

How to Host a Zoom Meeting (<https://zoom.us>)

- Login to Zoom
- Click your picture in the right hand corner or the empty box by “Sign Out”.
- Do not click “Host a Meeting” or a meeting will begin instantly. You need to schedule a meeting
- On the left side of the screen you will see a blue box with the following choices listed: Profile (Upload a picture here), Meetings, Recordings, Settings, Account Profile, Report.

Settings: First, we need to adjust some meeting settings so click on “Settings”. There are a lot of settings here. These are only a few you need to tweak. Once you become familiar with Zoom, you can go back and make personalized changes

- Host and Participants videos ON
- Audio Type: Telephone and Computer Audio
- Click Personal Meeting ID (You automatically can see your meeting ID. Write it down)
- Do NOT require a password
- Leave Participates muted
- Chat – ON
- Private Chat – ON
- File Transfer – TURN THIS ON (This allows you to share files) Do NOT restrict file types.
- Leave everything else as the default.

Schedule a meeting. You will schedule your meetings ahead of time. Once you do this, you’ll be given a Meeting ID that you will share with all your candidates.

Meetings: Click the blue “Meetings” tab on the left side of your screen then click the **Schedule a New Meeting** in the blue box.

- Topic: Give your meeting a new (Eg. Kirkland MC Gen)
- Description is optional
- When: Click on the little red calendar to select your date then choose your time
- Duration: Free accounts are automatically 40 minutes
- Registration: Do NOT require Registration
- Meeting ID: Click Personal Meeting ID (This way you’ll have the **same** meeting ID for ALL your meetings. This makes it easy for everyone)
- Video: Leave it on for Host (that’s you) and Participants
- Audio: Both
- Meeting options: Leave it as the default
- It will automatically record your meeting for you. If you don’t want it to, you can easily click cancel once your meeting starts. To record or not to record that your choice.
- Alternate Hosts: no
- Click “Save”