Zoom - Host a Meeting and Invite Participants

1. Open the **Zoom.us** application.
2. Click **sign up, it's free...** (sign in with Google)
3. Click Create Account (if you are prompted)
4. Click **Schedule a New Meeting**
5. Fill in the topic, when, duration, timezone/central, recurring meeting (weekly), registration (don't check this box), don't require a meeting password, video (on for host and on for participant), audio (computer audio), meeting options (leave these blank)
6. **Save**
7. In the next window... review your meeting details
8. Copy and paste the **Join URL link** into an email to those who should be in attendance
9. When the host is ready to start the meeting, click on the **Start** button (to get to the Start button on the screen to start the meeting, log into your account (zoom.us/meeting), click on **Meetings** (on the left), locate the meeting, and click **Start**