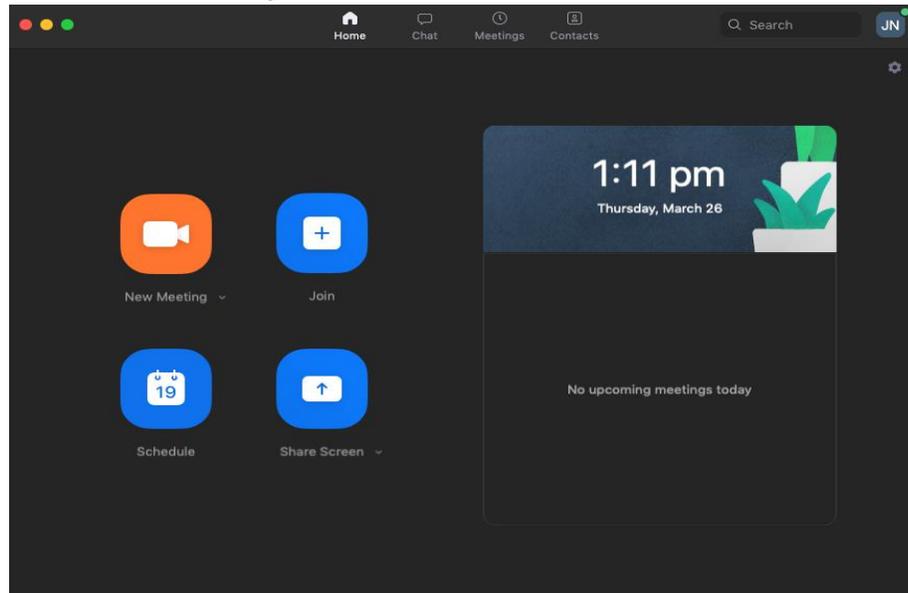
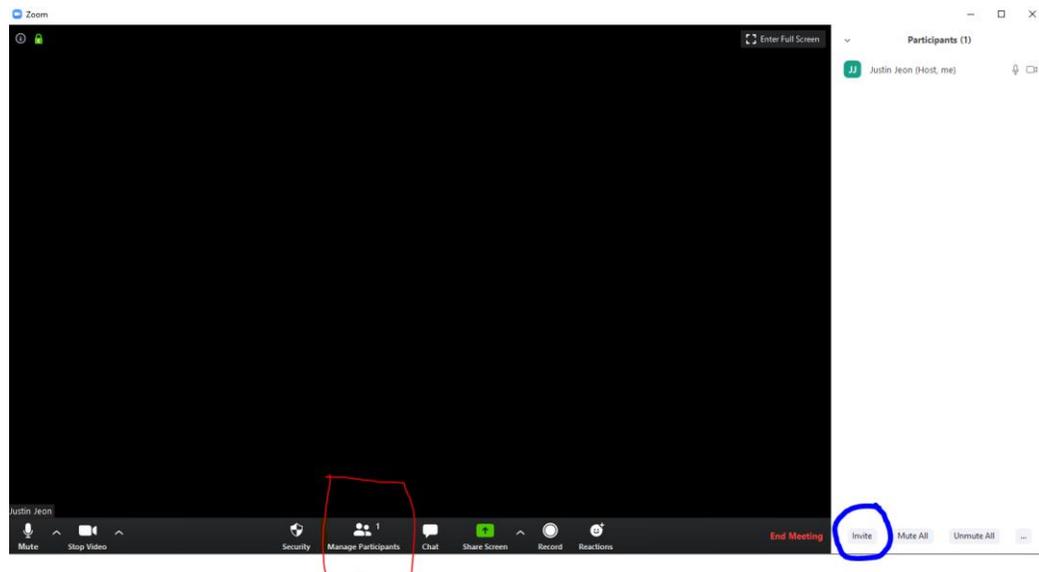


## How to Host a Zoom Meeting

- 1) Create a Zoom account on [www.zoom.us](http://www.zoom.us)
- 2) Download Zoom Client for meetings from <https://zoom.us/download>
- 3) After Signing into the app, click on “New Meeting” in the main menu and continue with your audio and video settings.

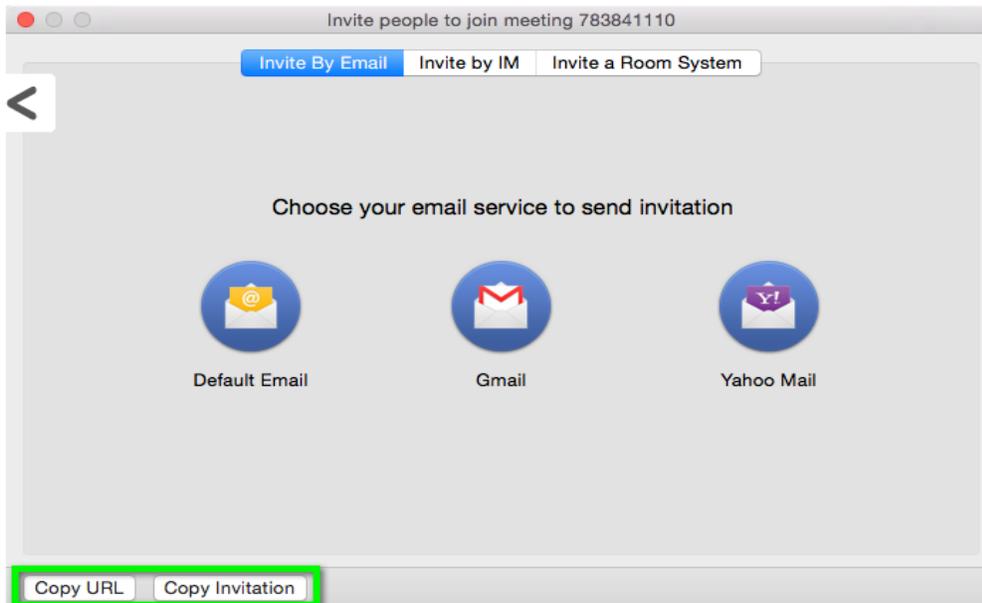


- 4) Click the ‘Manage Participants’ and then the ‘Invite’ button.

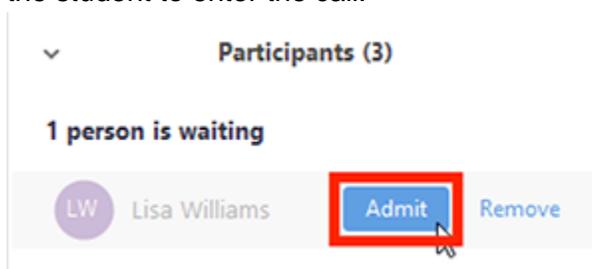


- 5) You can share the invitation in a few different ways:

- Clicking the **Copy URL** button, then paste the URL into an email message to the participants you wish to invite.
- Click the **Copy invitation** button, then paste the message into an email to the participants you wish to invite.
- Click one of the email service buttons. Your chosen email service will appear with a preformatted invitation.



- 6) The Student will be automatically placed into the waiting room. Click on Admit to allow the student to enter the call.



- 7) Once the Student has entered, Click on “Security” and click on “Lock Meeting”. Uncheck “Screen Sharing”, “Chat”, and “rename themselves”