



IGO Zoom accounts

Booking an IGO Zoom slot

We have two Zoom accounts which can be booked by group leaders for their groups. I will send out a IGO Zoom bookings table every month, but this may be out-of-date by the end of the month.

Group leaders who want to use the IGO account should contact interestgroupsonline@u3a.org.uk to book slots, giving the group name, dates and times of the required meetings. If that slot is available, the meetings will be booked for several meetings, and the Zoom link will be sent to the group leader. If the slot is not available, the group leader(s) will need to choose another slot.

Meetings can be booked monthly (e.g. 2nd Monday), twice monthly, (e.g. 1st and 3rd Tuesday), or weekly, (e.g. Wednesday). They can last as long as required (within reason).

The meetings are set up without a host or a waiting room to allow members to join up to 15 minutes before the start of the meeting.


The group leader can use the host key to make themselves leader

Using the Host key

The Host Key will be sent to you as group leader.

Here are the instructions for using the Host Key to host a meeting

Windows | macOS | Linux

1. Join a meeting.
2. In the meeting controls, click **Participants** icon .
The **Participants panel** will appear on the right side of the screen.
3. Click **Claim Host** at the bottom of the participants list.
4. Enter your host key.
5. Click **Claim Host**.
Once the host key is verified, you will have host controls in the meeting.

1. Join a meeting.
2. Tap **More** ... in the meeting controls.
3. Tap **Enter Host Key to Claim Host**.
4. Enter your host key.
5. Tap **Claim**.
Once the host key is verified, you will have host controls in the meeting.

Additional advice to Group Leaders.

1. Links to meetings will be sent to each group leader. The group leader is responsible for forwarding the link to group members.
2. The Host key will be sent to each group leader. This should not be shared with group members, unless someone else is running your group meeting.
3. If you are hosting the meeting, you can close it for everyone. If you are not hosting the meeting, you must ensure all participants leave the meeting at the end, before they themselves leave. i.e. Group Leaders must be the last to leave.
4. Generally, the links will be set up for a series of recurring meetings; the links will be refreshed after 6 to 10 occurrences.
5. There is a 30 minute gap between all bookings. This allows 15 minutes grace for ending a meeting, and allows members to join 15 minutes before the official start-time of the meeting. Please ensure that your group does not stray outside of these limits.