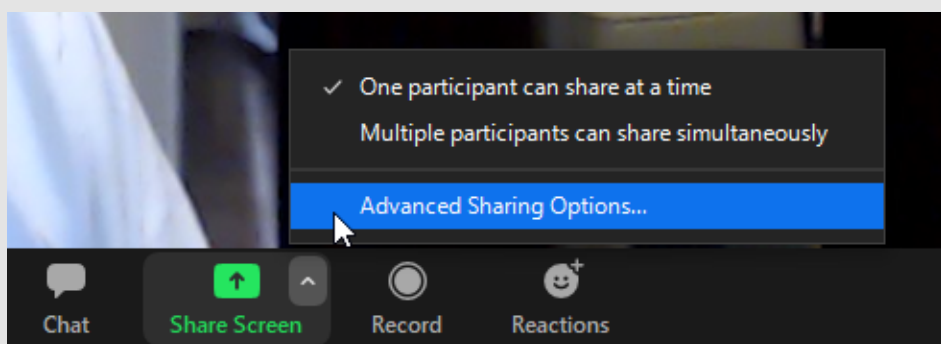
- Click on the 3 dots as shown above.



- Uncheck *"Enable Waiting Room"* - this will allow participants to directly enter the room



- Open the popdown and select *"Advanced Sharing Option..."*



Advanced Sharing Options...

How many participants can share at the same time?

☒ One participant can share at a time

☐ Multiple participants can share simultaneously (dual monitors recommended)

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Who can share?

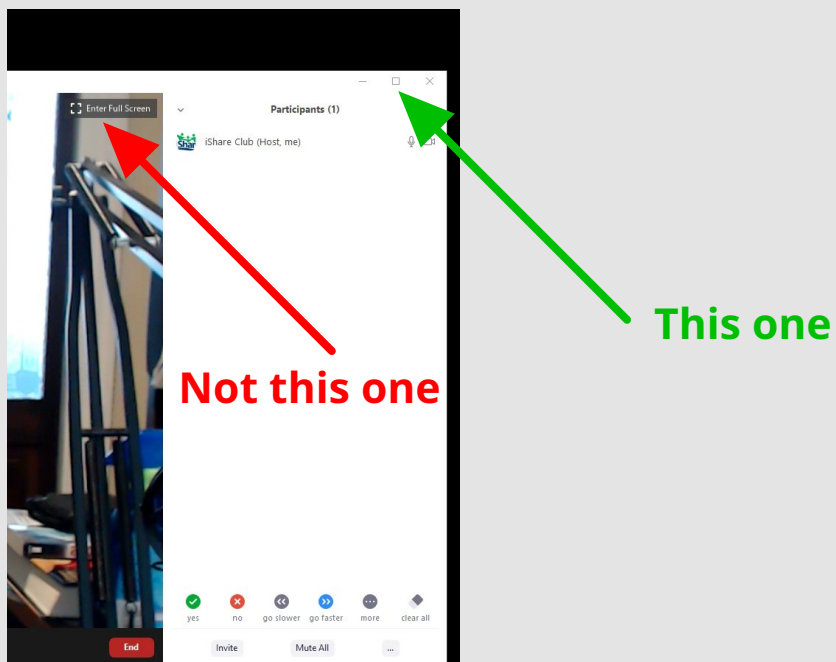
☐ Only Host ☒ All Participants

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Who can start sharing when someone else is sharing?

☒ Only Host ☐ All Participants

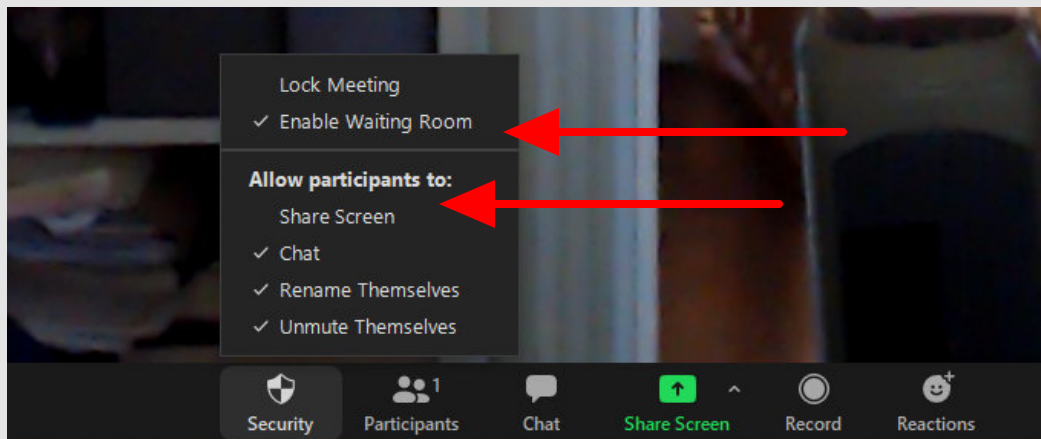
- Make sure to click on the radial button under “Who can share” to turn on “All Participants”
- To get full screen and have the Participants showing, click on the “Maximize” button, not the “Enter full screen” button



## ALTERNATIVE FOR SCREEN SHARING

Click on the "Security" button and select "Share Screen"

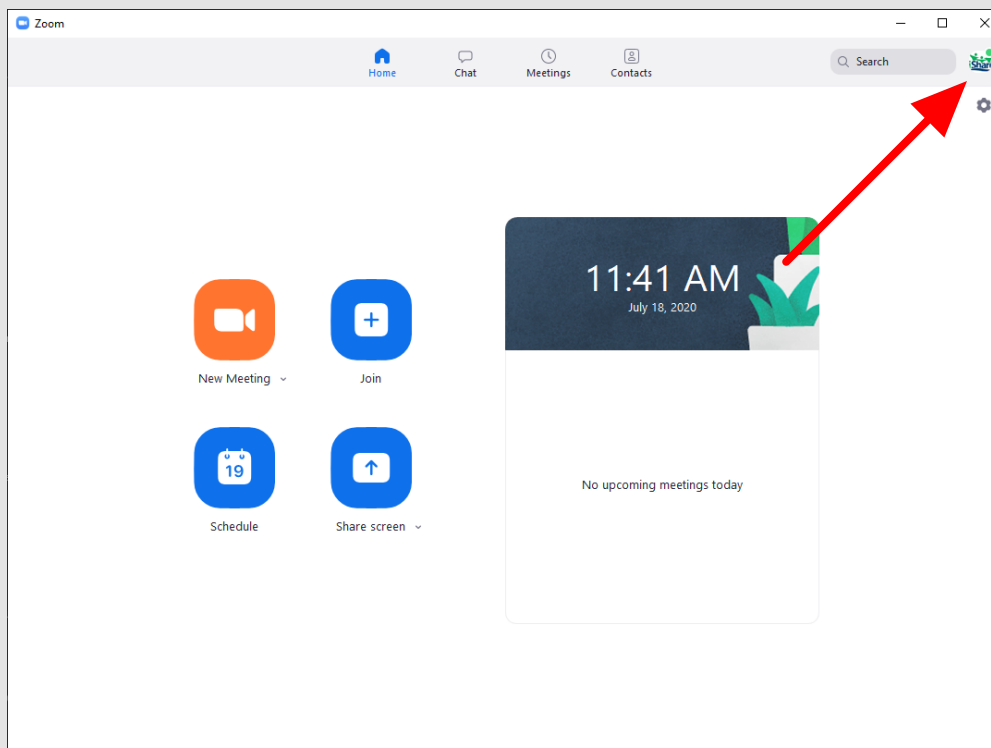
As well, you can uncheck "Enable Waiting Room" here so that no one has to wait



## RETURN TO YOUR ZOOM ACCOUNT

If you open Zoom and you see the iShare icon in the upper right or some indication that you are in the iShare Zoom Account, click on the icon (logo), select "Switch Accounts" or "Sign Out," and log in using **your** account information.

It is a good idea to do this after hosting an iShare session so that you do not inadvertently use the iShare account for your own Zoom sessions.



## OTHER TOPICS

**End** button lower left: Clicking on this gives you two options:

- End Meeting for All
- Leave Meeting

As host, you can leave the meeting and it will continue for the others

### **Mute Someone**

As host, you can mute one, several, or all participants. If someone is having audio problems, receives a phone call, starts talking to someone at their location, or whatever, mute them. Do not forget to unmute them when the problem has stopped.

### **Chat**

You can send someone a message, like the Moderator, if the meeting is getting off track, or if you mute someone and you want to advise them, or for whatever reason. Just make sure to send the message to only that person and not everyone.

### **Scheduling a Meeting vs Hosting a Meeting**

We have set this up so that any designated host can use the iShare Zoom account to schedule a meeting. That person does not have to also host the meeting. The host is the person who logs in to the iShare account and starts the meeting.