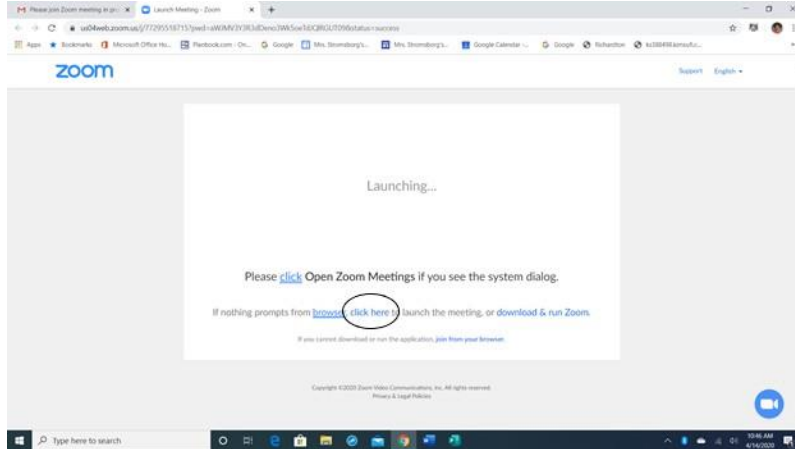


Instructions to host a meeting using ZOOM

1. Assuming you have downloaded ZOOM on your computer and the icon is somewhere on your desktop screen.
2. Open ZOOM
3. Select “New Meeting” (the video screen should be on your monitor.)
4. At the bottom of your screen, select “Manage Participants” (a side panel should show to the right on your screen.)
5. At the bottom of this panel, select “Invite” (a popup menu will appear.)
6. Select “Email”
7. Select “Gmail”
8. An email screen will appear, (in the To: box, type the members individually or the group name.)
9. Press “Send”
10. Wait for a response from the participants. (they will appear on the panel to the right.)
11. On the participants screen this may appear. If the meeting video does not appear soon, select the “click here” (see below).



12. Press “Admit” to allow the participants to join the meeting.
13. The meeting can continue.
14. Press “End Meeting” when the meeting is adjourned.