

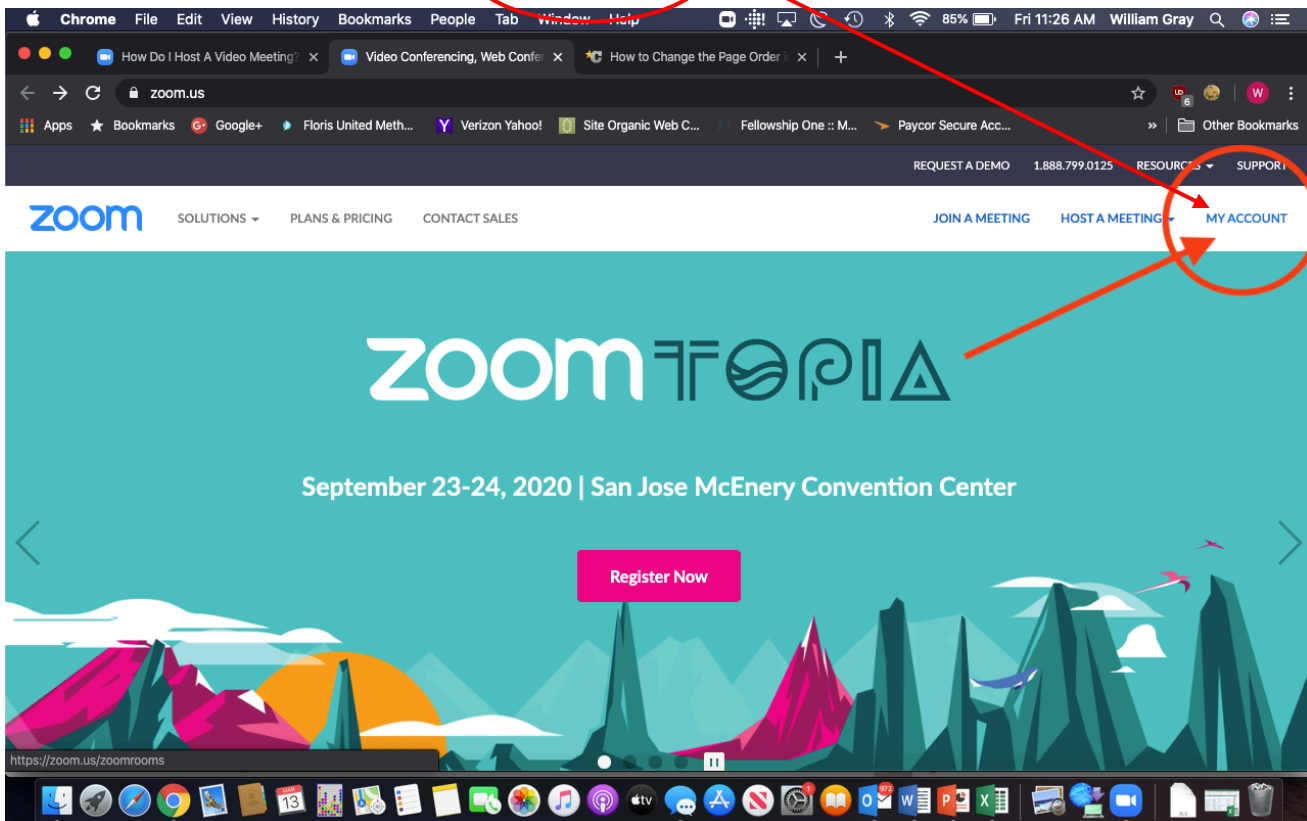
How do I Create Zoom Account

To create a Zoom account please click on [Sign Up Free](#) to create a new one.

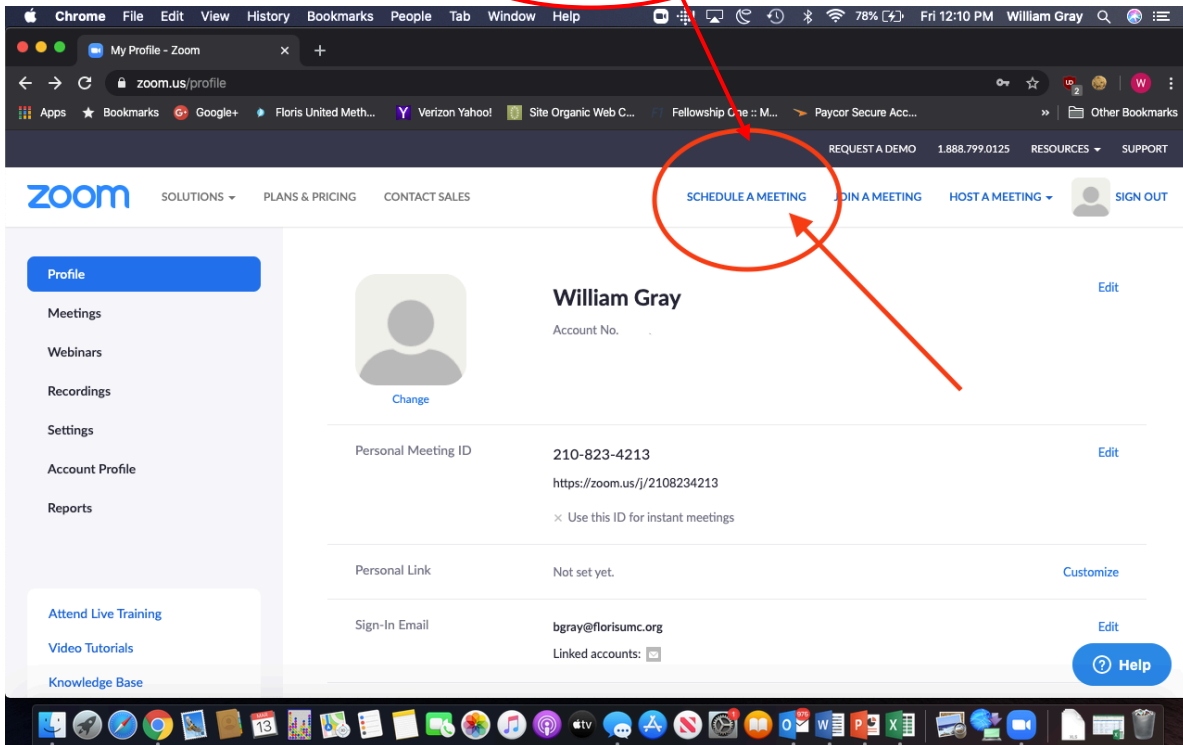
Signing In,

After you have created your account or if you have an existing account,

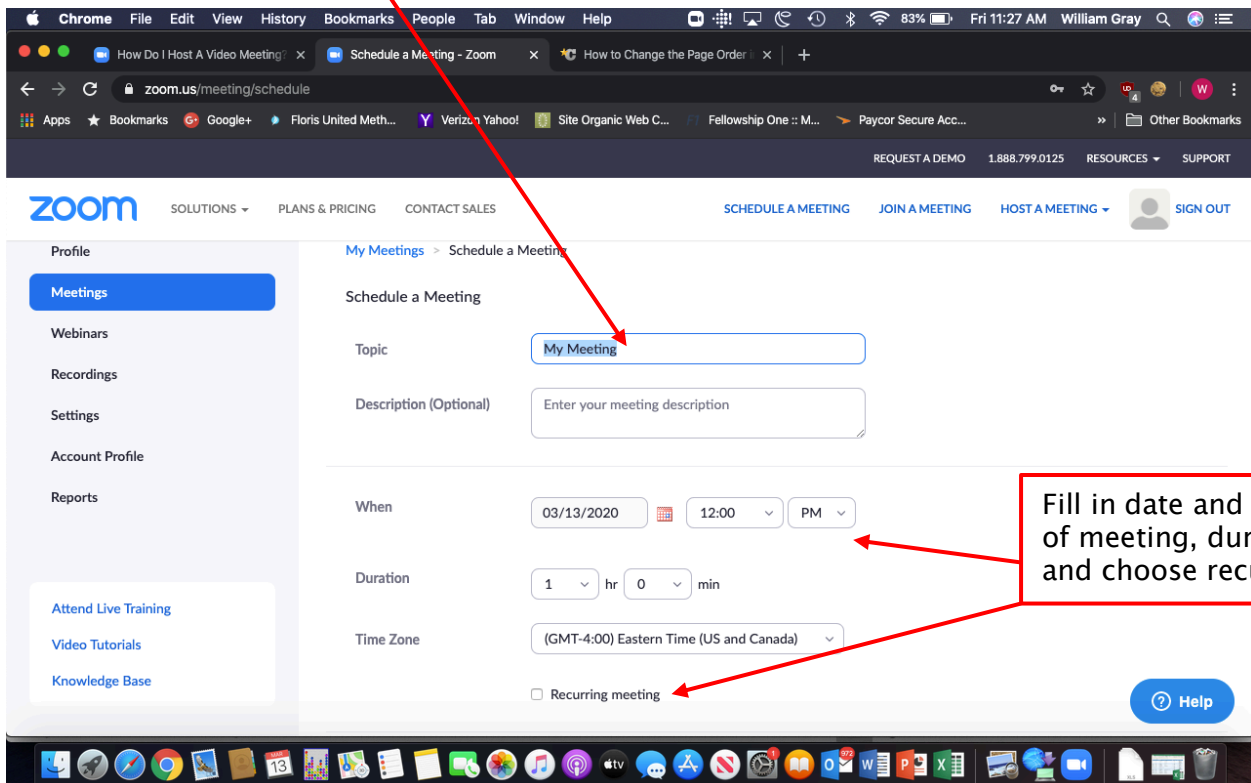
1. Go to <http://zoom.us> and click on **Sign In**.
2. You can use the "e-mail" and "password" that you have created, or use your Google (Gmail or Google App) or Facebook account to sign in with.
3. On the webpage choose **MY ACCOUNT**



On your profile page choose **SCHEDULE A MEETING**



Choose a topic like "Lenten study" and add description if you want and then meeting specifics



Fill in date and time of meeting, duration and choose recurring

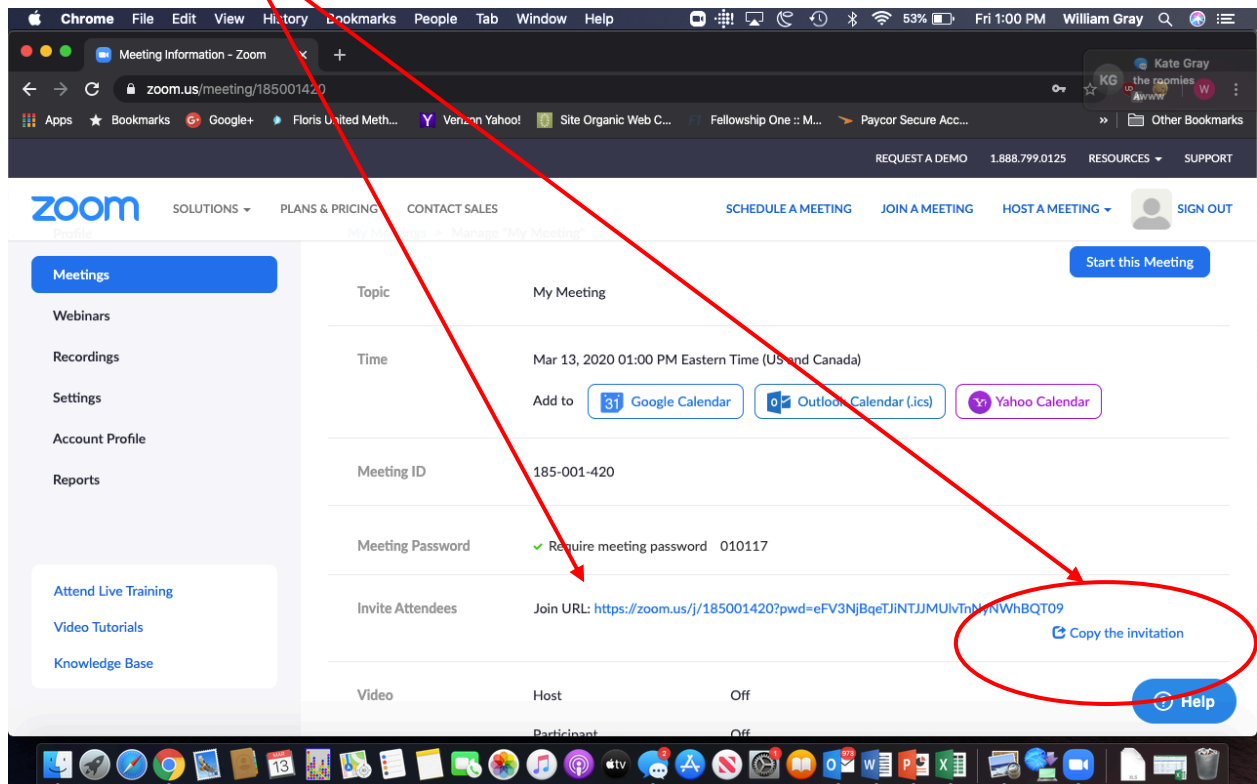
Scroll down and choose “on” Video for Host and Participant – this allows everyone to see each other. Participants may choose not to have video if they want.

The screenshot shows the Zoom meeting scheduling interface. The 'Video' section is highlighted with a red circle. It contains two rows: 'Host' and 'Participant'. Each row has two radio buttons: 'on' (selected) and 'off'. A red arrow points from the text above to the 'on' radio button for the Host. Below the video settings, the 'Audio' section shows 'Both' selected. At the bottom, the 'Meeting Options' section has 'Enable join before host' unchecked.

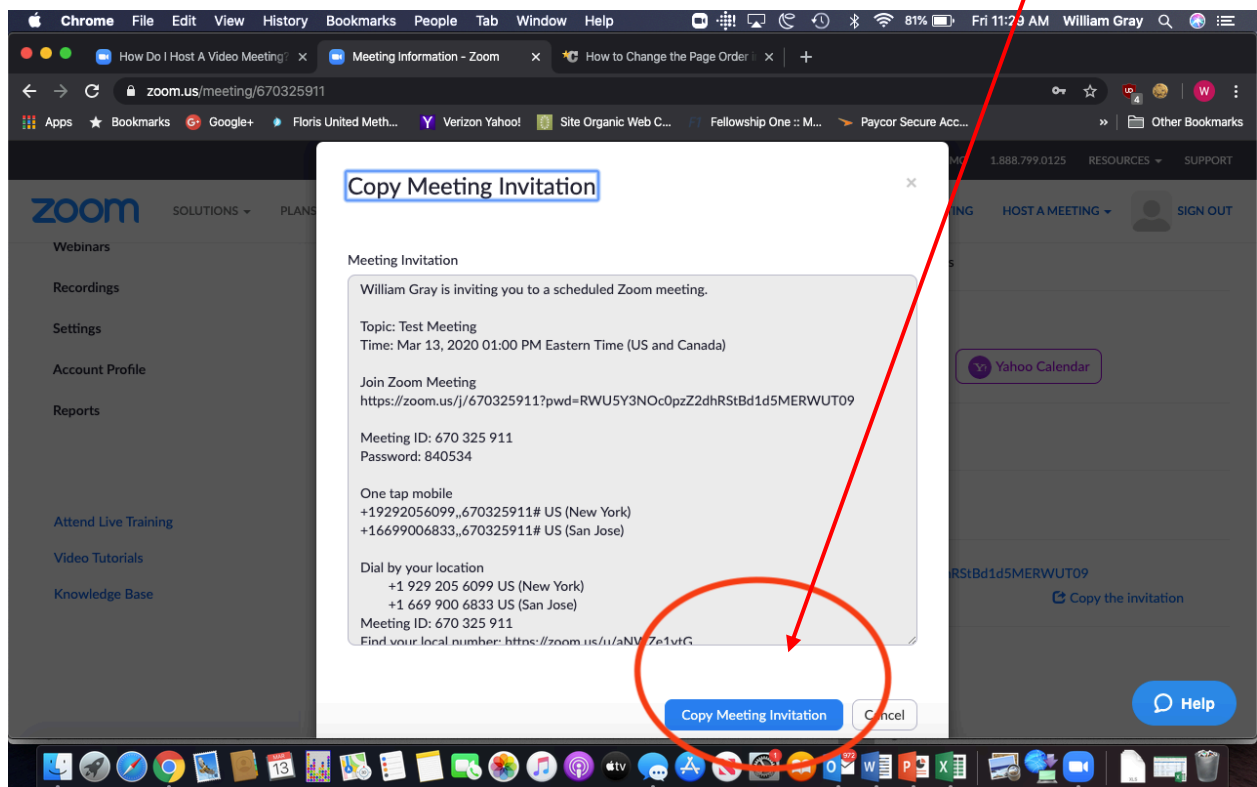
Scroll down a bit further and choose “enable to join before host.” This allows your participants to sign-on and begin community without you as the host being present. Then save

The screenshot shows the Zoom meeting scheduling interface, scrolled down to the 'Meeting Options' section. The 'Enable join before host' checkbox is checked and circled in red. A red arrow points from the text above to this checkbox. Below it, the 'Alternative Hosts' field contains the text 'Example: mary@company.com, peter@school.edu'. At the bottom, there are 'Save' and 'Cancel' buttons.

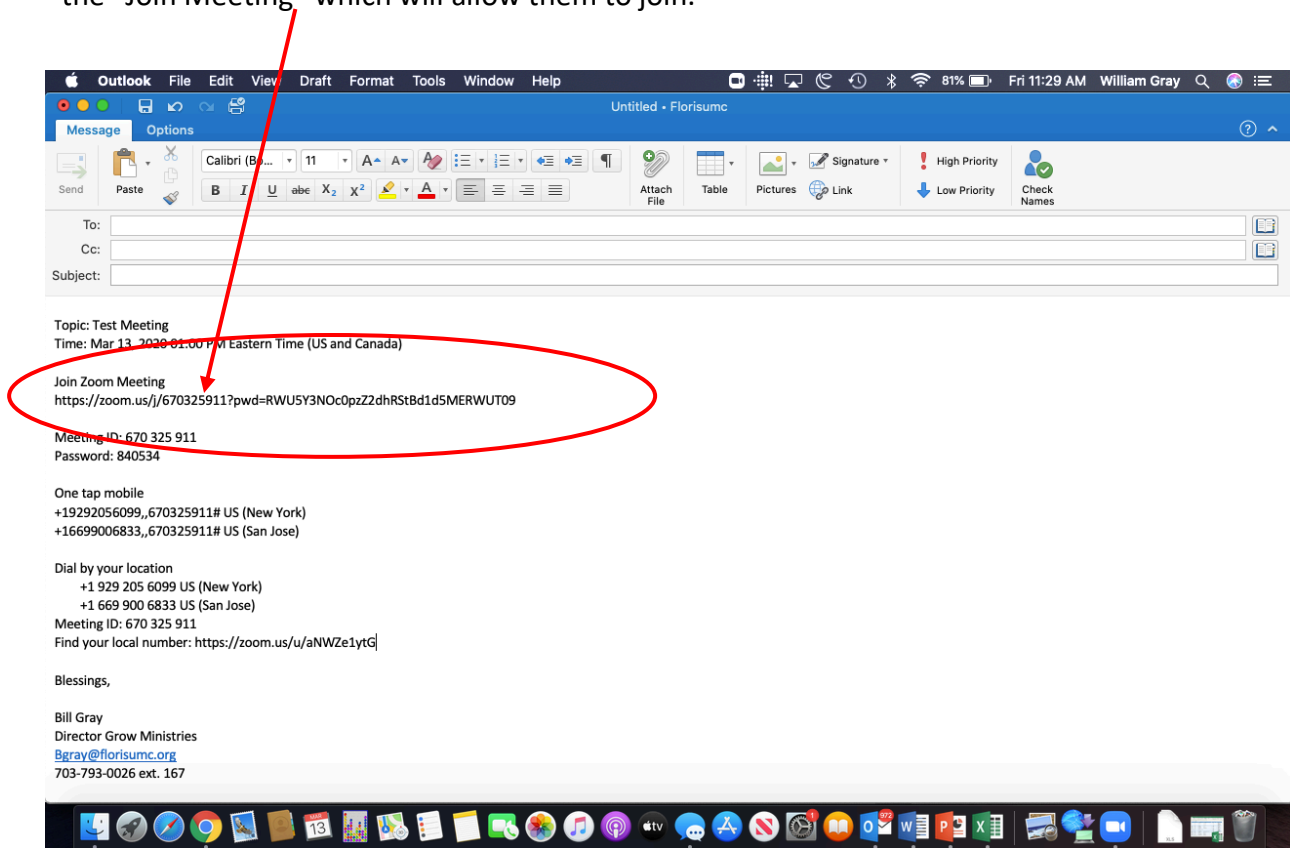
Once you have saved the meeting, you can select copy the invitation or copy the highlighted url.



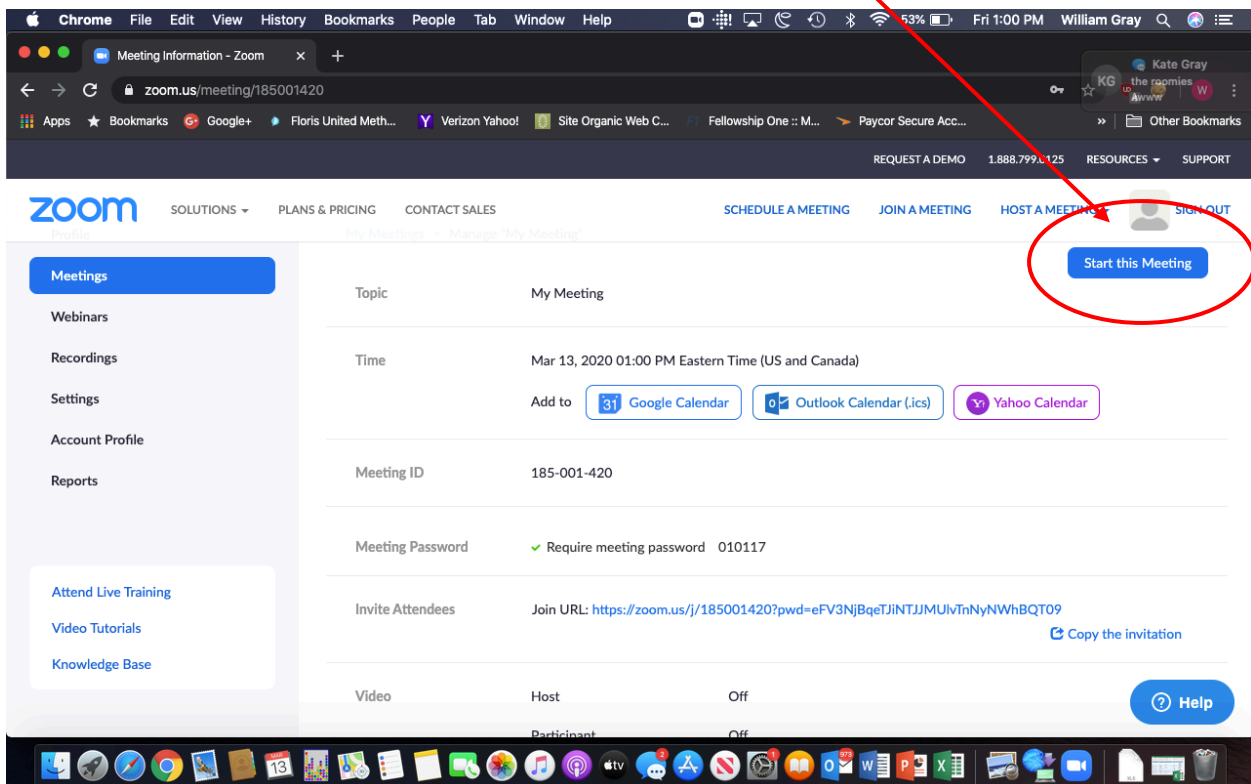
Selecting copy invitation shows you the invite, choose copy meeting invitation



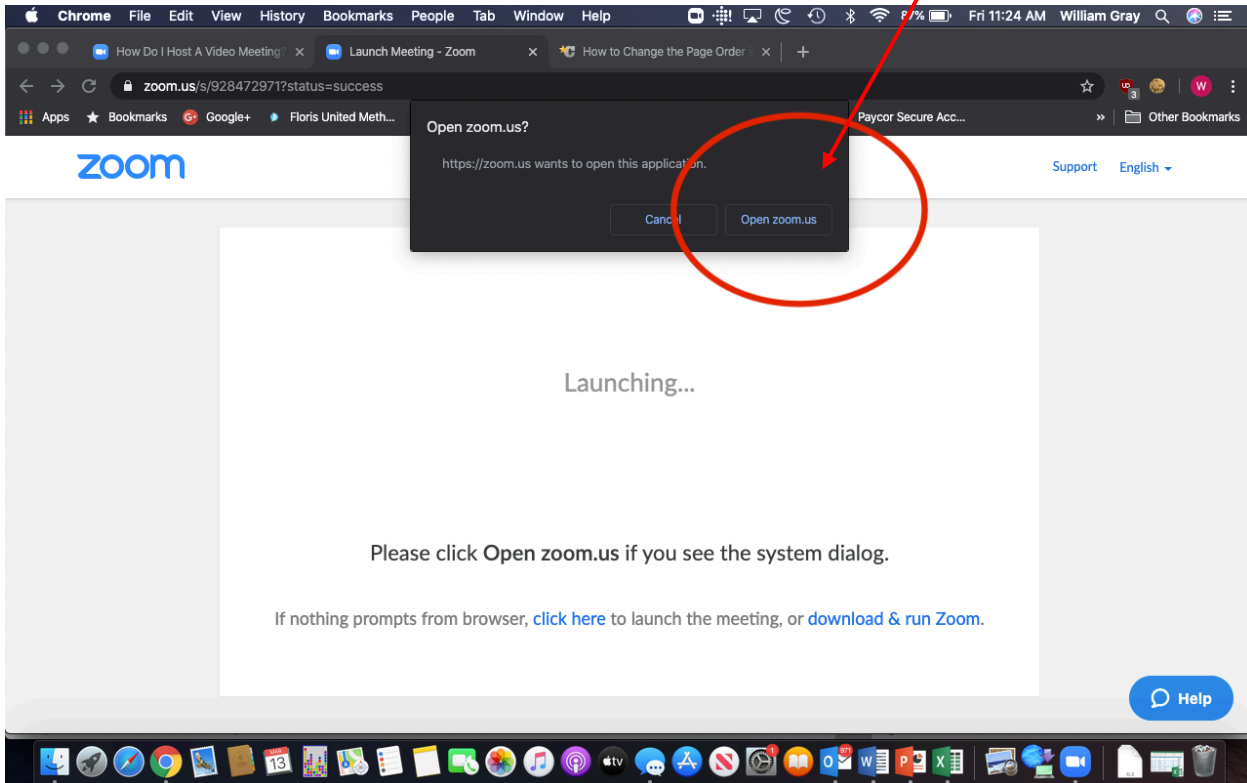
Insert the copied invitation into your email to your group. You can do this through Infellowship utilizing the “email the group “ function. The participants will click on the “Join Meeting” which will allow them to join.



To start your meeting, choose “start this meeting” button.



When you start your meeting, you then will be prompted to open zoom.us



This will launch your zoom meeting and you will appear on the screen. Go to the next page.

Here you are, the leader of your Zoom meeting. You will see the participants down the side bar and you will see them as long as they have their video turned on. All participants can see each other. Encourage participants to use the mute function when they are not speaking if there is a lot of background noise.

Here is where you can see your participants.



Here you can mute, manage the participants, start a chat.