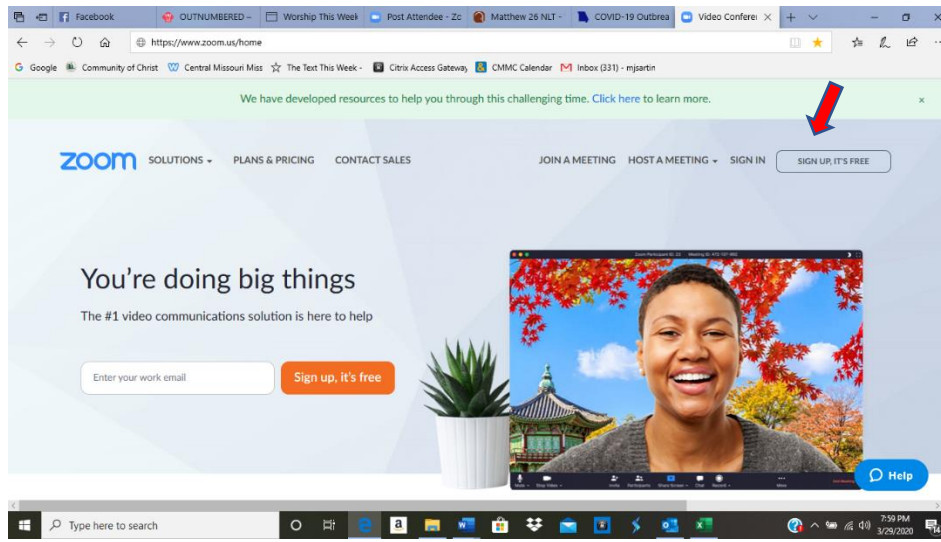
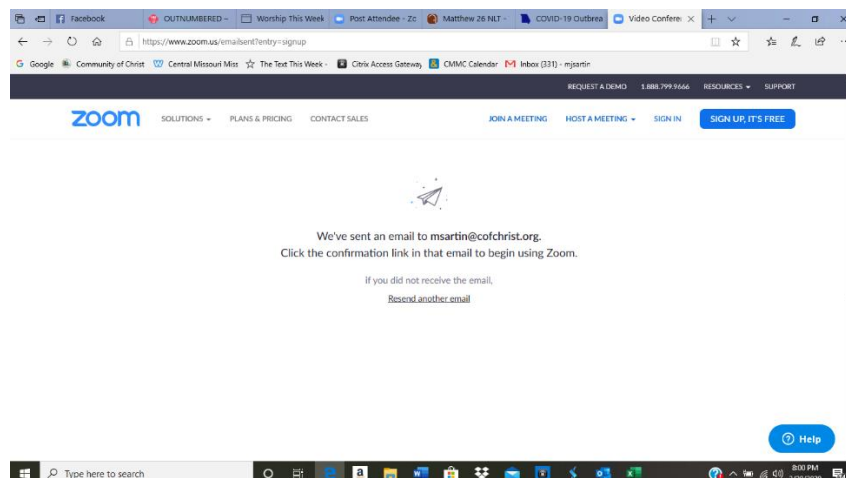
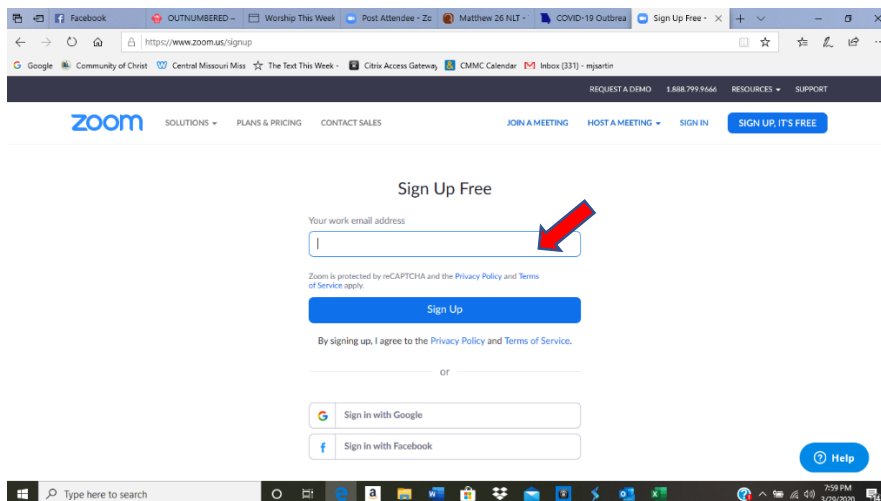


Setting Up a Free ZOOM Account and Scheduling a Meeting

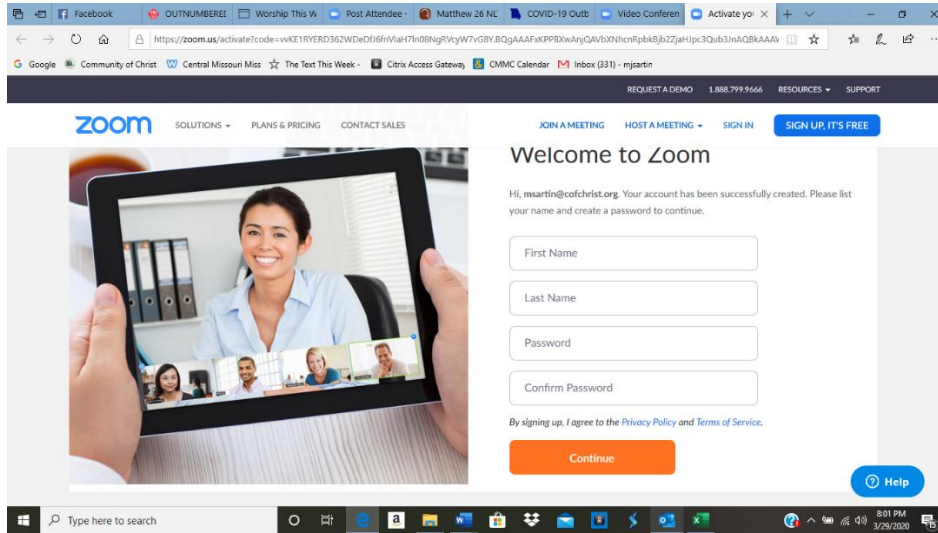
Go to www.zoom.us Click on “Sign Up.”



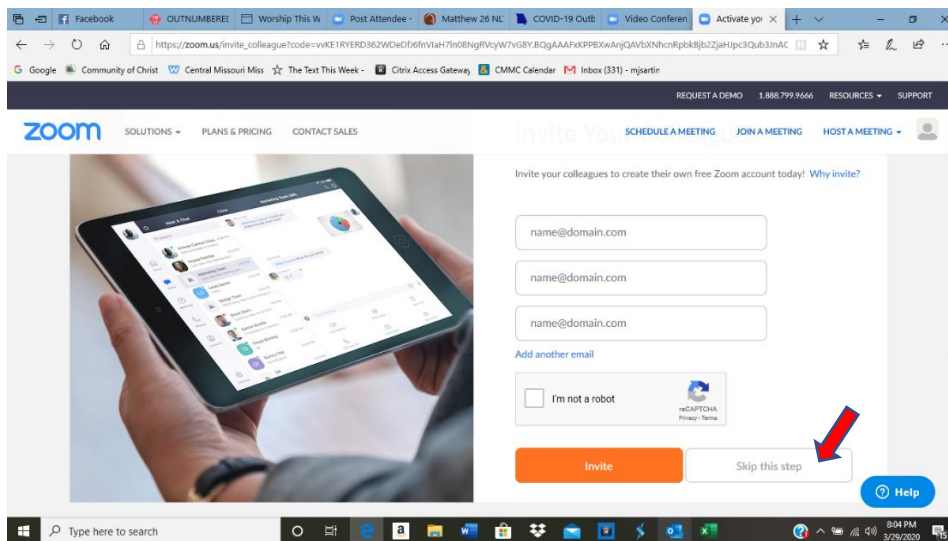
Enter your email address. ZOOM will email you with a link to “Activate Account”. Click on that.



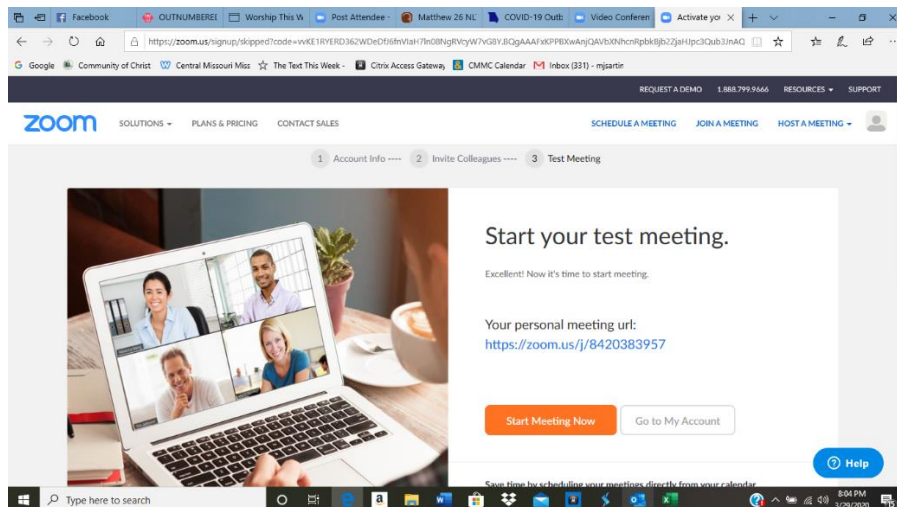
Fill in your name and select a password and click “Confirm.”



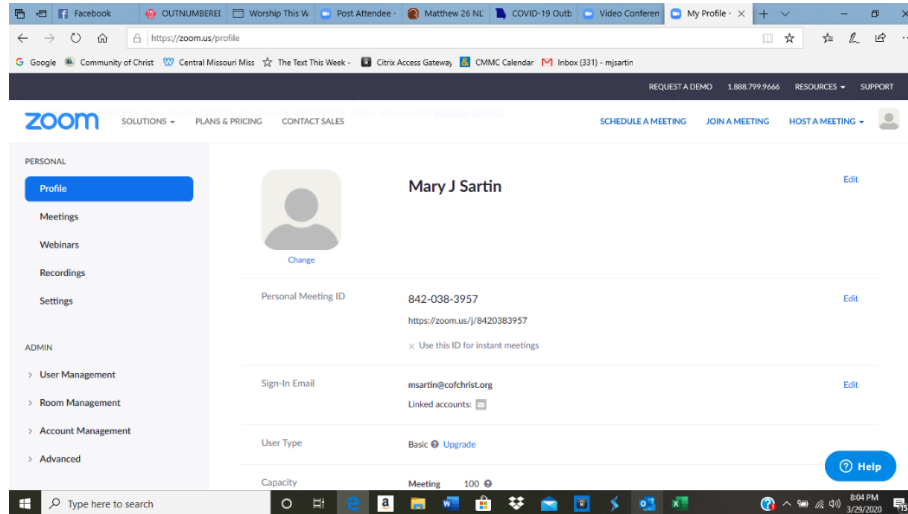
On the next page you can invite friends but you can also “Skip this Step.”



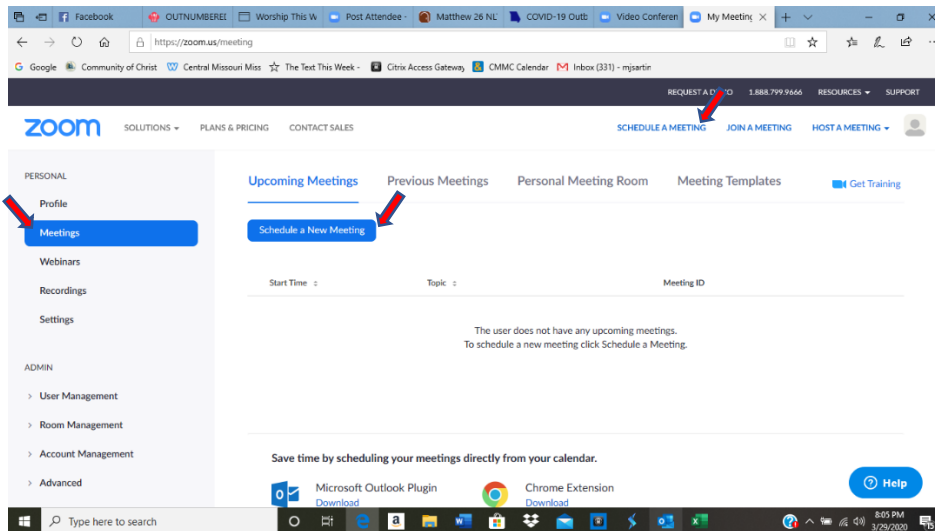
On the next screen you can start a test meeting or “go to my account.”



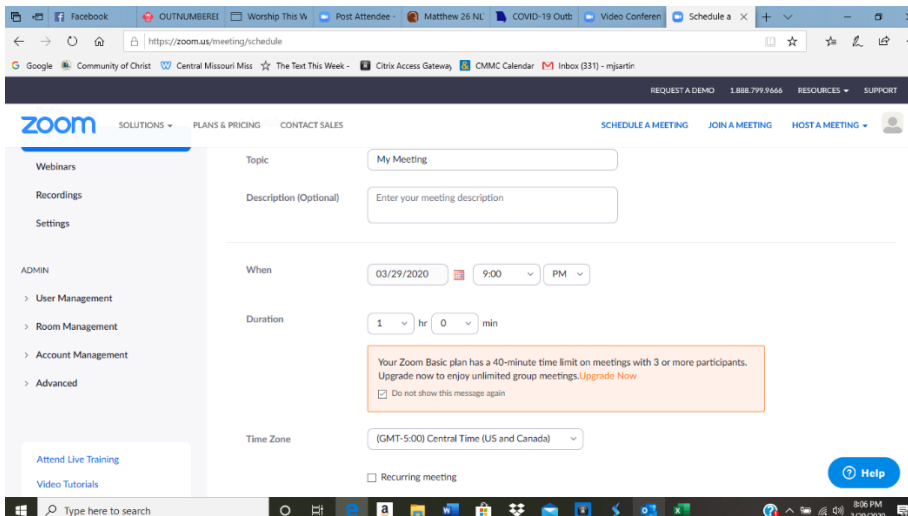
When you go to your account, you will be on your “Profile” page (see left column).



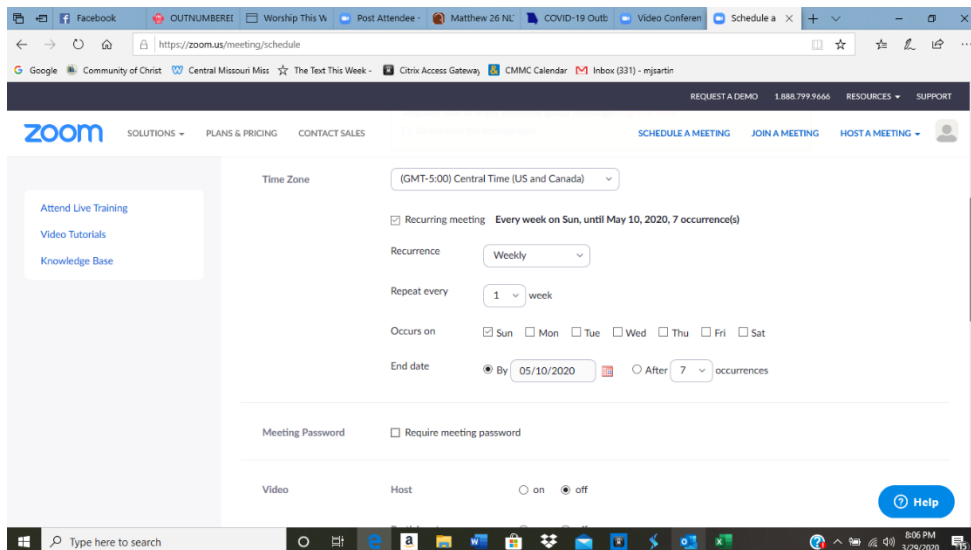
To schedule a meeting, click on the “Meeting” tab on the left and then click on either of the marked places.



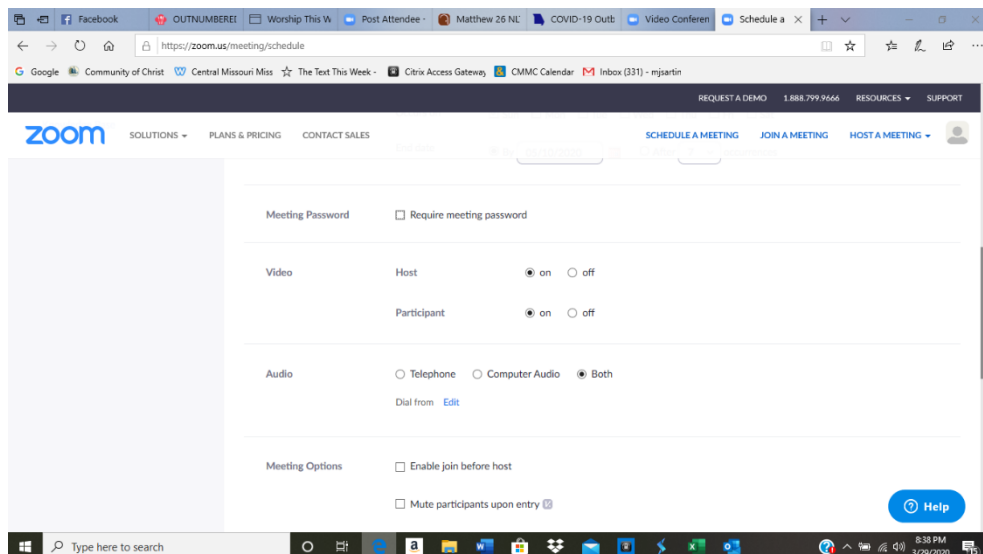
Enter a name for your meeting, the description (optional), the date, and the time.



If this is a meeting that will happen regularly, mark it as a “recurring meeting” and options will appear that let you select daily, weekly, or monthly. Then select what days of the week and an end date for the recurring meetings.



Usually you will not require a meeting password so do not check that box. Check “on” for video for host and participant and “both” for audio (although free version is not currently offering telephone due to high demand).

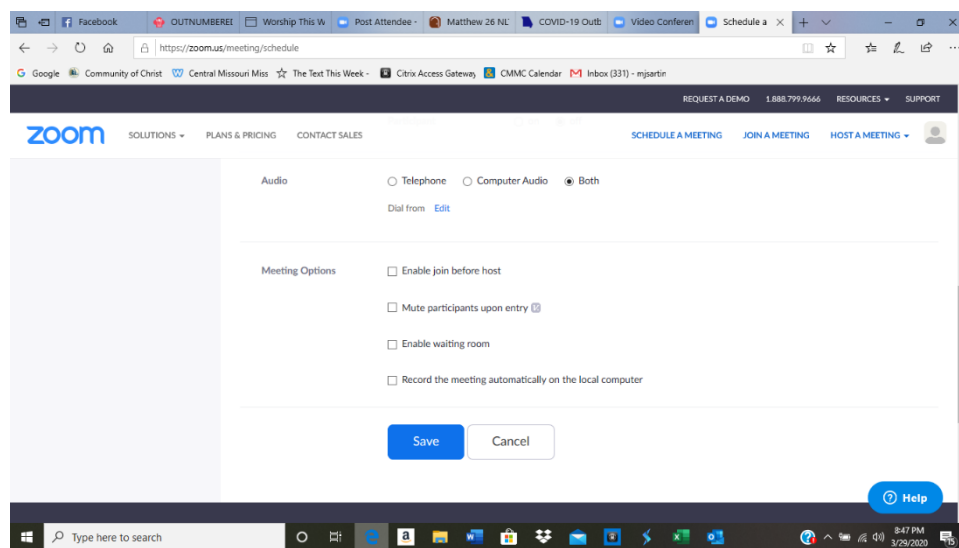


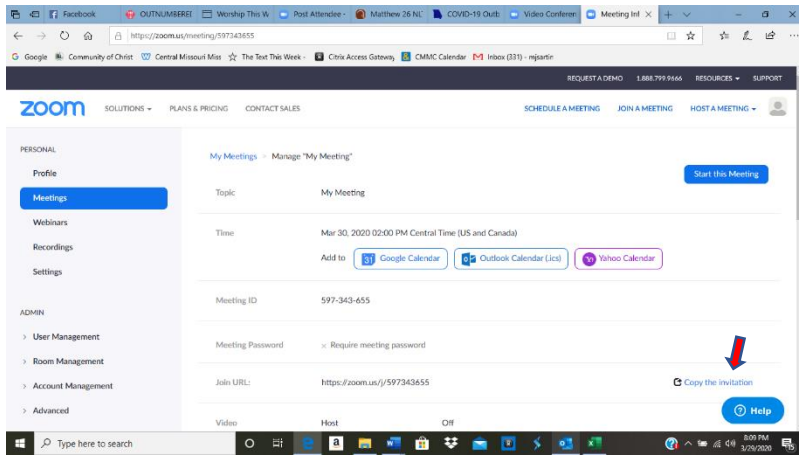
Decide if you want participants to be able to join the meeting before you do.

Do you want to mute all participants automatically when they enter the meeting?

Only do the “waiting room” if you do not let participants join before host.

Usually you do not record a meeting automatically. You can always record the meeting once it begins. Then click “Save.”

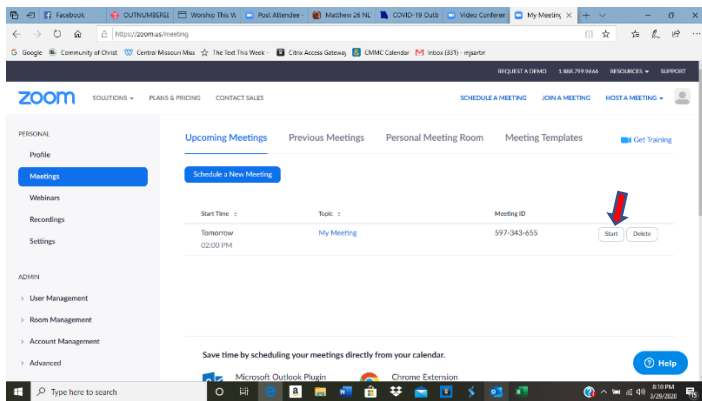
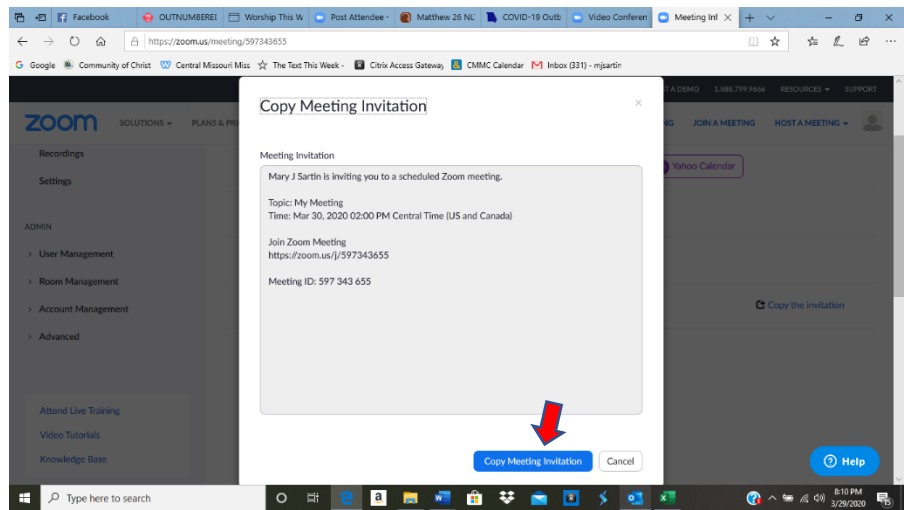




Your meeting is now scheduled. Click on “Copy the Invitation.”

A pop-up window will open with the invitation. Click “Copy Meeting Invitation” and then paste it into an email to send to the participants you want to invite to the meeting.

If you want just the link to post on social media, just highlight the url and copy it.



When you log in to your account to start a meeting, just go to the meeting tab and it will list all of your scheduled meetings.

If you need to edit your meeting (change time or other settings), just click on the name of the meeting on this page.

Click “Start” to begin your meeting. By joining from here when you are signed in, you will have all of the host capabilities.

Congratulations! You have set up a meeting. You can schedule as many meetings as you want. Just remember with this free account, your meetings will be limited to 40 minutes each if you have 3 or more people participating. If only two people are in the meeting, there is no time limit.