

## HOW TO CREATE AND HOST ZOOM MEETINGS

To host an online meeting, only one person needs an account. The person who creates/hosts the meeting then invites others by sending a link to the meeting.

### CREATE A ZOOM ACCOUNT

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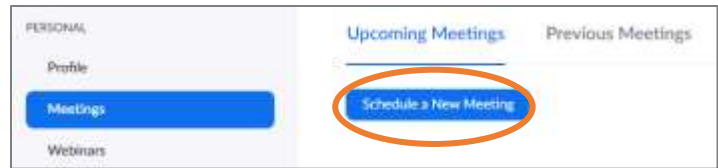
- Navigate to <https://zoom.us/>
- Click on the orange button **[Sign up for Free]** and follow all instructions (including activating your account from the email you will receive)

note: you can upgrade from the free to a paid account at any time if you want more features including a longer meeting time as free accounts only allow 40 minute meetings and do not offer a phone in option; details about plans and pricing: <https://zoom.us/pricing>

### SCHEDULE A MEETING FROM THE ZOOM WEBSITE

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Once you sign into your account online you will be in your Account Settings. To schedule a new meeting click on the **[SCHEDULE A MEETING]** in the upper right hand corner of your screen or click the “Meetings” button underneath “Profile” and then **[Schedule a New Meeting]**.



Enter the meeting information: Topic, Description, Date (When), Duration (40 minutes for free accounts)

**Meeting ID:** you can either use an automatically generated ID or use your “Personal Meeting ID” which is assigned to your account and never changes. You can use your Personal ID for all meetings to make it easier to schedule as the link will always be the same. Or you can have the Meeting ID generated automatically for each meeting you schedule.

**Security:** the passcode is mandatory and will be preset (note that when you invite people with a link, the passcode will be imbedded into the link, if a participant joins without a link they will be required to enter the passcode).

**Security:** there is also an option to enable a “Waiting Room” which adds another layer of security and means that you will have to admit participants to the meeting as they arrive.

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**Video:** Choose “on” for both Host and Participant. That will be the default when the meeting begins but both the host and participant can turn off after they join the meeting.

### SCHEDULE A MEETING SCREEN / FREE ACCOUNT

Note: duration is not limited on an upgraded account

Schedule a Meeting

Topic

Description (Optional)

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When

Duration  hr  min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again

Time Zone

Recurring meeting

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Meeting ID  Generate Automatically  Personal Meeting ID 211 791 7363

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Security  Passcode   Waiting Room

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Video

Host  on  off

Participant  on  off

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Meeting Options

Enable join before host

Mute participants upon entry

Record the meeting automatically on the local computer

When finished click [**Save**]. You then will see the meeting details and can add to your calendar using the icons. You can also click on the link that says “Copy Invitation” (right of screen) to retrieve all the information to use in an invitation. You can find the meeting again in [Meetings] -> [Upcoming Meetings].

# HOW TO CREATE AND HOST ZOOM MEETINGS

## START A MEETING FROM THE ZOOM WEBSITE

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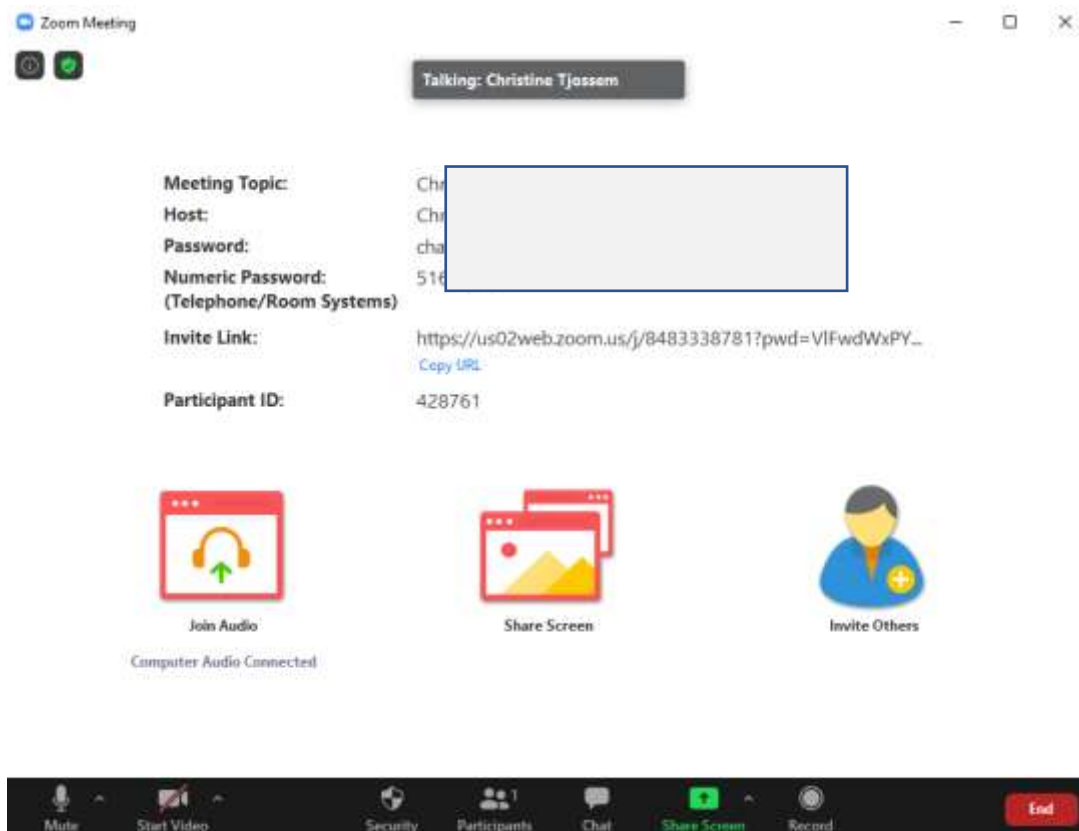
To start the meeting from the website, find the meeting in [Meetings] -> [Upcoming Meetings] and click **[Start this Meeting]**.

To start the meeting from your calendar, just click on the **meeting link** and Click **[Open Zoom Meetings]** when prompted.

You can:

- Join Audio (if it does not say “computer audio connected” under the icon)
- Share Screen: to share a computer screen
- Invite Others: either by email or by coping the invite link or invitation and then using the information in your email application (can be used if participants do not have your original invitation)

*See section “Options During Meetings” for more details regarding the ribbon on the bottom of the meeting screen.*



# HOW TO CREATE AND HOST ZOOM MEETINGS

## SCHEDULE A MEETING FROM YOUR LOCAL ZOOM APPLICATION (PC or iPad/iPhone)

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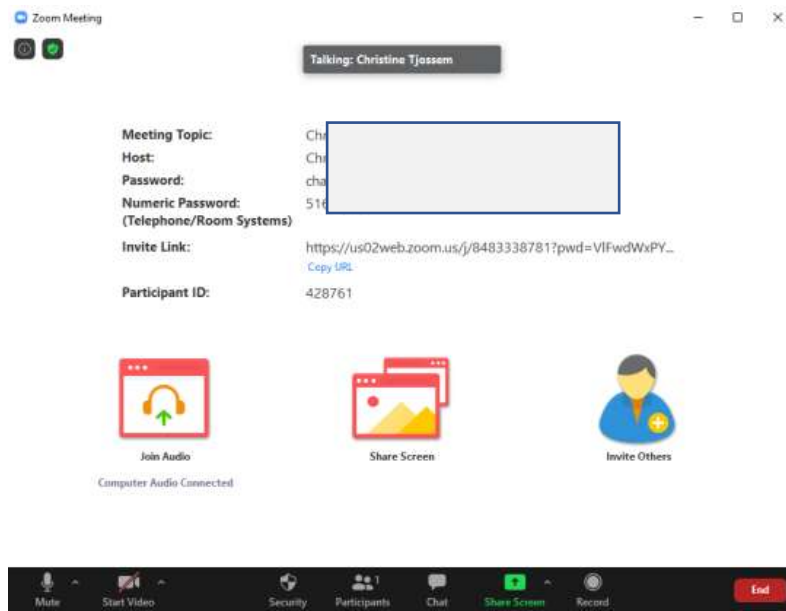
When you start your first meeting, a web browser client will download. Once you download and launch the Zoom app you will see the choices to start or join a meeting.

(Note you can also download the app from Zoom’s website: <https://zoom.us/download>)



You can create a meeting to start immediately by clicking **[New Meeting]**. A new meeting will start with the following screen displayed where you can:

- Join Audio (if it does not say “computer audio connected” under the icon)
- Share Screen: to share a computer screen
- Invite Others: either by email or by coping the invite link or invitation and then using the information in your email application (can be used if participants do not have your original invitation)



See section “Options During Meeting” for more details regarding the ribbon on the bottom of the meeting screen.

## HOW TO CREATE AND HOST ZOOM MEETINGS

You can create a meeting to start later by clicking **[Schedule]**. Enter all the required information and then click **[Schedule]** at the bottom.

Zoom will open a calendar event in your default calendar. Note that the information in this event contains the meeting link and also the phone numbers (if paid version of Zoom) that can be used if a participant is not able to join the video call or is not able to use their computer speakers (a participant can be on both the video and phone.) You can copy this information into a new email or use your calendar functionality to invite others.

**IMPORTANT NOTE:** You may wish to pare down this information to make it easier for your group. You only need to send the url (<http://> statement) and the meeting ID and passcode and phone number if applicable. Removing the other information might make it less confusing for participants. The boxes in this picture identify the information you should include.

Daisy Doe is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/8102010123?pwd=WnZ6cTZJRG42L2RqVk5TZz09>

Meeting ID: 123 333 4567

Passcode: 111111

One tap mobile

+13126266799,,8483338781#,,,,,0#,,496739# US (Chicago)

+16465588656,,8483338781#,,,,,0#,,496739# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 123 333 4567

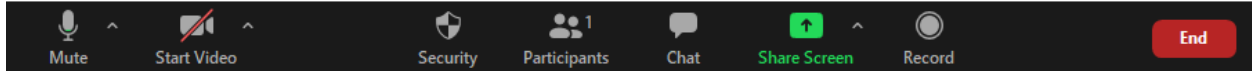
Passcode: 111111

Find your local number: <https://us02web.zoom.us/u/kd87rNaaRM>

# HOW TO CREATE AND HOST ZOOM MEETINGS

## OPTIONS DURING MEETINGS

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*During a meeting you can:*

- Mute or Unmute yourself with the **Microphone** icon in the ribbon (left-most icon in this picture)  
*Note: if you have a lot of background noise consider muting yourself while you are listening!*
- Start or Stop your **Video Camera** icon with the video camera icon in the ribbon
- See all participants by clicking on the **Participant** icon in the ribbon
- Rename yourself by clicking on the **Participant** icon in the ribbon and then while hovering over your name click “More” and “Rename”
- Send a typed message to one or all participants with the **Chat** icon

*Chat will be how voting will be performed using the Free account; members will send a chat to the President for her eyes only*

- Display a document from your computer by selecting the **Share Screen** icon in the ribbon. Then select which screen you want to show and click the blue [Share] button. Meeting participants will no longer see your picture but only what you are showing on your computer screen.
- **End** meeting by clicking on the red button (right-most icon in this picture)

You can also change the view in the top ribbon by clicking on “Speaker View” or “Gallery View”. The speaker view shows whoever is speaking and the gallery view shows all participants.

