

# HOW TO ZOOM

## SIGNING UP

*Step 1:* Sign Up (It's Free) at [www.zoom.us](https://www.zoom.us)

*Step 2:* Zoom will send you a confirmation email to the address you provided. Login to your email and click Activate Account.

*Step 3:* Provide your first and last name for your new account and create a password for when you login.

*Step 4:* You can invite your group members who don't already have an account to sign up for one or choose "skip this step."

## STARTING A MEETING FOR THE FIRST TIME

*Step 1:* Copy and save the new meeting link provided on the screen. Choose "Start Meeting Now"

*Step 2:* (For Mac): Open the Zoom.pkg file that was just sent to your downloads (or click the "download here" link if nothing downloaded).

*Step 3:* (For PC): Open the Zoom.exe file that was just sent to your downloads (or click the "download here" link if nothing downloaded).

*Step 4:* A box should appear on your screen. Select Sign In, using the email address and password you used in Step 3 of Signing Up.

*Step 5:* Select "New Meeting" and a new window will open. Select Join With Computer Audio if it asks.

*Step 6:* Invite people to your meeting by clicking "Invite" at the bottom of the meeting window.

- You can either invite by email, or select "Copy URL" at the bottom of the invite window. With the URL copied, you can either email the link (using your own email service by right-clicking on an email and selecting paste), or, if you have iMessage (Mac) setup on your computer, you can text the link out.
- You can also give out the Meeting ID - the Meeting ID is found at the top of the meeting window.

*Step 7:* Wait for people to join, and start your meeting!

## **STARTING A MEETING THE NEXT TIME**

*Step 1:* Open Zoom

*Step 2:* Select “New Meeting” (choose “Join with Computer Audio” if it asks)

*Step 3:* Invite people to your meeting by clicking “Invite” at the bottom of the meeting window (either emailing or texting, as before).

## **JOINING A MEETING (USING THE MEETING ID ON A COMPUTER)**

*Step 1:* With Zoom open, select “Join a Meeting.”

*Step 2:* Type in the Meeting ID provided by your leader and select “Join.”

*Step 3:* Select “Join with Computer Audio” if it asks.

## **JOINING A MEETING (USING THE MEETING ID ON A MOBILE DEVICE)**

*Step 1:* Visit either the App Store (iPhone) or Google Play Store (Android).

- iPhone link: <https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307>
- Android link: [https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en\\_US](https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_US)

*Step 2:* Select “Join a Meeting.”

*Step 3:* Type in the Meeting ID provided by your leader and select “Join.”