

Zoom Basics - A Guide for Small Group Leaders



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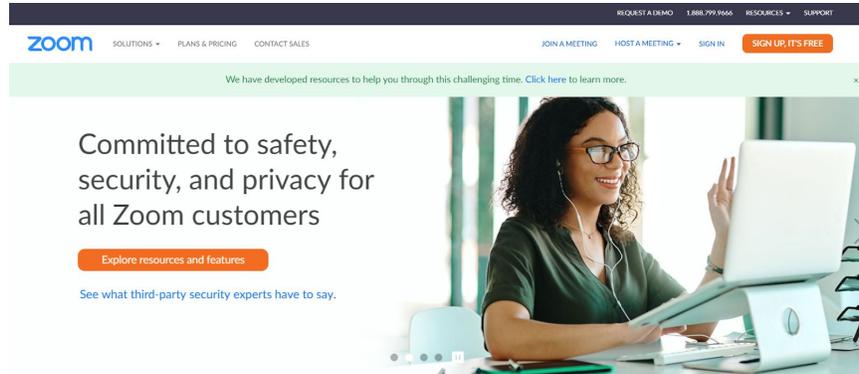
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How to Sign Up with Zoom

Go to zoom.us and click [Sign up, it's Free.](#)



Confirm your date of birth.

For verification, please confirm your date of birth.

Month Day Year

Now, there are a few ways you can sign up:

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Already have an account? [Sign in.](#)

or

Sign up through your work email address:

- Enter your email address and click “Sign Up”
- Zoom will display a confirmation page letting you know an email has been sent to the address you provided.

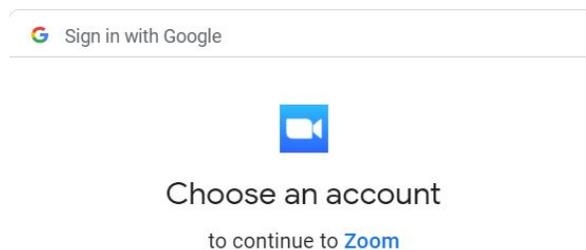
- Open the email from Zoom and click “Activate Account” or paste the link from your email into your browser.
- It might ask if you are opening an account on behalf of a school. Answer yes or no. Enter in your account information (First, Last Name, Password, Confirm Password) then click continue.

Sign in with Single Sign On (SSO):

- In order to sign in with SSO, you must have a valid company domain.

Sign in with Google:

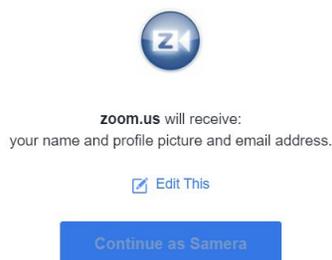
- Choose your Google/Gmail account you would like to utilize



- Click “Create Account”
- Your account will automatically be created

Sign in with Facebook:

- This option receives your name, profile picture (if you have one), and email address. Click “Continue as _____”.

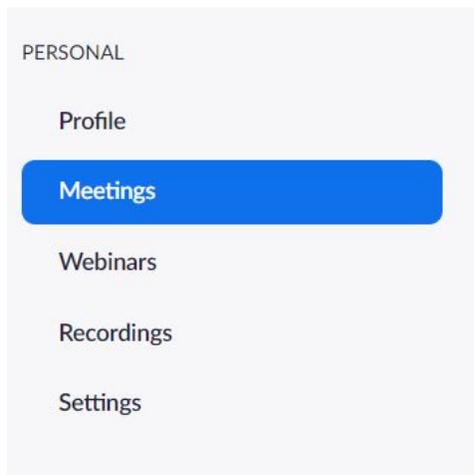


How to Schedule a Meeting with Zoom

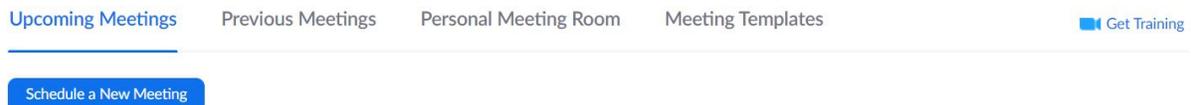
For a quick, one minute video tutorial, [click HERE](#).

Go to zoom.us and click “My Account” in the top right corner.

On the left side column, under “Personal”, click “Meetings”.



Click “Schedule a New Meeting”.

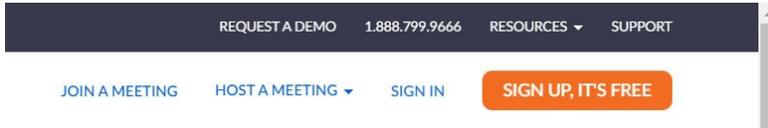


- Here you're able to change the topic, date and time of the meeting.
- If it needs to occur frequently, you're able to set this as a recurring meeting and change how often it will occur.
- You're also able to change settings, like generating a unique one time nine digit meeting ID, or use your personal meeting ID. We highly recommend you have a meeting password to avoid any hackers.
- You can also change the video default settings for both the host and the participants in your meetings. You're also able to go further and select meeting options.
- Make sure you click save!

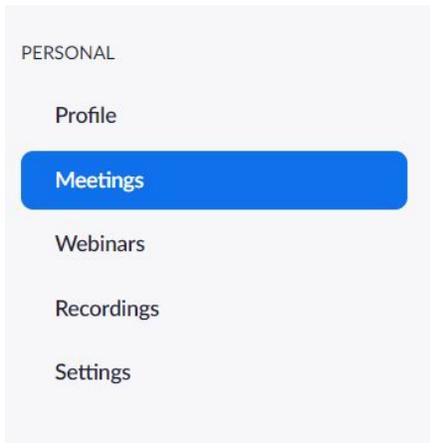
Once you've scheduled the meeting, you're able to add it to your Google Outlook or Yahoo calendar, or scroll down and copy the invitation so that you can paste it and share it via email or text message with anyone that will need to join your session.

Your First Meeting

To start your meeting, go to zoom.us.
Click “Sign in”.



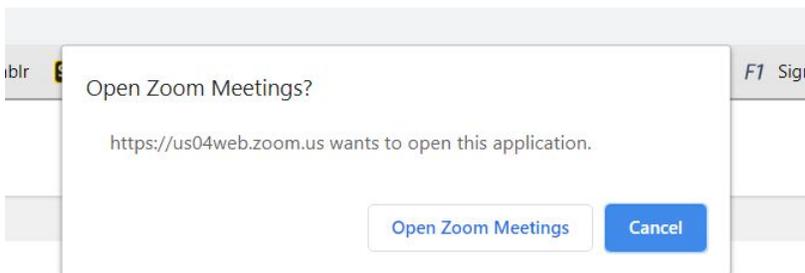
On the left column, click Meetings.



Click start.

Start Time	Topic	Meeting ID	Start	Delete
Sat, Apr 18 (Recurring) 10:50 AM	Bible Study Continued	265-423-307	Start	Delete
Sun, Apr 19 (Recurring) 06:00 PM	Small Group	142-404-700	Start	Delete

Once you’ve clicked “Start”, you will be prompted to click “Open Zoom Meetings”.



You will also be prompted to “Join with Computer Audio”.

****If you're using the free account, note your meeting will end after 40 minutes. If you're needing more time with your group, you can book back to back meetings, or you can purchase the monthly subscription to have unlimited time with your small group.**

Wanting to share your screen? Watch this one minute video for an easy tutorial! [Click HERE](#).

Troubleshooting

- [My video/camera isn't working?](#)
- There's echo in my meeting? Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same local.
- My audio isn't working on my mobile device? [Read tips on troubleshooting audio that isn't working on your iOS or Android device.](#)
- Any additional questions? Email smallgroups@milestonechurch.com. We're here to help you stay connected!

