

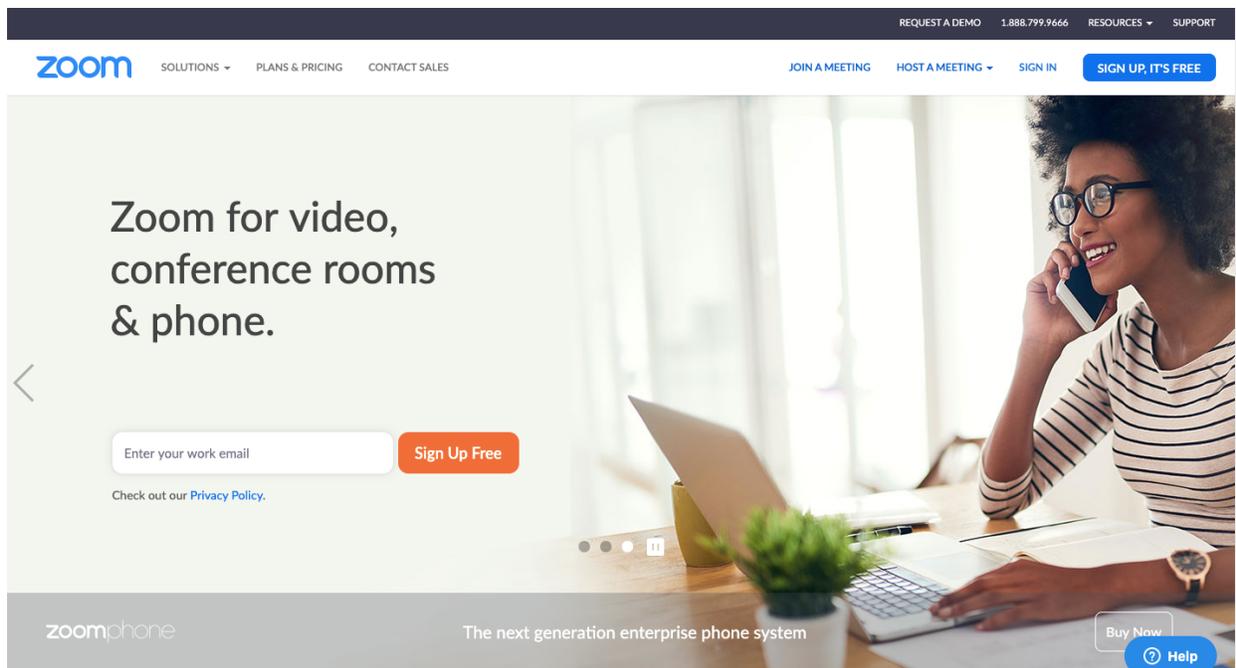
HOW TO SET UP ZOOM

COMPUTER, PHONE, & TABLET INSTRUCTIONS

1

SIGN UP FOR ZOOM BASIC

- On your computer, visit www.zoom.us from your web browser
- Click blue "sign up, it's free button" on the right
- For smartphone/tablet instructions, scroll down to page 5 of this PDF



2

FOLLOW THE PROMPTS

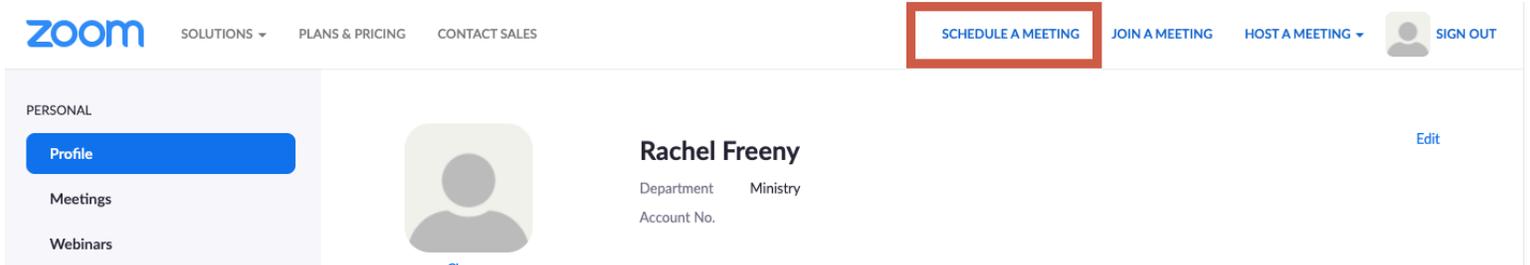
It will ask for you to enter your work email, but you can use whatever your primary email address is.

3

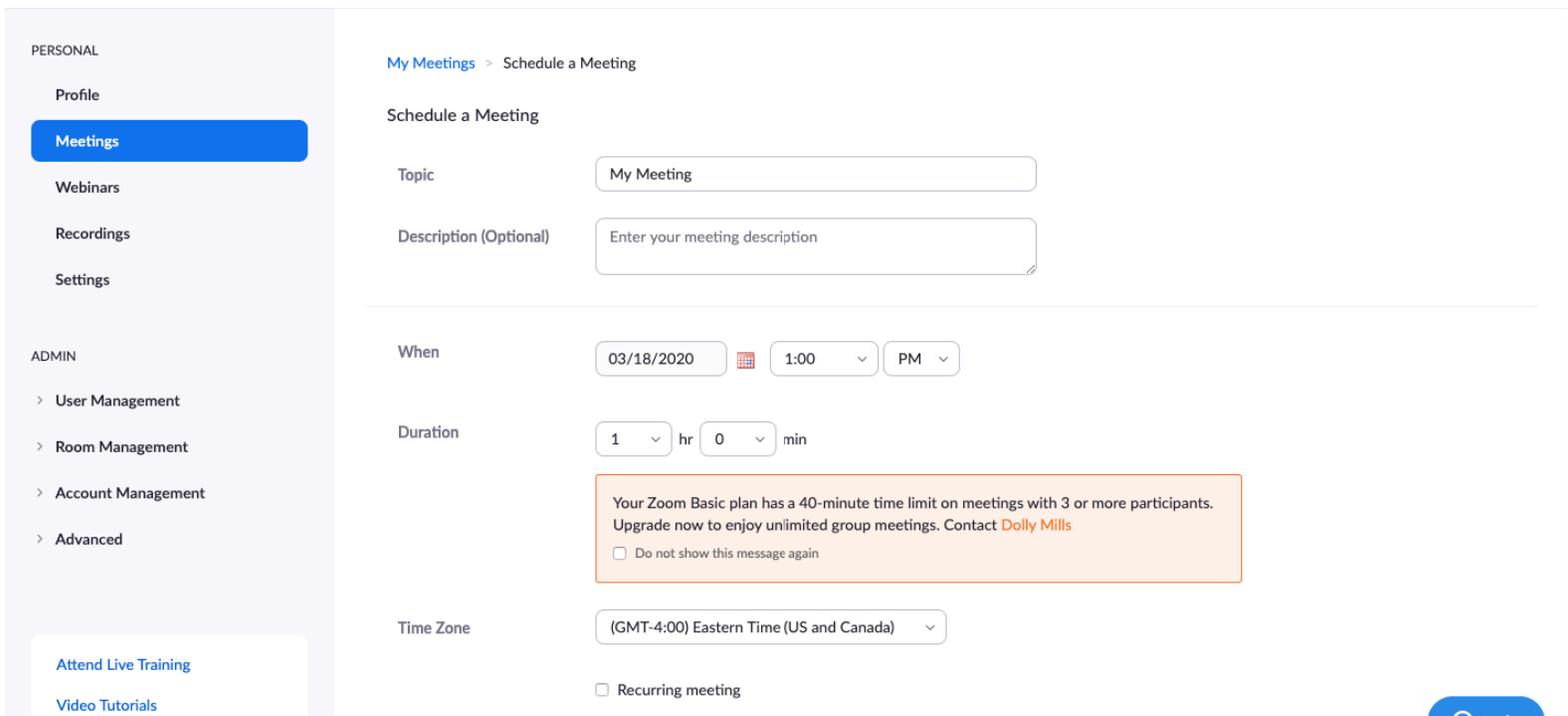
SCHEDULE A SMALL GROUP MEETING

If you are signed into your Zoom account on your web browser, you will see your account profile. To schedule a meeting follow the steps below.

1. Click the "Schedule a Meeting" Button



2. Fill in Topic (i.e. Small Group Name), Choose a date and time. For duration choose the 30 minute option. Free accounts are limited to 40 minutes, so if you want to meet longer, simply schedule back-to-back meetings. Even if you choose the 30 minute option, the call won't cut off until exactly 40 minutes.



3. Scroll down and choose the options in the screenshot below:

Meeting ID Generate Automatically Personal Meeting ID

Meeting Password Require meeting password

Video

Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry 

Enable waiting room

Only authenticated users can join

Record the meeting automatically on the local computer

[Save](#) [Cancel](#)

4. Click the blue save button to finish.

5. You will be redirected to a page with your meeting info. To invite people to your meeting, click "Copy the Invitation" on the Join URL line.

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management

My Meetings > Manage "My Meeting" [Start this Meeting](#)

Topic My Meeting

Time Mar 18, 2020 07:30 PM Eastern Time (US and Canada)

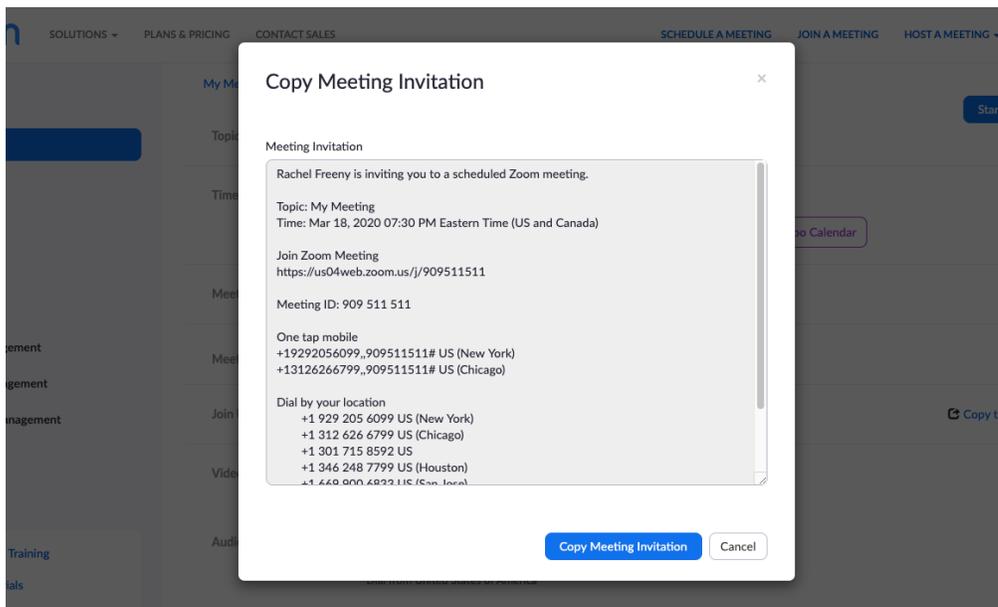
Add to [31 Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 909-511-511

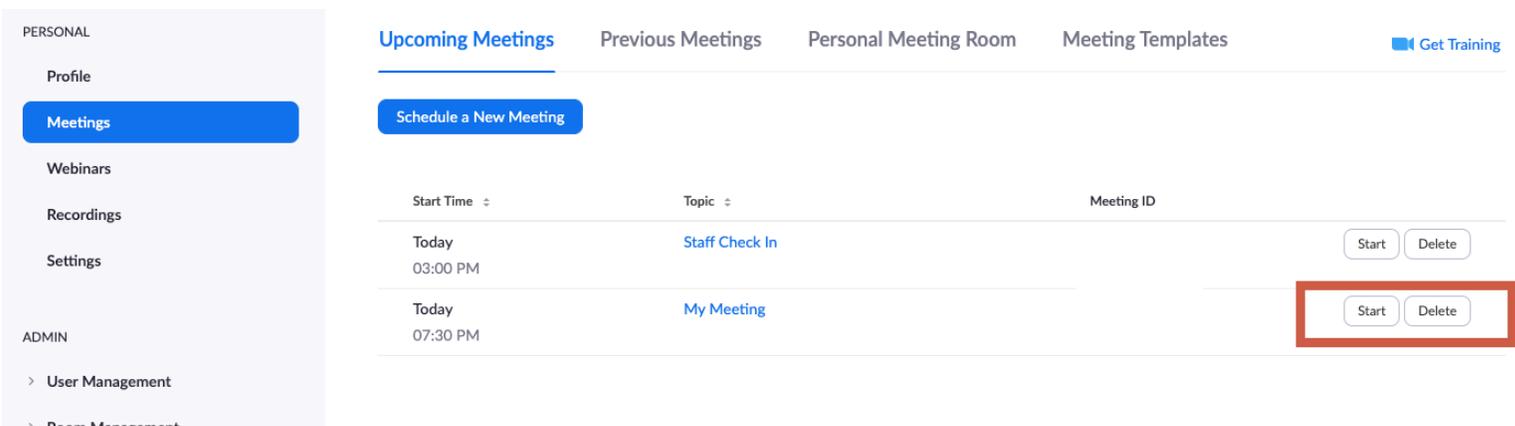
Meeting Password Require meeting password

Join URL: <https://us04web.zoom.us/j/909511511> [Copy the invitation](#)

6. A window with how to access your group meeting will appear. Copy that information & paste into an email to your small group. They will be able to join day of by clicking on the link from their computer, smartphone, or tablet. They can also call into the meeting using the phone numbers. They will receive prompts to follow to join the meeting & do not need a Zoom account to participate.



5. How to Start Meeting: On the day of, sign into your Zoom account. Choose the Meetings option from the menu on the left. Click Start by the meeting you wish to start. If small group members try to join before your scheduled start time, they will be placed in a waiting room until you hit start. They will then be automatically added into the meeting.



5

SMARTPHONE & TABLET OPTIONS

You can create an account, schedule meetings, and join meetings in the Zoom App, available in the Apple App Store & on Google Play.

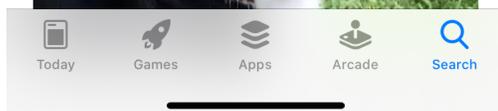
Download the app and follow the prompts to set up your account. The app is very user friendly.

1. Download in App Store & set up account in app.

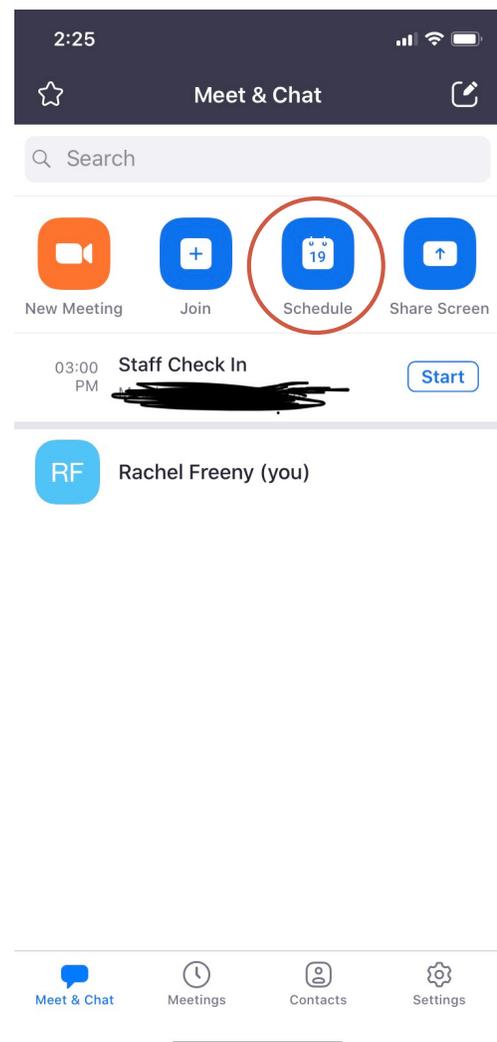


STORY

The Easy Way to Zoom In on Your Snaps
Still pinching to zoom? Snapchat gives you an...



2. Schedule a meeting by tapping the Calendar icon on the home screen.



3. Fill out the fields with meeting name/time/date. Make sure the other settings match those in the photo below. Tap Done in the top right corner when you are done.

10:17 📶 📶 🔋

[Cancel](#) **Schedule Meeting** [Done](#)

Small Group Meeting

Starts Today at 11:00 AM >

Duration 30 mins >

Time Zone Eastern Time (US and Canada) >

Repeat Never >

Use Personal Meeting ID

[REDACTED]

If this option is enabled, any meeting options that you change here will be applied to all meetings that use your personal meeting ID

PASSWORD

Required Meeting Password

MEETING OPTIONS

Host Video On

Participant Video On

Audio Option United States Telephone and Device Audio >

Enable Waiting Room

🏠

4. If your email account is connected to your phone, an email invite will automatically pop up for you to add email addresses for those you wish to invite. If you're not ready invite, simply tap Cancel in the top left corner of your screen and it will close out the email.

2:27



Cancel

**Zoom meeting invitation -
Small Group Name**



To:

Cc:

Bcc:

From: rfreeny@middletownchristian.org

Subject: Zoom meeting invitation - Small
Group Name

Rachel Freeny is inviting you to a scheduled
Zoom meeting.

Topic: Small Group Name

Time: Mar 18, 2020 07:00 PM Eastern Time
(US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/920221504>

Meeting ID: 920 221 504

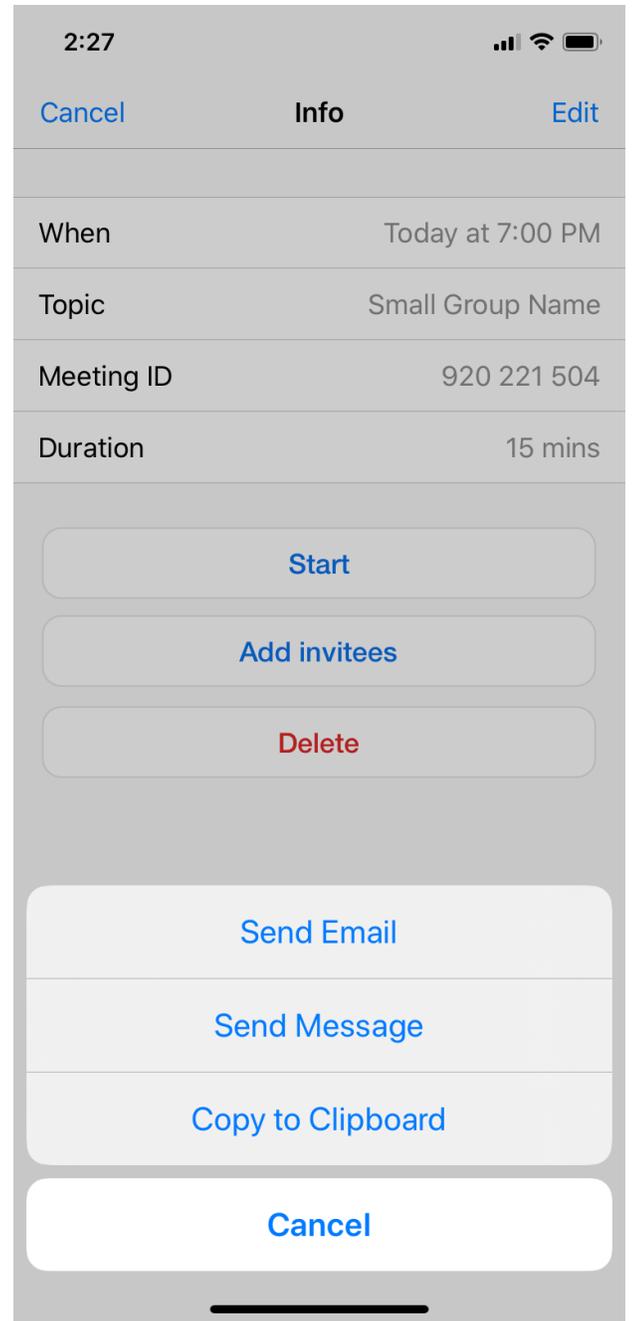
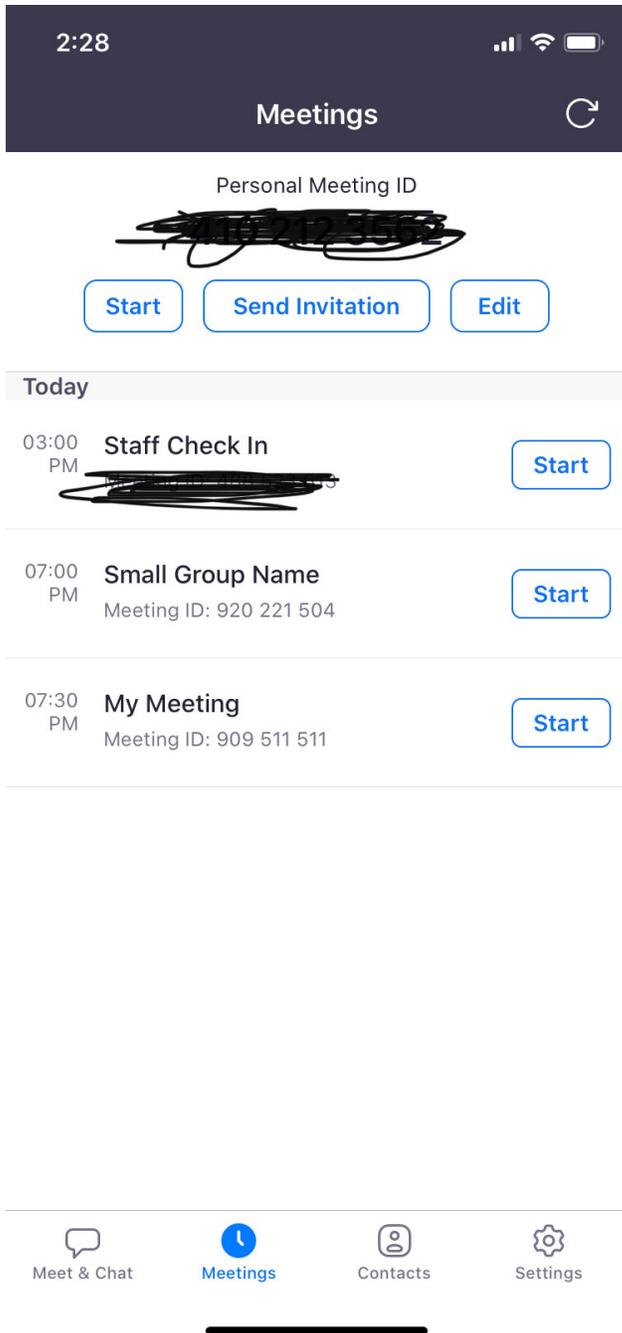
One tap mobile

+13126266799,,920221504# US (Chicago)

+19292056099,,920221504# US (New

York)

5. Other ways to send invitations: Tap on the Meetings icon at the bottom of the screen. Tap on the name of your meeting. Your screen will then look like the image on the right. Choose "Add Invitees" and then choose whether you would like to send via email, message (aka text), or copy to clipboard so you can paste it in whatever method you use to communicate.



6. To start a meeting: on the day of, tap the start button to the right of your meeting name.