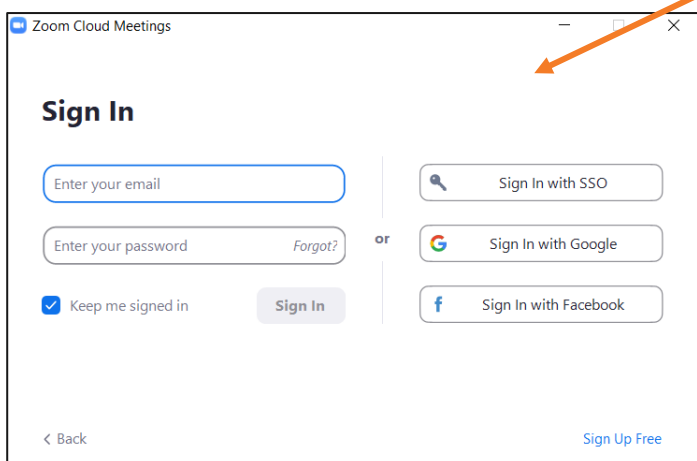


Host a meeting

If you would like to be the host of a Zoom meeting, you will need to be a registered user. To begin with, click the “Sign In” button.



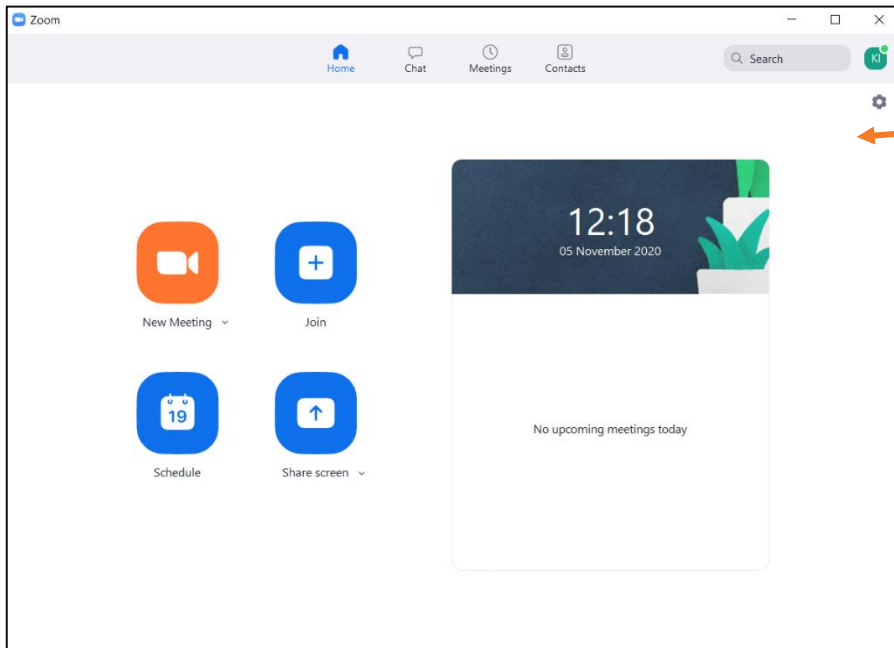
In the next screen, you will see a sign in screen that looks like this



If you don't have an account, click on the button in the bottom right that says “Sign up free” and follow the steps to create an account. If you have an account, click type in your details and then click sign in.

This will then open a window in your browser which will first ask you to verify your date of birth. They will not store this information, this is just to make sure that you are over 16. It will then ask for your email, type that in and click sign up. A pop up window should then appear, asking you to set your marketing preferences. Unless you want weekly emails from Zoom, I suggest clicking unsubscribe me entirely!

After this, they will send an email for you to verify your account. Go into the email, click activate account and this will bring you to your browser where it will ask you a few more questions, including your name and password.



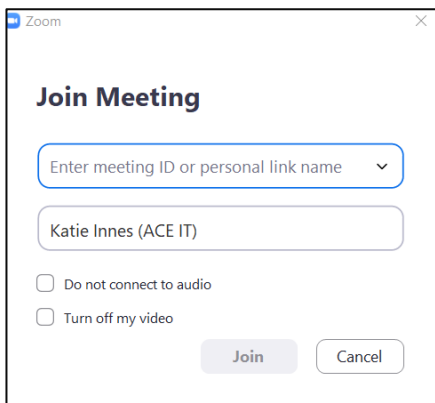
After you have signed in, you will see this screen.

If you would like a meeting to start immediately, click on New Meeting

If somebody has already sent you the invitation but not included a link, click Join and you can join by typing in a numerical code and password.

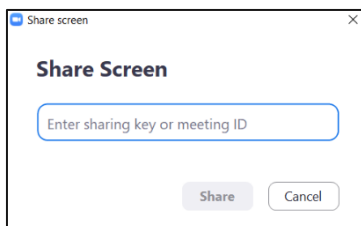
If you wish to arrange a meeting for a time in the future, click on Schedule.

Share Screen will begin sharing your screen immediately in a meeting, rather than your camera. You will still need to enter the meeting ID as you will in join.

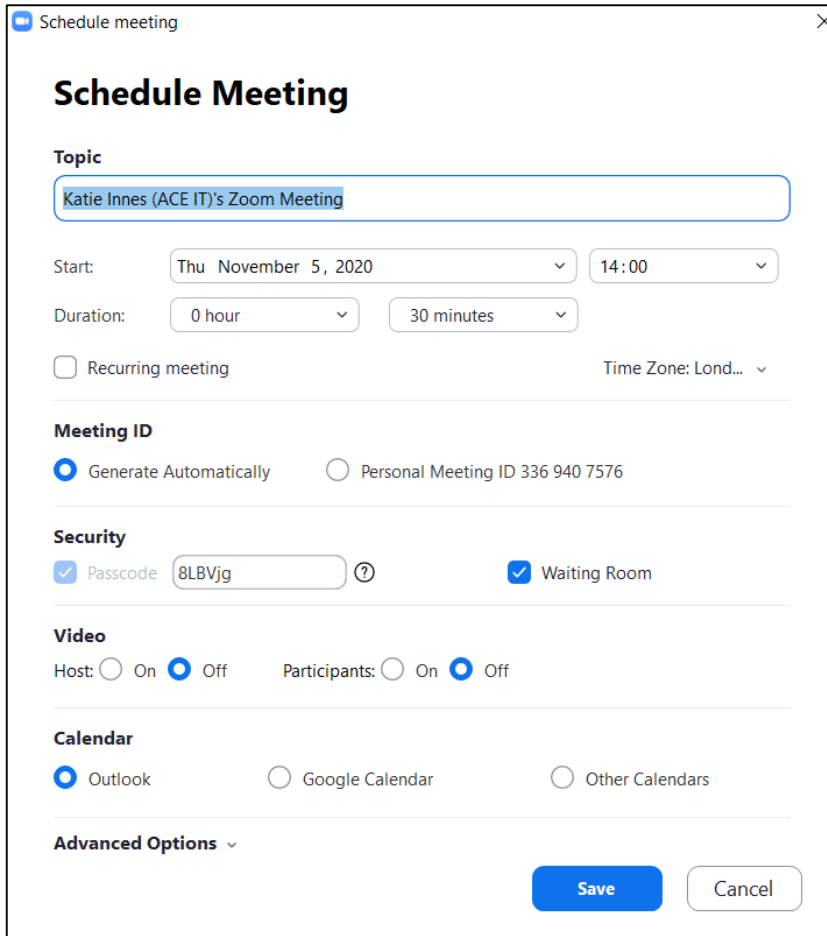


If you click join, this screen should show up. Use the first line to type in the numerical code for the room ID (11 digits, with the format of 3, then 4, then 4.)

You can also enter your name here that will show up underneath your camera, as well as chose if you don't want your camera or audio switched on.



This is what will show up of you click show screen. You will still need to enter the meeting ID, the same way as if you were just joining.



Schedule Meeting

Topic
Katie Innes (ACE IT)'s Zoom Meeting

Start: Thu November 5, 2020 14:00

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: Lond...

Meeting ID
 Generate Automatically Personal Meeting ID 336 940 7576

Security
 Passcode 8LBVjg Waiting Room

Video
Host: On Off Participants: On Off

Calendar
 Outlook Google Calendar Other Calendars

Advanced Options ▾

Save Cancel

If you click schedule a meeting, here are all of the options you can choose:

The first box will be the topic of your meeting. This will show up when they join so make sure to not include anything rude!

Time and date are obvious choices. You can also chose to make this recurring, as we have done with many of our weekly classes.

You may notice that if you click the duration, it will not let you go longer than 30 minutes as that is the limit on a free Zoom account. This only applies if you are going to have more than two people join you in your meeting.

Meeting ID can be one of two options, either a random generated ID or your own personal ID. Personal Meeting ID will be unique to you so if you would like to arrange a regular call with somebody, you could just give them your personal ID and save them typing in new details every time.

If you want your meeting to stay private, make sure that meeting room is ticked. That means that in the very unlikely event that somebody is able to guess both our ID and password, they still will not be allowed into the meeting unless you admit them.

You can choose whether the default for camera is on or off. If you are meeting with somebody that is new to Zoom, I would suggest changing participants to "on" to save the hassle of showing them where that button is on the screen,

Lastly, you can choose to add it to a calendar, if you have one on your computer.