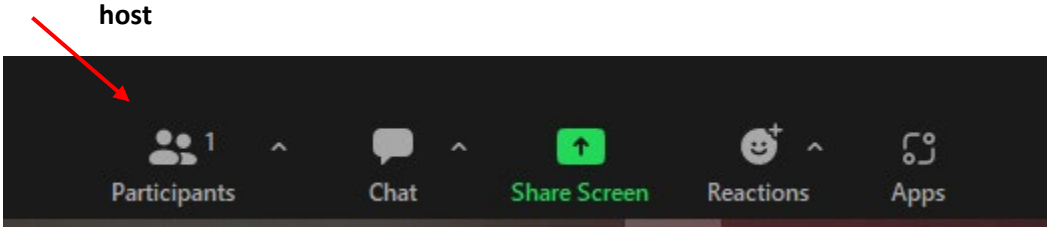
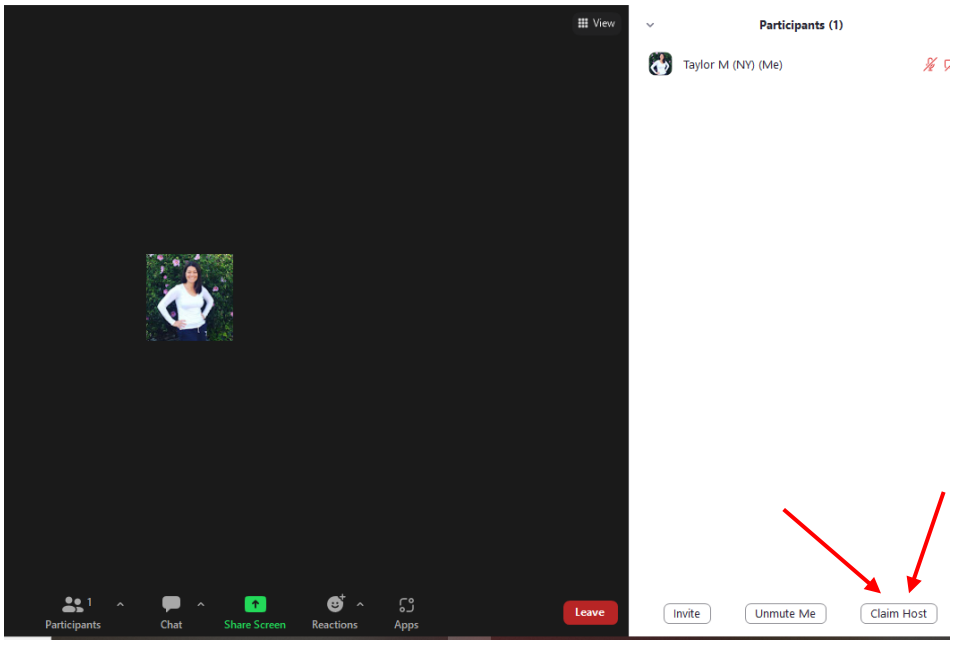
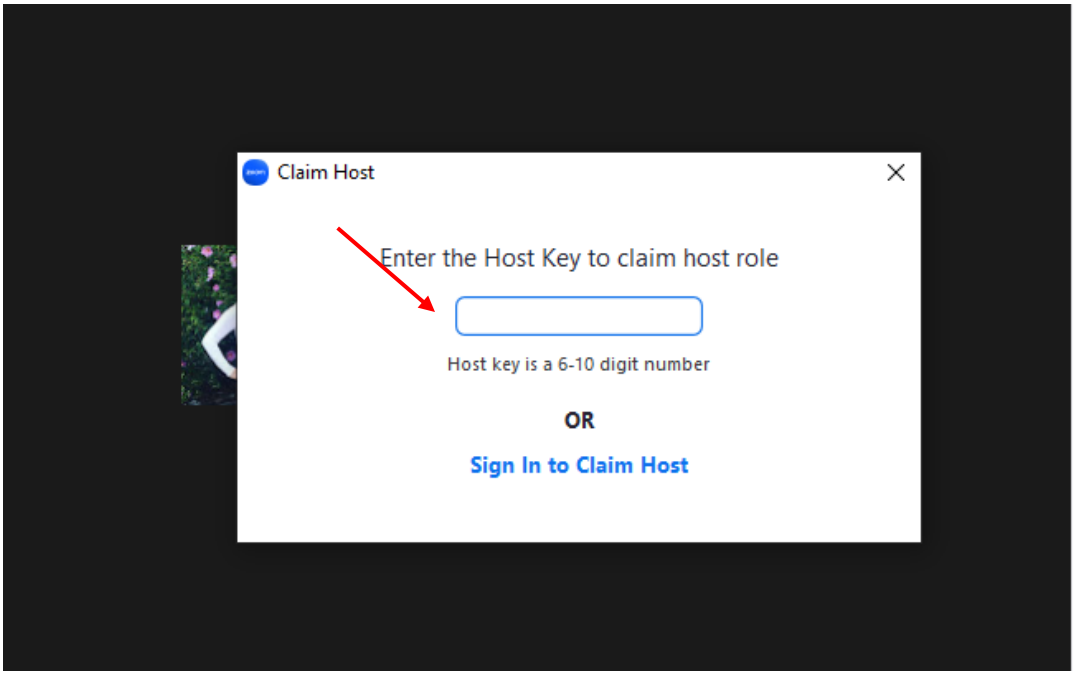
Backporch Meeting Chair/Host How To Guide

1. Go to website (www.backporchmeetings.com) and click on **Zoom link** located on the Homepage
2. Once Zoom opens, click on **participants** and at the bottom of the participant list, click on **claim host**





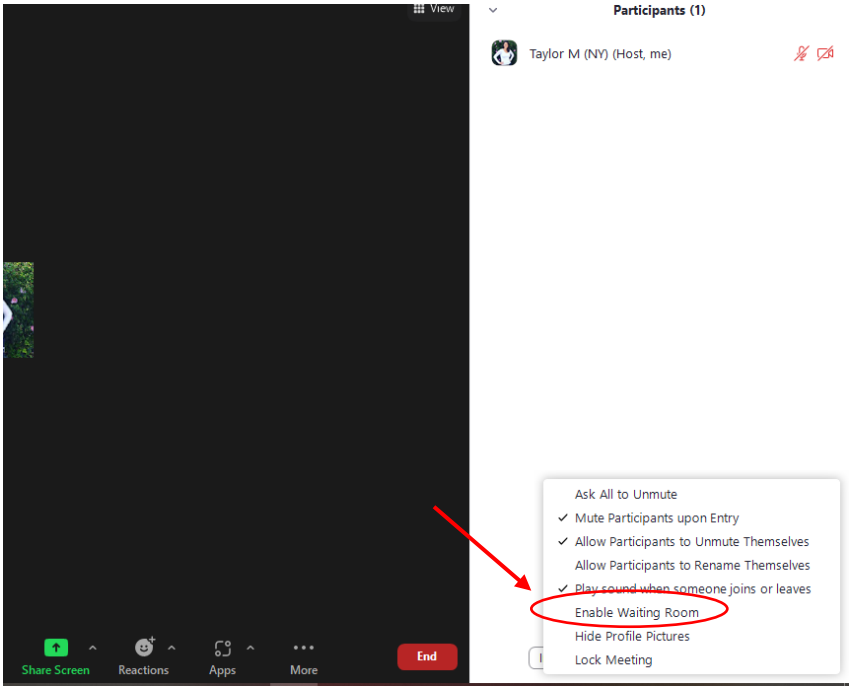
3. A pop up box will come up- here you will have to enter the **host code** (this will be emailed to you in the package sent via email when you sign up to chair)

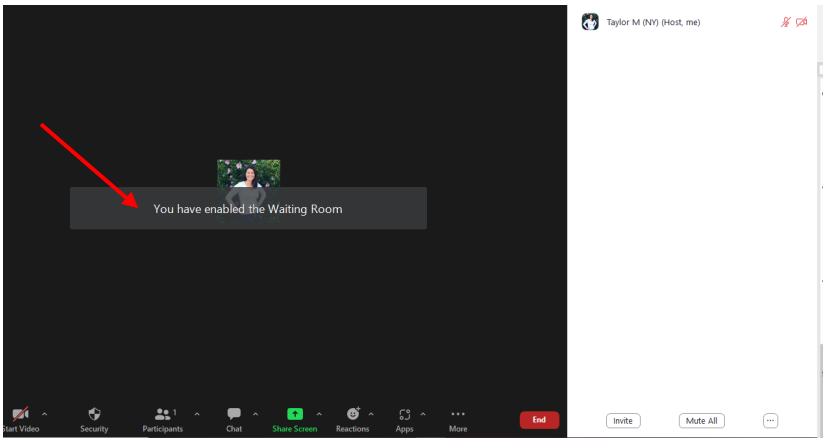


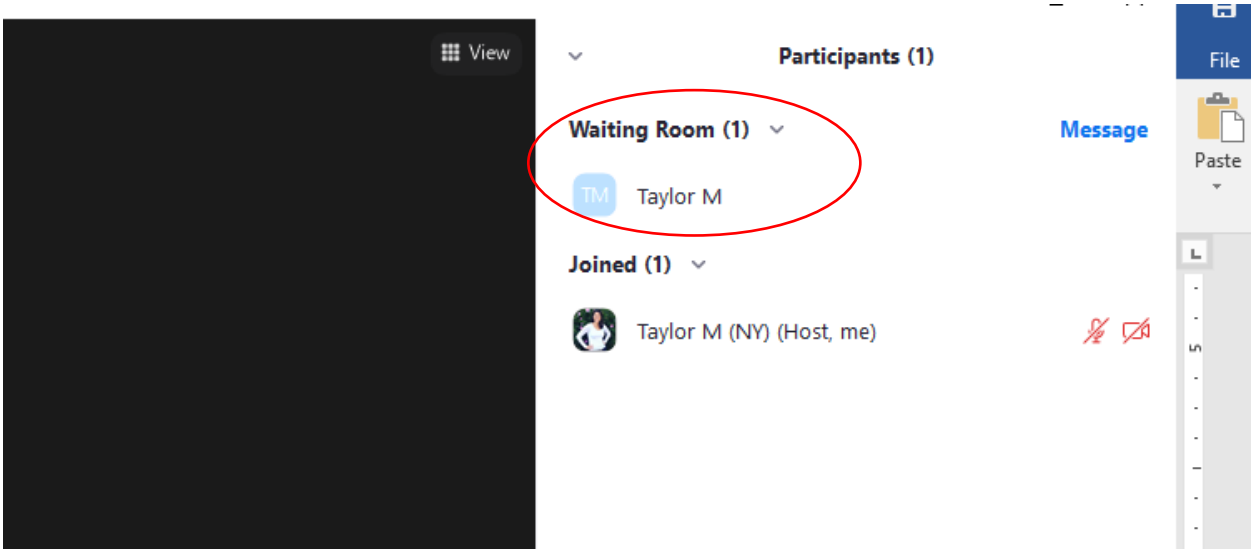
4. Once you put the key in you will see Host next to your name on the participant list

There are 4 things to be done in order to have a smooth meeting and not be taken over by the zoom disrupters (bombers)

1. **Enable the waiting Room**
    - Click on the 3 dots at the bottom of the **participant list**
    - Click on the words for **Enable Waiting Room**

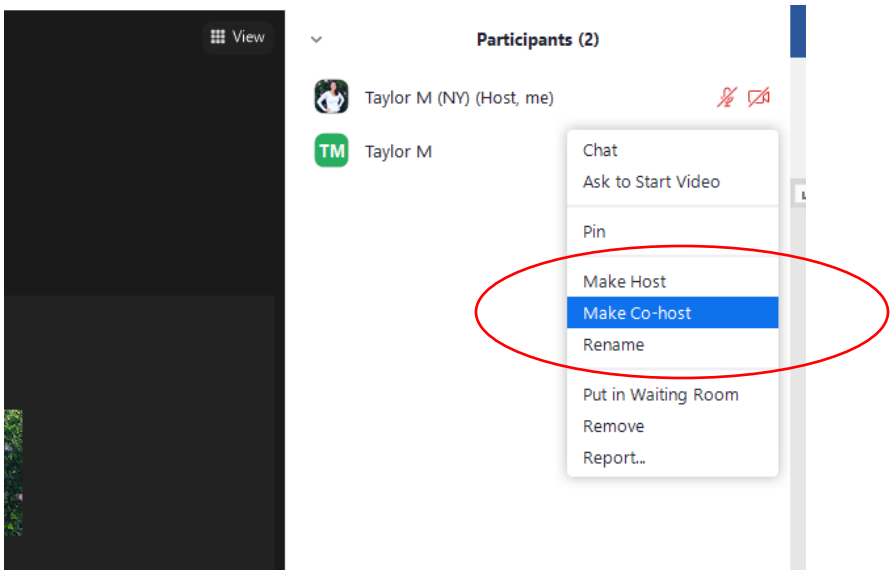




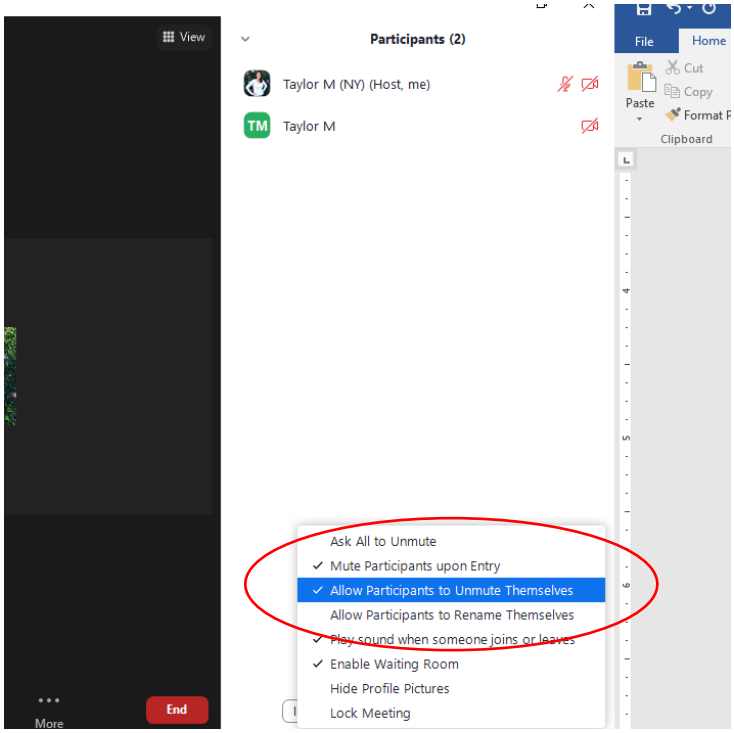


- Participants will now show up in the waiting room before getting onto the meeting
- The Host and Co-hosts will work on letting people into the room

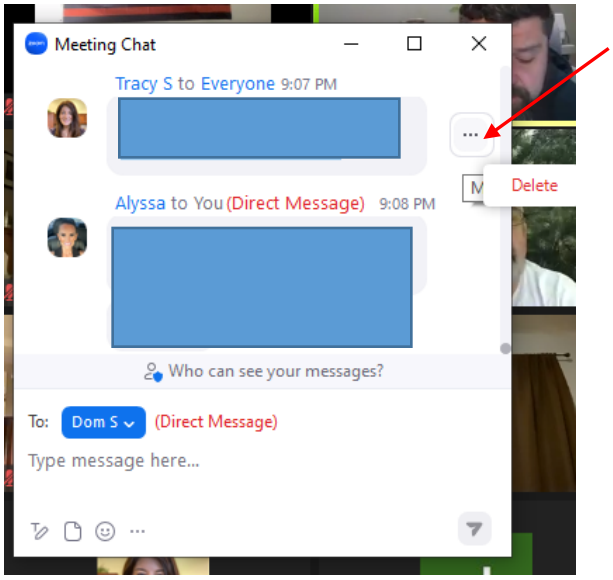
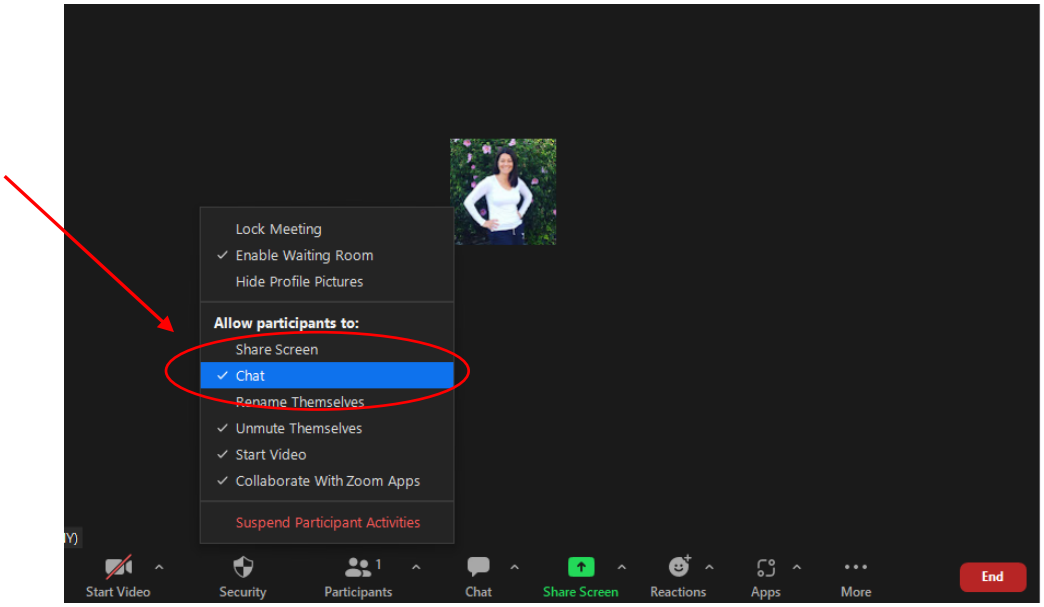
2. Have multiple co-hosts- we suggest 3 to 4
    - To make someone a co-host, click on the 3 dots near their name in the participant list and choose co-host



3. When meeting is about to start, **mute all participants** so that only Hosts/Chairs and Co-hosts are able to unmute
    - Click on the **3 dots** shown at the bottom of the **participant list**
    - Click on **Allow Participants to Unmute Themselves**, the check mark will no longer show-this will mute all participants, host and co-hosts will have to unmute when people want to introduce themselves or share



4. **Only if needed/As needed Basis**: If the chat has offensive behavior on it, you can turn off the capability for the chat function or delete the individual message
    - To delete the individual message- near the message you will see 3 dots, click on that and choose delete



- Go to **Security** on the bottom of the screen, click on **chat**, the checkmark will disappear along with the chat box for the meeting