

CTS-DOL

Host with Zoom App (Host only)

The host is the person who creates the Zoom meeting. The host has full control of all functions and features in the meeting. They can:

- Record and end meeting
- Mute participants
- Lock screen sharing
- Lock the meeting
- Make other participants a Host

Zoom allows you to host two type of meetings. You can host a Meet Now (Instant Meeting) or a Scheduled Meeting.

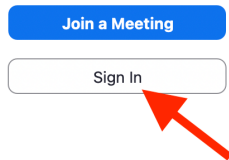
### Host an Instant Meeting

Zoom generates a Personal Meeting ID (PMI) when you first create your account. You can use your PMI for unexpected/un-scheduled/informal meetings (Instant Meeting).

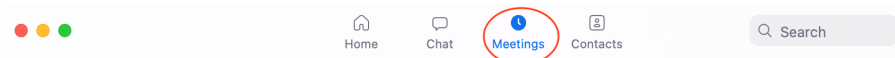
A Personal Meeting ID (PMI) is a dedicated 10-digit number which is assigned to each individual Zoom account. This becomes the user's personal virtual room.

To start the meeting from the Zoom app

1. [Launch](#) the Zoom app on your desktop and Select [Sign In](#) with your CTS email credentials



2. Select Meetings



3. Click the [Start](#) icon next to the [my Personal Meeting ID \(PMI\)](#) meeting



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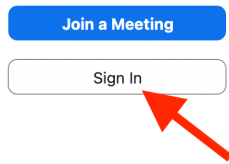
Host with Zoom App (Host only)

## Host a Scheduled Meeting

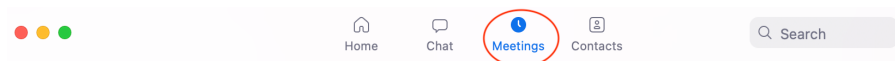
Zoom generates a new Meeting ID each time an individual schedules a meeting. You need the Meeting ID to host a Scheduled Meeting.

To start the meeting from the Zoom app

1. [Launch](#) the Zoom app on your desktop and Select [Sign In](#) with your CTS email credentials



2. Select Meetings



3. Click the [Start](#) icon next to the [Scheduled Meeting](#) that you want to launch

