

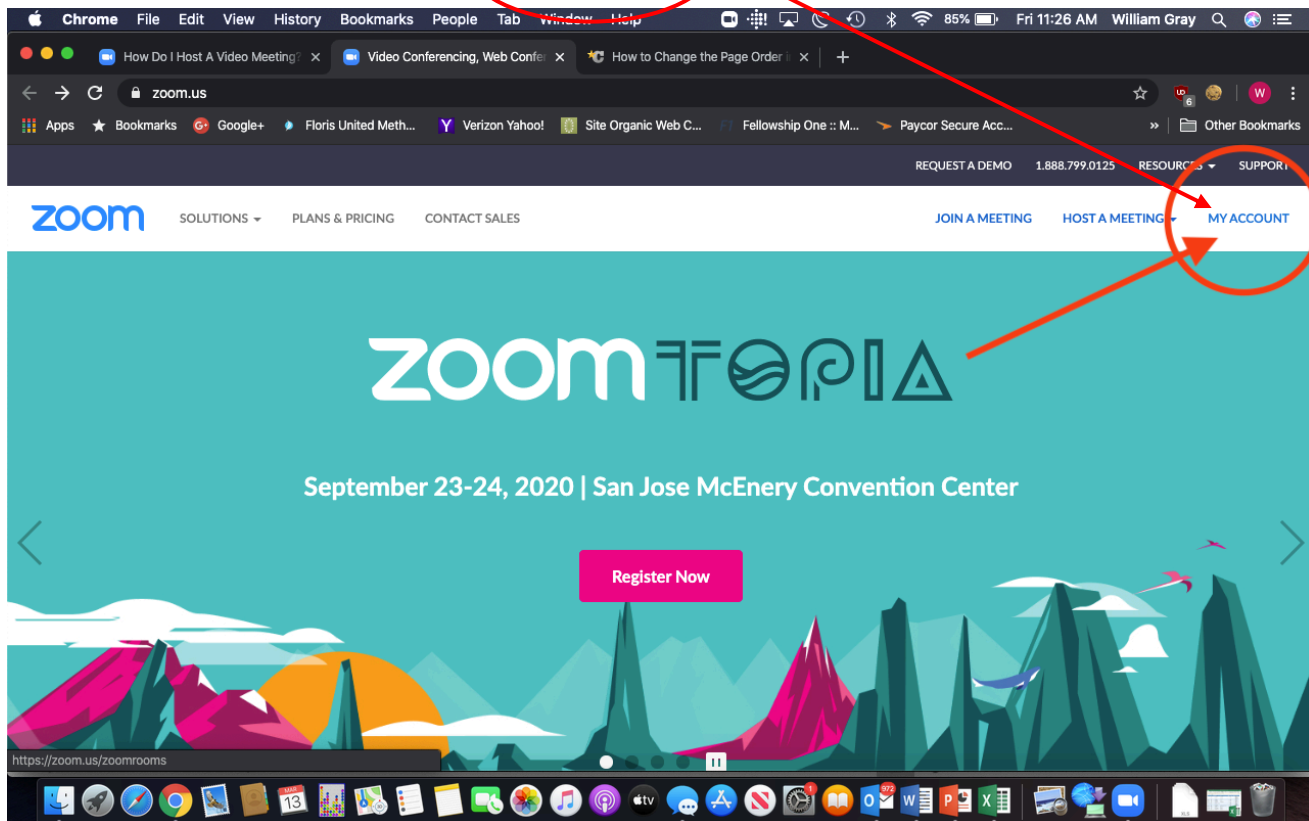
# How do I Create Zoom Account

To create a Zoom account please click on [Sign Up Free](#) to create a new one.

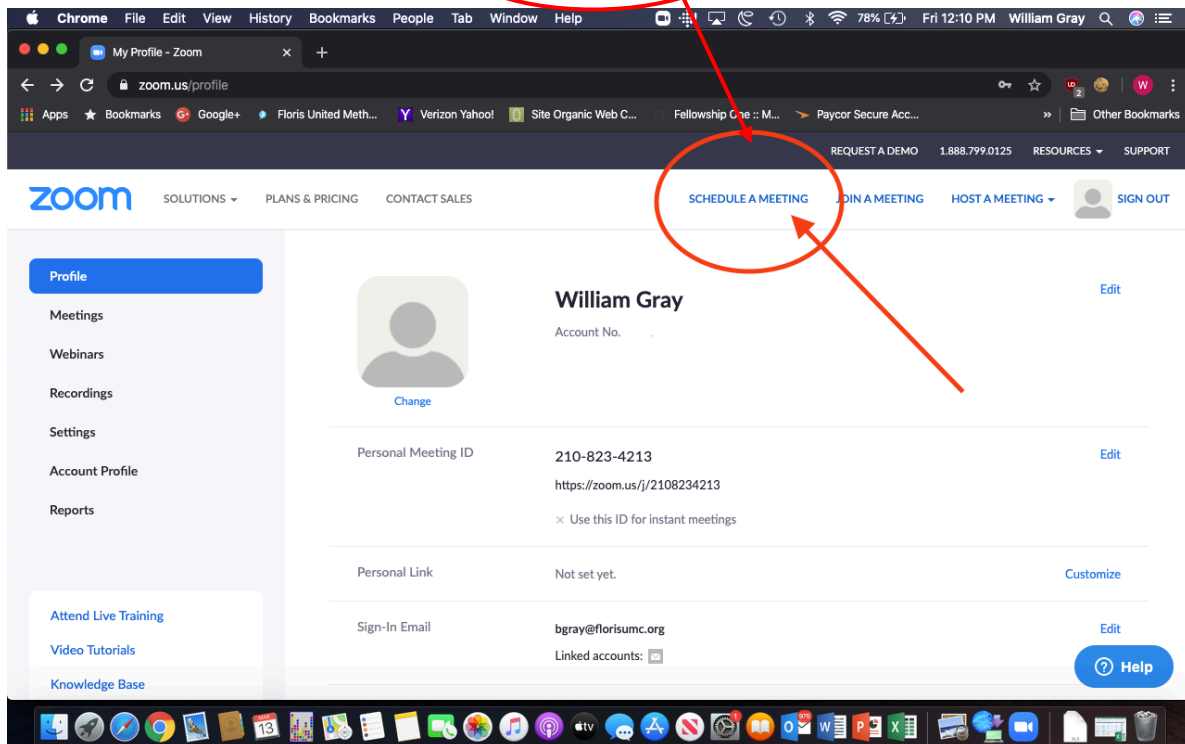
Signing In,

After you have created your account or if you have an existing account,

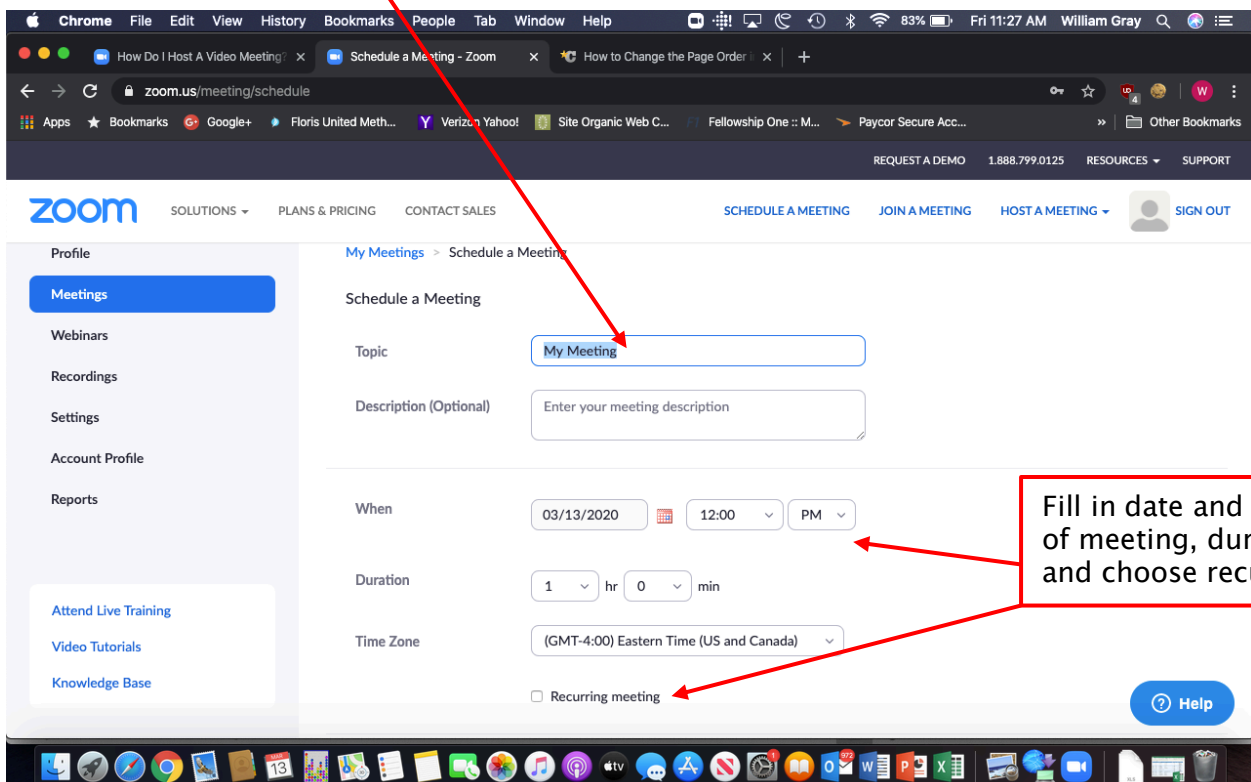
1. Go to <http://zoom.us> and click on **Sign In**.
2. You can use the "e-mail" and "password" that you have created, or use your Google (Gmail or Google App) or Facebook account to sign in with.
3. On the webpage choose **MY ACCOUNT**



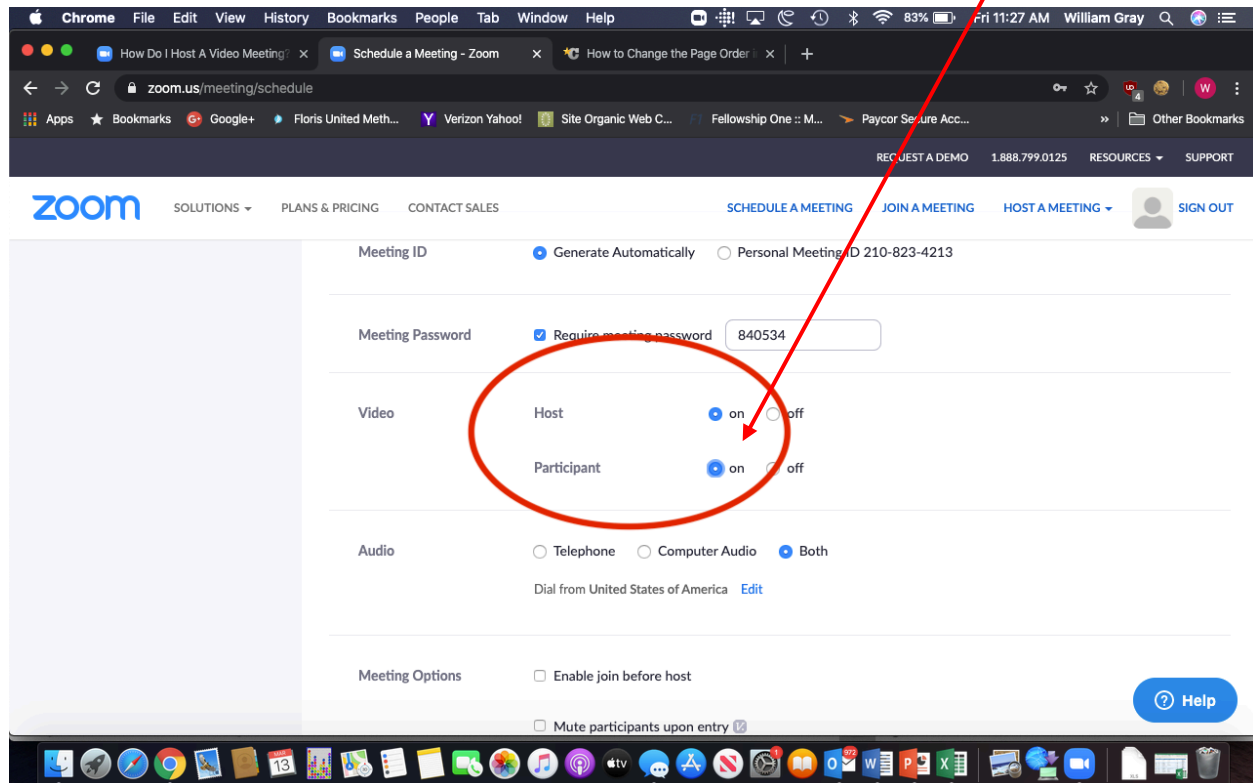
On your profile page choose **SCHEDULE A MEETING**



Choose a topic like “Lenten study” and add description if you want and then meeting specifics



Scroll down and choose “on” Video for Host and Participant – this allows everyone to see each other. Participants may choose not to have video if they want.



This screenshot shows the 'Schedule a Meeting' page on the Zoom website. The 'Video' section is highlighted with a red circle, showing that both 'Host' and 'Participant' video options are set to 'on'. A red arrow points from the text above to the 'on' radio button for participants. Other visible settings include a meeting ID, a password (840534), and audio options set to 'Both'.

Meeting ID: ☒ Generate Automatically ☐ Personal Meeting ID 210-823-4213

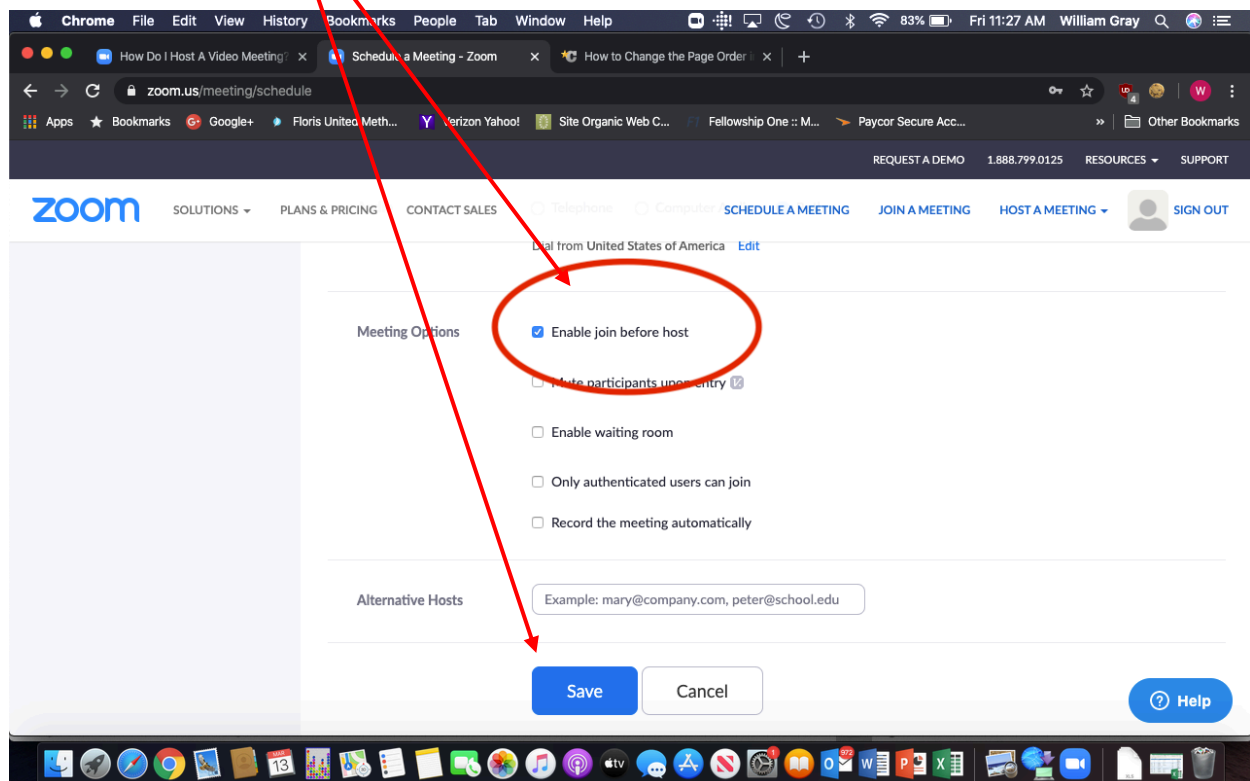
Meeting Password: ☒ Require meeting password 840534

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

Scroll down a bit further and choose “enable to join before host.” This allows your participants to sign-on and begin community without you as the host being present. Then save



This screenshot shows the 'Schedule a Meeting' page with the 'Meeting Options' section expanded. The 'Enable join before host' checkbox is highlighted with a red circle, and a red arrow points from the text above to it. Below this, there are checkboxes for 'Mute participants upon entry', 'Enable waiting room', 'Only authenticated users can join', and 'Record the meeting automatically'. At the bottom, there is a field for 'Alternative Hosts' and 'Save' and 'Cancel' buttons.

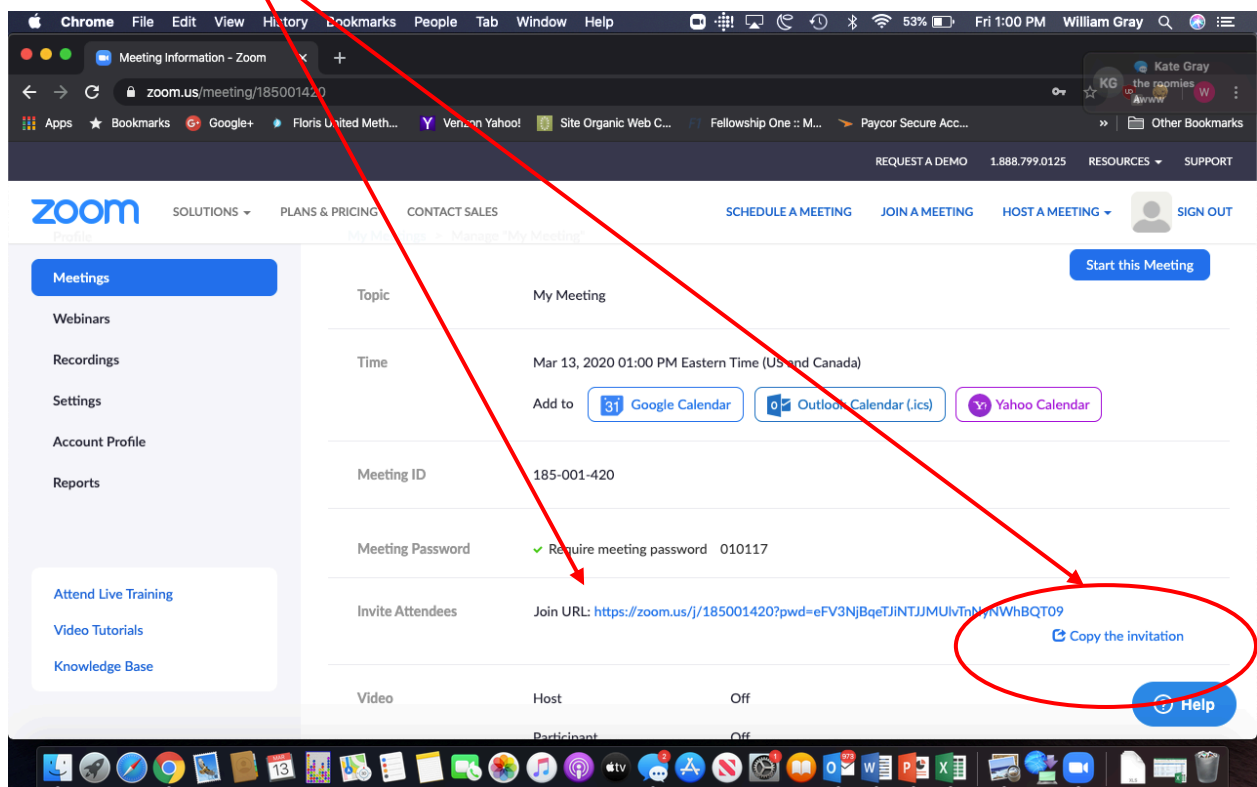
Dial from United States of America [Edit](#)

Meeting Options: ☒ Enable join before host  
☐ Mute participants upon entry  
☐ Enable waiting room  
☐ Only authenticated users can join  
☐ Record the meeting automatically

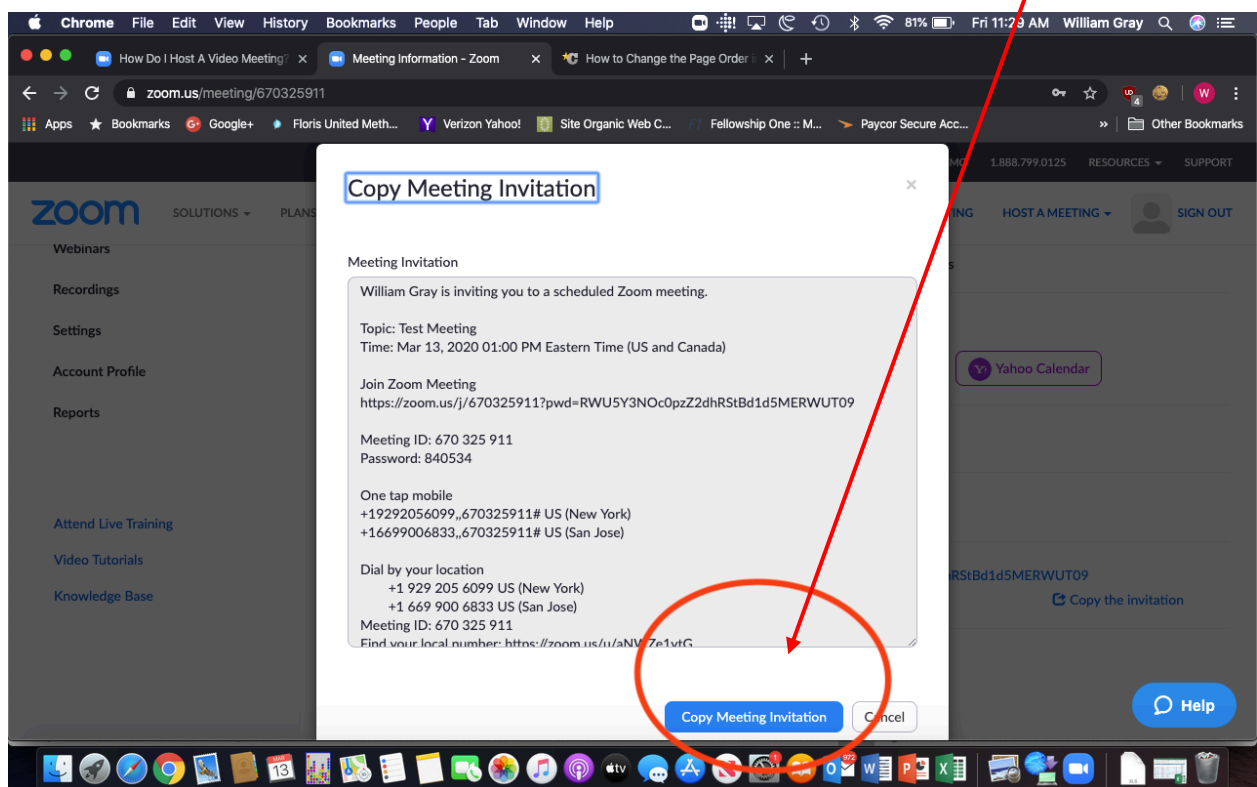
Alternative Hosts:

[Save](#) [Cancel](#) [Help](#)

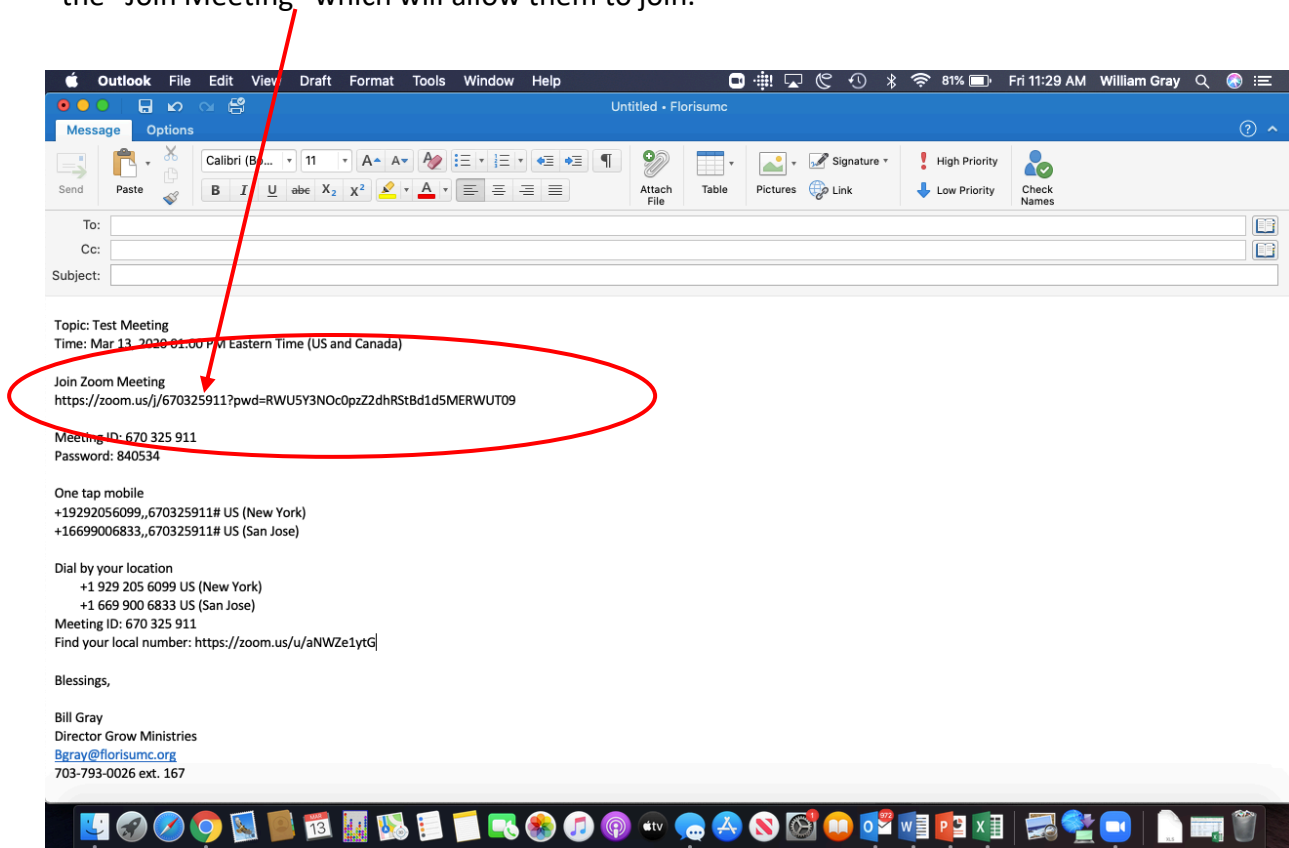
Once you have saved the meeting, you can select copy the invitation or copy the highlighted url.



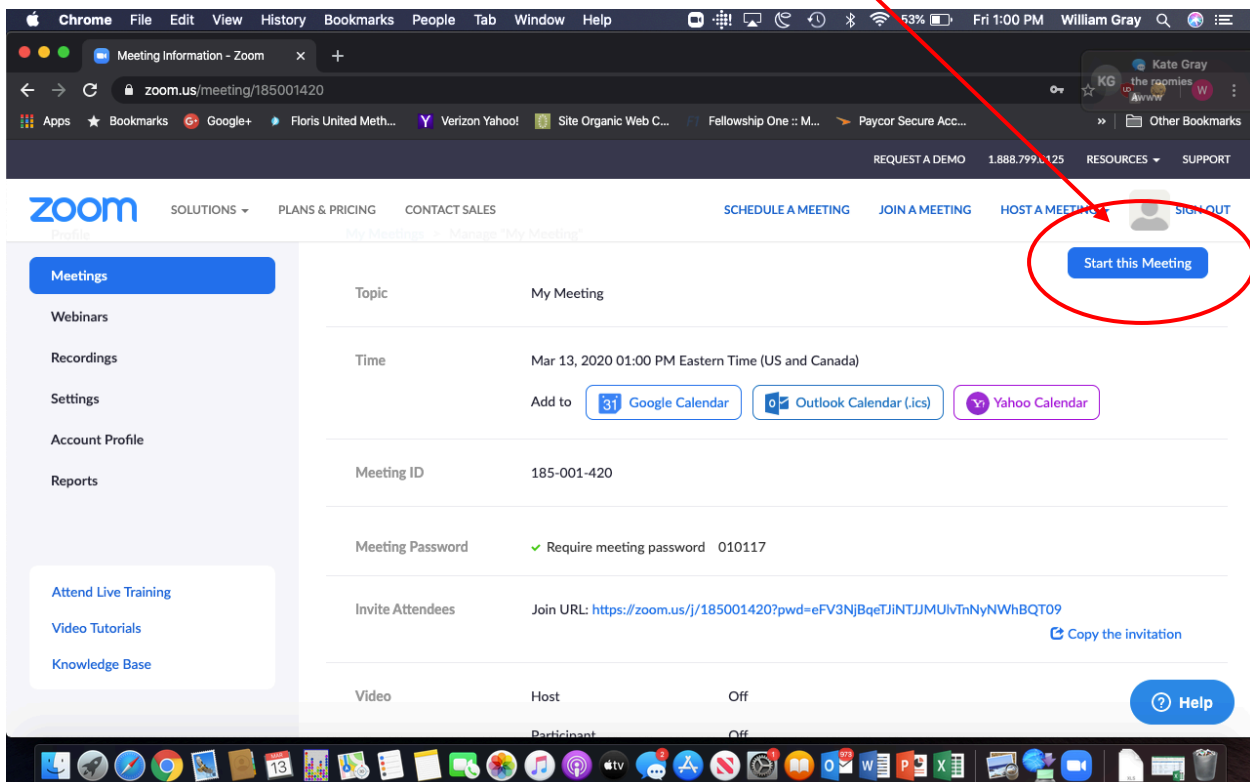
Selecting copy invitation shows you the invite, choose copy meeting invitation



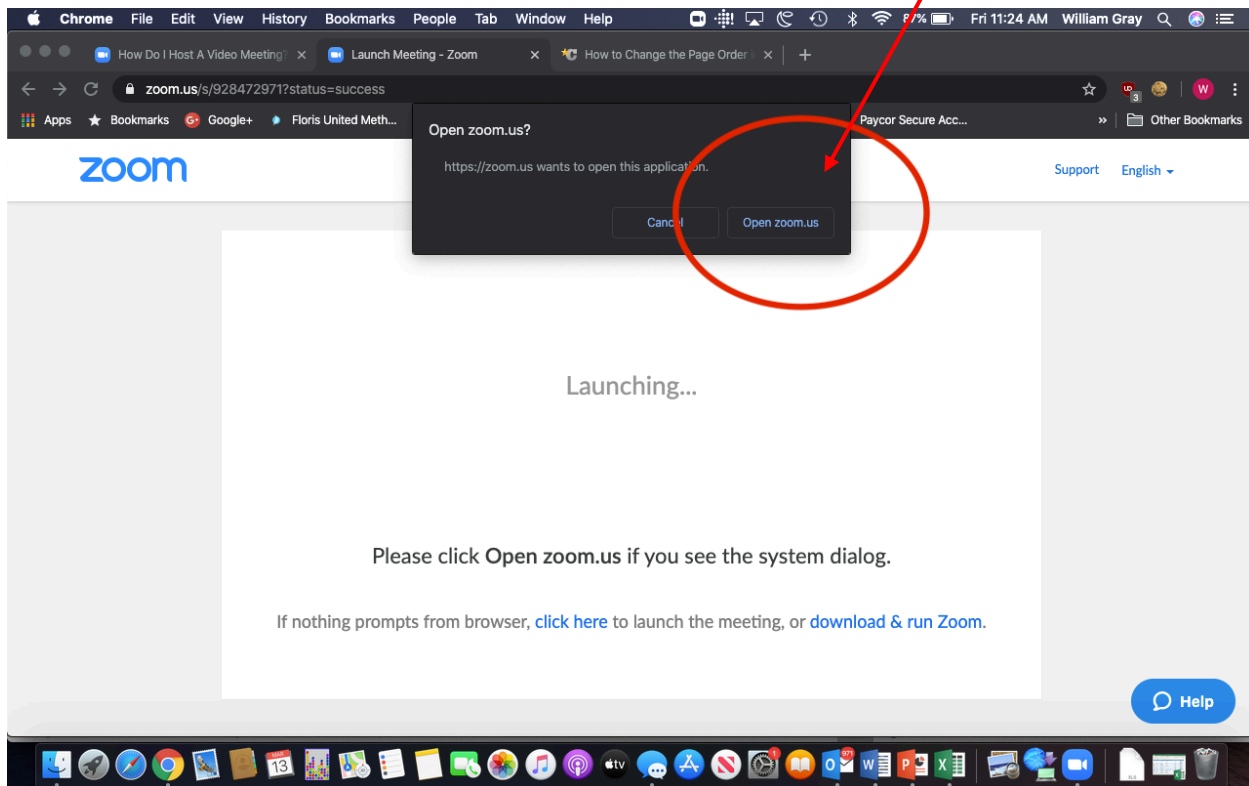
Insert the copied invitation into your email to your group. You can do this through Infellowship utilizing the “email the group “ function. The participants will click on the “Join Meeting” which will allow them to join.



To start your meeting, choose “start this meeting” button.



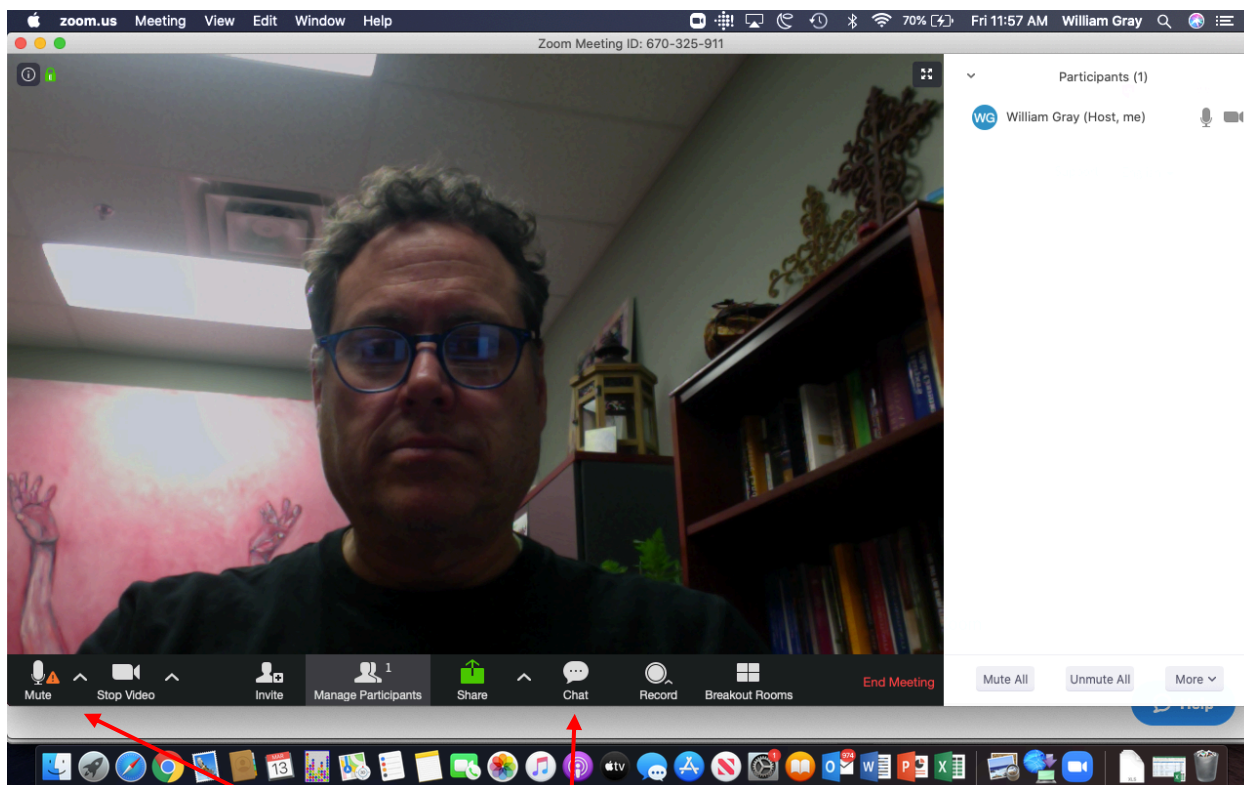
When you start your meeting, you then will be prompted to open zoom.us



This will launch your zoom meeting and you will appear on the screen. Go to the next page.

Here you are, the leader of your Zoom meeting. You will see the participants down the side bar and you will see them as long as they have their video turned on. All participants can see each other. Encourage participants to use the mute function when they are not speaking if there is a lot of background noise.

Here is where you can see your participants.



Here you can mute, manage the participants, start a chat.