JOURNEY GUIDES
ZOOM INSTRUCTIONS FOR SCHEDULING MEETINGS, INVITING AND STARTING MEETINGS

If you don't have the Zoom app on your computer:
1. Go to zoom.us
2. Click My Account
3. Login
4. Left-click "Meetings" on left side of screen
    - a list of your scheduled meetings will come up
5. Left-click "Schedule a New Meeting"
6. Give it a Name
7. Plug in Date, Time, Length and Time Zone
8. If this is a Recurring meeting, check that box.
9. Under Video settings, choose "on" for Host and Participants
10. Under Audio settings, choose "Both Options" for phone and computer audio.
11. Left-click "Save"
12. Left-click "Add it to your Calendar" OR Left-click "Copy the Invitation"
13. If you click "Copy the Invitation", a box will pop up, Left-click "Copy Meeting Invitation"
14. Click cancel or "x" out of the Box.
15. Send an email to your group. In the body of the email, Right-click and under "Paste", Left-click "A". The meeting information will appear in your email.

TO START MEETING:
1. zoom.us
2. Log into your account
3. Click Meetings
4. Find the meeting you scheduled.
5. Click Start

If you loaded the Zoom app on your computer:
1. Click the Zoom icon.
2. Click on "Home"
3. Click on "Schedule"
4. Enter Meeting information like above.
5. Click "Schedule"
6. It will go to a Calendar Invitation where you can enter your participants email and it will send them a meeting invitation and link.

TO START MEETING:
1. Click Zoom Icon
2. Click "Meetings"
3. Find your meeting you scheduled.
4. Click Start.

DURING A MEETING…One thing you can do as the Host of the meeting is Mute and Un-Mute Participants. It helps the call quality of those who are not speaking stay Muted.

Also, if you have a need to break your participants into smaller groups, there is a Breakout Room option which works really well. Just click on "Breakout Room" at the bottom of your screen and you can assign who goes into which room or do it randomly.

You can also Share documents with your participants by clicking the "Share" button on the bottom of your screen.

If you have any challenges, contact Zoom Customer Support. They are very helpful!