

Using Zoom for Virtual Groups

Hey group leaders! Here are instructions for Zoom. You can use your computer (better) OR smart phone. Here's a "quick start" guide for you as the host of the meeting and then the members of your group:

QUICK START GUIDE FOR GROUP LEADERS/HOST

1. Go to [Zoom.us](https://zoom.us) and create an account.
 - Free is good. Limits to 40 minute meetings. (they are currently waving the time constraint)
 - If you already have an account, feel free to use it to schedule your group on your own. Hope can also set up a meeting for you through Zoom by clicking [here](#).
2. Once you are logged in you need to schedule a meeting.
 - Click on "My Account"
 - Click on "Schedule a Meeting."
 - Fill in info for meeting. (See photo below for boxes to check)
 - Click "Save"
3. On the next page, click "Copy the invitation."
 - Click "Copy Meeting Invitation" in the pop up.
4. Open your email and paste (right-click, paste or Ctrl+V) invitation into and email and send to your group.
5. To start meeting, open Zoom, log in, and go to "Meetings" and click "Start."

QUICK START GUIDE FOR GROUP MEMBERS

Your group members do NOT have to sign up. Here's what they will have to do:

1. Click on link in email sent by the leader
2. Download Zoom app.
3. Supply first/last name, country.
4. Click "open Zoom."
5. BOOM, You're in Zoom!

If you want a short video guide to zoom for your group, [click here](#).