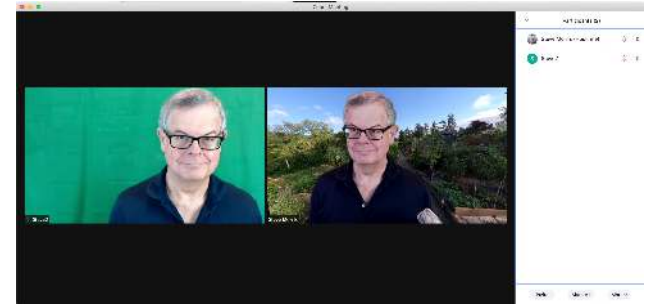


How to Start your Own Zoom call, and invite one or more people to join you.

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

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

If using a Mac:

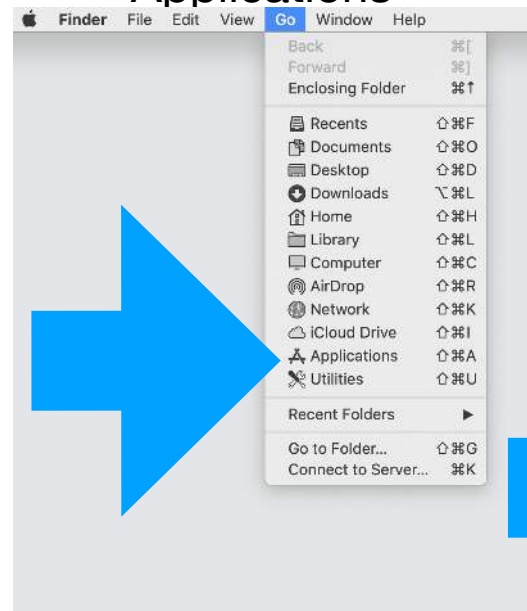
A.

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



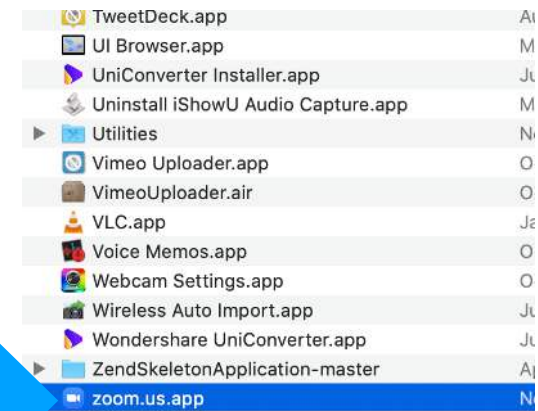
B.

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



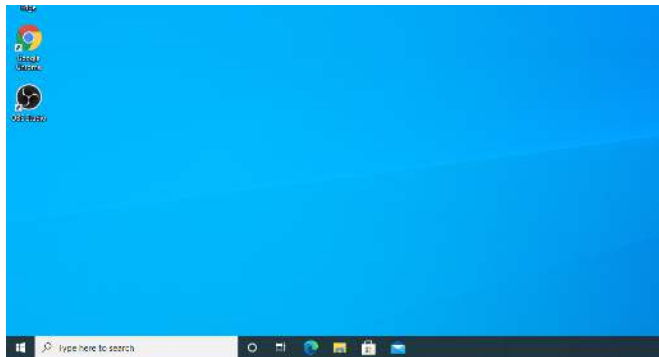
C.

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

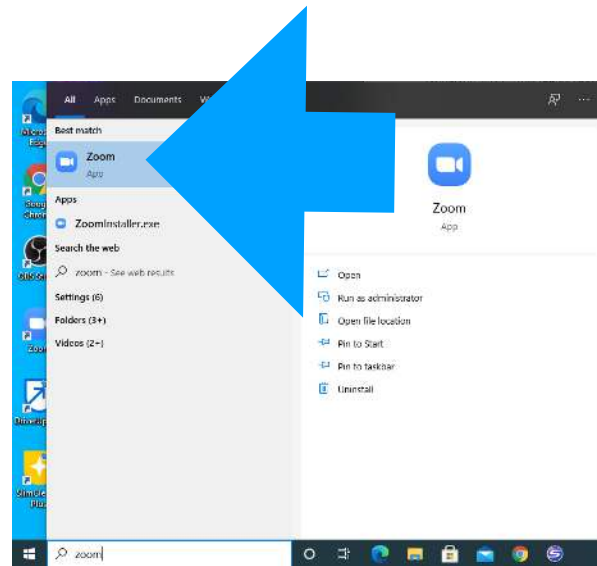


To run Zoom on a PC computer (running Windows):

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:

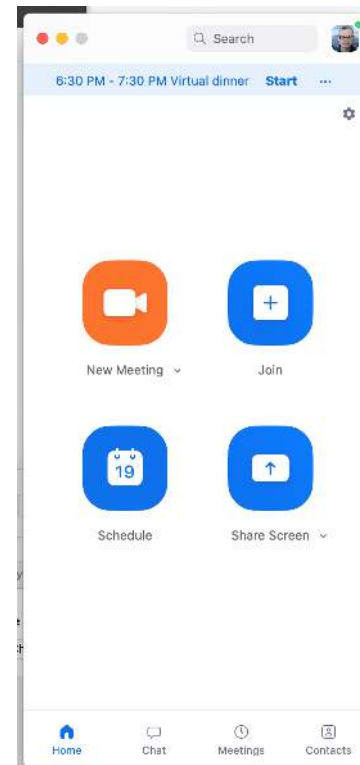
Option 1: If you are NOT signed in already

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



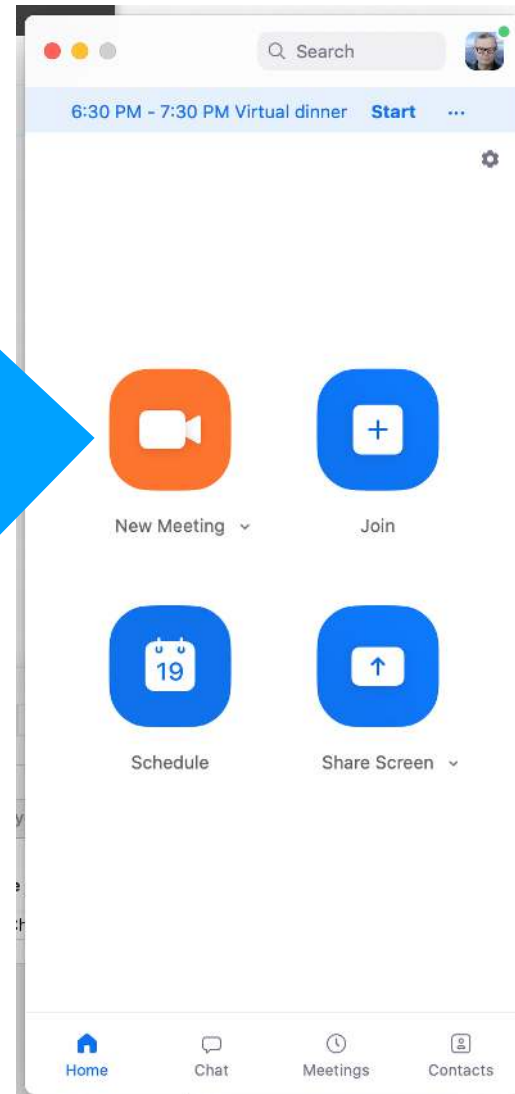
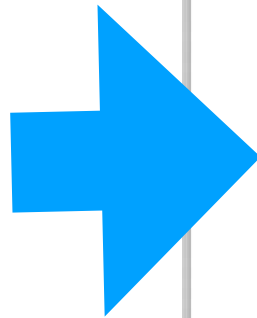
Option 2: You might already be signed in. In that case, you'll see the menu below. If so, go to the next step!



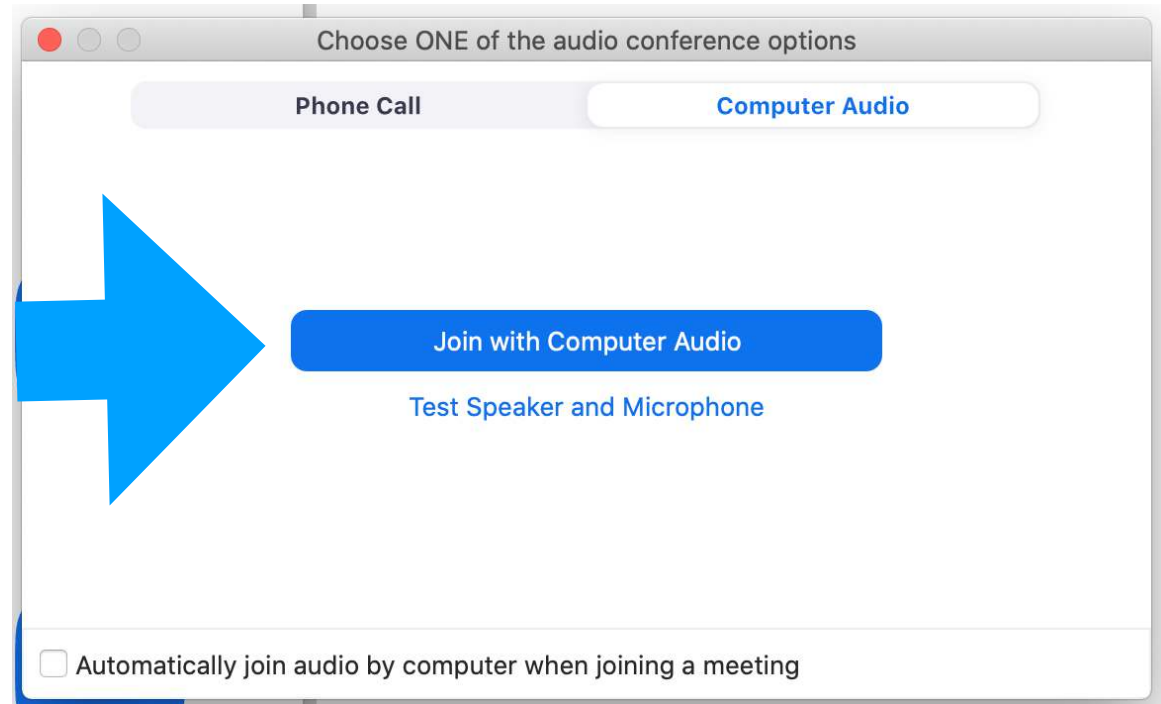
3. Once you are signed in, you should
See this menu.

Click on “New Meeting” button.

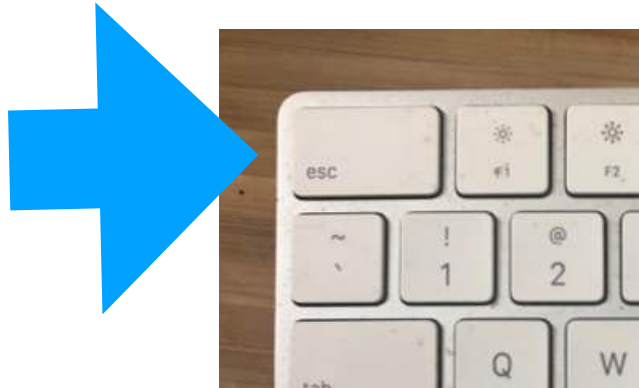
(Note: there is also a “Schedule”
Button that integrates with a
calendar. We are not using
that approach because using the
“New Meeting” button and then inviting
people to join immediately is
easier to do with fewer steps!



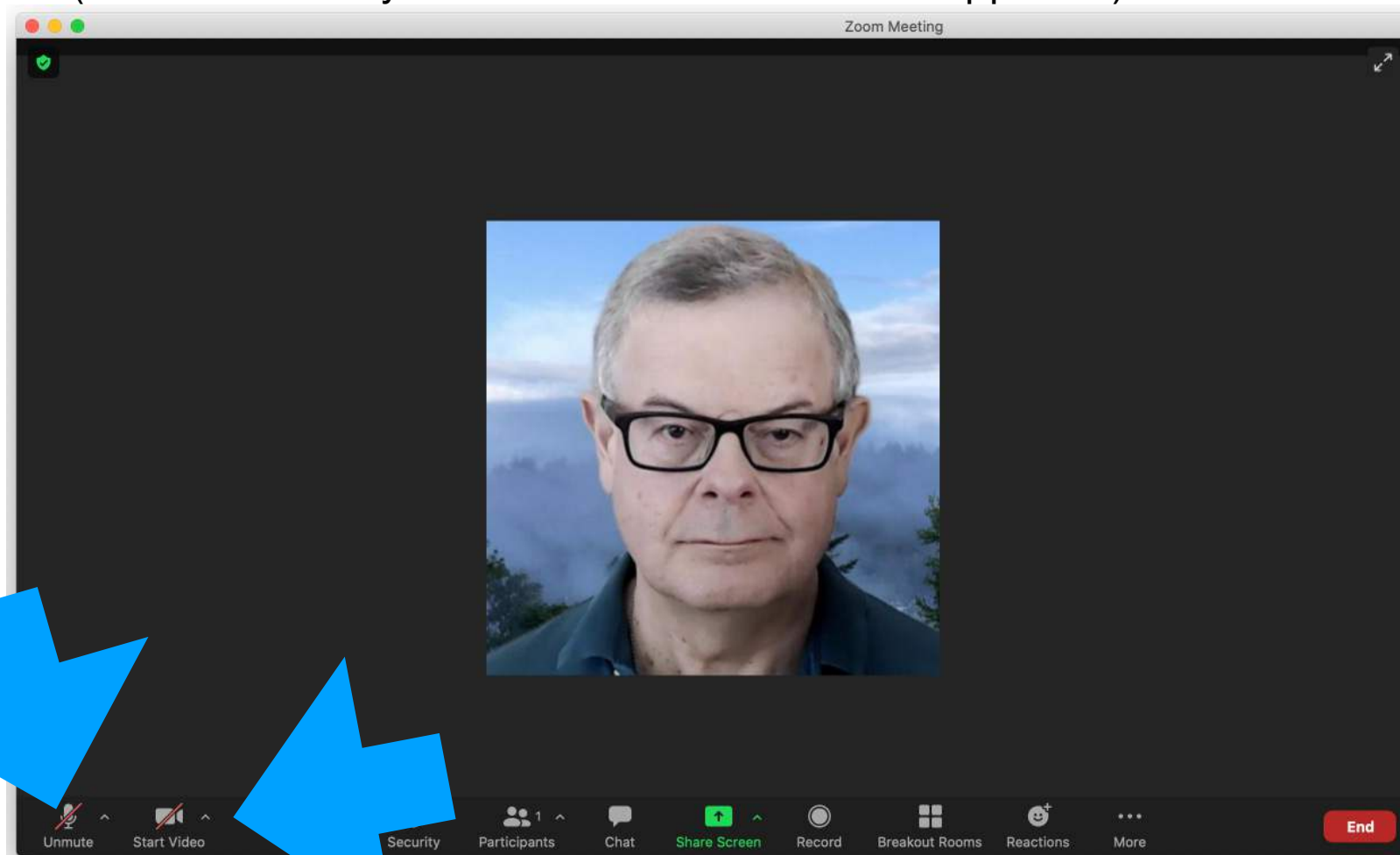
4. Click on “Join with Computer Audio”



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...)



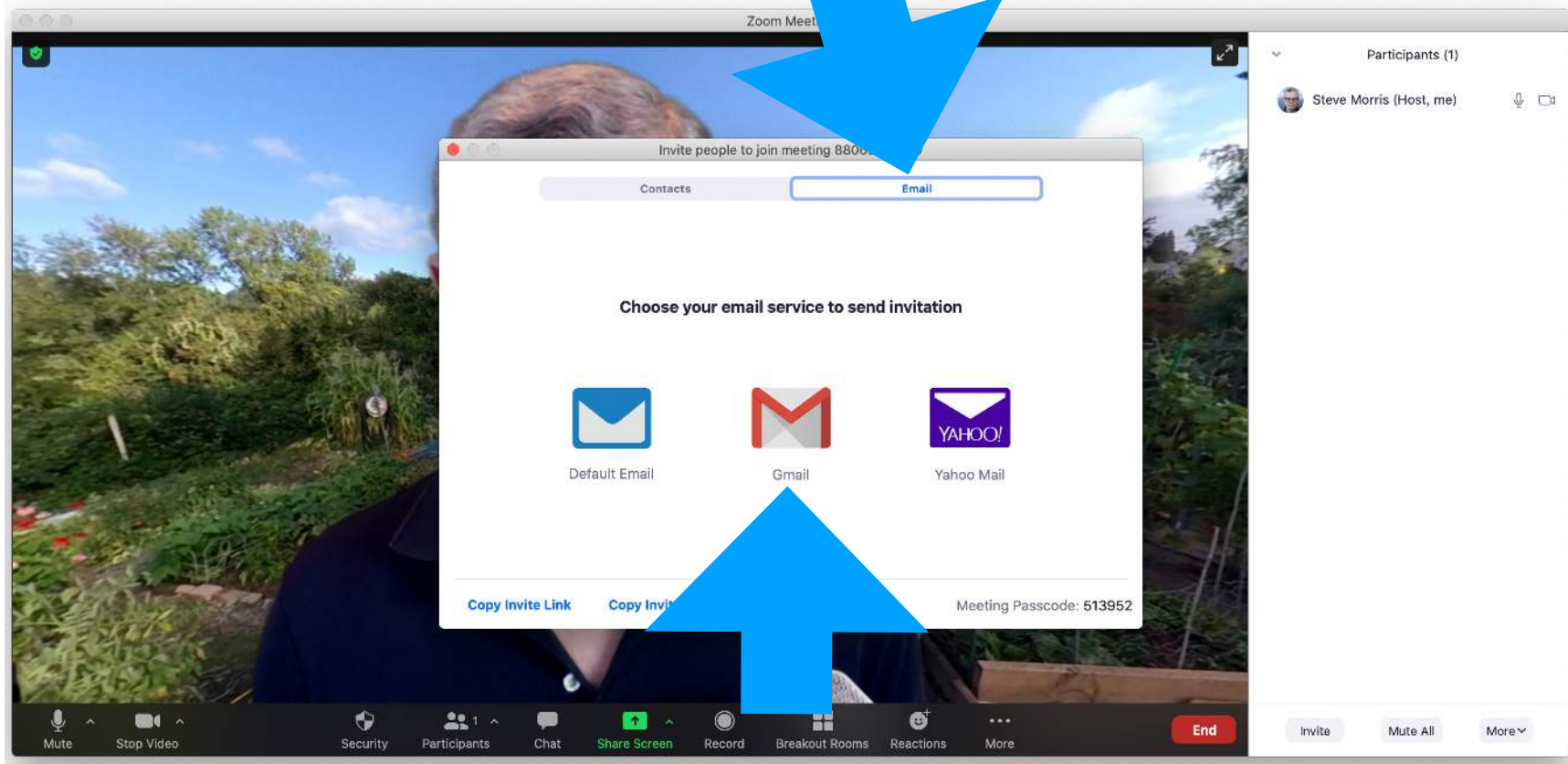
7. Now you are unmuted, and have video! Click on “Participants”
(You must move your mouse for these icons to appear...)



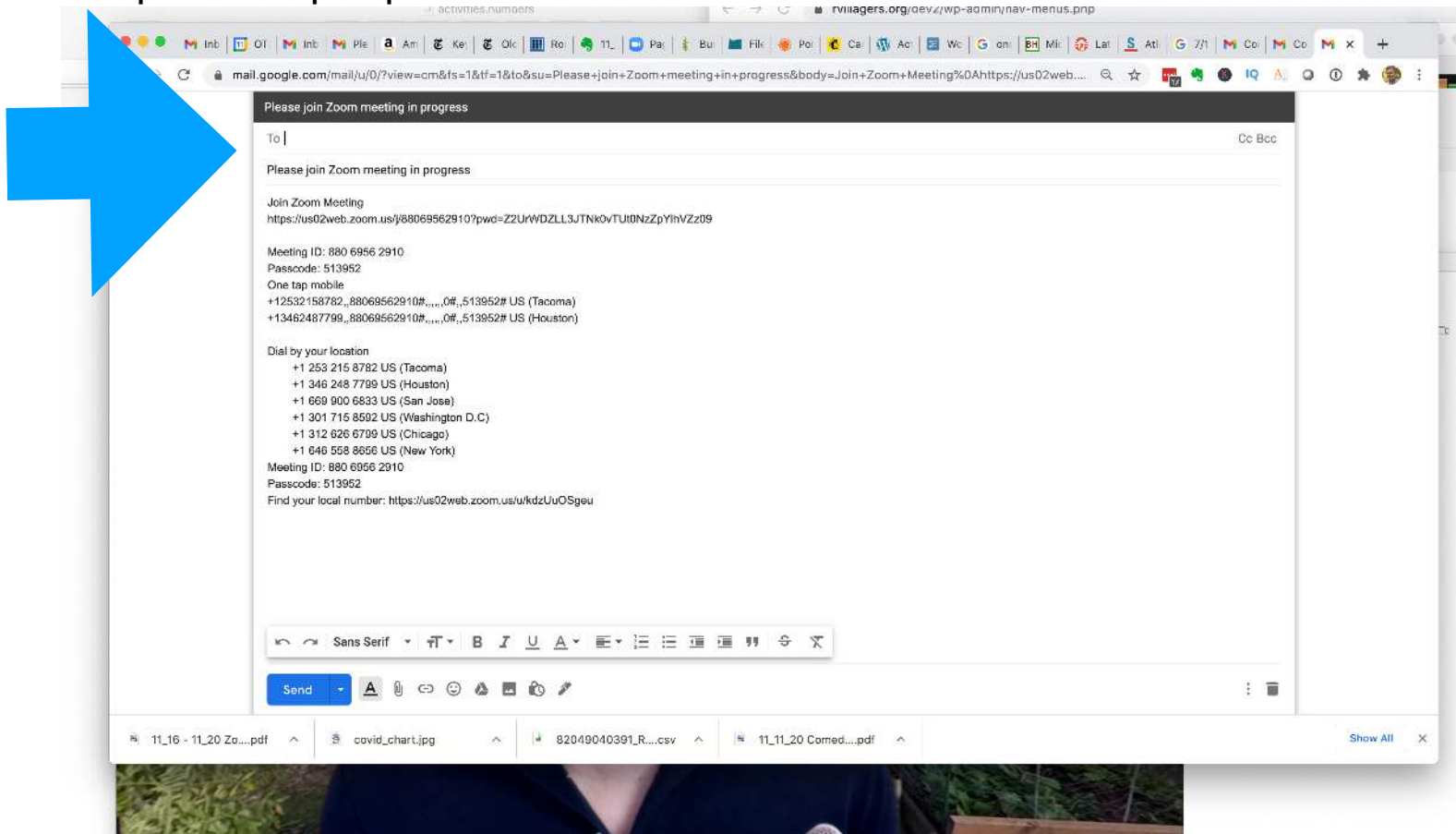
8. The “Participant” panel should appear to the right. Click on “Invite”



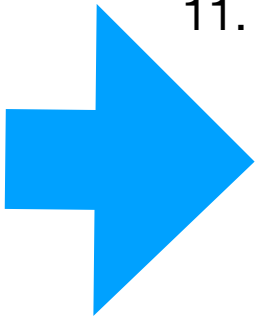
9. Click on “Email” . Then click on “Gmail” (or whichever type of email you use)



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) X 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/j/88069562910?pwd=Z2UrWDZLL3JTNk0vTUt0NzZpYlhVZz09>

Sans Serif [font settings] [bold] [italic] [underline] [text color] [list] [link] [quote] [undo] [redo]

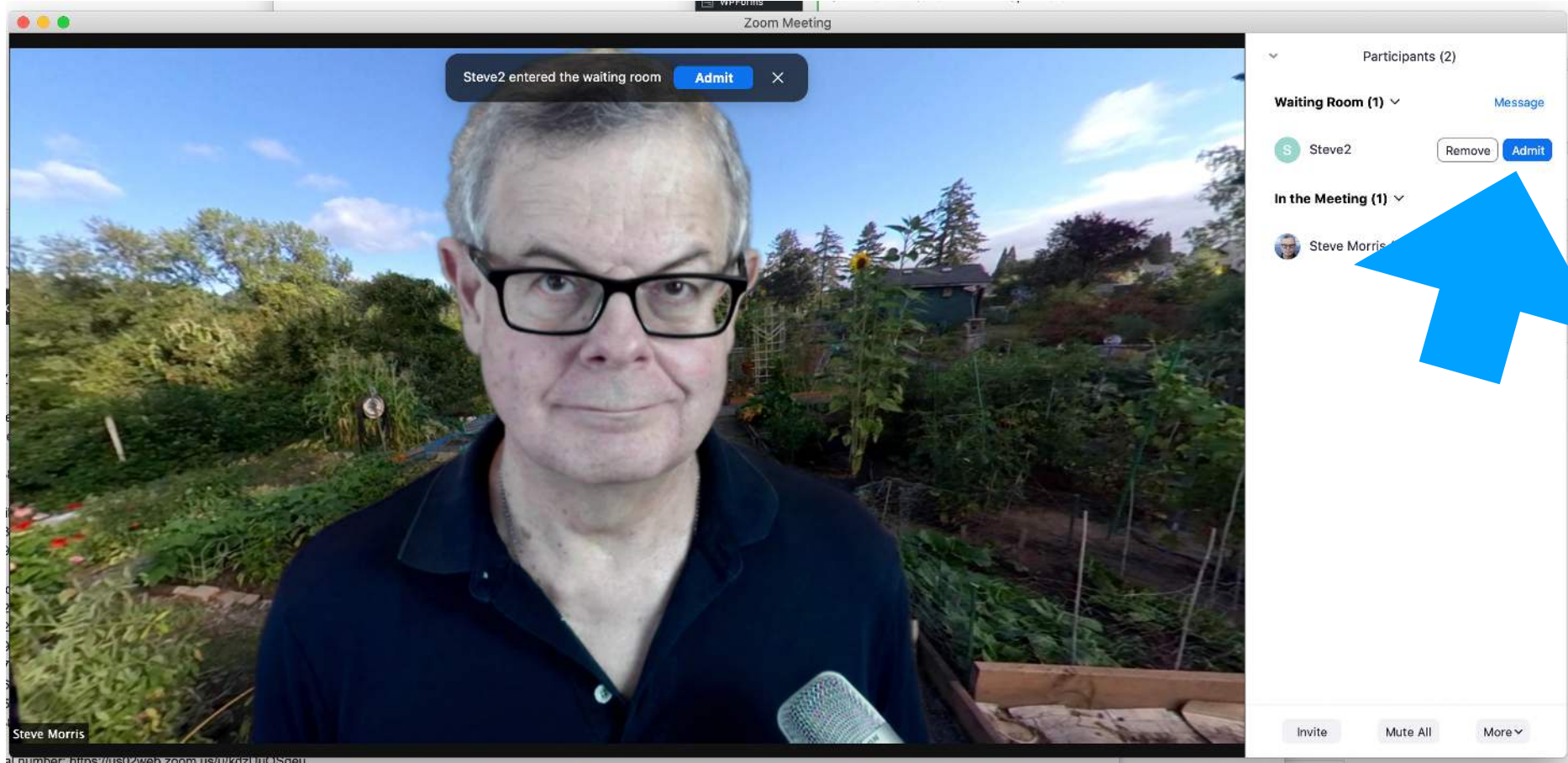
Send [text color] [link] [emoji] [image] [video] [insert]



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.)

