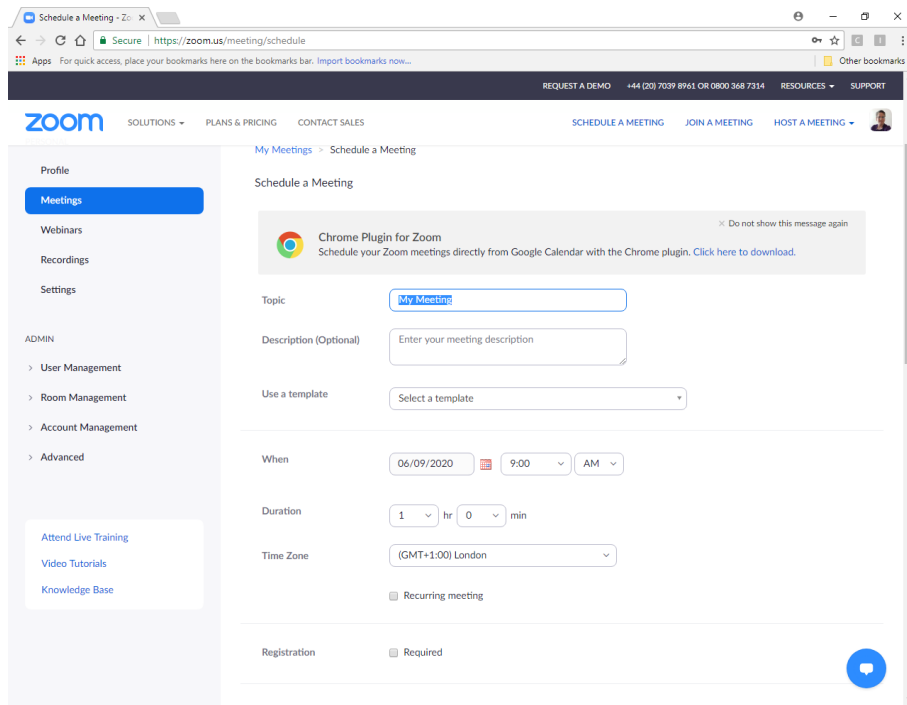


## Hosting your first Zoom meeting

There are a number of different ways of setting up a Zoom meeting. The one you will most likely use most often is to schedule it through the Zoom website.

Sign in.

Click on ‘Your Account’, ‘Meetings’, ‘Schedule new meeting’

A screenshot of the Zoom website's 'Schedule a Meeting' page. The browser address bar shows 'https://zoom.us/meeting/schedule'. The page has a dark blue header with the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. A left sidebar contains a navigation menu with 'Meetings' highlighted in blue, and other options like Profile, Webinars, Recordings, Settings, and ADMIN (User Management, Room Management, Account Management, Advanced). The main content area is titled 'Schedule a Meeting' and contains a form with the following fields: 'Topic' (text input with 'My Meeting'), 'Description (Optional)' (text input), 'Use a template' (dropdown menu), 'When' (date and time pickers set to 06/09/2020 at 9:00 AM), 'Duration' (pickers for 1 hour and 0 minutes), 'Time Zone' (dropdown menu set to (GMT+1:00) London), 'Recurring meeting' (checkbox), and 'Registration' (checkbox set to Required). A blue chat bubble icon is in the bottom right corner.

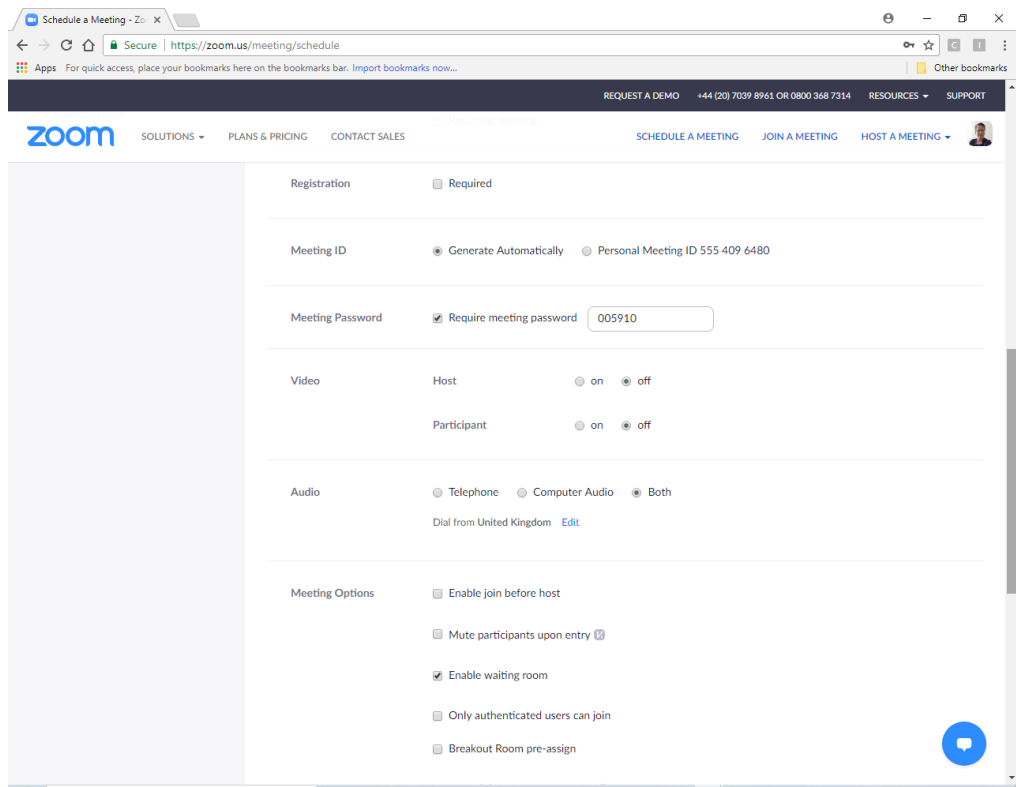
Enter your topic. You can add a description but it's not necessary, or particularly useful.

When you start you won't have any templates to choose from, but once you've set up a meeting, if it's something you think you will do again, you can save it as a template to use the same settings for future meetings.

Set the time and length of your meeting – you don't have to be too exact – if you have a paid account it will let you run past the end time anyway.

Make sure your time zone is set to London.

You have the option to make a meeting recurring, setting up a pattern of weekly, monthly or whatever suits you, and then the meeting will always have the same link and ID details. The advantage of this is that you don't have to keep sending out new links. The potential disadvantage is that if the link does get out to someone unauthorised and you are zoombombed, you'd need to create a new one and change all your publicity.



You can make registration required for added security but it's also an added step for participants so probably not a good idea unless you're dealing with something very confidential (an important trustee meeting, say).

The meeting ID is the first number participants have to type to join in if they join using ID and password (both are incorporated in the one-click link so people don't need to type them if they follow the link). The password is the second number. Requiring a password adds a second level of security, though less so if you publish both numbers publicly.

The host decides whether they, and participants, join with video on or not – it's nice to let people make their own choice whether they want to turn on the video once they've settled into the room, but if you know your participants are likely to struggle with turning video on you may want to set up video to come on automatically – it may also be helpful to warn them in the invitation that you've done that!

'Enable join before host' means that if you turn up late, others can join and start the meeting anyway. If everyone joining is trusted (eg a trustees or committee meeting) you may feel confident to do that, otherwise it's generally safer not to open the room until you are present.

'Mute participants on entry' can be useful for larger meetings and to help maintain the mood for a Sunday service as you don't hear people muttering, 'did that work?' as they mess around with their camera settings, but obviously it then requires people to unmute themselves to be able to speak.

'Enable waiting room' is helpful to control the flow of participants – in theory it allows you to pick and choose who you let into the room, but since a lot of people will turn up labelled 'Huawei 369' and suchlike, in practice it's not all that useful for security unless combined with 'Only authenticated users can join', which only lets people join if they have registered with zoom and logged in, which means you'll see their actual name.

'Breakout room preassign' will only show if you have breakout rooms enabled.

Once you've chosen all your options (most of which will be the same most times), press the blue 'Save' button at the bottom.

Your meeting information screen will then come up, which includes options to 'start the meeting', 'add to calendar' (very useful for planning purposes and to keep the link handy, if you use an online calendar such as outlook or google) and 'copy invitation'. If you press the 'copy invitation' button you will get a copy of the invitation, including link, meeting ID and dial-in numbers, which you can send out to participants.

This is also the screen which has an option to 'save as template' so you can create future meetings more quickly.