



**History Makers at Home 2020**  
**November 6 at 6pm PST**

## **Zoom and YouTube Participation Tutorials**

**We are so pleased you will join us for MOHAI's 2020 History Makers at Home.**

The evening will kick off at 6pm via MOHAI's YouTube page. The first hour will make up an informal happy hour where guests can link to the YouTube page, connect with other guests via Zoom or similar platforms, and make final bids in the silent auction. We encourage Virtual Hosts to network with their invited guests during this time. Below are some instructions on how to connect via Zoom, and how to participate in YouTube live chat. We will be hosting the live chat during the happy hour starting at 6pm, and throughout the program beginning at 7pm.

You may contact us if you have any questions: [Carrie.veals@mohai.org](mailto:Carrie.veals@mohai.org), [Olivia.hoffmeyer@mohai.org](mailto:Olivia.hoffmeyer@mohai.org)

### **ZOOM INSTRUCTIONS**

For additional Zoom tutorials and troubleshooting, head to <https://support.zoom.us> . Below are some basic instructions to get started.

#### **Creating your own Zoom account**

To sign up for your own free account, visit <https://zoom.us/join> and enter your email address. You will receive an email from Zoom ([no-reply@zoom.us](mailto:no-reply@zoom.us)). In this email, click **Activate Account**.  
NOTE: free Zoom accounts will limit meeting times to 40 minutes and will allow 1:1 meetings.

#### **Scheduling your first Zoom meeting**

The easiest way to schedule a meeting is through your account via the web portal. Here are the basic instructions for scheduling your first meeting.

1. Sign in to your Zoom web portal.
2. Click "Meetings".
3. Click "Schedule a Meeting".
4. Choose the date and time for your meeting.
5. Click "Save".

An invitation link, as well as a meeting ID, will be automatically generated- see next.

#### **Inviting others to join your Zoom meeting**

Inviting others to join your meeting is as simple as sharing the invitation or join link. You can do this after scheduling your meeting by clicking "Copy the Invitation".

## **Starting your first Zoom meeting as the host**

From your Zoom account via the web portal, your upcoming meetings will be listed in the **Meetings** tab.

1. Login to **My Meetings**.
2. Under **Upcoming Meetings**, click “Start” next to the meeting you want to start.

## **Joining another user's Zoom meeting**

If you are invited to another user’s Zoom meeting, they will provide you with the invitation link via email. Simply click the “Join” link that the meeting host provided. You can also click “Join” from your Zoom account and enter the meeting ID.

## **YOUTUBE CHAT INSTRUCTIONS**

We will be moderating a chat via [YouTube’s Chat](#) feature throughout the evening, both during the happy hour at 6pm, and the program at 7pm.

We recommend connecting to YouTube on a computer so you can participate in the chat. YouTube has a chat bar on the right side of the screen during live premieres and we hope that you will join the conversation in real-time.

## **How to join the History Makers live chat**

### **STEP ONE: Sign into your Google account.**

If you have a Google account and would like to use it for the chat, see below. If you do not have a google account, [click here](#) to create one and return to follow the instructions below.

1. Click the blue Sign In box.
2. This will take you to a page where you can choose the Google account you want to use to sign in to YouTube. Click on the account (if it appears) or enter your account information.
3. On the next screen, enter your account password.
4. You'll be auto-directed back to YouTube.

### **STEP TWO: Confirm you are signed-in and begin chatting.**

Before you leave a comment or chat on a YouTube video, make sure you are signed into your account. If you are signed into your account, your Google photo or icon will appear in the upper right corner of your browser window. If you try to comment when you aren't signed in, YouTube will automatically send you to your Google sign-in page.

You are ready to join the conversation. Add your questions in the chat box.

When you leave your first comment, you may be prompted to set up a YouTube channel. This doesn't mean you have to post videos, and it will not impact your existing Google account.