

Zoom Instructions

Host instructions for downloading and general setup:

- Zoom can be downloaded at <https://zoom.us/> or as an app on your device.
- Only the meeting host needs to set up an account; participants are emailed a link to join the meeting
- The free version limits group meetings to 40 minutes. If more time is needed, you can set up two meetings back-to-back in advance and have participants switch over when the 40 minutes is up.
- Many of our conferences are using the “Pro” version of Zoom that is available for \$14.99 a month. The paid version extends the meeting duration limit to 24 hours

Host instructions for meeting-specific setup:

- While logged into your Zoom account, select ‘Schedule a Meeting’
- Preferred settings and recommendations when setting up a meeting
 - Ensure the time zone is Central Time
 - Verify the Meeting Password box is checked to protect privacy
 - Video: select ‘On’ for both Host and Participant
 - Audio: select ‘Both’
 - Ensure that ‘Enable waiting room’ is selected
 - Click ‘Save’
- On the next screen, select ‘Copy the invitation’ in the ‘Join URL’ section.
- Paste the invitation content into a new email message in your email client (e.g. Gmail, Hotmail, etc.) and send to participants
- If needed, Zoom offers a help center: <https://support.zoom.us/hc/en-us>

Participant Instructions:

- Although only the host needs to set up an account, participants still need to download Zoom at <https://zoom.us/>.
- First-time participants are encouraged to join their first meeting a few minutes early to allow time to address any connectivity issues. You can join a meeting by computer or smartphone.
- There is a button to mute/unmute audio when you are in a meeting. To reduce background noise, it is best to have audio muted when not speaking
- Zoom allows you to join by audio-only when necessary:
 - *Using computer microphone:* When joining the meeting, you will have an option to ‘Use Computer Audio.’ As long as you have a functioning microphone, this option is available with or without using video
 - *For calling in by phone:* When you click the meeting link sent by the host, you will see audio options. You will 1) select your country, 2) call one of the numbers provided at that time, 3) enter the meeting ID, and 4) enter your participant ID
- If you do not have a camera for your computer or own a smart phone, there are many inexpensive options available at retailers like Amazon, Best Buy, and Wal-Mart