

Hosting a Zoom Meeting

1. Click on Meeting Section
2. Click on Schedule a New Meeting
3. Click on Scheduled Topic: (Type Name of your Meeting)
4. Enter Time: (start of your meeting)
5. SAVE
6. Copy the link for Join URL
7. Send this link out to the people you want to invite to your meeting in an EMAIL
8. At the bottom of your screen:
 - a. Click on START THIS MEETING
 - b. Open Zoom Meeting (This pops up on Top of your screen)
 - c. JOIN with Computer Audio
9. START VIDEO (Bottom-Left hand side)
10. TO END MEETING: Hover mouse on the Bottom Right of Screen and END MEETING