

# Zoom Meeting Instructions

## Hosts

The speaker/mic is in the top left drawer of the white cabinet. Instructions for pairing are in the box.

### To schedule a meeting

- Login to zoom.us
- In the left menu click 'Meetings'
- On the right click 'Schedule a meeting'
- Enter the required information. Duration is approximate. The meeting can go for longer or shorter time.
- Click 'Options' and check 'Automatically Record Meeting' and 'In the Cloud'
- Save
- About half way up on the right click 'Copy Invitation'
- You will get a popup. Click 'Copy Invitation' again
- Paste the invitation where you want, i.e. Facebook.

### To Start a Scheduled Meeting

- Connect the speaker/microphone. Instructions are in the box.
- Login to Zoom.us
- In the left menu click 'Meetings'
- Hover over or click on the meeting that you want.
- Click 'Start Meeting'
- Zoom will download and launch the app.
  - I always select the option to test the speaker and microphone.
- When the app opens, click the Chat icon to open the chat window.
- When the meeting is ready to start, announce that there are people on Zoom, and ask the people on Zoom to text you that they want to speak. You can raise your hand for them and then they can speak when called on.
- Click 'End Meeting' when done.

## Attendees

You can use your computer's audio to listen and speak, or you can all in.

### Computer

- Click or copy and paste the Zoom invitation into your browser.
- Click 'Launch Meeting'

### Telephone

PLCA does not offer toll-free numbers.

The 'Dial By Your Location' telephone numbers are the available numbers you can use. If you are using a mobile phone, there are no long distance charges, so just pick a number.

### Etiquette

Please mute your mic until ready to speak.

Same etiquette applies as in person. Don't interrupt or cross-talk. Use the Zoom Chat to let the facilitator know that you want to speak. They will raise their hand for you and let you know when called upon.

## Admin

Replace the meeting invitation with the meeting recording in the calendar

Periodically download recordings and delete from the cloud.