

## Setting up a virtual meeting with ZOOM

Instructions below are for people that want to create & schedule virtual meetings. If you just want to participate, then simply install the "ZOOM Cloud Meetings" app on your PC, tablet, phone. See the bottom of page 2 for a youtube tutorial.

### Install the app and get a ZOOM Account

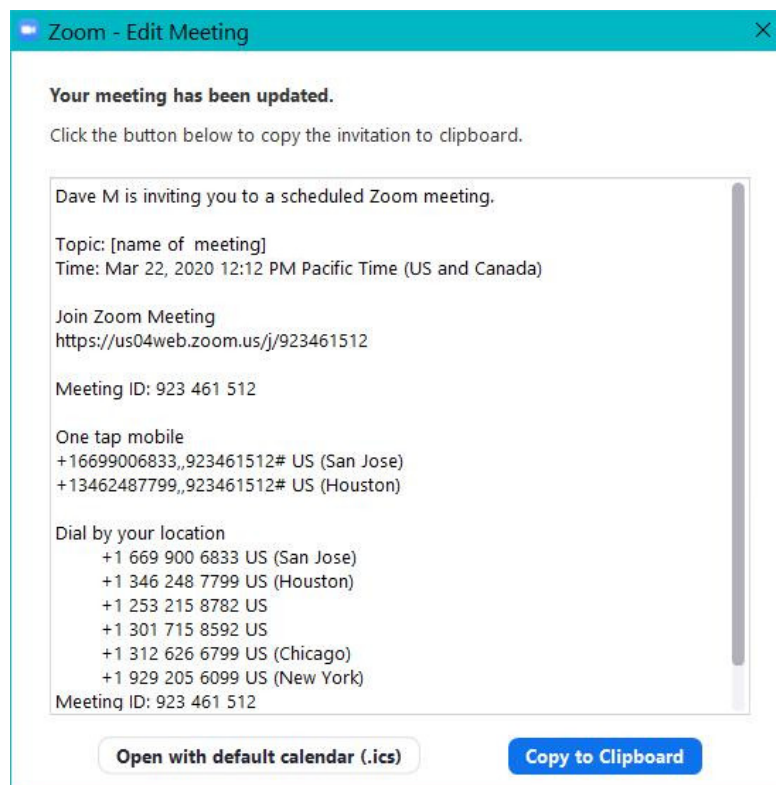
1. Go to <https://zoom.us/> and click **SIGN UP, IT'S FREE**
2. Create account with your email or sign in with Google or Facebook.
3. Sign up for the **Pro** account for \$14.99/month (the free version is limited to 40-minute meetings).

### ZOOM Settings (suggested)

1. Open the ZOOM app and click the **Settings** gear icon.
2. Under **Audio**, consider these 2 settings:
  - Mute my microphone when joining a meeting
  - Press and hold SPACE key to temporarily unmute yourself
3. Also check out the **Virtual Background** setting (just for fun).

### Scheduling & Sharing a Meeting

1. Open the ZOOM app and click the **Schedule** icon.
2. Use the **settings shown on page 2** and then click **Schedule**.
3. The box below will popup. Click **Copy to Clipboard**
4. Paste the **Join Zoom Meeting** link and **Meeting ID** into an email/text and send to meeting participants.
5. 10 minutes (or so) before meeting time, open your ZOOM app and click **Start**.



## Schedule settings for each new meeting

**NOTE:** You will need to set the Schedule settings for each new meeting that you create.

The screenshot shows the 'Schedule Meeting' interface with the following settings highlighted by red boxes:

- Topic:** [name of meeting]
- Recurring meeting**
- Meeting ID:**  Generate Automatically
- Video:** Host:  On; Participants:  On
- Audio:**  Telephone and Computer Audio
- Calendar:**  Other Calendars
- Advanced Options:**  Enable join before host;  Mute participants on entry

Other visible settings include: Password (Require meeting password: ), Meeting ID (Personal Meeting ID 839-896-0628), Audio (Telephone: , Computer Audio: , Telephone and Computer Audio: , Dial in from: Edit), Calendar (Outlook: , Google Calendar: , Other Calendars: , Advanced Options (Enable waiting room: , Only authenticated users can join: Sign in to Zoom: , Automatically record meeting on the local computer: , Alternative hosts: Example:john@company.com;peter@school.edu), and buttons for Schedule and Cancel.

\*This is a great **ZOOM tutorial** on YouTube:  
[https://www.youtube.com/watch?v=sJq\\_OM5VcDY&t=37s](https://www.youtube.com/watch?v=sJq_OM5VcDY&t=37s)

This was shamelessly copied from a document from AA. Thanks Steve P.