

How to host a Zoom call

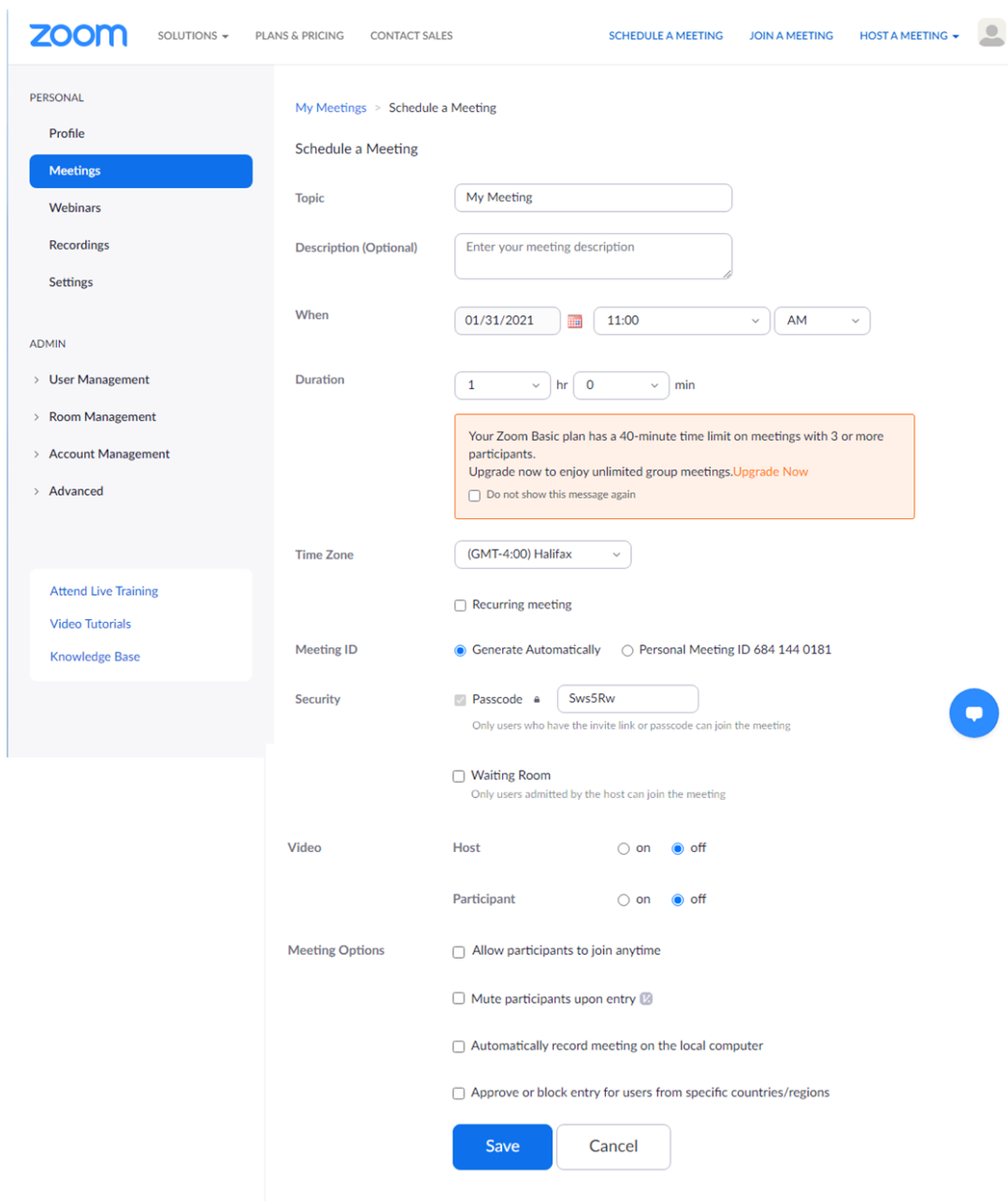
Step 1: Open <https://zoom.us/> in a web browser (e.g. Chrome, Edge, Safari).

Step 2: Sign into your Zoom account.

Step 3: Once signed in you will see this menu at the top right hand side of the screen. Select 'Schedule a Meeting'



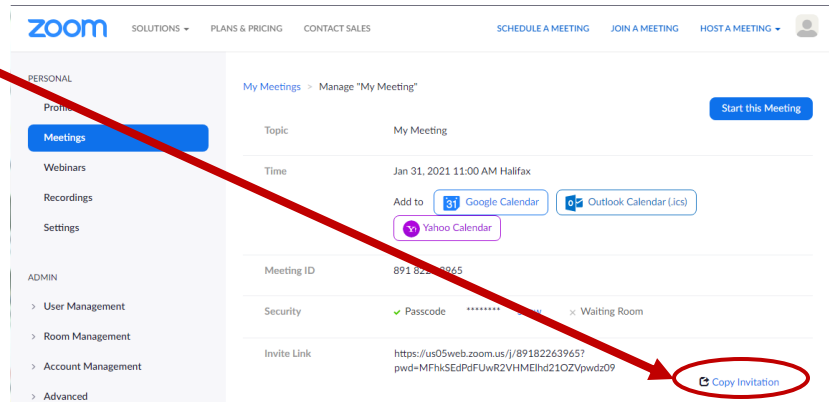
Step 4: Enter the meeting details (date, time, duration, etc) and select 'Save'.



The screenshot shows the Zoom 'Schedule a Meeting' interface. On the left is a navigation sidebar with 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced) sections. The main area is titled 'My Meetings > Schedule a Meeting'. It contains several form fields: 'Topic' (My Meeting), 'Description (Optional)' (Enter your meeting description), 'When' (01/31/2021, 11:00 AM), 'Duration' (1 hr, 0 min), 'Time Zone' (GMT-4:00) Halifax, 'Meeting ID' (Generate Automatically selected), and 'Security' (Passcode Sws5Rw). A warning box states: 'Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now'. There are also checkboxes for 'Recurring meeting', 'Waiting Room', and 'Meeting Options' (Allow participants to join anytime, Mute participants upon entry, Automatically record meeting on the local computer, Approve or block entry for users from specific countries/regions). At the bottom are 'Save' and 'Cancel' buttons.

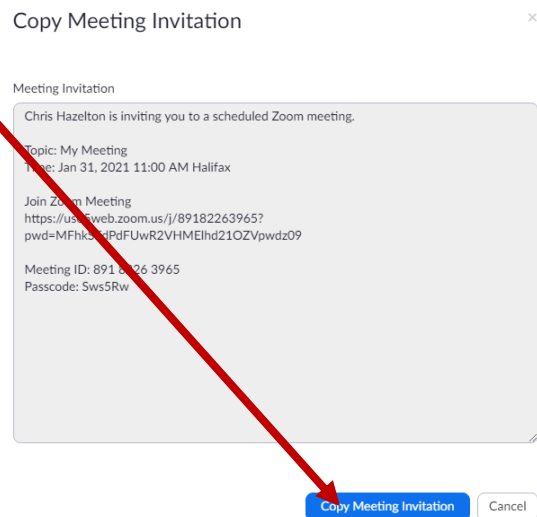
How to Host a Zoom Call (cont'd)

Step 5: Select 'Copy Invitation'.



Step 6: Select 'Copy Meeting Invitation'.
The details are copied to the clipboard.
You can now paste those details into an email to send to the attendees.

Step 7: Email the meeting details to the attendees.



Step 8: At the scheduled date and time, log into Zoom and select 'Meetings'.

Hover over the required meeting and the 'Start' button appears to the right.

Select 'Start'.

