

How to set up a Zoom session

1. Head to <https://zoom.us/>
2. Sign in
3. Choose “Set Up Meeting” or “Schedule A Meeting”
4. Fill out the appropriate information on the set up screen
 - I would recommend:
 - Enable join before host – so you attendees who are early birds can join the meeting even if you aren’t logged in
 - Mute parties on entry – otherwise the mic for folks who join your meeting will automatically be on
 - Choose to use your meeting ID (that’s an ID you can share with folks who want to join your meeting and miss your other invitations)
 - Record your session? This is totally your choice
5. When you hit “save” you’ll get the information you need to share your meeting link with your attendees

NOTE: you’ll need to download a small piece of software to run your meeting – so head to your meeting room early enough for that to happen (will only take a few minutes – but just a heads up)