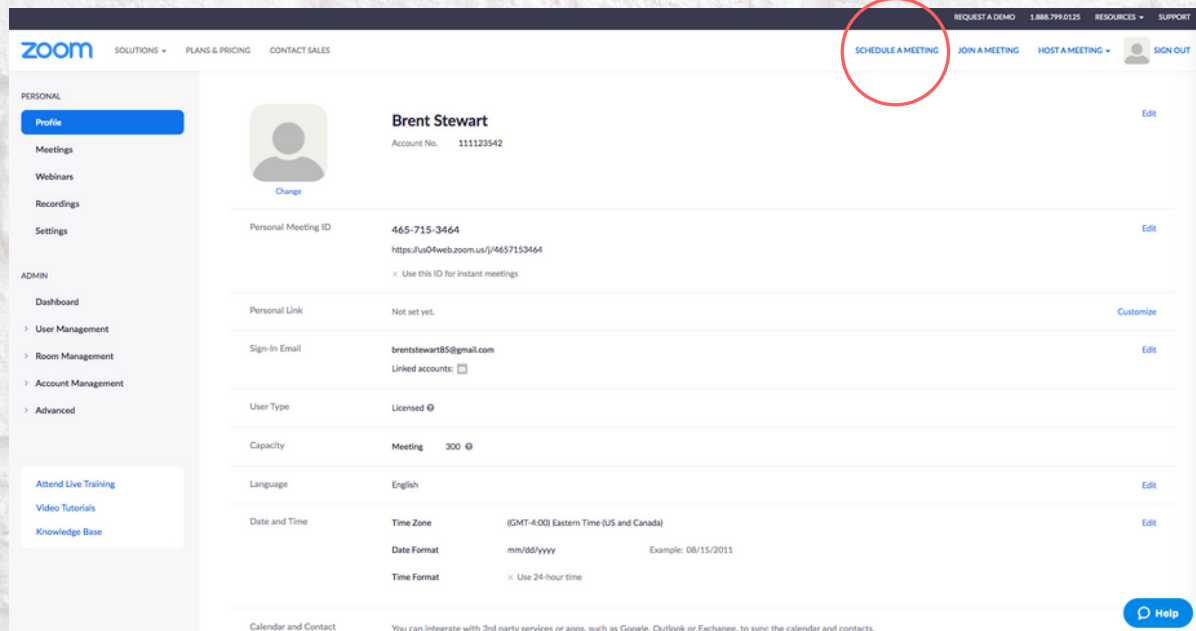
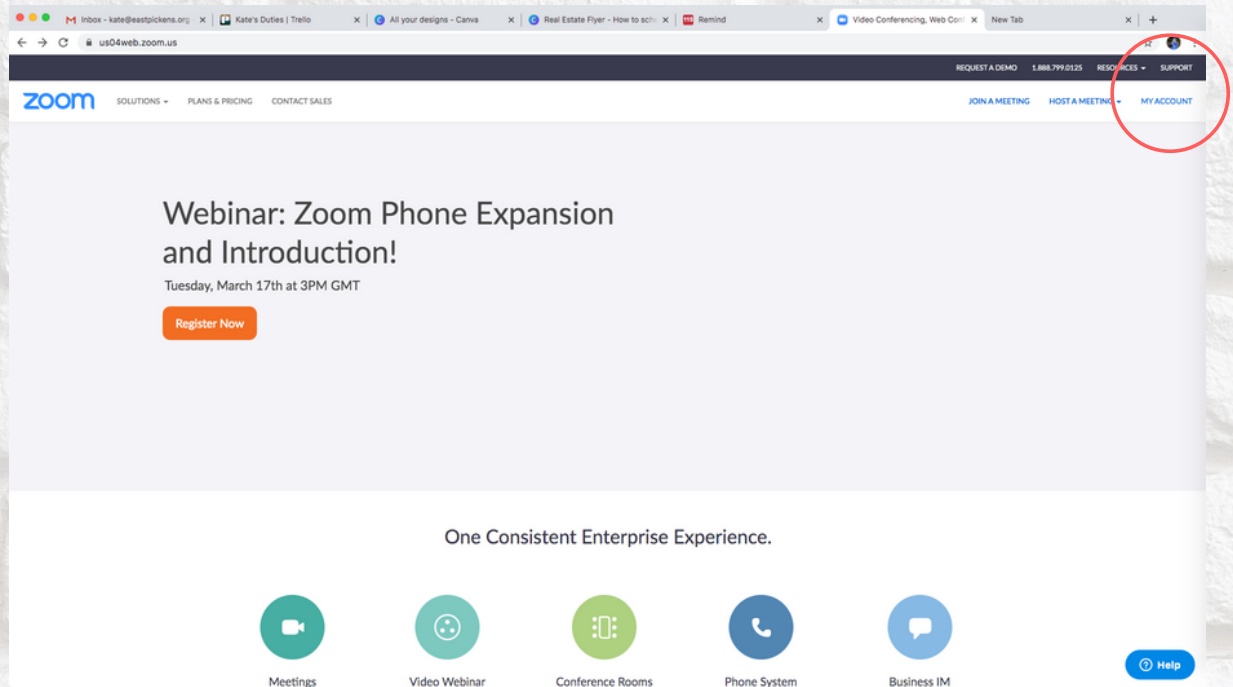


# HOW TO SCHEDULE A ZOOM MEETING

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.





# HOW TO SCHEDULE A ZOOM MEETING

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

The screenshot shows the Zoom 'Schedule a Meeting' interface. The 'Topic' field contains 'My Meeting' and the 'When' field is set to '03/18/2020' at '11:00 AM'. Both fields are circled in red. Other visible fields include 'Description (Optional)', 'Duration' (1 hr), 'Time Zone' (GMT-4:00 Eastern Time), 'Registration' (Required), 'Meeting ID' (Generate Automatically), 'Meeting Password' (Require meeting password, 485553), and 'Video' (Host on/off).

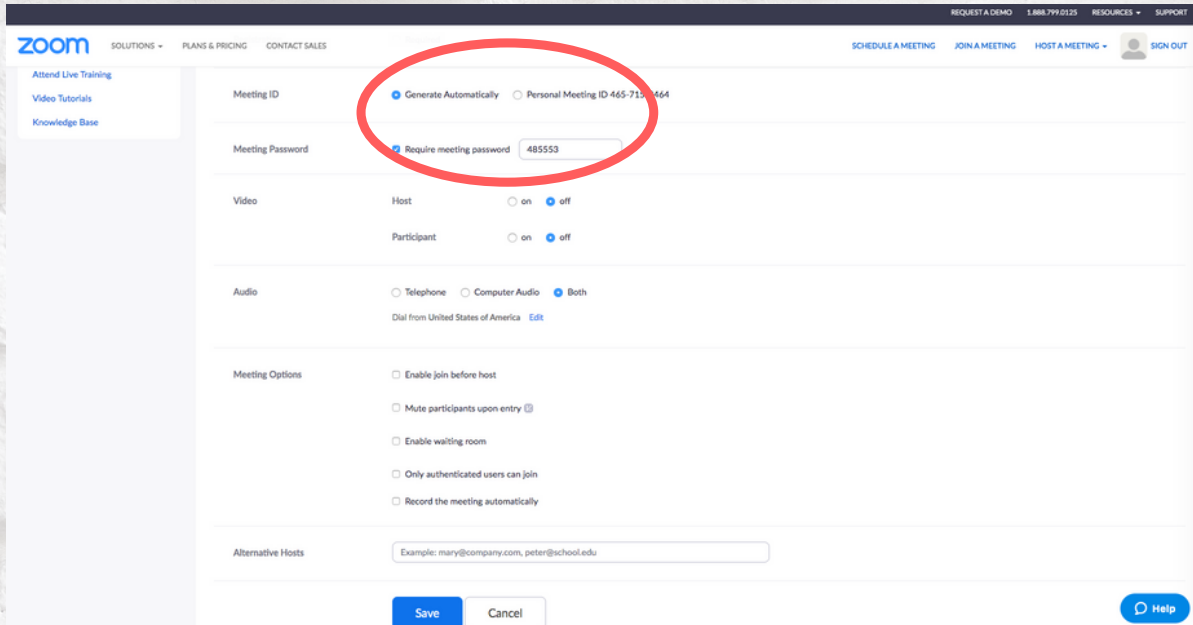
3.) DO NOT CHECK REGISTRATION.

The screenshot shows the Zoom 'Schedule a Meeting' interface. The 'Registration' field is circled in red, showing the 'Required' checkbox is unchecked. Other visible fields include 'Topic' (My Meeting), 'When' (03/18/2020, 11:00 AM), 'Duration' (1 hr 0 min), 'Time Zone' (GMT-4:00 Eastern Time), 'Recurring meeting' (unchecked), 'Meeting ID' (Generate Automatically), 'Meeting Password' (Require meeting password, 485553), and 'Video' (Host on/off).



# HOW TO SCHEDULE A ZOOM MEETING

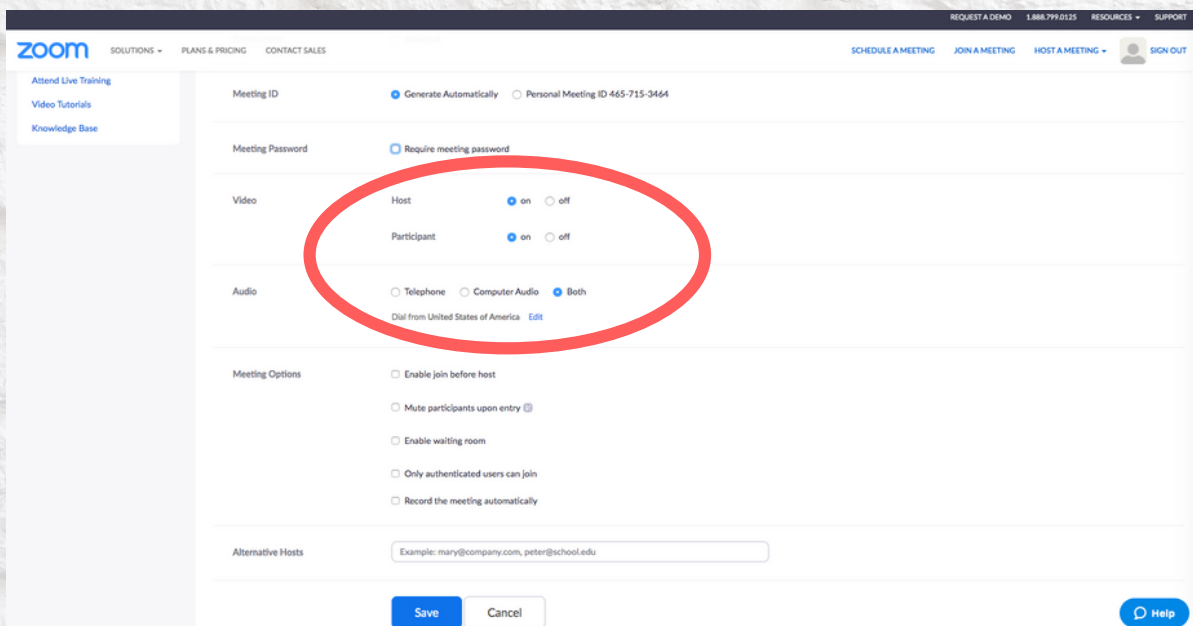
4.) In MEETING ID, click on "Generate Automatic" and in MEETING PASSWORD, click off and DO NOT REQUIRE.



The screenshot shows the Zoom meeting scheduling interface. The 'Meeting ID' section has two radio buttons: 'Generate Automatically' (which is selected and circled in red) and 'Personal Meeting ID 465-715-464'. The 'Meeting Password' section has a checked checkbox for 'Require meeting password' with the value '485553' in the adjacent text box. Below this, the 'Video' section has 'Host' and 'Participant' options, both with 'on' selected. The 'Audio' section has 'Both' selected. The 'Meeting Options' section has several unchecked checkboxes. The 'Alternative Hosts' section has a text box with the example 'mary@company.com, peter@school.edu'. At the bottom, there are 'Save' and 'Cancel' buttons and a 'Help' button.

5.) For VIDEO, turn on Host and Participant.

6.) For AUDIO, leave "Both" clicked.

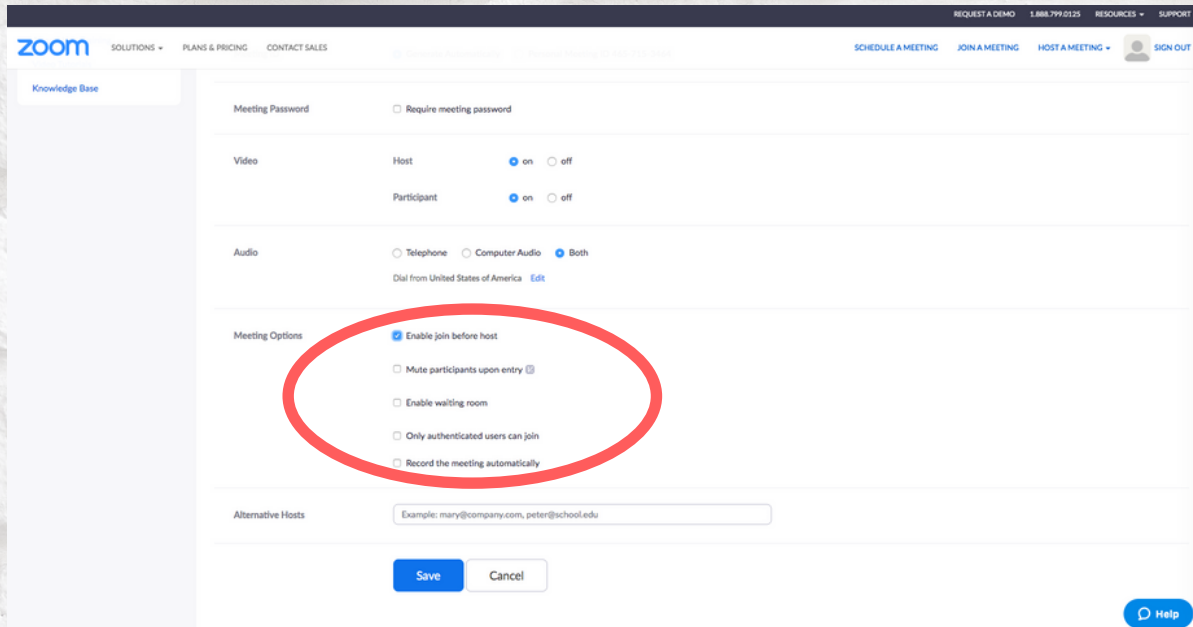


The screenshot shows the Zoom meeting scheduling interface. The 'Video' section has 'Host' and 'Participant' options, both with 'on' selected and circled in red. The 'Audio' section has 'Both' selected. The 'Meeting Options' section has several unchecked checkboxes. The 'Alternative Hosts' section has a text box with the example 'mary@company.com, peter@school.edu'. At the bottom, there are 'Save' and 'Cancel' buttons and a 'Help' button.



# HOW TO SCHEDULE A ZOOM MEETING

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



The screenshot shows the Zoom meeting options page. The 'Meeting Options' section is highlighted with a red circle. The options are:

- Enable join before host
- Mute participants upon entry [i]
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically

Other visible options include:

- Meeting Password:  Require meeting password
- Video: Host  on  off; Participant  on  off
- Audio:  Telephone  Computer Audio  Both

At the bottom, there is a 'Save' button and a 'Cancel' button. A 'Help' button is also visible in the bottom right corner.

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