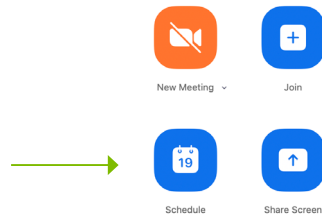


Small Group on Zoom

Getting a Zoom Account / Setting up a Meeting



1. Don't have a zoom account yet? Click Here to sign up: <https://zoom.us/signup>
2. Open your Zoom client and sign in to Zoom.
3. Click on the Schedule icon.



4. Select your meeting settings. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.

- **Topic:** Enter a topic or name for your meeting.

- **Date & Time:**

Start: Select a date and time for your meeting, but remember you can start your meeting at any time before the scheduled time. You can also manually enter any time. For example, you can enter 15 in the minutes field.

Time Zone: By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.

Recurring meeting: Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).

- **Meeting ID**

Generate Automatically: Generate a random unique meeting ID.

Personal Meeting ID*: Use your Personal Meeting ID.

(continue on next page)

For more tutorials on Zoom, visit the [Zoom Help Center](#)

Schedule Meeting

Topic

Zoom Meeting

Date & Time

2/25/2022 4:00 PM to 4:30 PM 2/25/2022

Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID

Generate Automatically Personal Meeting ID 679 889 8828

Security

Passcode 000000
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Only authenticated users can join: Sign in to Zoom

Video

Host On Off Participants On Off

Audio

Telephone Computer audio Telephone and computer audio

Dial in from United States [Edit](#)

Cancel

Save

Small Group on Zoom

Getting a Zoom Account / Setting up a Meeting



- **Security Options**

Passcode: Enter a meeting passcode. Joining participants will be required to input this before joining your scheduled meeting.

Note: The meeting passcode must meet complexity requirements set by your admin.

Waiting Room: Enable Waiting Room for the meeting.

Only authenticated users can join: Restrict access to the meeting so that only signed-in users can join.

Note: If you select Sign in to Zoom with specified domain, you can't add any domains that are included on the domain block list.

- **Video**

Host: Choose if you would like the host's video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.

Participants: Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.

- **Audio:** Allow users to call in using Telephone only, Computer Audio only, Both

- **Calendar:** Select a calendar service to add the meeting and send out invites to participants.

Outlook: Open the Outlook desktop app and create an event for the meeting.

Note: You will see Outlook when using the Windows client.

iCal: Open iCal and create an event for the meeting.

Note: You will see iCal when using a macOS.

Google Calendar: Open Google Calendar in your default browser and create an event for the meeting.

Other Calendars: Open a new window, where the meeting text can be copied pasted into the user's preferred communication method. You can also down an ICS file which can be opened in most email applications.

Schedule Meeting

Topic

Zoom Meeting

Date & Time

2/25/2022 4:00 PM to 4:30 PM 2/25/2022

Recurring meeting

Time Zone: Eastern Time (US and Canada)

Meeting ID

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Participants On Off

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Telephone Computer audio Telephone and computer audio

Dial in from United States [Edit](#)

Cancel

Save

Small Group on Zoom

On a Computer

switch to **gallery view**



mutes your device microphone

note: your device will pick up sounds/feedback so it is a good idea to stay muted unless you are talking

shows your **video**

share your **screen**

chat to everyone or to specific people

For more tutorials on Zoom, visit the [Zoom Help Center](#)

Small Group on Zoom

On an iPad

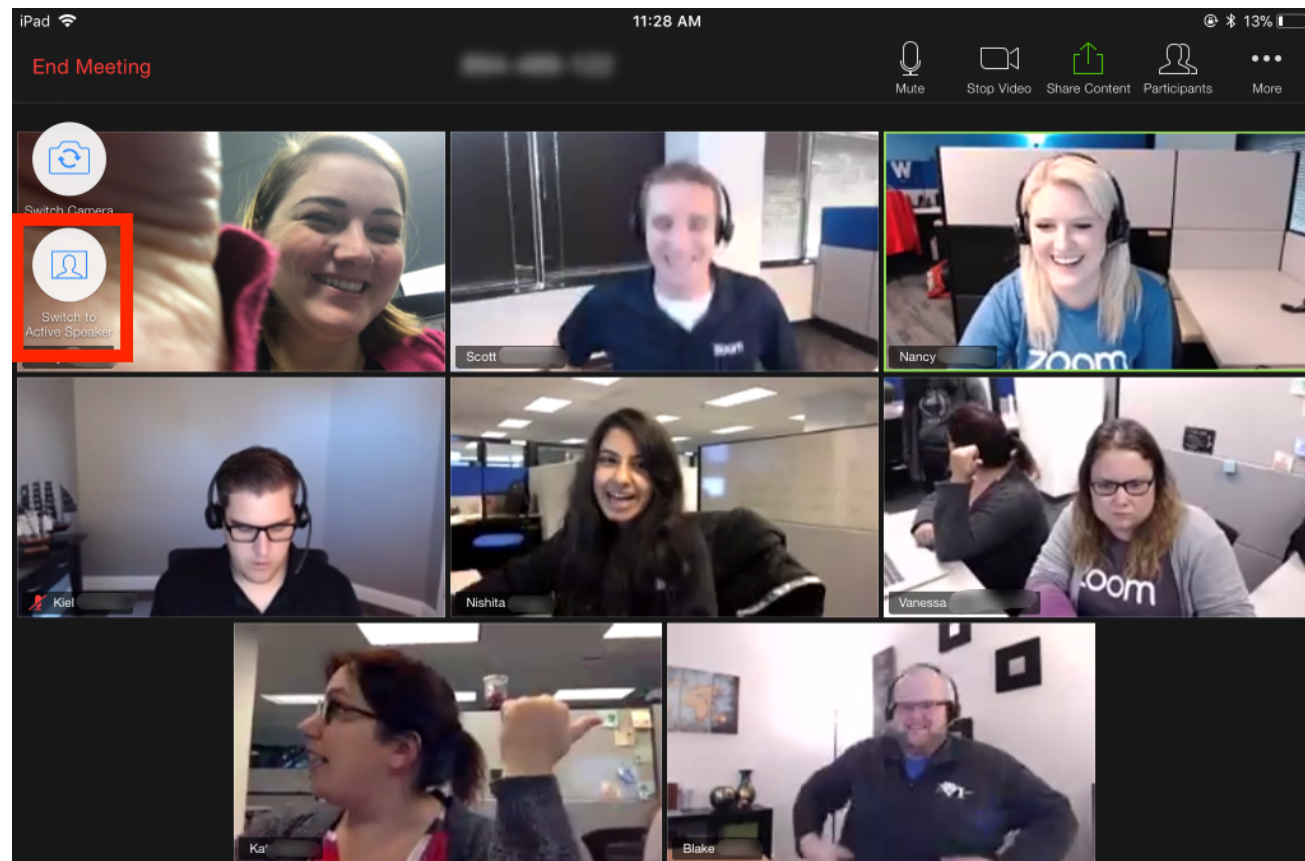


shows your video

mutes your device
microphone

share content

switch from **gallery view**
to **speaker view**



For more tutorials on Zoom,
visit the [Zoom Help Center](#)

Small Group on Zoom

On an iPhone



To switch from speaker view to gallery view:

swipe left to
switch to gallery
view



you can
view up to 4
participants at
a time



swipe right
to switch to
speaker view



For more tutorials on Zoom,
visit the [Zoom Help Center](#)