

ZOOM Meeting Instructions- Step by Step

1. Download Zoom onto your computer
2. Click on the Zoom tab
3. Click on "Schedule a Meeting"
 - a. Under "Topic" title your meeting
 - b. Select a date & start (& end) time
 - c. For "Meeting ID" click generate automatically
 - d. "Password" it will assign you one, don't change anything
 - e. "Video" host- click "on", participant- click "on"
 - f. "Audio" I click computer only but if you need to use your phone you can
 - g. For "Calendar" Click other
 - h. A notice will pop up saying your meeting has been scheduled- copy invitation
4. From here you will go into your email account and start a new message to your group
5. Click paste and it will paste the meeting information
6. Send the email to your group and everyone will have the link to click on to start the meeting