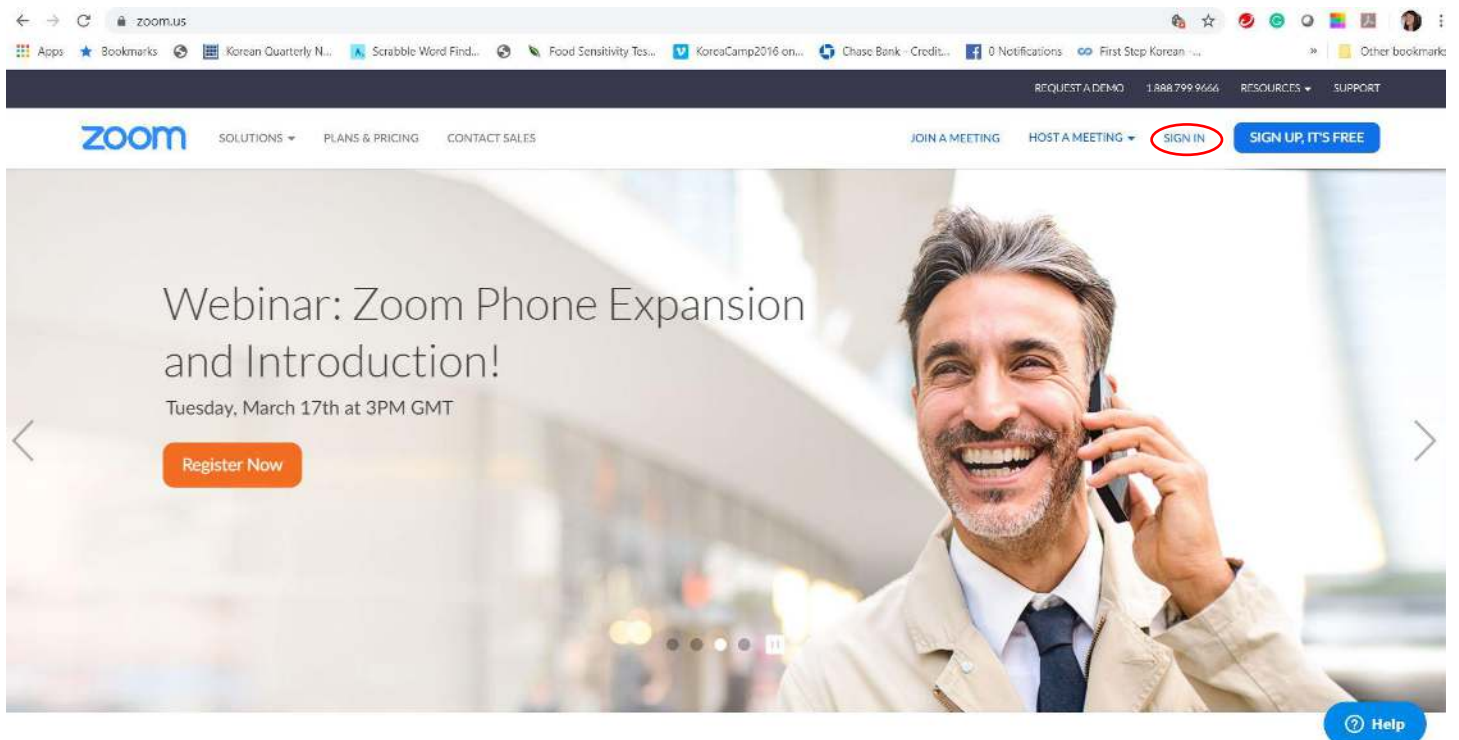
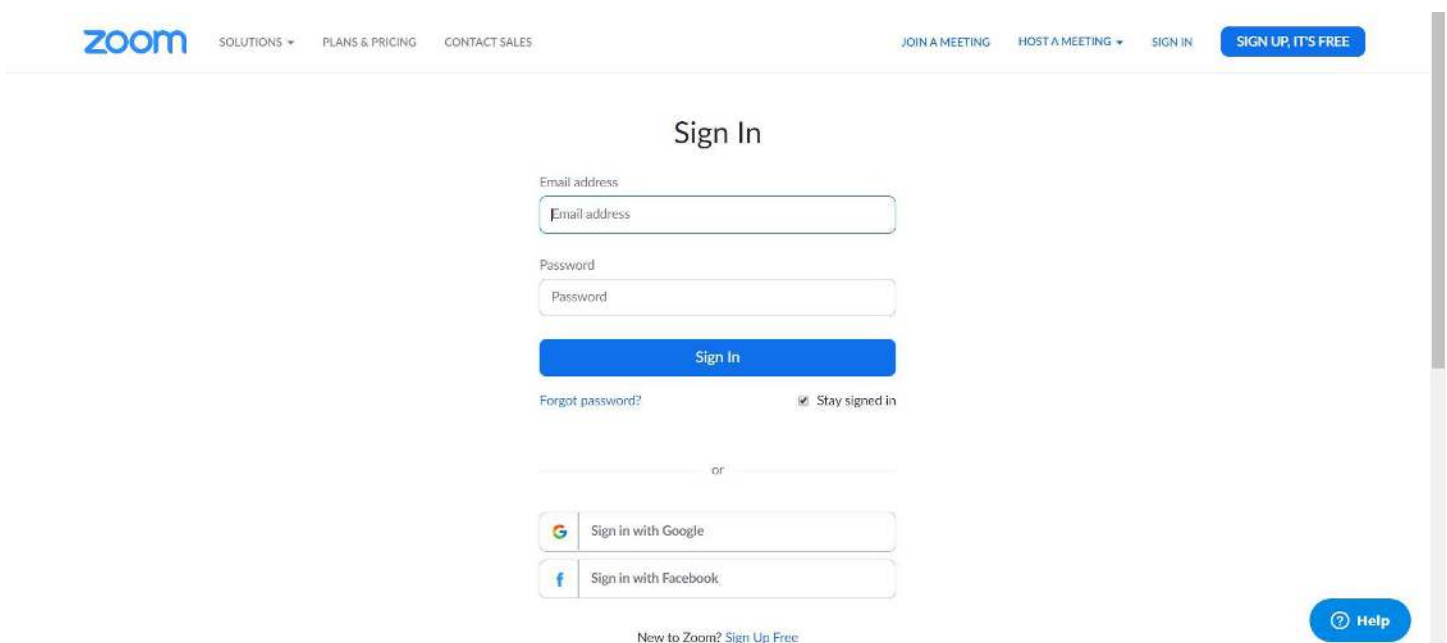


How to Schedule a Zoom Meeting

1. Go to your web browser and type in www.zoom.us
2. Click on the SIGN IN (RED CIRCLE)



3. Type in your Username & Password and click the Sign In Button



4. Click on the Meetings in the left column (RED CIRCLE)

The screenshot shows the Zoom web interface. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES, and buttons for SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and SIGN OUT. The left sidebar is divided into PERSONAL and ADMIN sections. Under PERSONAL, the 'Meetings' option is circled in red. Other options include Profile, Webinars, Recordings, and Settings. Under ADMIN, there are links for User Management, Room Management, Account Management, and Advanced. The main content area is titled 'Upcoming Meetings' and features a 'Schedule a New Meeting' button circled in red. Below this is a table with columns for Start Time, Topic, and Meeting ID. A meeting is listed for 'Today' at '02:30 PM' with the topic 'St. Peter's Council and Staff Special Meeting' and Meeting ID '724-202-101'. There are 'Start' and 'Delete' buttons for this meeting. At the bottom, there are links to download the Microsoft Outlook Plugin and Chrome Extension, and a 'Help' button.

5. Then click on the Schedule a New Meeting (RED CIRCLE)

This screenshot is identical to the previous one, showing the Zoom web interface. The 'Meetings' menu item in the left sidebar and the 'Schedule a New Meeting' button in the main content area are both circled in red. The rest of the interface, including the navigation bar, sidebar, and meeting table, remains the same.

6. Type in the name of your meeting/topic (RED CIRCLE)
7. Then type in the DATE/TIME (RED BOX)

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

User Management

Room Management

Account Management

Advanced

Attend Live Training

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Help

8. Then make sure the Video Host/Participant buttons are ON (RED CIRCLE)

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Knowledge Base

Meeting ID Generate Automatically Personal Meeting ID 575-037-0945

Meeting Password Require meeting password

Video

Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options

Enable join before host

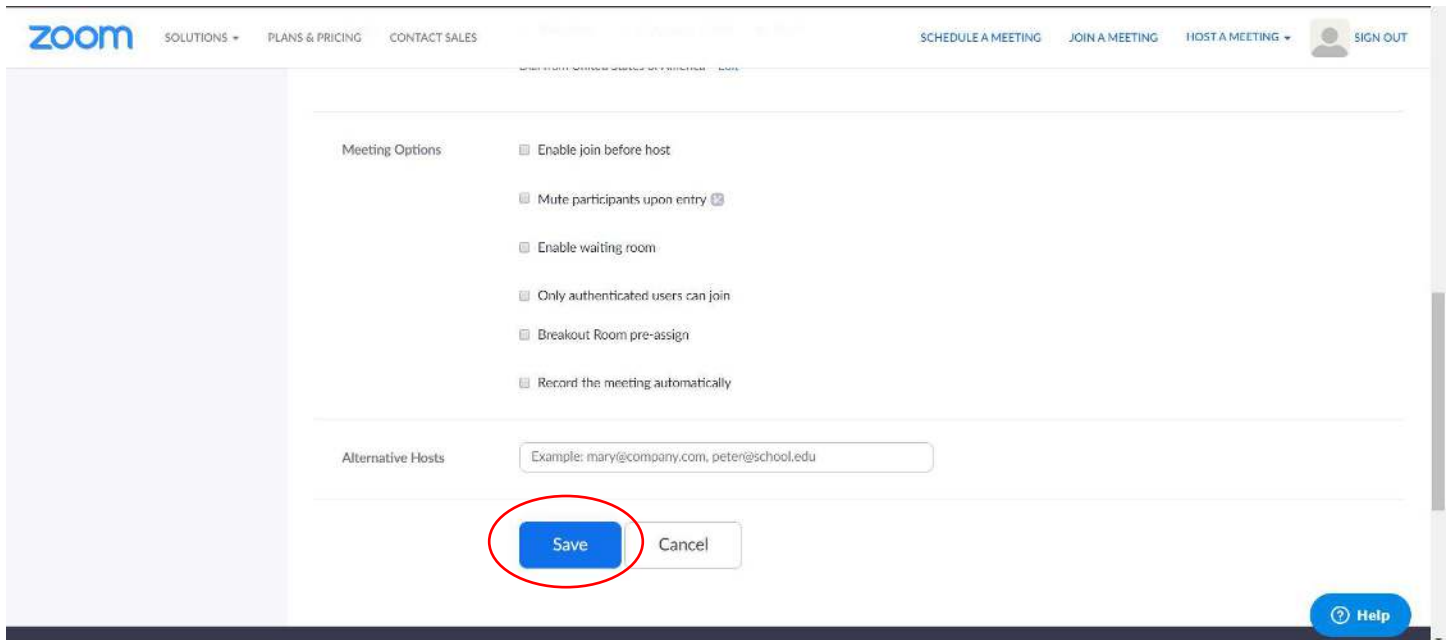
Mute participants upon entry

Enable waiting room

Only authenticated users can join

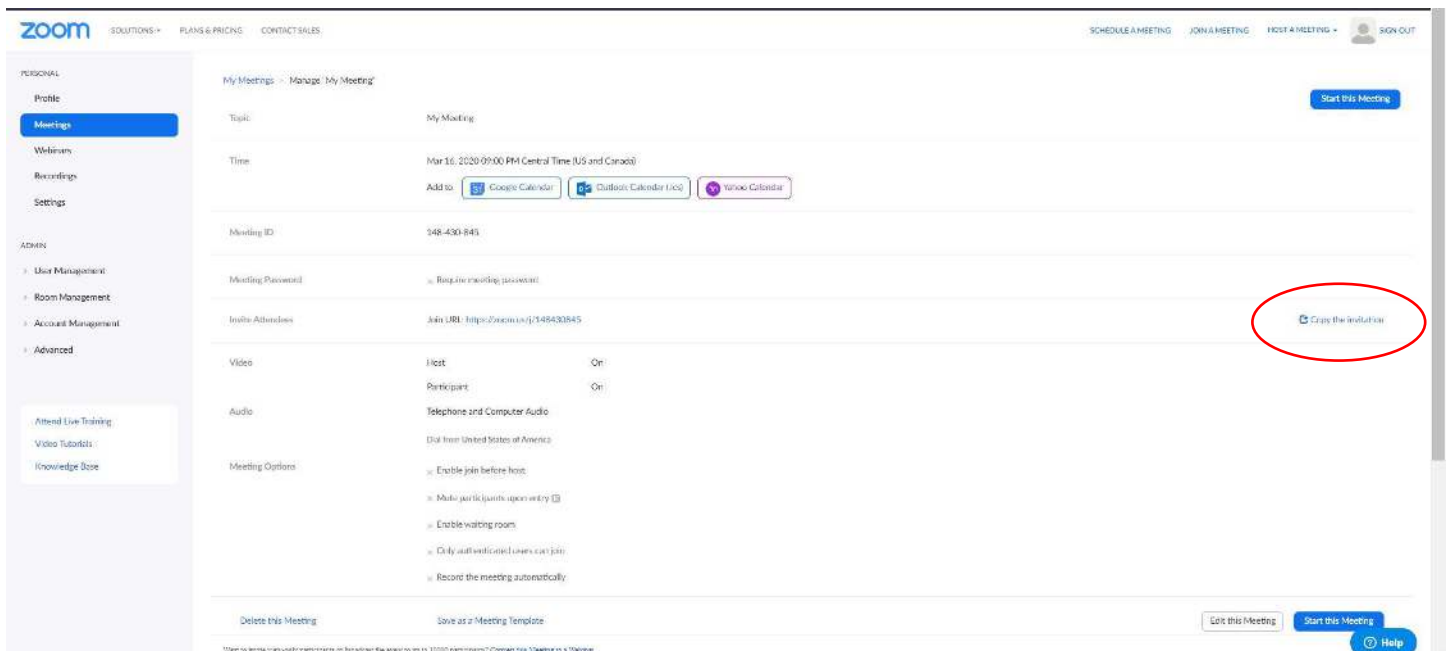
Help

9. Click SAVE (RED CIRCLE)



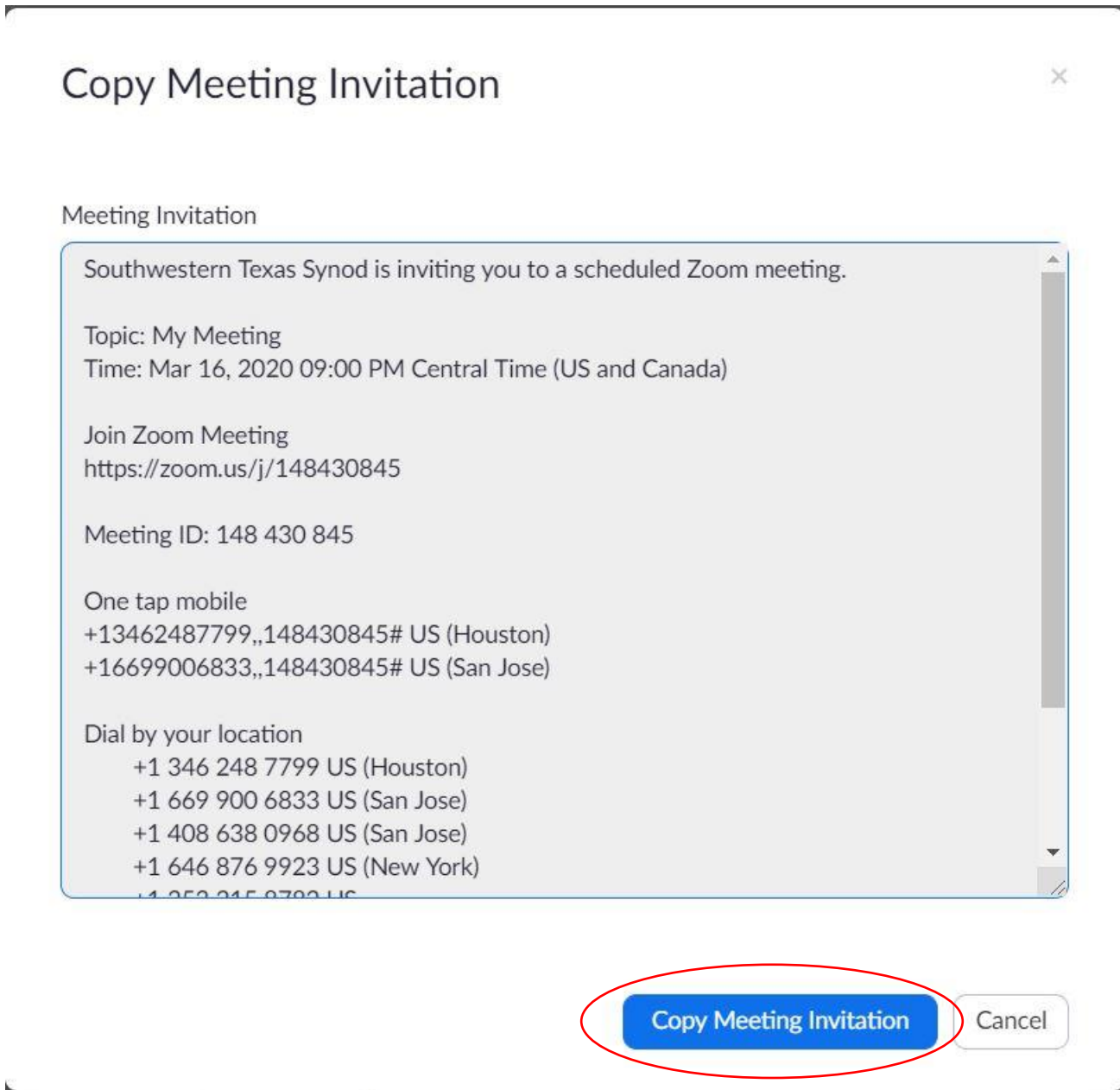
The screenshot shows the Zoom meeting options configuration page. The 'Meeting Options' section includes several checkboxes: 'Enable join before host', 'Mute participants upon entry', 'Enable waiting room', 'Only authenticated users can join', 'Breakout Room pre-assign', and 'Record the meeting automatically'. Below this is an 'Alternative Hosts' field with the example text 'Example: mary@company.com, peter@school.edu'. At the bottom, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red. The Zoom logo and navigation menu are visible at the top.

10. You will get this screen, check to make sure the date/time and meeting topic is correct and then Click Copy Invitation (RED CIRCLE)



The screenshot shows the Zoom meeting details page. The meeting topic is 'My Meeting' and the time is 'Mar 16, 2020 09:00 PM Central Time (US and Canada)'. The meeting ID is '948-430-845'. The 'Invite Attendees' section shows the 'Join URL: https://zoom.us/j/148430845'. The 'Copy the invitation' button is circled in red. The page also includes sections for 'Videos' and 'Audio' settings, and a 'Meeting Options' section at the bottom. The Zoom logo and navigation menu are visible at the top.

11. You will see this screen, Click the Blue Button (RED CIRCLE)



12. Paste the information in the body of an email that you are ready to send to your participants.

How to Start a Zoom Meeting

1. Open web browser and type in www.zoom.us
2. Sign In with your Username and Password
3. Go to Meetings in the left column and find the meeting you are wanting to start (RED BOX)
4. Click on the word START (RED CIRCLE)

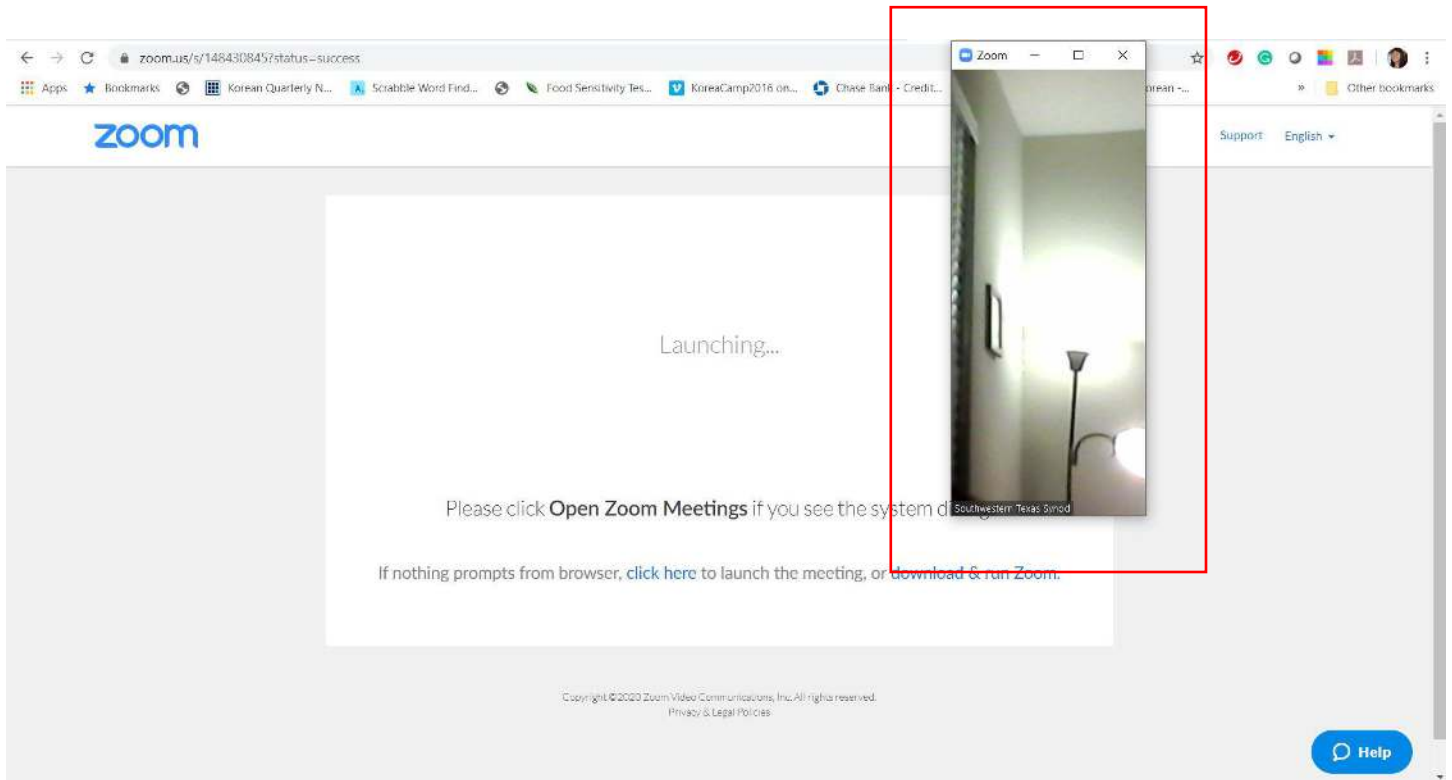
The screenshot shows the Zoom web interface. On the left is a navigation menu with 'Meetings' selected. The main area displays a table of upcoming meetings. The meeting 'Faith Formation Network' is highlighted with a red box, and its 'Start' button is circled in red.

Start Time	Topic	Meeting ID	Start	Delete
Recurring	Covid-19 Update and Resources	714-565-271	Start	Delete
Recurring	Zoom Training	164-214-747	Start	Delete
Wed, Mar 18 (Recurring) 10:00 AM	Southwestern Texas Synod Rostered Ministers, SAMS, & Vicars Meeting	210-895-887	Start	Delete
Thu, Mar 19 10:00 AM	Faith Formation Network	961-069-494	Start	Delete
Thu, Mar 19 01:00 PM	Bishop's Call re COVID-19	236-950-538	Start	Delete
Thu, Mar 19 (Recurring) 07:00 PM	Southwestern Texas Synod Gathering Q/A - COVID-19	968-029-435	Start	Delete
Tue, Mar 24 07:00 PM	Synod Council Meeting	419-246-893	Start	Delete

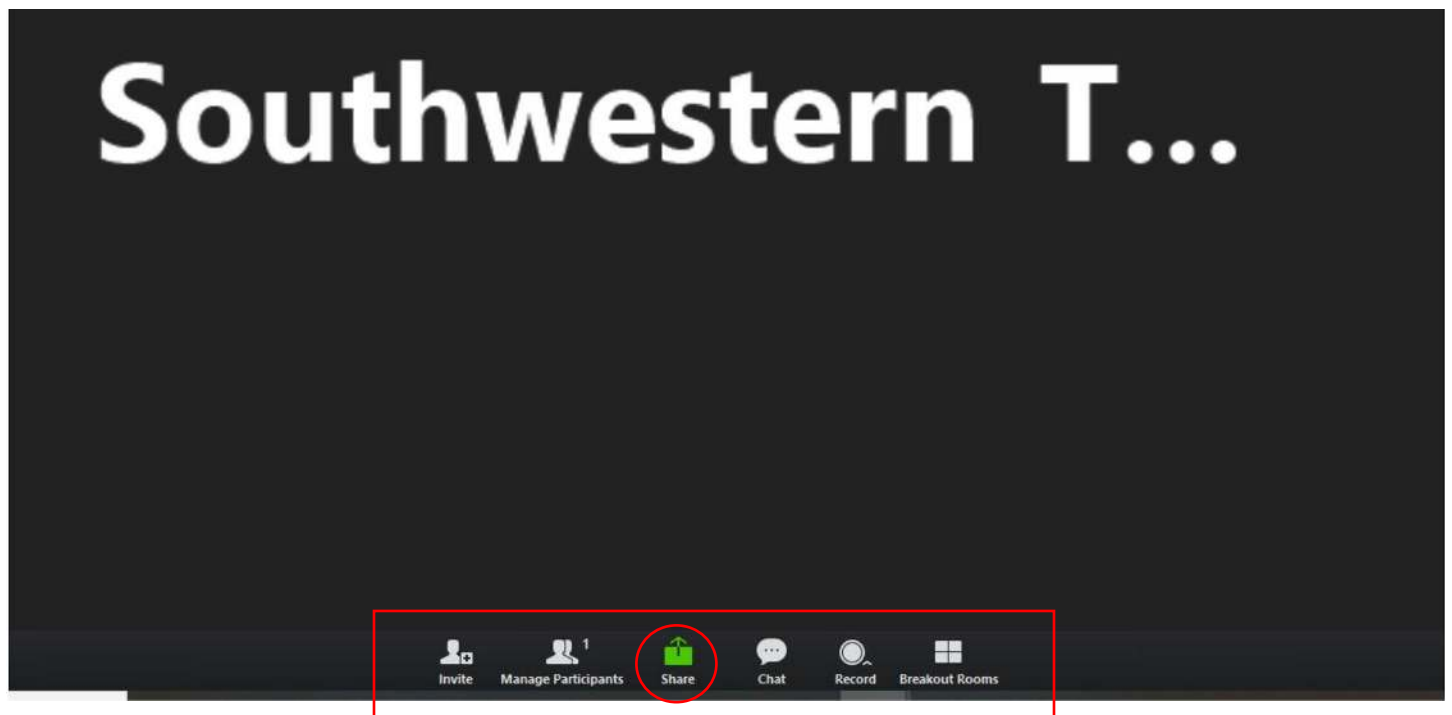
5. You will get this screen, Click on OPEN ZOOM MEETINGS (RED CIRCLE)

The screenshot shows a browser window with a 'Launching...' screen. A system dialog box is open, asking 'Open Zoom Meetings?' with the URL 'https://zoom.us'. The 'Open Zoom Meetings' button is circled in red. Below the dialog, the page says 'Please click Open Zoom Meetings if you see the system dialog. If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.'

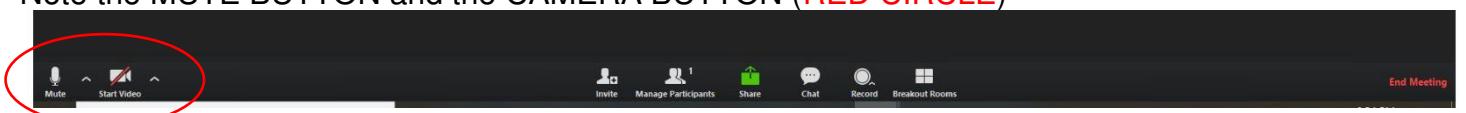
6. You will get this screen, you are now in your meeting. Readjust your viewing screen to the right or wherever you want it. (RED BOX)



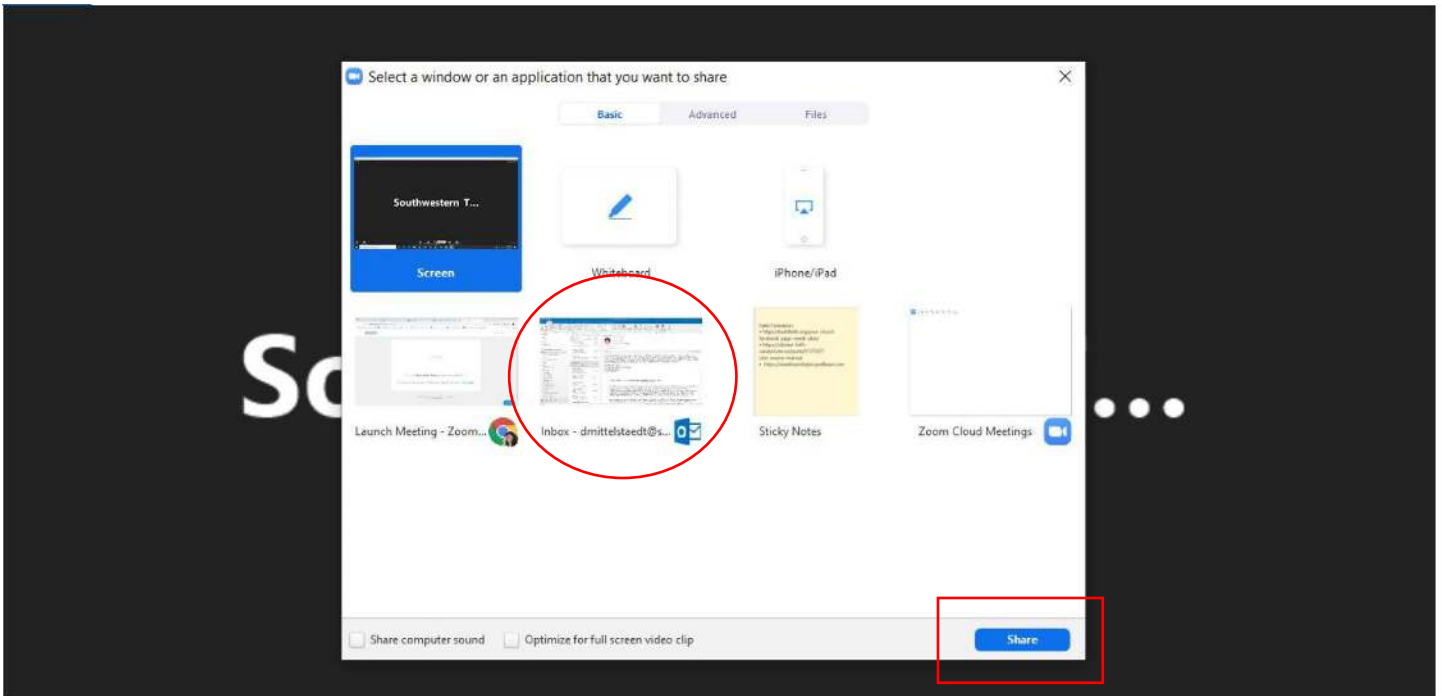
7. Next take a look at your menu (RED BOX), to share a screen, click the SHARE button (RED CIRCLE)



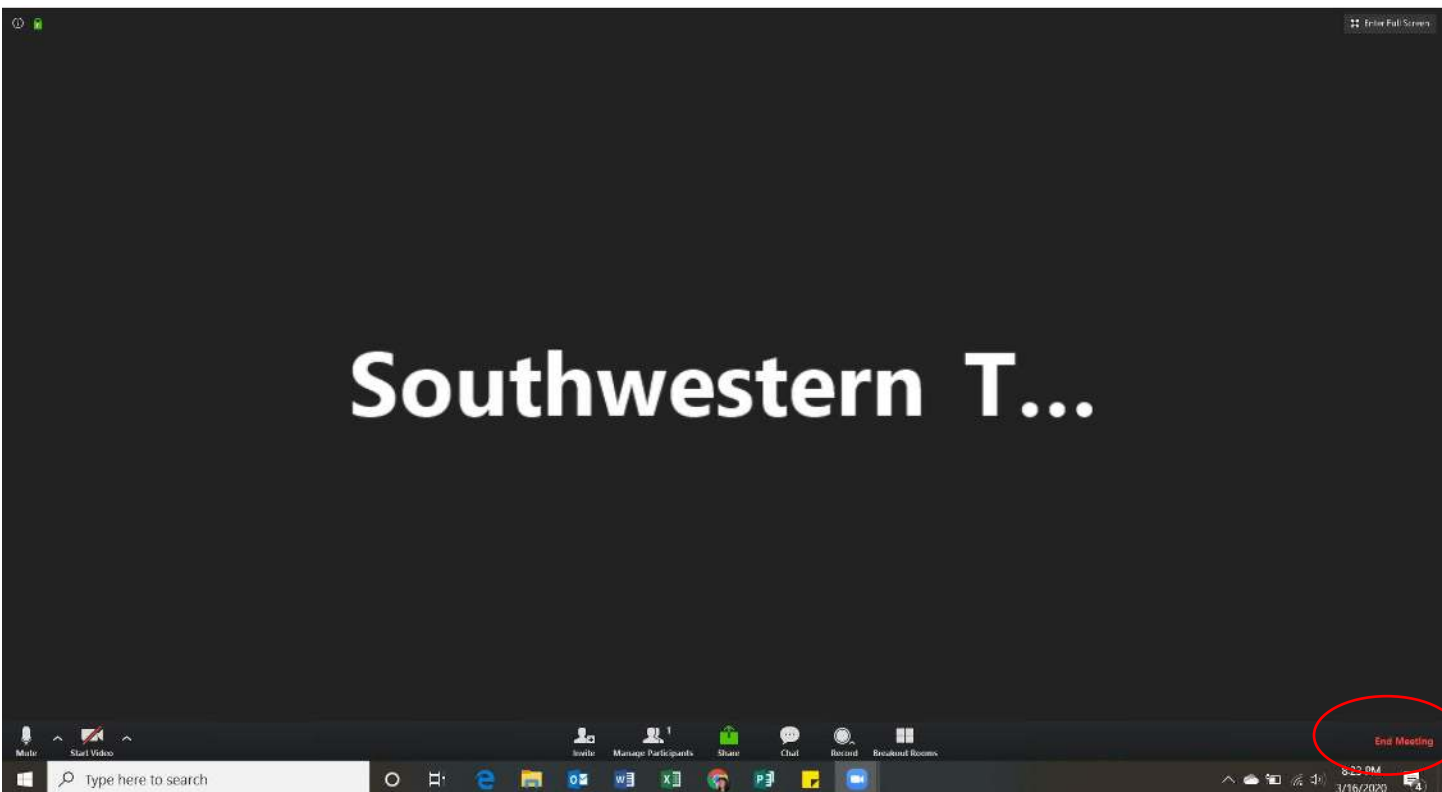
Note the MUTE BUTTON and the CAMERA BUTTON (RED CIRCLE)



8. You will get this screen, then click on the screen you want to share (**RED CIRCLE**) and then Click **SHARE** (**RED BOX**). Your screen will be shared.



9. Please indicate to your participants that when they are not talking, to please **MUTE THEMSELVES** so feedback won't be a problem.
10. To end the meeting, Click **END MEETING** (**RED CIRCLE**). This ends it for ALL people.



CONGRATULATIONS! YOU HAVE MASTERED ZOOM!