# How to Start your Own Zoom call, and invite one or more people to join you.

With a FREE Zoom account you can set up
calls that last up to 40 minutes with up to 100 people.
When the time runs out - you can start another meeting and keep going!
Note: for Thanksgiving day, the time limit has been lifted! Download these
instructions and watch a how-to video at http://www.w7ha.com/startzoom
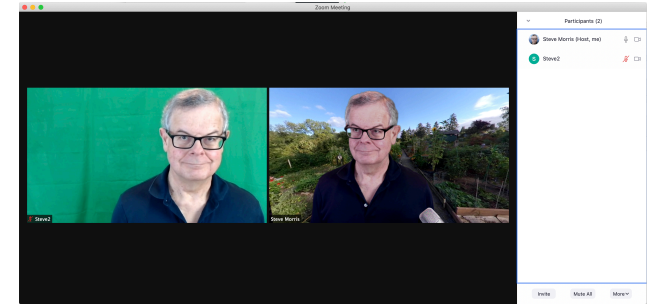
These instructions assume:

- You are using a Mac or a Windows PC (note: steps on an iPad are similar but your screens will look a bit different)
- You have joined a Zoom meeting before (which means the Zoom program is already installed on your computer)
- You have set a time (by phone or email) for the call by phone or email so the friends and family you'll invite are ready to participate at that time
- You have an email address for the person/people you want to call

V3.0

1. A few minutes before it is time to start the meeting: run the Zoom program.
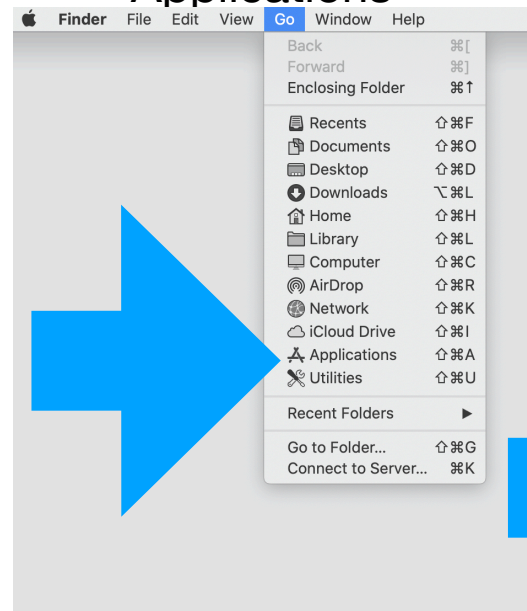
If using a Mac:

A.

At the bottom left-hand corner of your Mac, Click the Finder icon
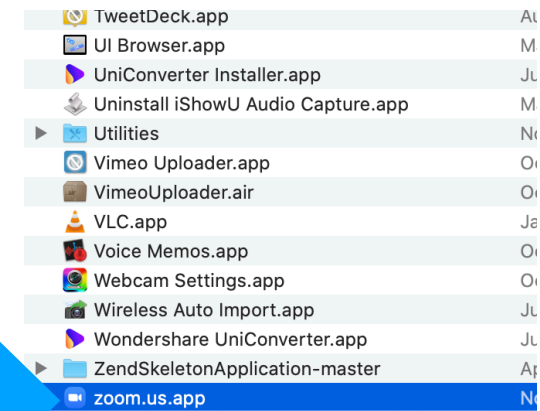
Webcam Settings

B.

Then in the upper left-hand corner click on the "Go" menu and click on "Applications"

Finder File Edit View **Go** Window Help

Back	⌘[
Forward	⌘]
Enclosing Folder	⌘↑
🗂 Recents	⇧⌘F
📄 Documents	⇧⌘O
🖥 Desktop	⇧⌘D
⬇ Downloads	⌥⌘L
🏠 Home	⇧⌘H
📁 Library	⇧⌘L
💻 Computer	⇧⌘C
📡 AirDrop	⇧⌘R
🌐 Network	⇧⌘K
☁ iCloud Drive	⇧⌘I
Ａ Applications	⇧⌘A
⚒ Utilities	⇧⌘U
Recent Folders	▶
Go to Folder...	⇧⌘G
Connect to Server...	⌘K

C.

That opens the "Applications" folder. Scroll down until you see Zoom.us.app, and double-click on it

TweetDeck.app
UI Browser.app
UniConverter Installer.app
Uninstall iShowU Audio Capture.app
▶ Utilities
Vimeo Uploader.app
VimeoUploader.air
VLC.app
Voice Memos.app
Webcam Settings.app
Wireless Auto Import.app
Wondershare UniConverter.app
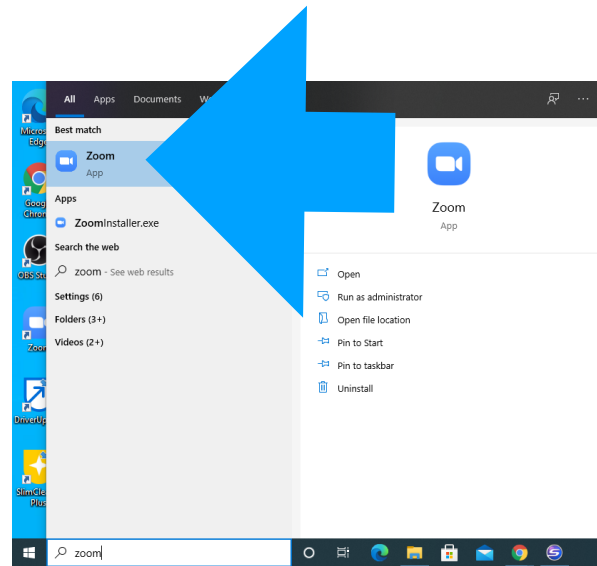▶ ZendSkeletonApplication-master
zoom.us.app

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To run Zoom on a PC computer (running Windows):

In the lower left-hand corner of your computer window, type "Zoom" into the search field
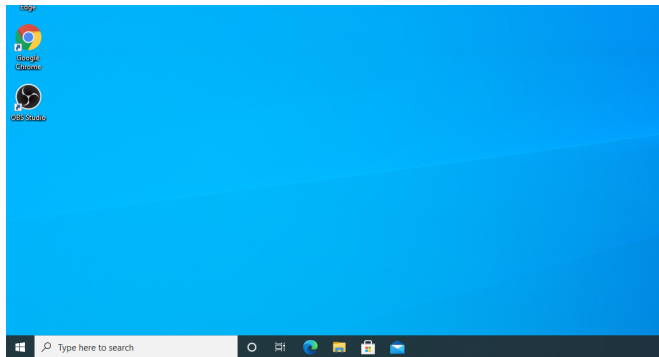
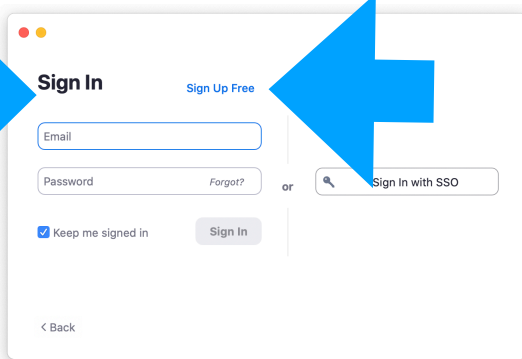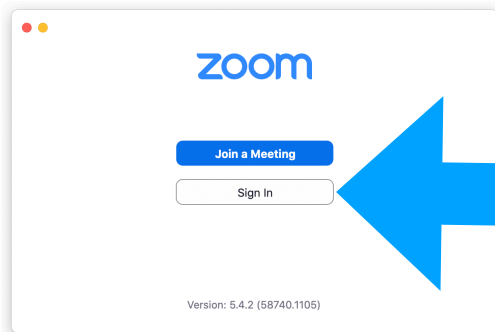That should find the Zoom app. Double click on it to run Zoom
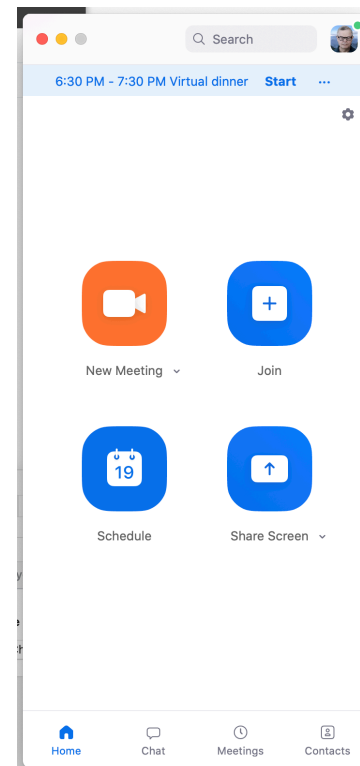
2. You will see one of the following menus:

Option 1: If you are NOT signed in already

**If you are not signed-in, you will
see one of these menus.
Go ahead and sign in. If you do
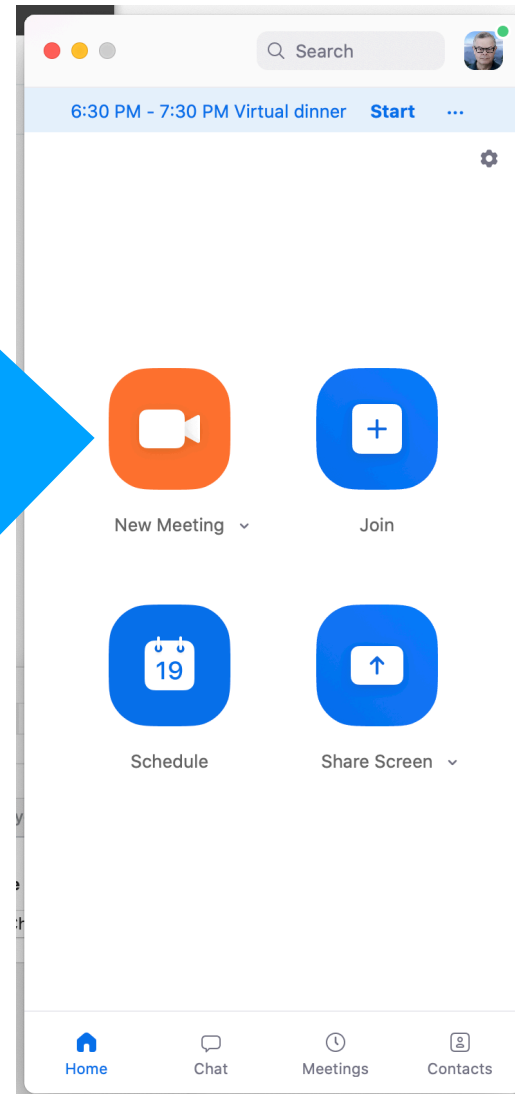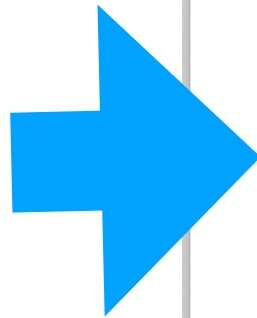not have a sign-in email and password,
use the "Sign Up Free" button**

**Option 2: You might already be signed in.
In that case, you'll see the menu below.
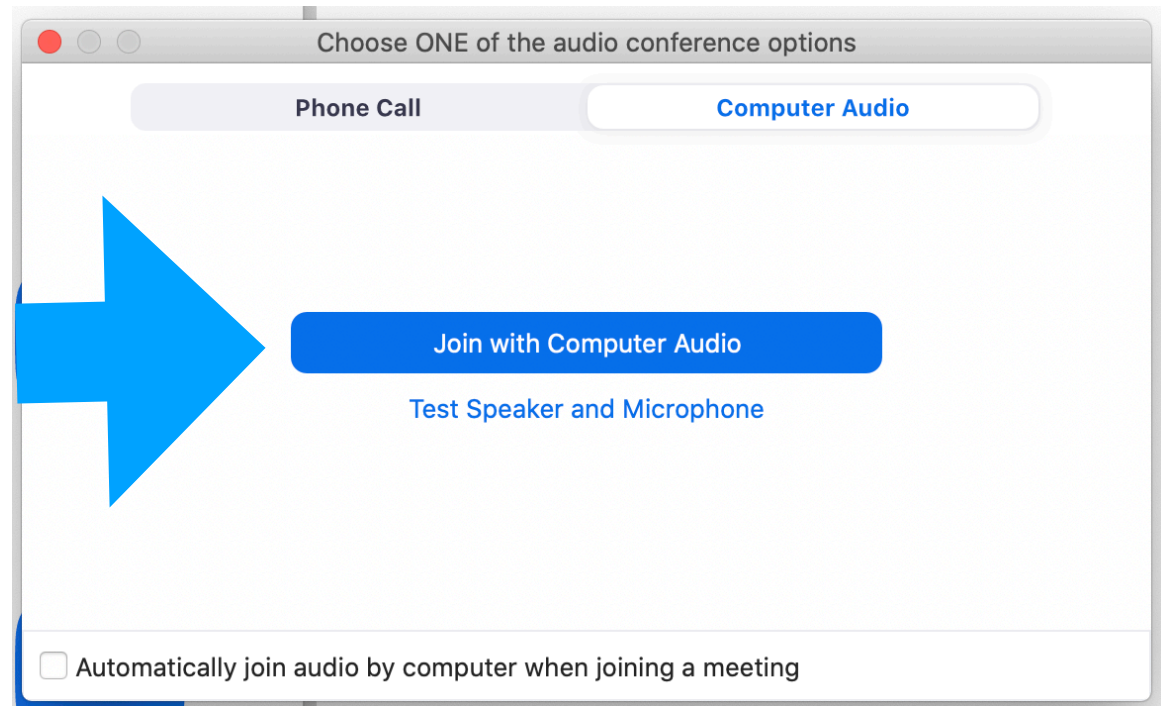If so, go to the next step!**

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3. Once you are signed in, you should
See this menu.

Click on "New Meeting" button.

(Note: there is also a "Schedule"
Button that integrates with a
calendar. We are not using
that approach because using the
"New Meeting" button and then inviting
people to join immediately is
easier to do with fewer steps!

Q Search

6:30 PM - 7:30 PM Virtual dinner   **Start**   ...

New Meeting ⌄

Join

Schedule

Share Screen ⌄

Home   Chat   Meetings   Contacts

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4. Click on "Join with Computer Audio"

5. When Zoom first runs, it takes over your entire screen. Click on the keyboard key labeled "Esc" or "esc" in the upper left-hand corner of your keyboard and the Zoom window will shrink so it doesn't take up the entire screen.

6. Click on "Unmute" and "Start Video"
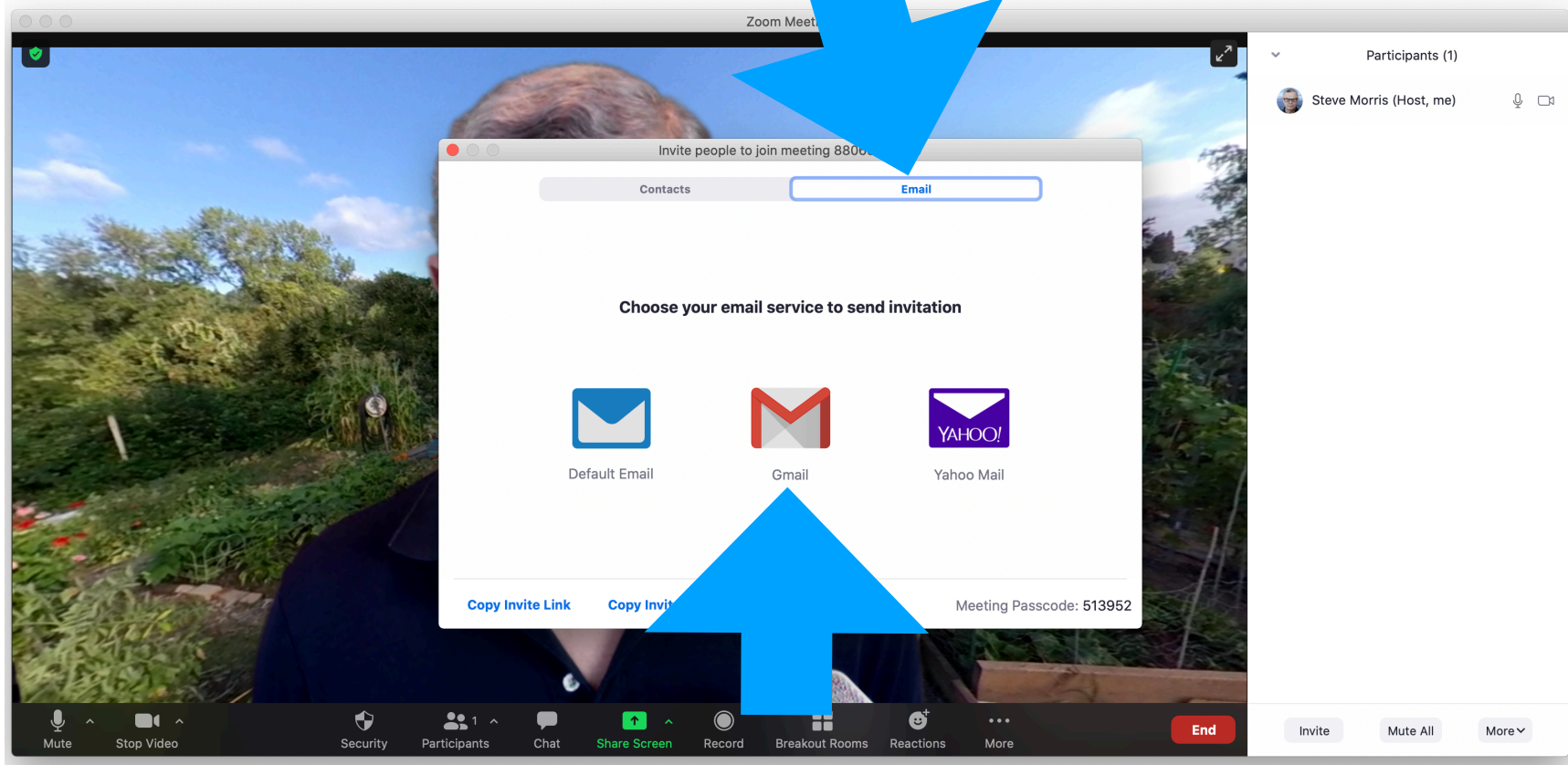   (You must move your mouse for these icons to appear…)
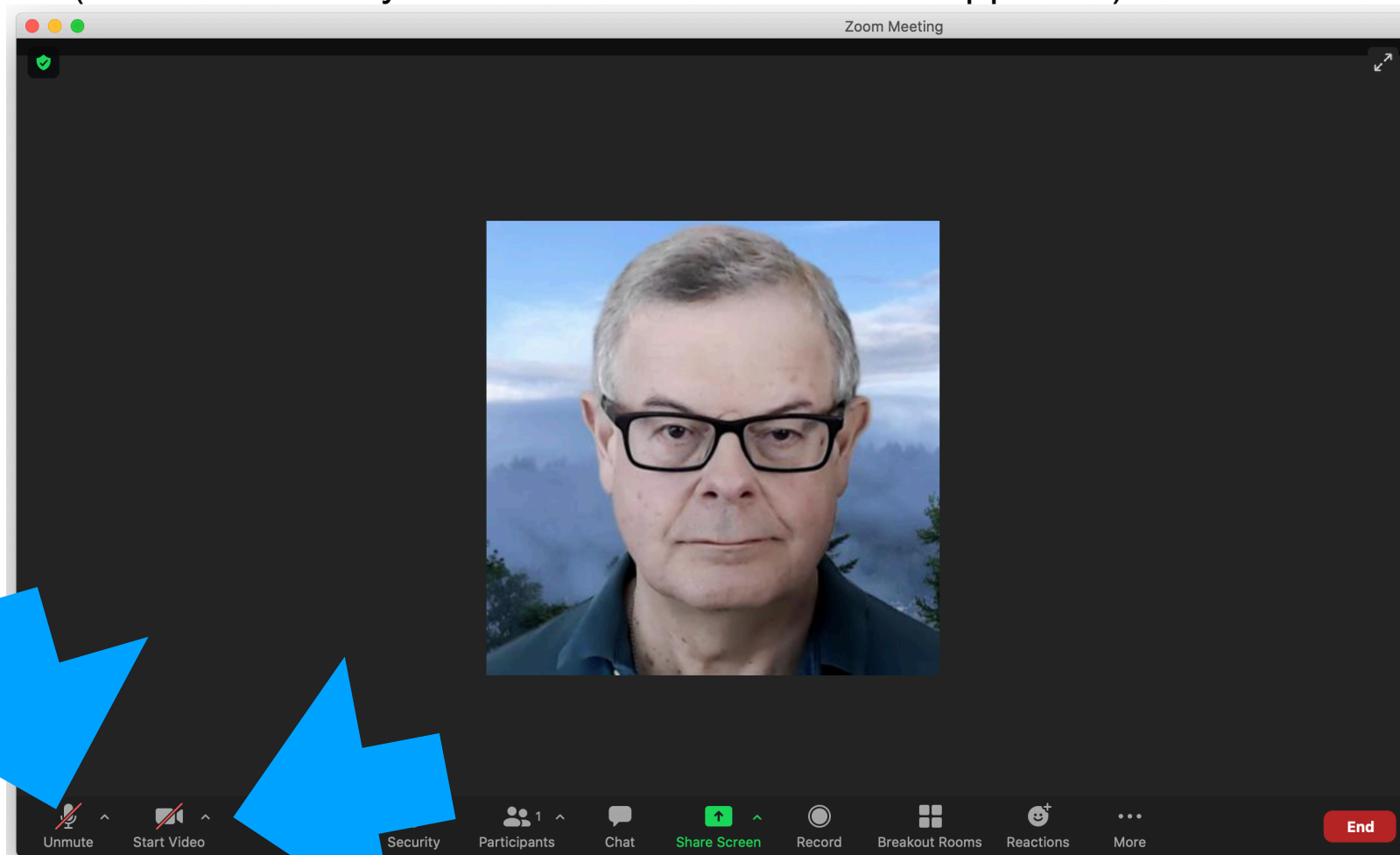
7. Now you are unmuted, and have video! Click on "Participants"
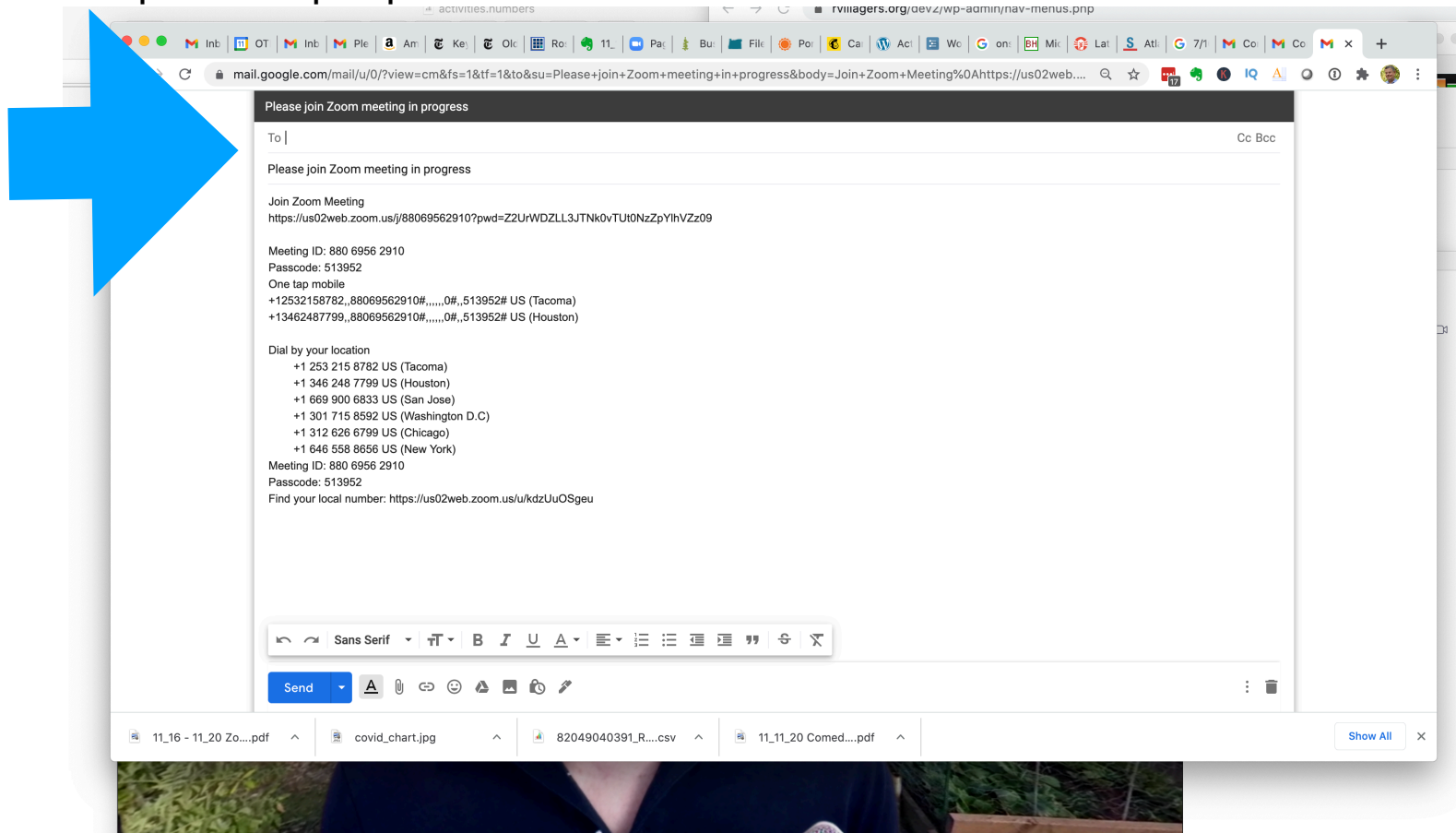   (You must move your mouse for these icons to appear…)

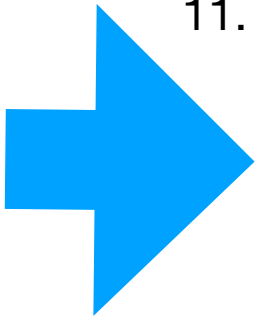8. The "Participant" panel should appear to the right. Click on "Invite"

9. Click on "Email" . Then click on "Gmail" (or whichever type of email you use)

10. An email window appears pre-filled with your Zoom information.
    Type in the email of the person(s) you want to add to the Zoom meeting.
    Invite up to 100 people!

11. Once the email is added, click "Send" to send the email.

Please join Zoom meeting in progress

To Steve Morris (w7ha.com) ✕   Cc Bcc
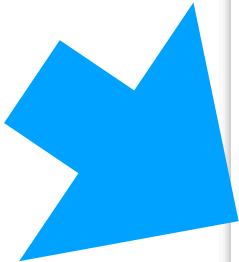
Please join Zoom meeting in progress

Join Zoom Meeting
https://us02web.zoom.us/j/88069562910?pwd=Z2UrWDZLL3JTNk0vTUt0NzZpYlhVZz09

Meeting ID: 880 6956 2910
Passcode: 513952
One tap mobile
+12532158782,,88069562910#,,,,,,0#,,513952# US (Tacoma)
+13462487799,,88069562910#,,,,,,0#,,513952# US (Houston)

Dial by your location
        +1 253 215 8782 US (Tacoma)
        +1 346 248 7799 US (Houston)
        +1 669 900 6833 US (San Jose)
        +1 301 715 8592 US (Washington D.C)
        +1 312 626 6799 US (Chicago)
        +1 646 558 8656 US (New York)
Meeting ID: 880 6956 2910
Passcode: 513952
Find your local number: https://us02web.zoom.us/u/kdzUuOSgeu

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12. Next you need to go back to the Zoom window and wait for your guest to arrive. On a Mac pull your cursor to the bottom of the screen so the program icons appear, and click on the Zoom icon.

On a PC, click on the Windows field (lower left-hand corner of your screen) and type in "Zoom" and then press the Enter (or Return) key. That should find the "Zoom Application". Click on that to return to the Zoom window.

13. When the person you invited gets the email and clicks on the Zoom link in the email, they will be added to the waiting room - you need to click "Admit". I suggest you do that in the "Participants" panel (instead of the pop-up) because the panel will list each new participant in the call so you can keep track of who has been admitted and who still needs to be admitted.
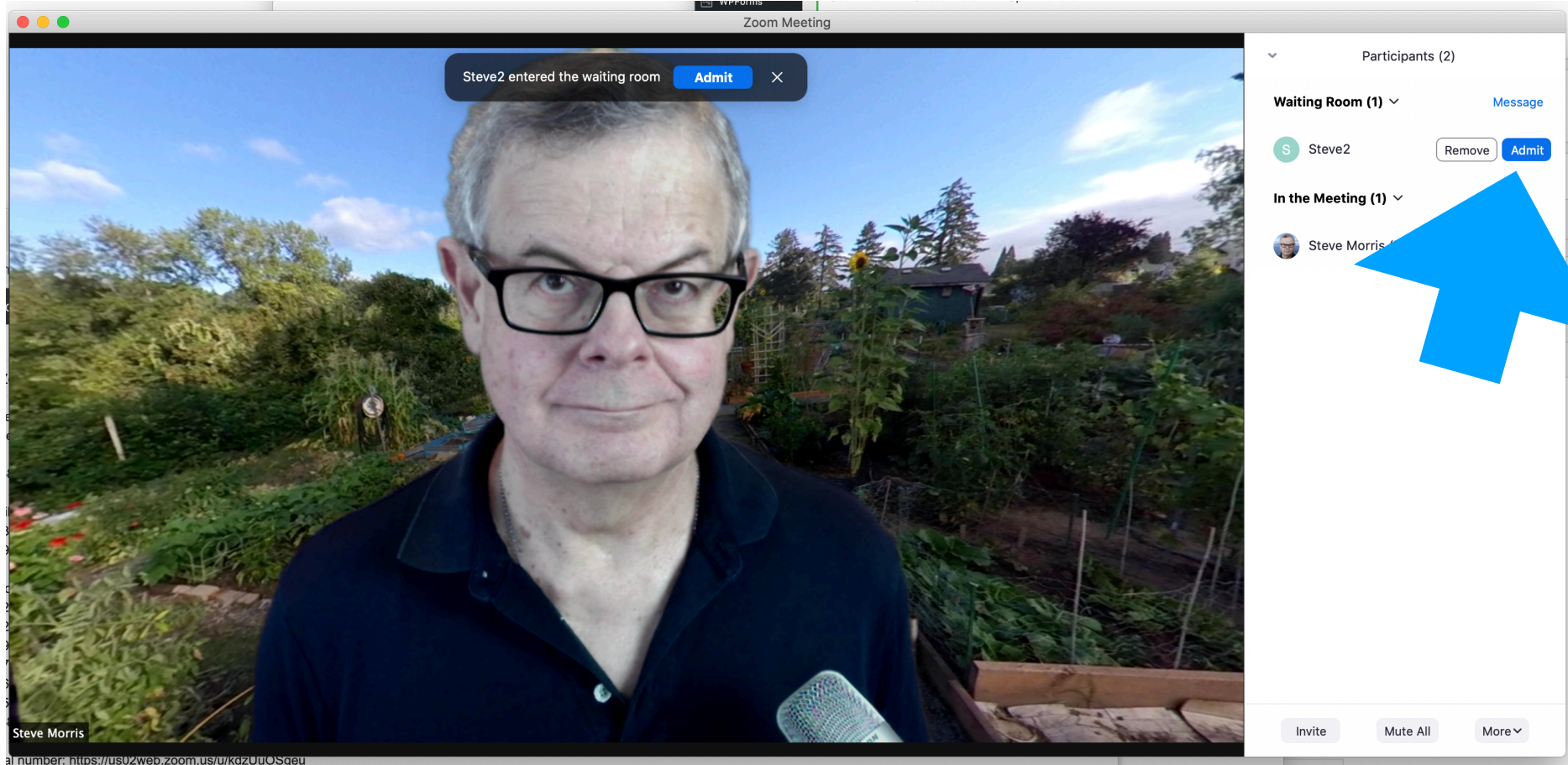
14. And then you are all on the call! Up to 100 people! (The other people may need to click "Unmute" and "Start Video" - see step 4.)