**How to conduct a Zoom meeting:**

1. Go to zoom.us
2. Click on sign up, it’s free
3. Fill in information
4. Once an account has been started, your profile page should pop up
5. Click on meetings down the left side options
6. Click on schedule a meeting
7. Name your meeting in the topic section
8. Fill in day and time information
9. Duration will be 40 minutes or less, you will get booted off at the 40 minute mark.  When that happens, you can quickly open a new meeting and begin another 40 minutes, unless you would like to pay for the upgrade.
10. You can fill in the other preferences, however, I have left them the way they are and have not had any issues.
11. Click save
12. A new screen will pop up with all of the information you just provided.  It will have an option to click on copy the invitation.
13. Click on this.
14. Another screen will pop up and you will be prompted to copy meeting invitation.  When you click on that, it will say that invitation has been copied to the clipboard.
15. Go to your email, and right click to paste the invitation into the body of the email.
16. Add your email addresses to whom you are sending the invitation to and send it.
17. When the meeting will start, you will go to your profile, click on meetings and start the meeting.
18. You will want to connect with computer audio and video (your camera should be enabled)
19. As participants are joining, they will be placed in a waiting room waiting for you to admit them to the meeting (this is a default safety feature). Once they are admitted, you may have to ask them to start video. Next to their name will be a red video camera icon, place your mouse over that and you will be prompted with choices. Select ask them to start video. They will then receive a notification to start video. Once they do that, their face will show in a box.
20. You have the option to mute them or allow them to mute themselves.  This is a handy tool for those chatty kids😊
21. The option to chat is available (type in comments).  Icons are at the bottom of the screen.
22. I recommend getting on and doing a trial run.  It is really self-explanatory once you are on there.