

## How to Set up a Free Zoom Meeting

Important Note: when signing up for a Zoom account, you may have to download the program onto your computer as an app for the video feature, if you're using an Apple laptop like me. It will automatically request you download the program when you're signing up and trying to host the meeting, and will walk you through each step.

### How to Sign up for/ Host a Meeting on Zoom for FREE

1. Visit [zoom.us](https://zoom.us) website
2. At the top right corner select "host a meeting."
3. It will ask you to create a free account. Use an email that will be easily accessible for you to use, preferably a personal account (even though it says "work email" you have to access it from home)
4. Sign up with your name. It will ask you to come up with a password for your account as well. Write this down for future reference. You can use any password you will remember. It will then send a link to the email address you provided to verify the account. Find that email in your inbox (note it may have been sent to spam) and then click "verify my account."
5. It will take you back to Zoom.us at this point. Select the feature that says "test a meeting" now. Hit "skip" when it asks if you'd like to invite any colleagues.
6. You will be redirected to a page that will allow you to try practicing hosting your first meeting. You'd hit the orange button that says "start meeting now" to check out the features
7. When it asks you to join with computer audio and video, select "ok."

### Scheduling Meetings

Now when you're reading to schedule a meeting on your account, click the feature at the top of your screen that says "schedule a meeting." You will be redirected to a screen that allows you to schedule a meeting on a specific day and time.

You can:

1. Click the calendar to select a date and adjust the time
2. NOTE: Duration of time on a free Zoom meeting will only last 40 minutes.
3. Select the "recurring meeting" box if you want the meeting to be scheduled at the same time each week (this makes the most sense if you're leading Sunday RE for example)
4. If I were you, I'd make sure the "require meeting password" box is UN-checked. It makes it simpler and easier for everyone to remember.
5. Select the videos to be on, for host and participants. You can always turn off the video feature during a meeting as the leader of the group while it's going on in case you need to.
6. Under audio, select "computer audio" box.
7. You don't need to check any of the "meeting option" boxes.

8. Hit save! Now you're all set to go. Your saved meeting will have a six digit code called a "meeting ID." There will be an option to send invitations via email with this code.
9. Basically when you select "send invites" you can select the "send via email" option and invite your small group guests to the meeting by giving them the code.

#### What Students Will See

1. Your students will visit their email inbox, find the meeting and select the link that will automatically redirect them to Zoom, easy and simple.
2. They can click "join meeting" at the appropriate time.

#### When It's Time to Start your scheduled meeting:

1. Visit [zoom.us](https://zoom.us)
2. Click at the top right hand corner "my account"
3. On the left side bar select "my meetings."
4. The option will pop up to "start meeting" and select that.
5. Your meeting will automatically launch. It will ask "open/launch Zoom meeting?" Select yes/ok.
6. At the bottom right of your screen, there will be an option to "record." Click that button and record your whole meeting. By doing so you will meet compliance with Protecting God's Children (AKA Safe Environment safety standards). A side note, as an adult you may NOT have a Zoom meeting with only one youth. There must be at least two for safe environment policy reasons.
7. Your youth will also be automatically added on screen when they each sign in from their devices.

#### IMPORTANT NOTES while the meeting is going

1. As the leader, you can control everyone's microphones. If you need to mute or unmute someone, hover over that person's box on screen, and in the lower left hand corner of their image you will find their "microphone." Click it once to mute, click again to unmute.
2. To end the meeting, simply select the red letters in the bottom right of the screen that says "leave meeting"/ "end meeting for all."
3. Zoom allows you to share your screen with participants. Make sure you don't have other windows open besides Zoom unless you want to share those with your youth, or they might be able to see them. You can deliberately share a screen with your participants by scrolling to the top of your meeting while it's in progress and hit "share". It will allow you to thumb through the windows you have open to decide which one you'd like the rest of your participants to see. That's a more complex feature, so for now, just plan on keeping all windows closed except for Zoom while you have youth online with you.

#### Disabling Private Text Messaging During a Zoom Meeting

Zoom allows for messages to be sent between recipients, either privately or to all members during the meeting. It is OK if a student needs to send an occasional message where the whole group could see it, for example, in asking for help with audio or visual troubleshooting. However you will want to disable the chat feature from allowing students to privately message one another. This would be hidden from your view as a host and there's no way to control its appropriate content.

To turn off the private chat feature, you will need to actually start the meeting with the youth. Then, click the "chat" button with a right mouse click, and you will find settings. Select the setting that says "allow everyone to chat" which will exclude an option of students privately chatting with one another. For a more inclusive guide on how to turn off private messaging, [please click here](#) for an easy Zoom step by step tutorial.