This is a step-by-step guide on hosting an online meeting, to be done at least three days before the start time. After following this guide, you are strongly encouraged to do explore the capabilities of Zoom, such as sharing your screen and webcam.

This guide is broken down into 5 sections:

1. Setting up to host meeting
2. Audio Setup
3. Webcam Setup
4. Scheduling a meeting
5. Running a meeting

You will receive an email with instructions on how to activate your account
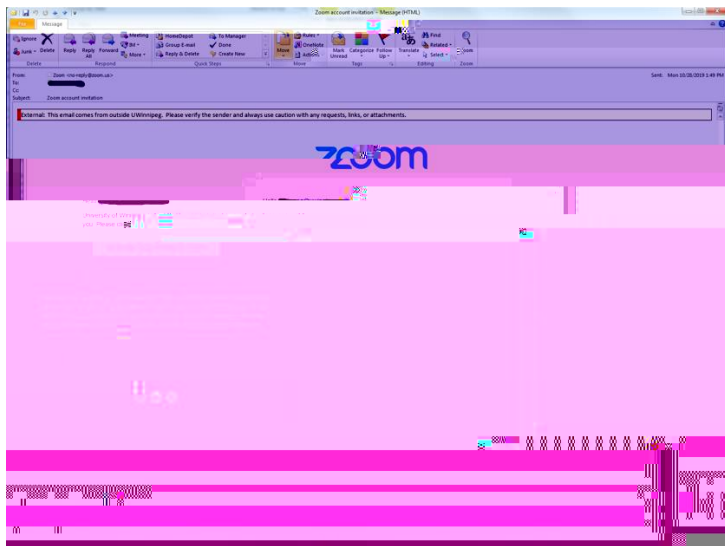
Follow instructions to set up your account:

On the page that appears, click
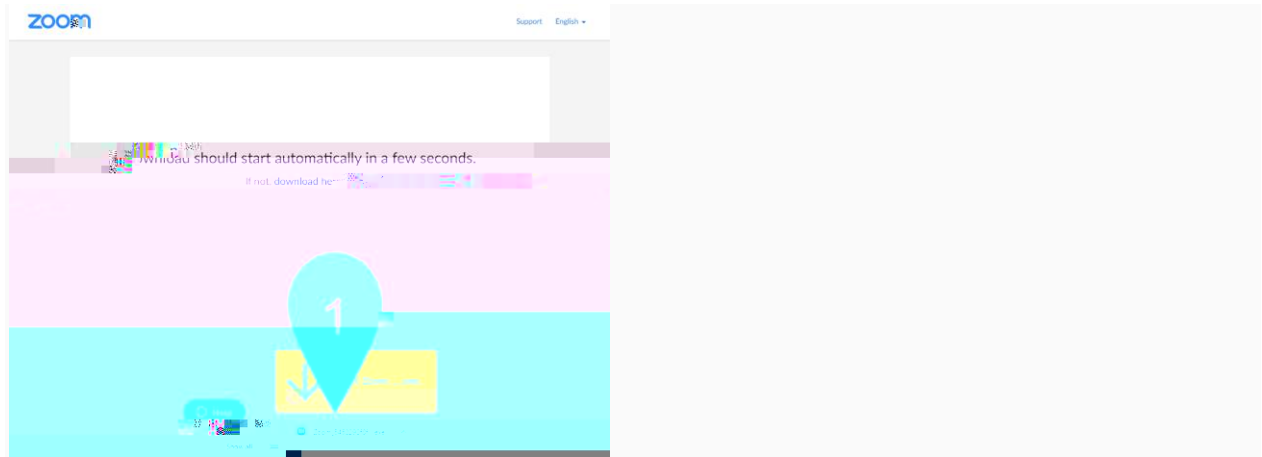
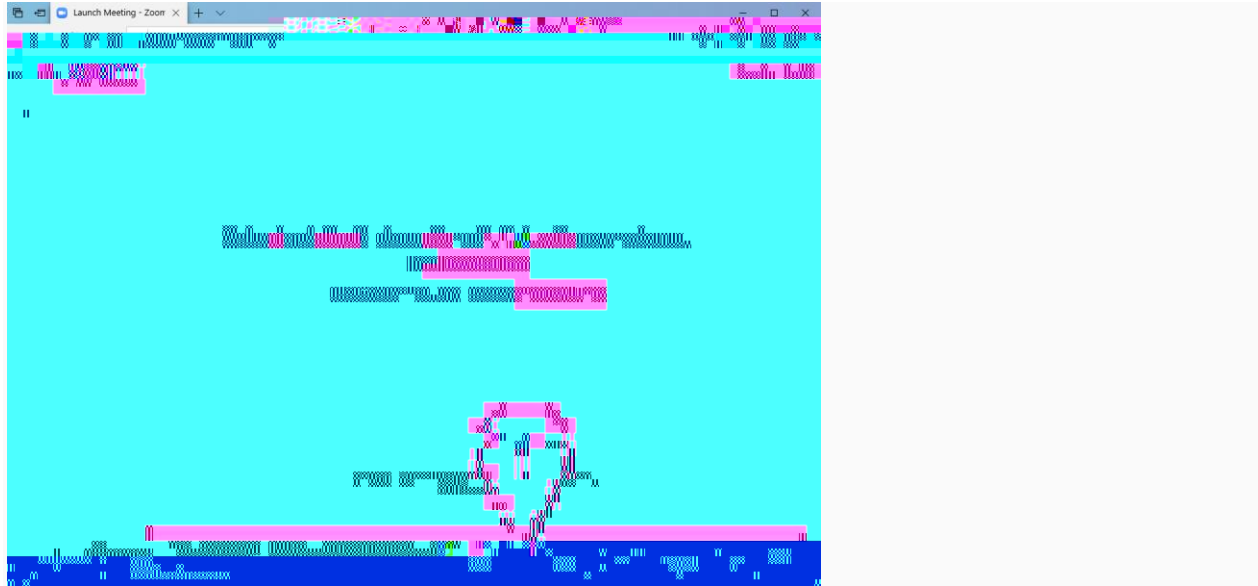On the next Page enter your   and   , then press

Click the Zoom installer filename found at the bottom of Chrome. Run the installation application.
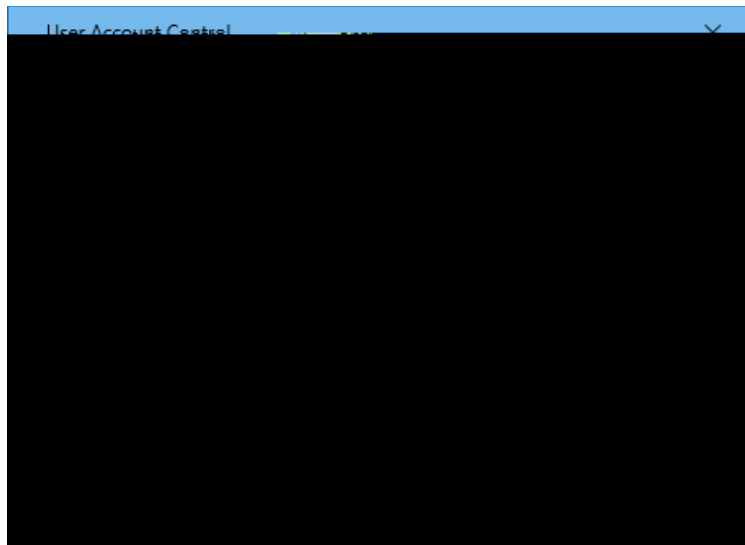

A pop-up will appear, asking if you

A pop-up will appear at the bottom of Edge. Inside this pop- · · k

When the Zoom installer is ready to run, click   in the following dialog to allow the installation to continue.

When you start or join your first meeting, you will be presented with some audio conference options.
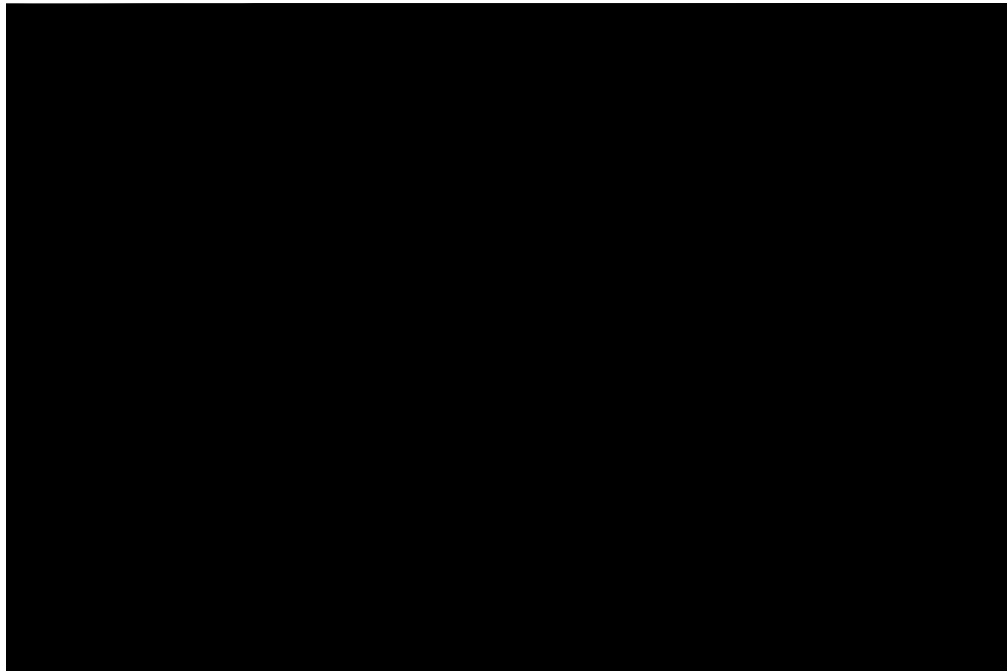
If you can hear a ringtone playing, your speakers are set up properly. If not, click the drop-down menu

Choose the appropriate sound device for your co

Speak and then wait a moment. If you can hear your voice played back to you, your microphone is set up

You can now join your meeting with computer aud   `\      `   `    ` K   ` ith computer

Your audio will now be connected to the meeting.

If you have enabled video for the host when scheduling your Zoom meeting, you should see yourself as soon as you log in. @`      `   `      `   `      `   `      `   `      `   `      `   `      `   `u   `   `
this, move your mouse around the Zoom window. A control menu will appear at the bottom of the
              `#    `   `o    `†

@ d to select a different camera device. To do this, click the
o †

After launching Zoom, click   .

At

@ ` ` ` \ # ` dialog will appear that gives you t