

Renewal

This short guide is designed to take you step by step through how to use “ZOOM” to set up and host small group meetings.

What is Zoom

Zoom is a cloud based service which offers video conferencing capability. Anyone can join a meeting using the Zoom mobile apps or desktop applications for Windows and Mac

You do not need a Zoom account to attend a Zoom meeting, but you still need to download the app (if not accessing Zoom through your web browser), only the host is required to have an account to enable the scheduling of meetings.

Please note the free version of Zoom only allows 40 minutes per conference call

The steps shown below are for Apple based devices

How to Download & Install Zoom onto your device

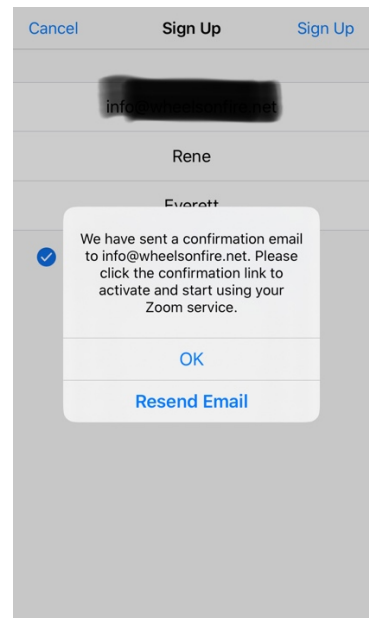
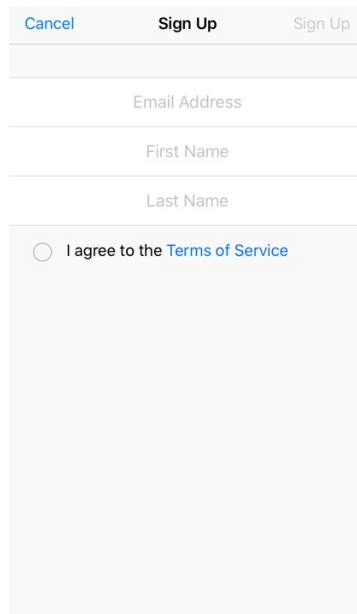
1. Search for Zoom on your device’s app store (this is what the icon looks like)
2. Click “Get” and Install
3. “Open” Zoom on your device



How to “create an account”

In order to schedule a meeting, you would need to create an account.

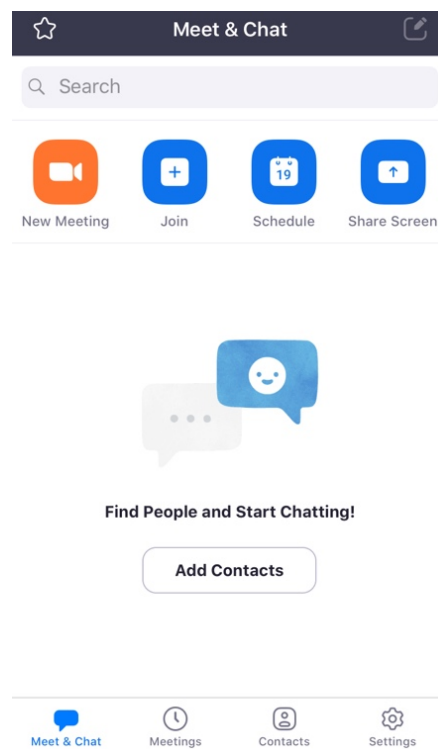
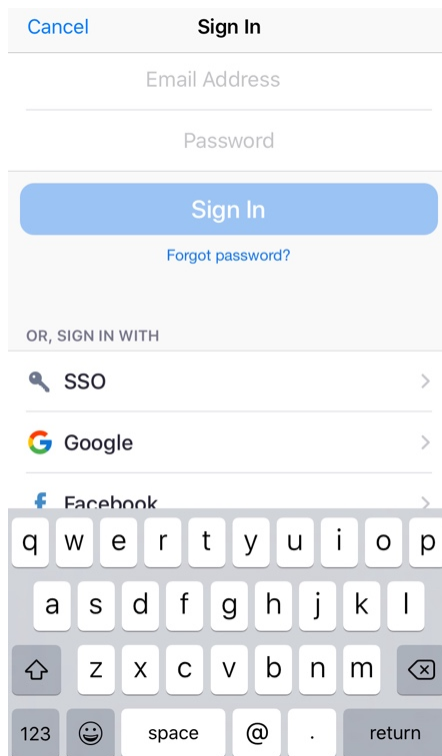
1. Click on “Sign Up”
2. Fill in your e-mail, name & surname and Agree to Terms & Conditions
3. Click sign up (top left corner)
4. Pop up will appear with confirmation email sent to your inbox
5. Check your inbox for confirmation e-mail and click on the link to verify



How to “schedule a meeting”

“Sign in” to your zoom account, using e-mail and password that you used to register

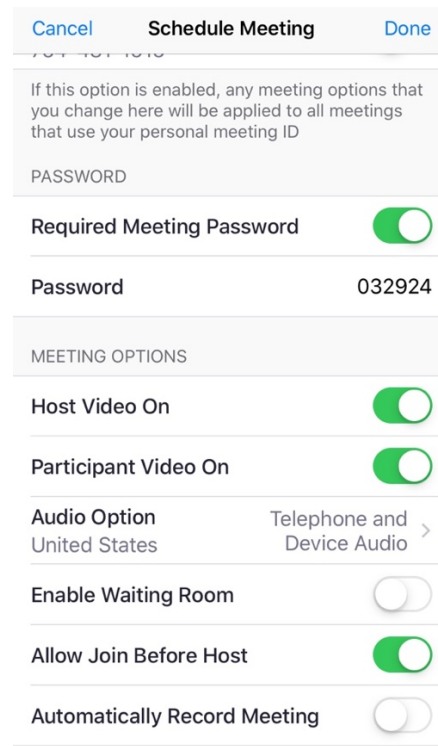
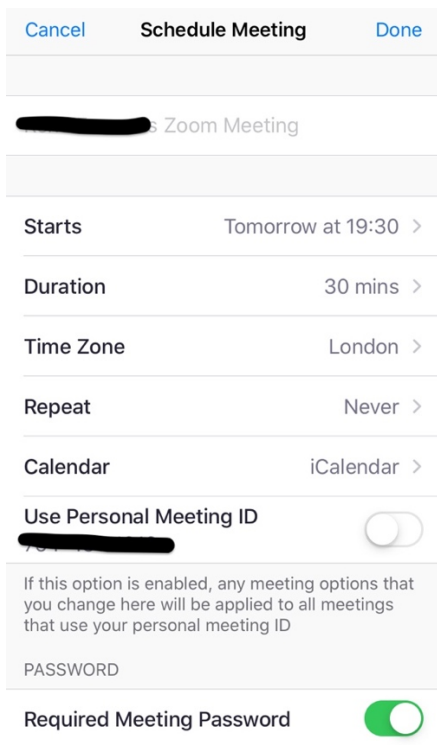
Select “Schedule”



Set up your meeting by selecting date and time of your meeting

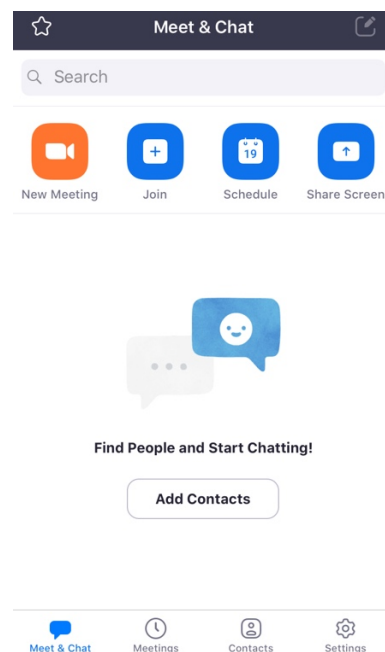
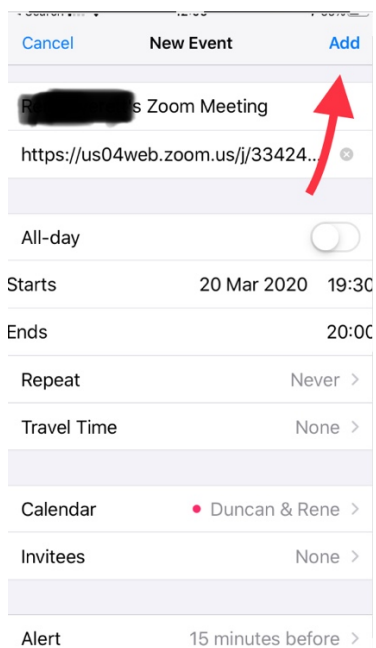
Scroll down. Under “meeting options” select “Host Video” & “Participant Video” ON

Select “Done” (top right Corner)



To add participants, select “Add” (top right corner)

The next screen is “Meet & Chat”, select “Meetings” on the bottom of the screen



On the next screen select “Send Invitation” and a pop up box will appear with options of how to share your meeting invitation – “Send message”, “Send E-mail” or “Copy to Clipboard”

(Selecting “Copy to Clipboard”, will allow you to copy and paste the invitation into WhatsApp or Messenger)

Customise your message to recipient and send

