HOW TO SET UP A ZOOM MEETING

1. Create your own Zoom Account: type **zoom.us** into your internet search engine to find the Zoom website.

2. Tap the **blue 'Sign up it's free'** button on the top right of the Zoom webpage

3. Enter your **Date of Birth**

4. Enter your **Email Address**

5. Tap **Sign**

6. Tap **Confirm**

7. You will then get a n**otification** telling you that an **activation email** has been sent to the email address that you provided

8. Close the website and open your email

9. Find the email sent from Zoom and open it

10. In the email, there will be a link to the **Zoom website**, click this as confirmation that the email address is genuine and your account is now open!

1. Login to your **Zoom Account**

2. Tap **Meetings**

3. Tap **Schedule a new meeting**

A Meeting page Opens

4. Add a **title** for your meeting in the Topic box

5. Set your **start date, time and duration**

6. If your meeting will **recur** tick the recurring meeting box and select options to suit you

(see example on right)

7. You may chose whether attendees have to **register**

8. You <u>cannot untick</u> the password requirement. The number is generated by Zoom

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zoom

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SCHEDULE A MEETING   JOIN A MEETING   HOST A MEETING ▾

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Schedule a New Meeting

Schedule a Meeting

Topic

Morning Coffee following 9am Service

Description (Optional)

Enter your meeting description

When

04/05/2020   📅   10:00 ▾   AM ▾

Duration

1 ▾ hr   0 ▾ min

Time Zone

(GMT+1:00) London ▾

☑ Recurring meeting   **Every week on Sun, until Oct 25, 2020, 30 occurrence(s)**

Recurrence

Weekly ▾

Repeat every

1 ▾ week

Occurs on

☑ Sun   ☐ Mon   ☐ Tue   ☐ Wed   ☐ Thu   ☐ Fri   ☐ Sat

End date

◉ By   10/25/2020   📅   ○ After   1 ▾ occurrences

Registration

☐ Required

Meeting Password

☑ Require meeting password   686867

Schedule a New Meeting

9. Change the Video default from off to on

| Video | Host | ● on ○ off |
| | Participant | ● on ○ off |

10. Set the audio to Computer audio

Audio   ○ Telephone   ● Computer Audio   ○ Both

11. Tick Enable waiting room

Meeting Options
☐ Enable join before host
☐ Mute participants upon entry ☑
☑ Enable waiting room
☐ Only authenticated users can join
☐ Record the meeting automatically

Alternative Hosts   [Example: mary@company.com, peter@school.edu]

12. Tap save

[Save] [Cancel]

Your Meeting is now created. You can choose start it straight away and you can also add the link to your own digital calendar or a group calendar

My Meetings > Manage "Staff Afternoon Tea"

[Start this Meeting]

Topic   Staff Afternoon Tea

Time   Apr 7, 2020 03:30 PM London
               Every day, until Apr 13, 2020, 7 occurrence(s)   Show all occurrences
               Add to   [31 Google Calendar]   [Outlook Calendar (.ics)]   [Yahoo Calendar]

13. You now have a Meeting ID Meeting password Meeting link (URL in blue)

You can click 'copy the invitation' to copy these details and send them to invite others to your meeting

Meeting ID   491-883-930

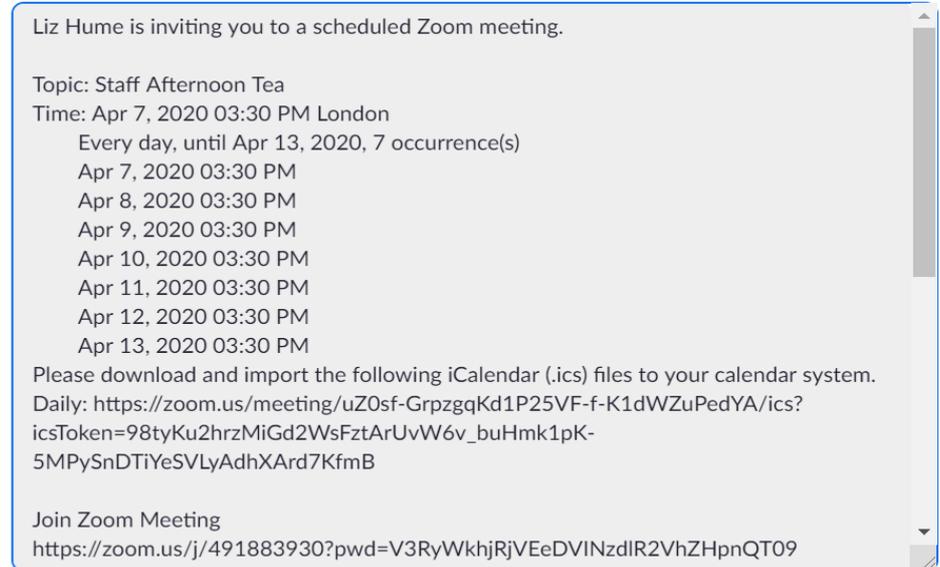Meeting Password   ✓ Require meeting password   686867

Invite Attendees   Join URL: https://zoom.us/j/491883930?pwd=V3RyWkhjRjVEeDVINzdlR2VhZHpnQT09
                   ↗ Copy the invitation

The invitation has all the information you will need to invite people to your meeting.

Tap **Copy Meeting invitation**

Meeting Invitation

Liz Hume is inviting you to a scheduled Zoom meeting.

Topic: Staff Afternoon Tea
Time: Apr 7, 2020 03:30 PM London
 Every day, until Apr 13, 2020, 7 occurrence(s)
 Apr 7, 2020 03:30 PM
 Apr 8, 2020 03:30 PM
 Apr 9, 2020 03:30 PM
 Apr 10, 2020 03:30 PM
 Apr 11, 2020 03:30 PM
 Apr 12, 2020 03:30 PM
 Apr 13, 2020 03:30 PM
Please download and import the following iCalendar (.ics) files to your calendar system.
Daily: https://zoom.us/meeting/uZ0sf-GrpzgqKd1P25VF-f-K1dWZuPedYA/ics?icsToken=98tyKu2hrzMiGd2WsFztArUvW6v_buHmk1pK-5MPySnDTiYeSVLyAdhXArd7KfmB

Join Zoom Meeting
https://zoom.us/j/491883930?pwd=V3RyWkhjRjVEeDVINzdlR2VhZHpnQT09

Copy Meeting Invitation Cancel

Paste the invitation into an email or word document. It will look like the example shown on the right side:

You need the meeting details in bold.

If the meeting is private:
Email the details to your guests. They will be able to use the URL if they don't have a Zoom account. If they have an account they can use either the URL or the meeting number and password. This should not be published

Liz Hume is inviting you to a scheduled Zoom meeting.
Topic: Staff Afternoon Tea
Time: Apr 7, 2020 03:30 PM London
Please download and import the following iCalendar (.ics) files to your calendar system. Daily: https://zoom.us/meeting/uZ0sf-GrpzgqKd1P25VF-f-K1dWZuPedYA/ics?icsToken=98tyKu2hrzMiGd2WsFztArUvW6v_buHmk1pK-5MPySnDTiYeSVLyAdhXArd7KfmB
Join Zoom Meeting
https://zoom.us/j/491883930?pwd=V3RyWkhjRjVEeDVINzdlR2VhZHpnQT09
Meeting ID: 491 883 930
Password: 686867

If the meeting is public:
Zoom is a great tool for online gathering, but we need to be careful with security to prevent meetings being 'bombed' (where somebody joins a meeting with the purpose of disrupting it). This does not mean that Zoom should be avoided, but it does mean that our **Hosts** must make sure they are able to
effectively use the controls that Zoom provides. See tips for this on the right side:

1. Set a 'Waiting Room' to act as welcome lobby. This allows the meeting host to screen and permit entry.
2. Host 'locks' the meeting once it has started so that no new attendees can join.
3. The host can remove any participants who are misbehaving and the settings for the meeting can prohibit them re-joining.
4. The host can mute attendees automatically on joining and at any stage. In the meeting settings (bottom right) you can prohibit attendees for unmuting themselves if you wish.
5. In your account settings on the Zoom website (not downloaded app) you can customise various security settings, such as disabling chat, prohibiting pictures or files to be shared and stopping participants sharing their screens.
6. If your meeting is disrupted by hostile input, please be encouraged to respond in a loving and compassionate way and immediately interrupt the meeting with prayer for the individuals concerned, before they are removed from the meeting.