ZOOM SETUP CHEAT SHEET

ONLINE
business marketing

STEP ONE:

Download zoom from 'Zoom download center'.

STEP TWO:

Run installation and it will open automatically.

STEP THREE:

Create an account by clicking 'Sign Up Free' gives you a free a/c with a time limit of 45 minutes. You'll need to pay if you want more time.

STEP FOUR:

When logged in you'll see 4 buttons. The orange button will start a new meeting. Click join with computer audio. Once zoom has started you can invite others by clicking ^ beside participants and then select copy invite link to send via text, email or messenger,

STEP FIVE:

The best way for people to join you is to schedule a meeting.

Click schedule meeting.

Enter topic eg: Chantal Gerardy's Zoom with Mummachat.

Enter start date and time.

Select duration of meeting.

Be sure that the correct time zone is set.

Select meeting ID go generate automatically or personal ID.

You can choose to have a waiting room and decide if you want participants video on or off.

Click which calendar you want your meeting reminder.

Under advanced options check the boxes that are of your choosing. *Click Save.*

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