Creating a Zoom Account

Before you get started you will need a Zoom account.

- Create your Zoom account at zoom.us by clicking SIGN UP, IT’S FREE in the top right hand corner of the screen.
- Use your meetingstreet.org email address to sign up.
- You will be sent an email asking you to confirm your email address and activate your account.
- Sign into Zoom using the following instructions.
Opening Zoom for the First Time

- When you open Zoom for the first time you will see this window.
- Click **Sign In**

Signing In

- First Click the box next to Keep me signed in so you don’t have to do this every time you open Zoom.
- Now enter your **Email** and **Password**
- Then **Click Sign In**
Upgrade your Zoom Account

These instructions apply to new and existing accounts using a meetingstreet.org email address.

- Send an email to Cecilia Pirotto (cpirotto@meetingstreet.org) informing her that your account has been activated.
- Ceci will have your account upgraded to a licensed account with full Zoom functionality until the end of June, after that the account will return to being a basic account.
- You will receive an email asking you to confirm the switch to the licensed account.

Hosting a Meeting

This guide will take you through the process of hosting a meeting either as an immediate meeting or a scheduled meeting.

Instructions, in English and Spanish, on how to join a Zoom meeting are available to share with the families you are serving. They can be found at:

www.meetingstreet.org/zoom
Two Ways to Host a Meeting

- With Zoom you can either host a meeting immediately or schedule one for the future.
- To host an immediate meeting click **New Meeting**.
- To schedule a meeting for the future click **Schedule**.

Scheduled a Meeting

You can schedule a meeting for the future by clicking on **Schedule**.
Schedule a Meeting

• Enter a Topic for the Meeting
• Enter choose when the meeting will be and how long it will last, you can also make the meeting a recurring meeting.
• Always use a generated meeting ID to enhance security and require a password.
• Set the video for the host and the participant to On.
• Leave set to Telephone and Computer Audio.
• Set the Calendar to Other Calendars.
• When you are done click Schedule.

Schedule a Meeting

Once you click Schedule the information to invite the people to your meeting will be displayed. You can share this information a couple of way:
• You could take a picture and text it to the people you want to invite.
• Or you can email it, to email it click Copy to Clipboard then go and paste it into an email you are sending to the people you want to invite.
• When you are done click the X in the top corner to close this window.
Schedule a Meeting

• The scheduled meeting will now appear on your Zoom home screen.
• To start the meeting click **Start**.
• If you need to change the meeting or view the meeting invite information click on the ... in the box next to **Start** and select **Edit**.

Immediate Meeting

If you want to host an immediate meeting you can do so by clicking on **New Meeting**.
Immediate Meeting

- When you click **New Meeting** on the Zoom home screen this window will appear, it is a meeting window with a preview of what someone at the other end of the call will see.
- To get the information you need to share with the people you want to invite click on the I in the top left hand corner.

Once you click the I the information to invite the people to your meeting will be displayed. You can share this information a couple of way:
- You could take a picture and text it to the people you want to invite.
- Or you can email it, to email it click **Copy URL** then go and paste it into an email you are sending to the people you want to invite.
- When you are done click anywhere else on the screen to close the information window.
Meeting Controls & Options

Once you have your meeting up and running and your guest(s) has joined you using the information you provided you will see a screen like this. The next few pages show some of in meeting options.

Hide Self View

- The first thing you will probably want to do is turn off the Self View, you can do this by Right Clicking on yourself and then selecting Hide Self View.
Full Screen Mode

- You can also make the window fill the whole screen by clicking the box in the top right corner.

- The video call will now fill up your whole screen, you can exit full screen by pressing ESC on your keyboard.

In Meeting Audio Options

- To check and test your audio settings, click on the \( ^{\text{ }} \) next to the Mute button.
- Then select Audio Settings.

- The Settings window will pop up and you can click Test Speaker and Test Mic to confirm they are working correctly.

- When you are done, click the X in the top corner to close this window.
Lock a Meeting

• Your meetings are already very secure because you are using a unique Meeting ID and password combination for each meeting.
• You can add an extra layer of protection by locking the room once your guest has arrived. This will keep out anyone else even if they have the meeting invite information.
• To do this click on the Security Button and then select Lock Meeting.

Ending a Meeting

• To end a meeting simply click End Meeting in the bottom righthand corner of the screen.