1.) Go to zoom.us and sign in with your username and password. Click on My Account. Then click "Schedule a Meeting" at the top right-hand corner.

M Inbox - kateljeastpickens.org X	Kate's Duties ( Trello X	🚳 Alt your designs - Canva X 🕜 Real Estate Pityer - How to scri: X 🔤 Remind X 💿 Video Conferencing, Web Cori: X New Tab X +	
← → C ■ uso4web.zoom.us		REQUEST ADDAND 1.100.279 0125 RECORDERS - SUPPOR	
ZOOM SOLUTIONS - PLANS	& PRICING CONTACT SALES	JOINA MEETING HOSTA MEETING - MYACCOUN	
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		One Consistent Enterprise Experience.	
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	A PRICING CONTACT SALES	Video Webinar Conference Rooms Phone System Business IM	n n
PERSONAL Profile Meetings Webinars	Charge	Brent Stewart Est	
Recordings Settings ADMIN	Personal Meeting ID	465-715-3464 Edit https://uo04veb.zoom.us/j4657153464	
Dashboard	Personal Link	Not set yet. Customize	
User Management     Room Management	Sign-In Email	bretstewarf85@gmal.com Edit	
Account Management     Advanced	User Type	Licensed @	
	Capacity	Meeting 300 Ø	
Attend Live Training	Language	English Edit	
Video Tutorials Knowledge Base	Date and Time	Time Zone     (SMT-4.00) Existem Time (US and Canada)     Edit       Date Format     mm/ddlypyy     Example: 08/15/2011       Time Format     ×: Uie 24-hour time	
	Calendar and Contact	You can integrate with 3rd party services or apps, such as Google, Outlook or Exchange, to sync the calendar and contacts.	

2.) In TOPIC, enter in your connect Group name. In WHEN, enter the date and time you want to meet.

ZOOM SOLUTIONS - PLA	ANS & PRICING CONTACT SALES		SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING +	
PERSONAL Profile	My Meetings > Schedule a Me Schedule a Meeting	sting				
Meetings Webinars	Торіс	My Meeting				
Recordings Settings	Description (Optional)	Enter your meet of description				
ADMIN Dashboard	When	00/18/2020 🖹 11.00 V AM				
User Management     Room Management	Duration Time Zone	1 V N V V V V V V V V V V V V V V V V V				
Account Management     Advanced		Recurring meeting				
	Registration	C Required				
Attend Live Training Video Tutorials Knowledee Base	Meeting ID	Generate Automatically O Personal Meeting ID 465-715-3464				
	Meeting Password	Require meeting password     485553				
	Video	Host 🔿 on 🕒 off				Ø Help
			and the second			

#### 3.) DO NOT CHECK REGISTRATION.

ZOOM SOLUTIONS - PLA	INS & PRICING CONTACT SALES		SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING +	
PERSONAL Profile Meetings Webinars Recordings	My Meetings > Schedule a Meeting Schedule a Meeting Topic Description (Optional)	My Moeting Enter your meeting description				
ADMN Dashboard D User Management D Room Management D Account Management	When Duration Time Zone	03/18/2020				
Attend Live Training Video Tutorials	Registration Meeting ID	Required     Recurred     Record Meeting ID 465-715-3464				
Knowledge Base	Meeting Password Video	Require meeting password     485553 Host     on     on     on				D Help

4.) In MEETING ID, click on "Generate Automatic" and in MEETING PASSWORD, click off and DO NOT REQUIRE.

ro Tutorials wiedge Base	Meeting ID	Generate Automatically     O Personal Meeting ID 465-713     664		
	Meeting Password	2 Require meeting password 485553		
	Video	Host On Off Participant On Off		
	Audio	Telephone     Computer Audio     Both Dial from United States of America Edit		
	Meeting Options	Enable join before host     Mute participants upon entry      Enable waiting room     Only authenticated users can join     Record the meeting automatically		
	Alternative Hosts	Example: mary@company.com, peter@school.edu		

5.) For VIDEO, turn on Host and Participant.6.) For AUDIO, leave "Both" clicked.

Attend Live Training Video Tutorials	Meeting ID	Generate Automatically     O Personal Meeting ID 465-715-3464	
Knowledge Base	Meeting Password	Require meeting password	
	Video	Host O on Off Participant: O on Off	
	Audio	Computer Audio Globh Dial from United States of America Edit	
	Meeting Options	Chable Join before hest  Mute participants upon entry  Chable waiting room  Chable waiting room  Chable waiting automatically	
	Alternative Hosts	Example: mary@company.com, peter@school.edu	
		Save Cancel	

7.) For MEETING OPTIONS, click on "Enable join before host," but DO NOT click on anything else.

ZOOM SOLUTIONS - PLANS	& PRICING CONTACT SALES	Generate Automatically        Present Meeting 10 443-715-344	SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING +		
Knowledge Base	Meeting Password	Require meeting password					
	Video	Host O on O off Participant O on O off					
	Audio	Telephone      Computer Audio     Both Dial from United States of America Edit					
	Meeting Options	C Enable join before host  Mute participants upon entry  C Inable waiting room  Only authenticated users can join  Record the meeting automatically					
	Alternative Hosts	Example: mary@company.com, peter@school.edu					
		Save				() Help	

8.) After you have done all this, click Save.