**Using Zoom**

1. **Instructions for Hosting a Zoom meeting**
   1. Go to **Zoom.us** and set up an account for free, if you don’t have one
   2. Log in and then choose the option “Host a meeting” and click on “With video on” (“Schedule a meeting” and choose “With video on”)
   3. On the meeting detail page, fill in **topic, date, time and duration**
   4. **Meeting ID**: I use “Generate Automatically”
   5. **Video:** click “on” for both Host and Participant, so you can see each other
   6. **Audio:** Click on “Both,” in case some will be using their cell phone, so you can hear each other
   7. **Meeting options:** Click on “Enable join before host” – that way people can enter and make sure that everything is working, i.e. audio and video and lighting adjustments – I must adjust the lighting, so I’m not getting too much glare off my head.
   8. **Meeting Options:** Click on “Enable waiting room.” I think you will get an email letting you know someone is waiting and may be having trouble.
   9. Click on “**Save**”
   10. Scroll down to “Invite attendees” and click on “Copy the invitation” on right
   11. Copy the meeting invitation (at the bottom) and paste it into the email which you are composing for the participants you want to invite. I include myself so I have the same link as the participants.
   12. Send email. The email will include the “Join Zoom Meeting” link
2. **Instructions for joining a Zoom meeting**
   1. Open the email link you received from the Host
   2. Click on “Join Zoom Meeting” link (in blue)
   3. Window: click on “Open Zoom”
   4. Window: click on “Join with video”
   5. Window: click on “Computer audio” or “Phone call”
   6. Once on Zoom, check bottom left corner of the screen to make sure your mic is not muted and check the video symbol to the left of the mic to make sure your video is not muted. If either are muted there will be a red circle with diagonal line through the symbol. Click on it to unmute it.