HOW TO HOST A ZOOM MEETING
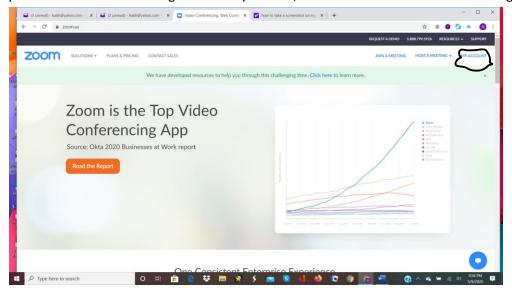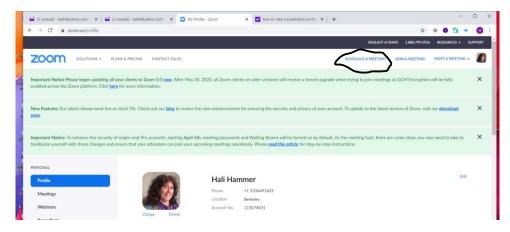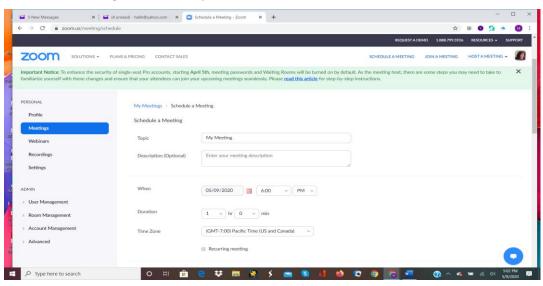
1. Enter into search at top of screen: zoom.us. You will come to this screen.
2. Click on My Account. It is on the far right at the top in blue, the last choice after Host a Meeting.

3. The next screen you come to there will be three choices in blue at the top right. Choose the first one, which says Schedule a Meeting. Just click on the words and it will take you to the next screen.

4. This is the page where you will enter all the information about the meeting you are scheduling. Note that on the far left, the word in blue says Meetings. Look in the middle where My Meetings is in blue followed by the words in black that say Schedule a Meeting. Here's what you do next:
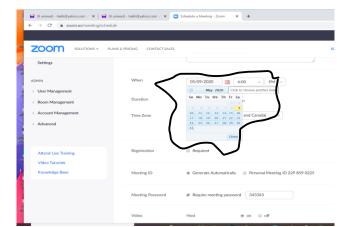
Topic – It will say My Meeting as a default. If you want it to say something like "Get-together with so and so", put your cursor in the box and delete the words My Meeting. You can then call it whatever you'd like.

Description (Optional) – Ignore this box and go to the next one unless you want to add a description.

When – This is your calendar. The date in the box (here it says 05/09/2020) is today's date. Click on the little red square just to the right of that box and it will show you a calendar. You can just click on whatever date you want and it will change today's date to that date.

Once you have chosen the date, choose the time you want to have the meeting. Times to start the meeting are in half hour increments. It's okay to choose a time that is earlier than the time you actually want to start, e.g. if your meeting will begin at 2:30 PM but you want people to be able to access starting 15 minutes earlier, start the meeting at 2 PM. If you have a Pro account, there will be no time limit. You should start as close as possible to the time you want to start if you have a Basic account, which will only allow up to 40 minute meetings.
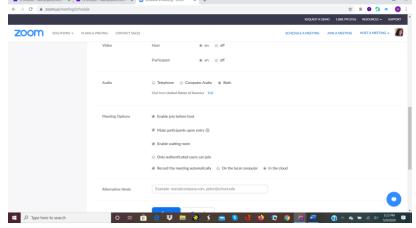
Duration – You can make the meeting as long as you want IF YOU HAVE PRO ACCOUNT. If you think it will be an hour, but you might run over, make it for 1 hour 30 minutes. In any case, it shouldn't cut you off even if you go over. With Basic, you can only get 40 minutes.

Time Zone - This should be set as a default to Pacific Time (US and Canada). Make sure that it's set for that! If you have people joining in from other time zones, be sure to specify for them that this meeting is Pacific Time.

Registration – Ignore unless you are doing a seminar.

Meeting ID # - Let it stay in the first circle, where it says Generate Automatically. You don't have to worry about a Personal Meeting ID.

Meeting Password – Leave that checked. It will automatically be part of the invitation and may keep out Zoom intruders.

Video – Host on, Participant on. You want to see the people at your meeting to see and hear you and vice versa.

Audio – Both should be selected. This way people can either use a phone to call in or use their computer or smart phone.

Meeting Options – Enable join before host – Check yes for a small group. This way if you're not there right on time they can get in. You might want to uncheck it for a larger group, but you will have to monitor people as they enter the meeting.

Mute participants upon entry – If you are doing a one on one, do not check. If you have a large group of people, it's good to check so they come in quietly and you can unmute them later. You will also, as host, have the capacity to mute everyone but the speaker.
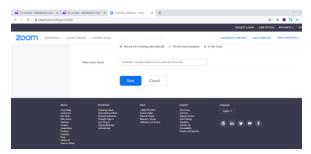
Enable waiting room – Don't check unless you want to have to click on everyone who is waiting to come in. If you check this it adds an extra step. If you want to enable this, you will have to admit everyone who comes into your meeting. It's really your call.

Only authorized users can join – Don't check, it will just add an extra step for people to get in unless you are dealing with a large group.
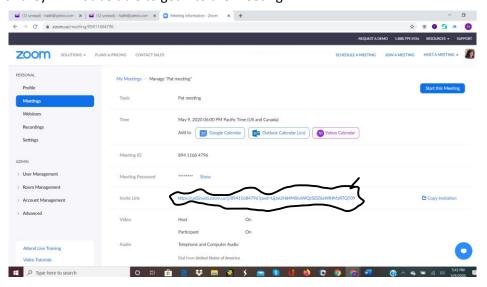
Record the meeting automatically – You can check it if you want a recording of the meeting. If you do, you have a choice of recording on your computer or in the cloud. You will get an email notice from Zoom when the recording is ready if you do want to do this. You can also enable/disable the recording when the meeting is in process.

Alternative hosts – Ignore this unless you are setting up the meeting and want someone else to be the host.
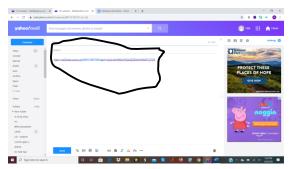
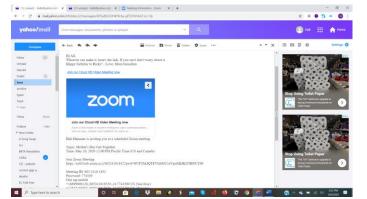Click on the blue Save button. That should save your event and bring you to the next screen.

5. You are now in your final screen. This will give you all the information you entered, and it will have the link you will need to send to participants. You will need to send each person that you want to attend the meeting an invitation by email or they will not be able to get into the meeting.

6. In the middle of the page in blue there will be a long series of letters and numbers that is the Invite Link. It will start with https://. You will need to copy that link and paste it into the invitation email.
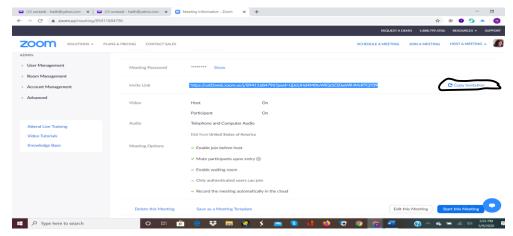
The link may automatically change into the following format. Or it may stay as a link:
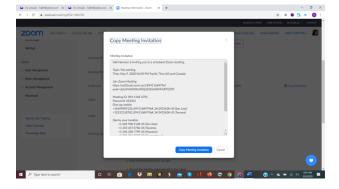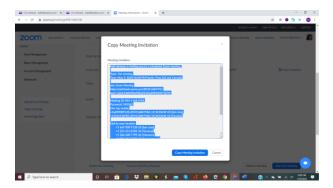
Either way, people can click and get in.

7. That should get anyone you send it to into the meeting you've scheduled. If you want them to have the entire invitation, especially if they are just using a phone with no way to see an email. IF YOU HAVE A BASIC PLAN THEY WILL NOT PROVIDE PHONE NUMBERS FOR PEOPLE TO CALL IN. Click on the blue words Copy Invitation, which will be just to the right of the https:// link on the same line.

Here's what you will see if you click on that.

When you click the button on the bottom that says Copy Invitation, it will highlight the invitation and put it on your clipboard. You can then paste it into your email after the link so people can see all the information plus phone numbers to call.

Send it out via email and your friends can join your meeting! Here's what it looks like if you do paste in the Invitation: Enjoy your meeting! Remember to make it clear what time zone the meeting will be in if there are people in other zones.

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Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video an...

Your name is inviting you to a scheduled Zoom meeting.

Topic: Organization Get-together (any name you'd like).
Time: May 10, 2020 12:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
https://us02web.zoom.us/j/86524101852?pwd=NUFTbkJQTEVGbGU1eVpoMkJKOTBNUT09

Meeting ID: 865 2410 1852
Password: 774339
One tap mobile
+16699009128,,86524101852#,,1#,774339# US (San Jose)
+12532158782,,86524101852#,,1#,774339# US (Tacoma)

Dial by your location
        +1 669 900 9128 US (San Jose)
        +1 253 215 8782 US (Tacoma)
        +1 346 248 7799 US (Houston)
        +1 301 715 8592 US (Germantown)
        +1 312 626 6799 US (Chicago)
        +1 646 558 8656 US (New York)
Meeting ID: 865 2410 1852
Password: 774339
Find your local number: https://us02web.zoom.us/u/kdvVzSLhbj