

Midwest Economics Association

Self-Guided Rehearsal

1. From the email titled “MEA invites you to join a Zoom meeting as alternative host,” click on the link Start the Meeting.
 - If you have never used Zoom before with the Gmail address you provided, you will be asked to Sign Up and create a password. Use the email <insert email>.
 - If you have used Zoom before with the Gmail address you provided, you should sign in with your email and password using the email <insert email>.
 - You may receive a message asking you to wait for the host to start the meeting. This means the assignment of the MEA Zoom license has not been completed. If this happens, go to Zoom and Sign Out, then Sign In again. This process will upgrade your basic (free) license to a professional one.
2. When the Zoom meeting opens, expand the view to full screen (top right).
3. Move your cursor over the screen and icons on the bottom of the window will pop up.
4. Please check the following settings and select if needed.

Mute: This is a personal setting for your own mic. You will need it ON.

Stop Video: This is also a personal setting for selecting the camera you will use. Your audience would like to see you, please turn it ON for the start of the meeting and when you are speaking.

Security: Please check boxes as shown below:

- Lock Meeting
- Enable Waiting Room
- Hide Profile Pictures

- Share Screen
- Chat
- Rename Themselves
- Unmute Themselves

Participants: Click on the Participants icon and a panel will pop-up. You can drag it to your preferred location. Go to the More symbol (three dots) on the bottom right side of the participant panel and check boxes as shown below:

- Ask All to Unmute
- Mute Participants Upon Entry
- Allow participants to Unmute Themselves
- Allow Participants to Rename Themselves
- Play Sound When Someone Joins
- Enable Waiting Room
- Lock Meeting

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Chat: Click on the Chat icon and a panel will pop-up. You can drag it to your preferred location. Go to the <ore symbol (three dots) on the bottom right side of the chat panel and check boxes as shown below:

No One
Host Only
X Everyone Publicly

Share Screen: Click on the up-arrow next to Share Screen and check boxes as shown below:

X One Participant Can Share at a Time
Multiple Participants Can Share Simultaneously

The Zoom license assigned to you will be deactivated after your session. Feel free to use the MEA Zoom license in the meantime.