

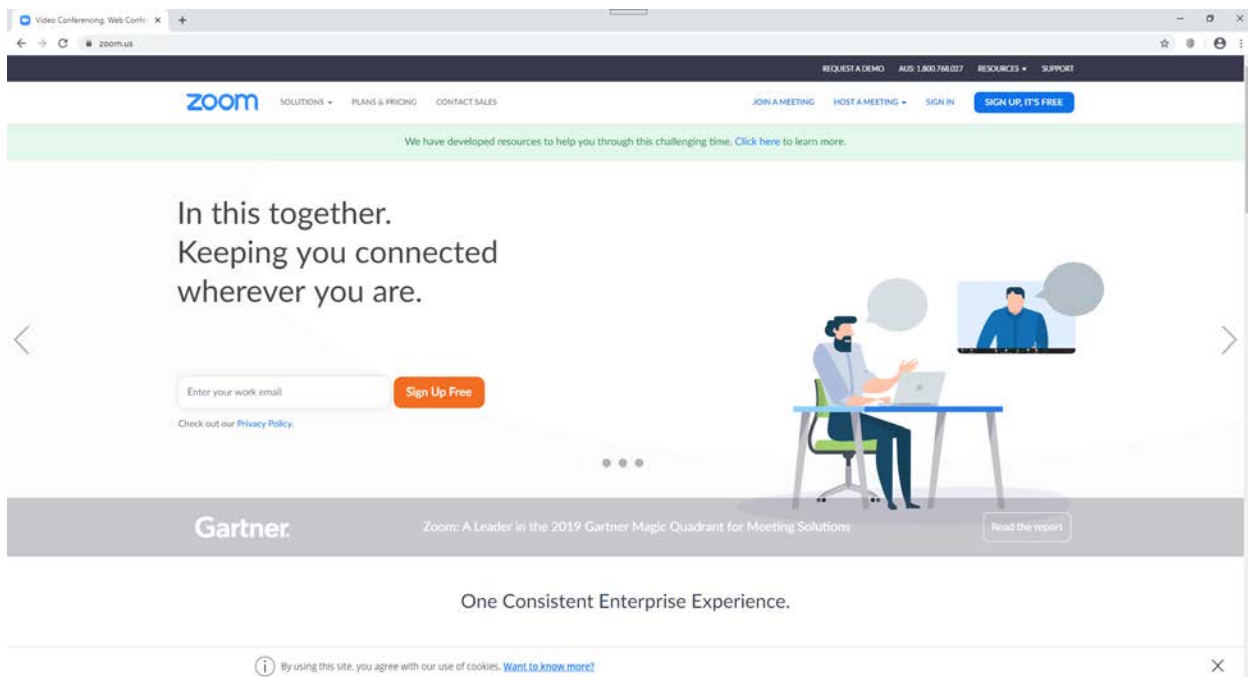
## Instructions for Setting up Zoom

- Zoom is a platform that Girl Guides can use to host Virtual Unit Meetings.
- It allows us to chat (audio or text), video (see each other), and share screens, or any combination of these.
- Only the host needs a Zoom account, and everyone else (guests/participants) can receive a password-protected invite to the meeting/s.
- Both host and guests/participants need a device and internet access.
- Meetings using the free access is limited to 40 minutes. This means that the meeting may timeout at 40 minutes. If you select a Pro account (paid), then meeting time is limitless.
- Meetings are constrained to no more than 100 users at a time (free or Pro account).

### Creating a Zoom account

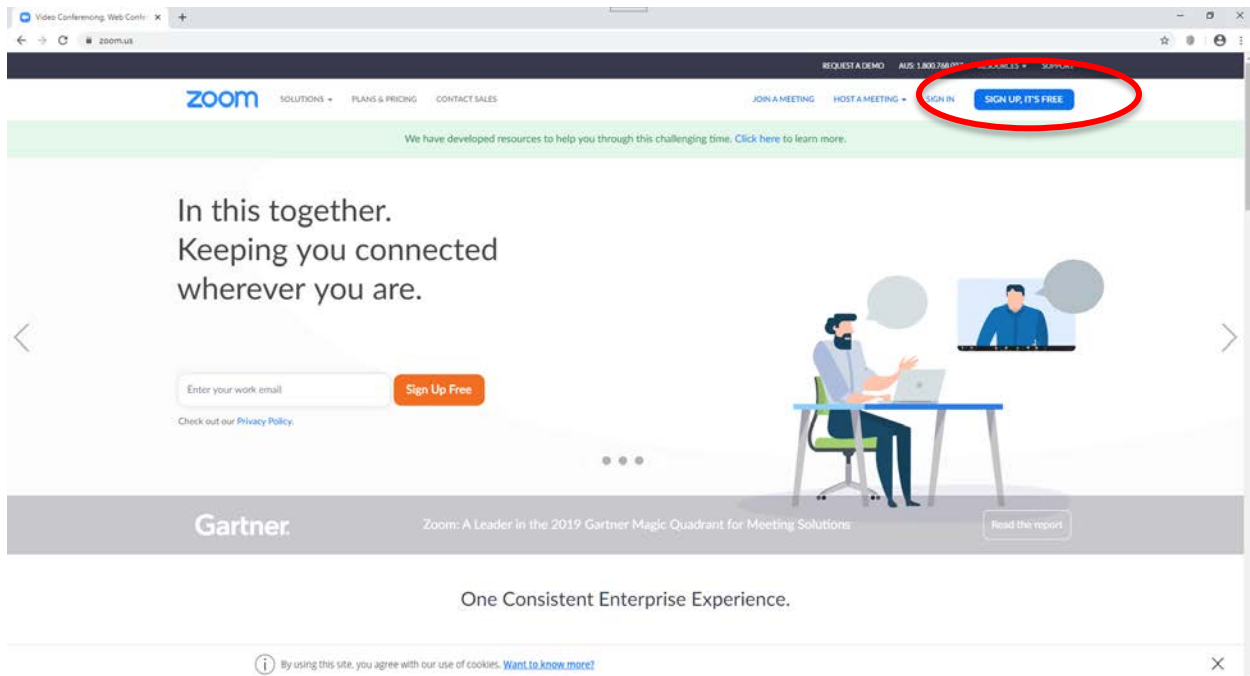
Remember – only the host needs an account.

1. Access Zoom via <https://zoom.us>

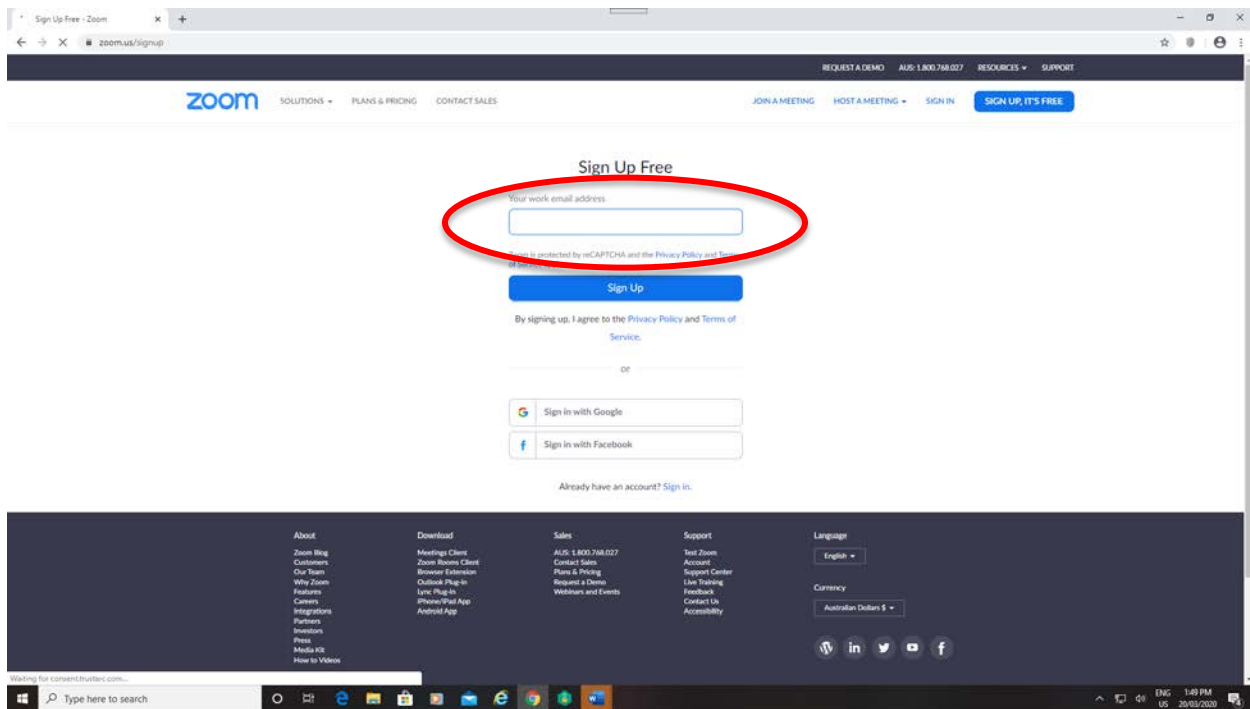


The screenshot shows the Zoom website homepage. At the top, there is a navigation bar with links for 'REQUEST A DEMO', 'AUS: 1.800.784.027', 'RESOURCES', and 'SUPPORT'. Below this is a secondary navigation bar with 'zoom' logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a prominent blue button that says 'SIGN UP, IT'S FREE'. A green banner below the navigation bar reads: 'We have developed resources to help you through this challenging time. [Click here](#) to learn more.' The main content area features the text 'In this together. Keeping you connected wherever you are.' To the right of this text is an illustration of a person sitting at a desk with a laptop, talking to a person on a video call. Below the text is a form with the placeholder 'Enter your work email' and a blue 'Sign Up Free' button. A link for 'Check out our Privacy Policy.' is also visible. At the bottom of the main content area, there is a Gartner logo and a quote: 'Zoom: A Leader in the 2019 Gartner Magic Quadrant for Meeting Solutions' with a 'Read the report' button. Below this is the slogan 'One Consistent Enterprise Experience.' At the very bottom, there is a small cookie consent notice: 'By using this site, you agree with our use of cookies. [Want to know more?](#)'

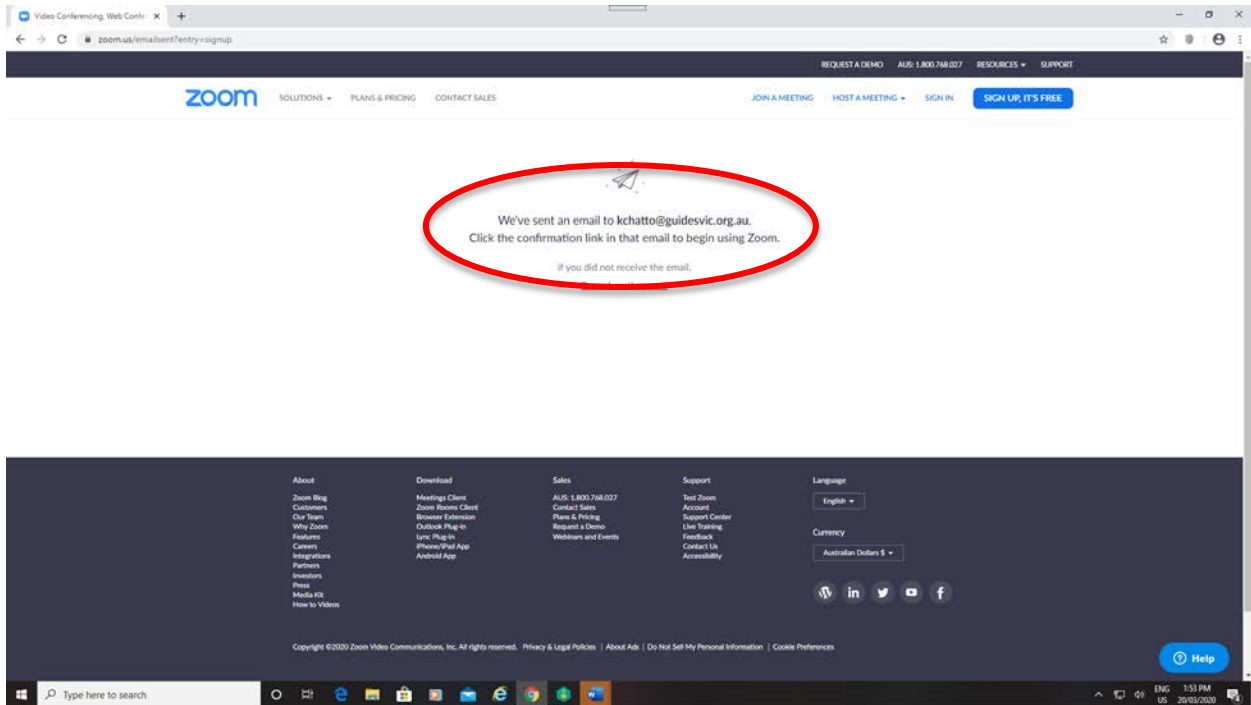
2. Click on the blue button: "Sign Up, It's Free"



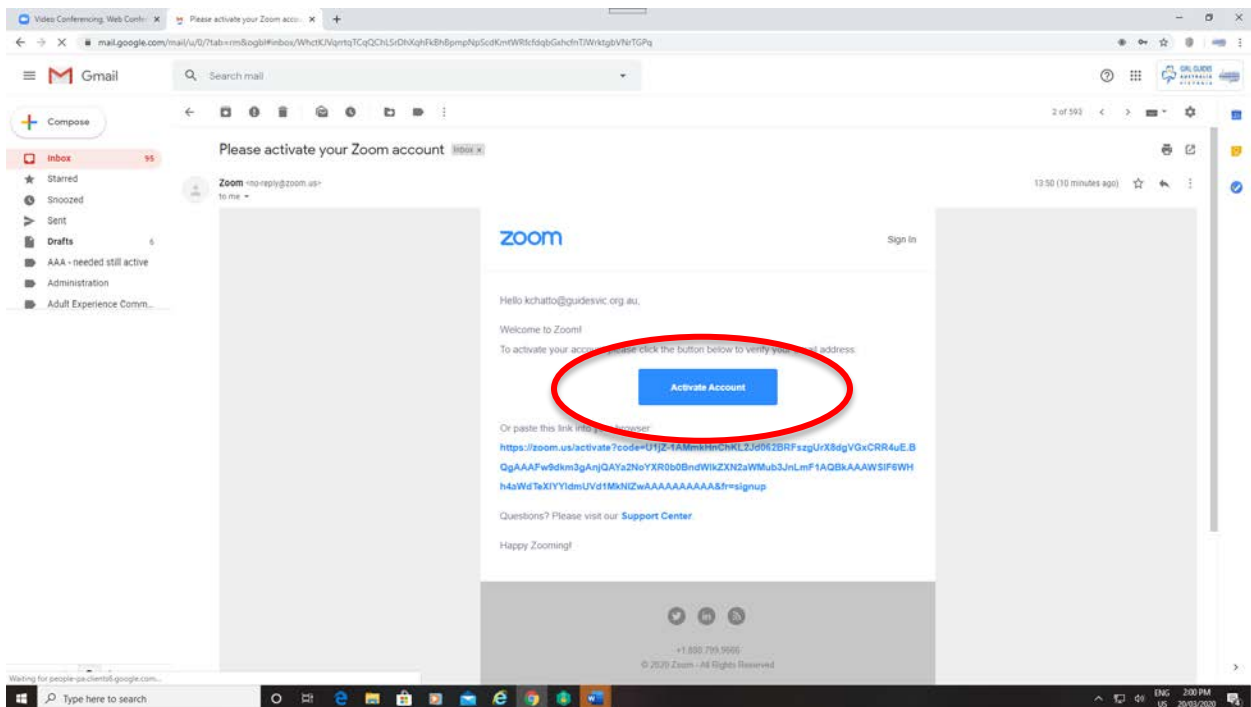
3. Start setting up your account by typing in a contact email address.



4. The screen will then show as below, with the email address you entered.

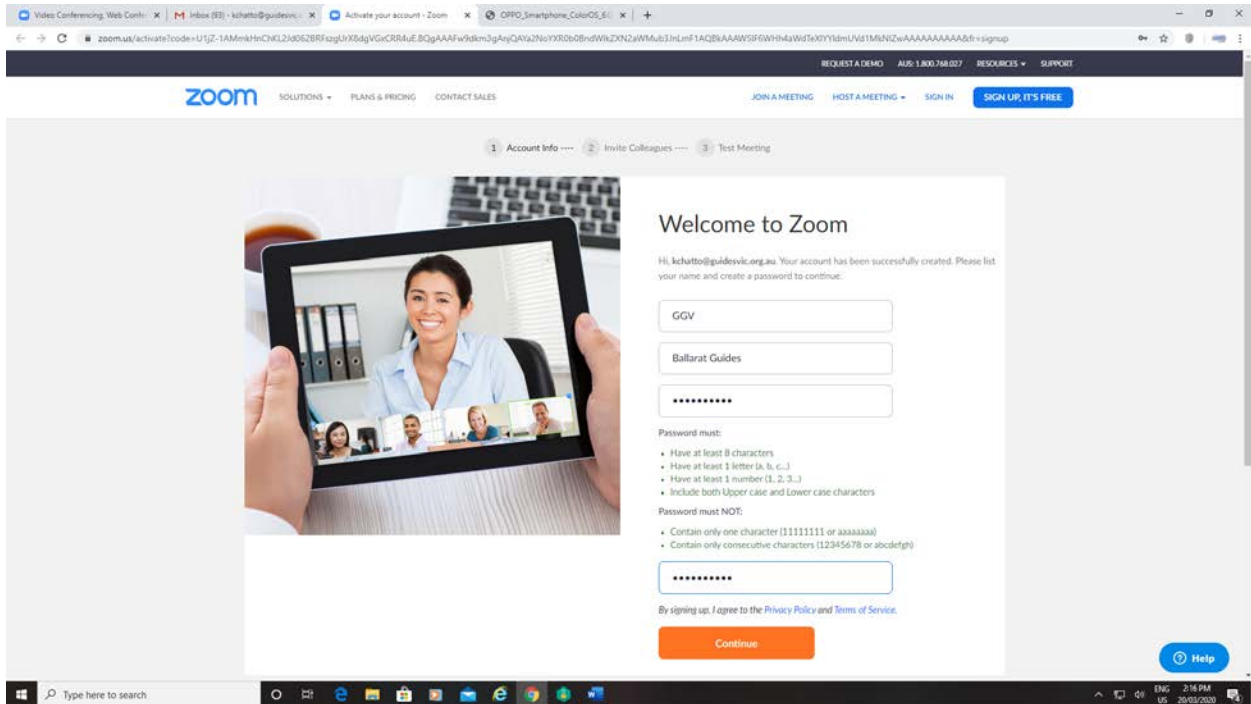


5. Check your email address account for the email from Zoom and click on the link in the email to activate your account.

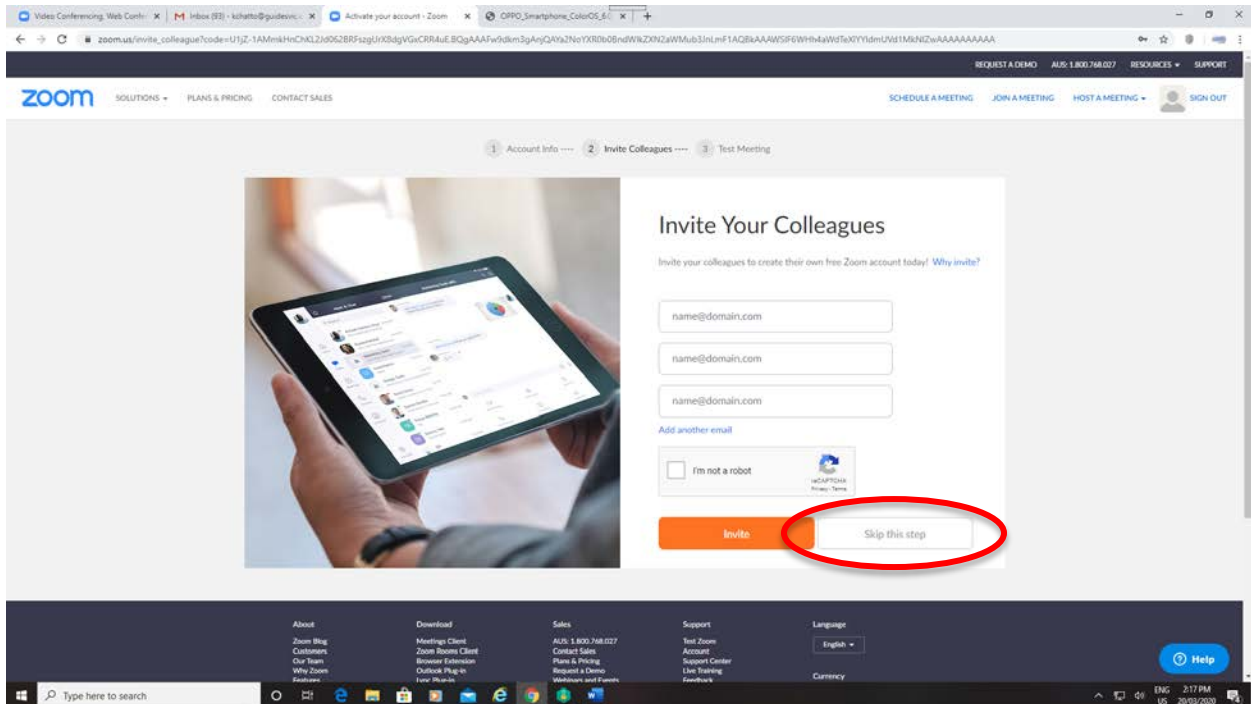


6. Now set up your account details:

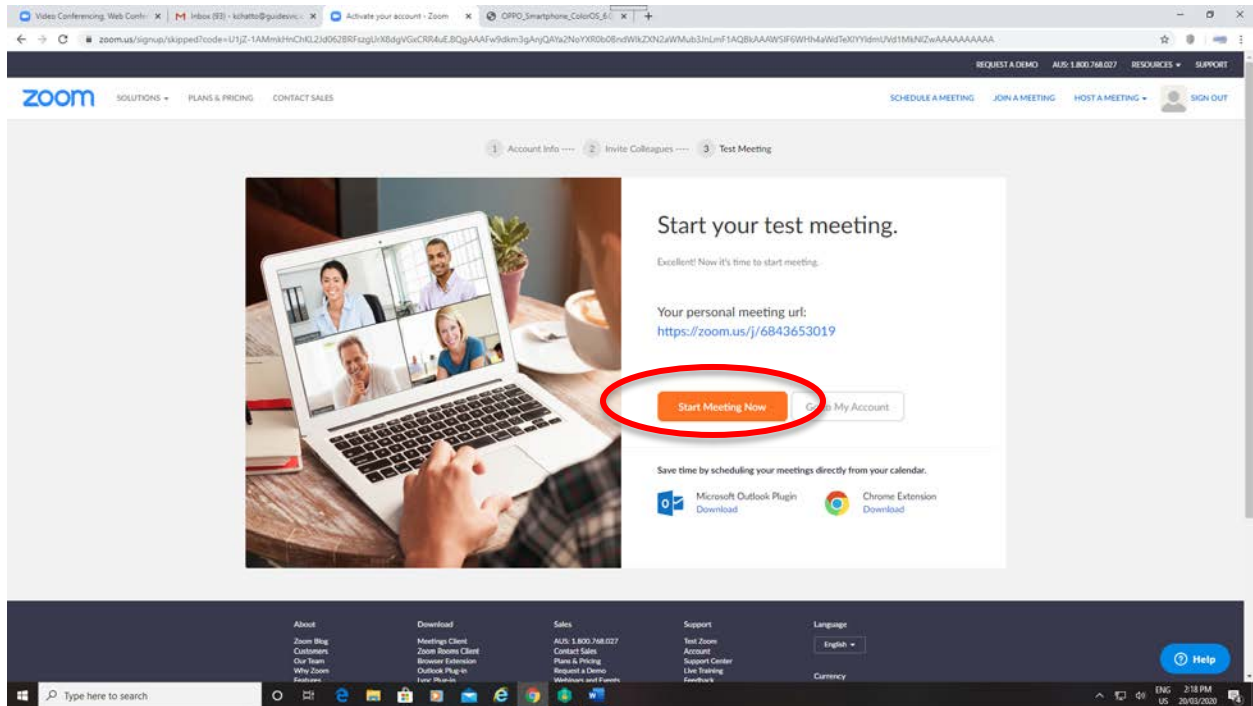
Please put “GGV” in the *First Name* space. Then put your Unit Name in the *Last Name* space. [We are looking at options to connect all of our accounts together, to get untimed access.] Click on the “Continue” button.



7. You will be asked to invite others to create a Zoom account. Click on “Skip this step” at the bottom.



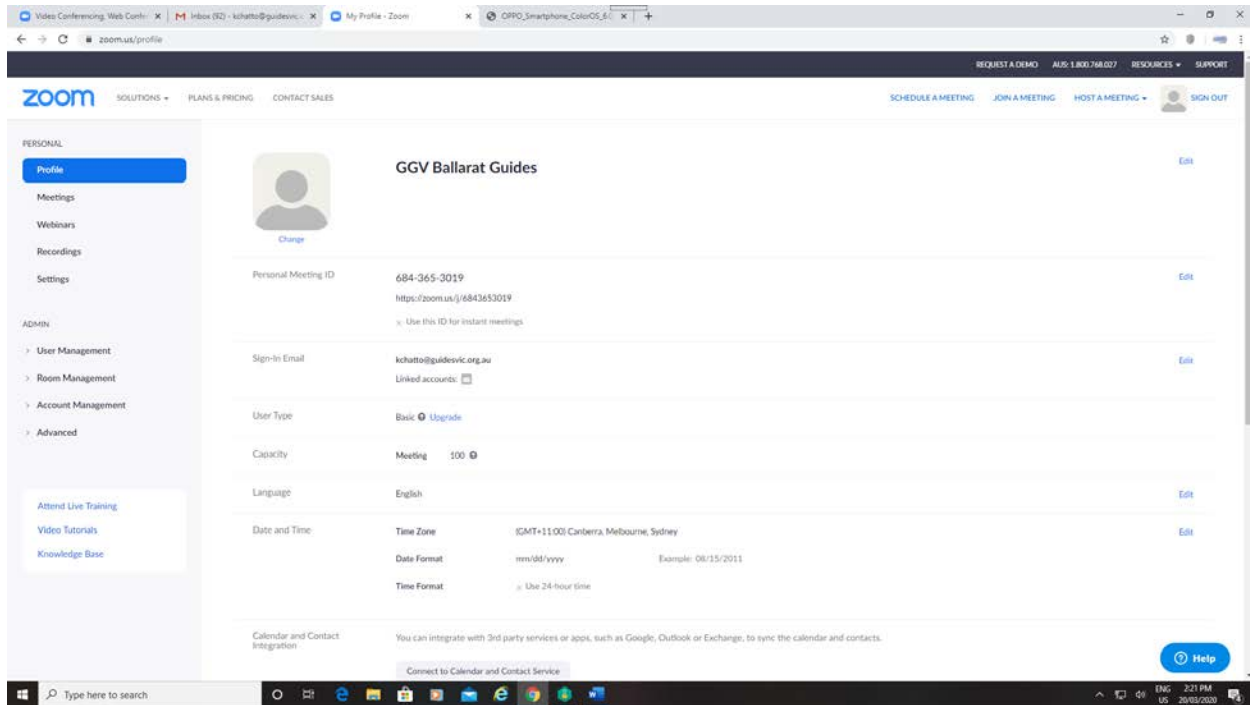
## 8. You are now set to test your meeting space!



### **Zoom Profile**

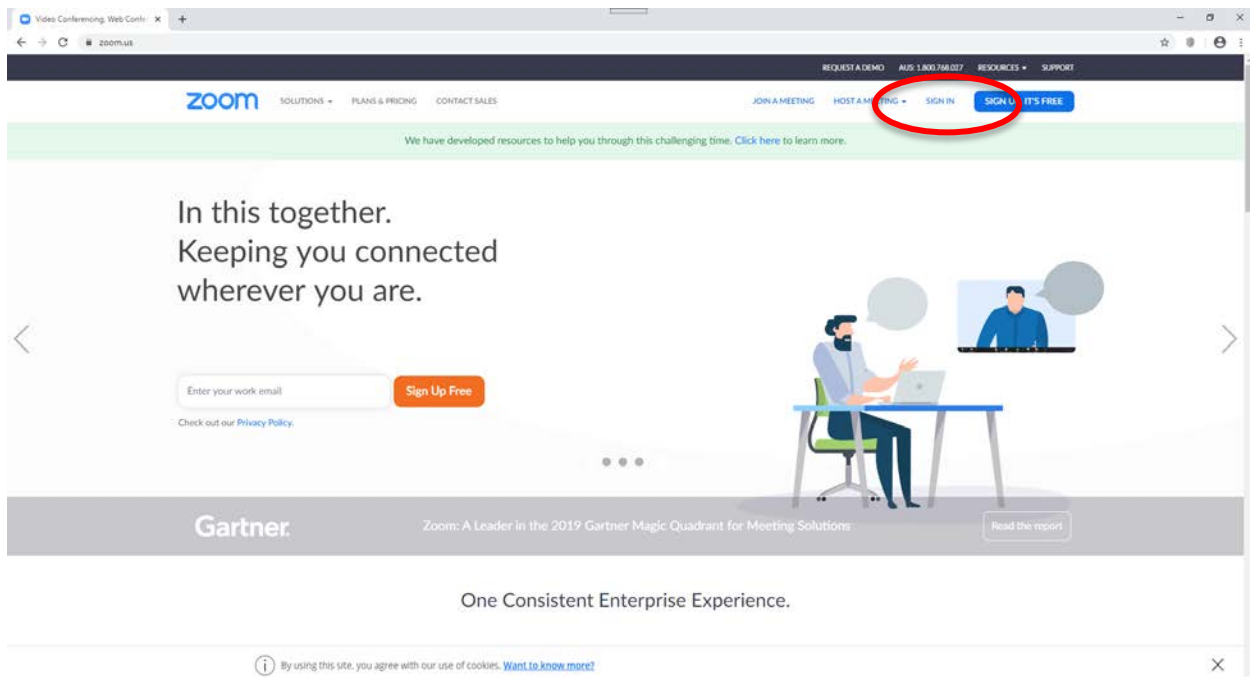
This is where you can:

- change your password (scroll further down than what the below screen shot shows)
- change the date and time format

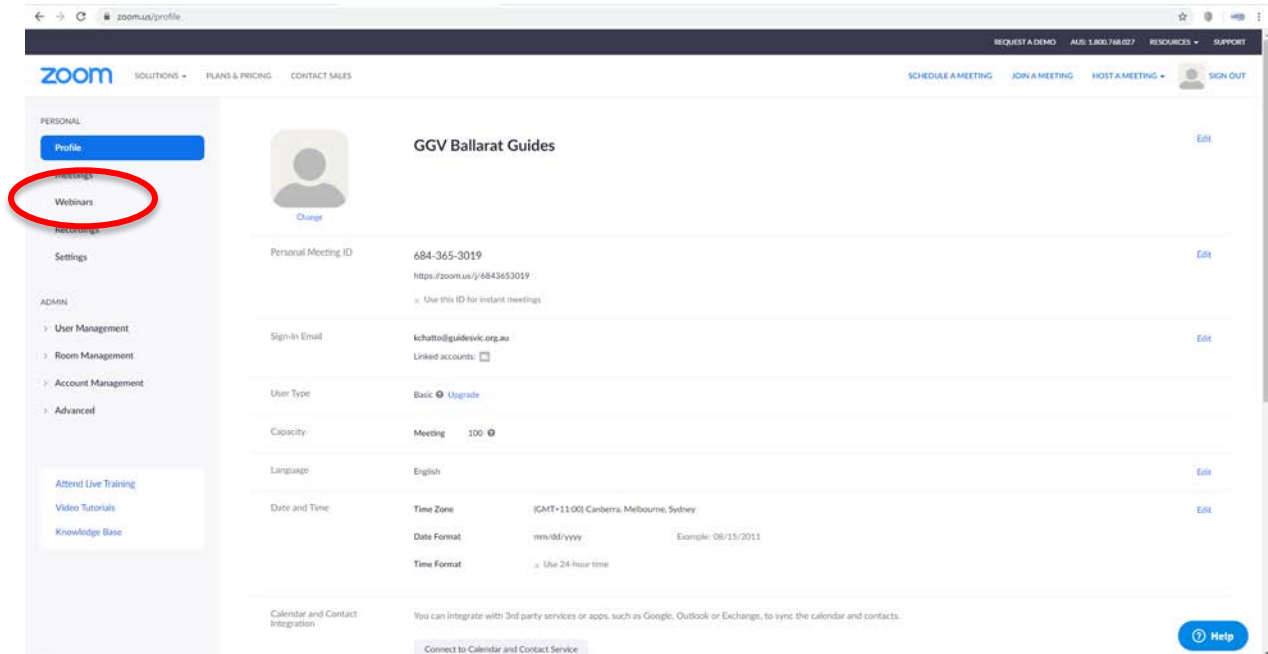


## If you have already set up a Zoom account:

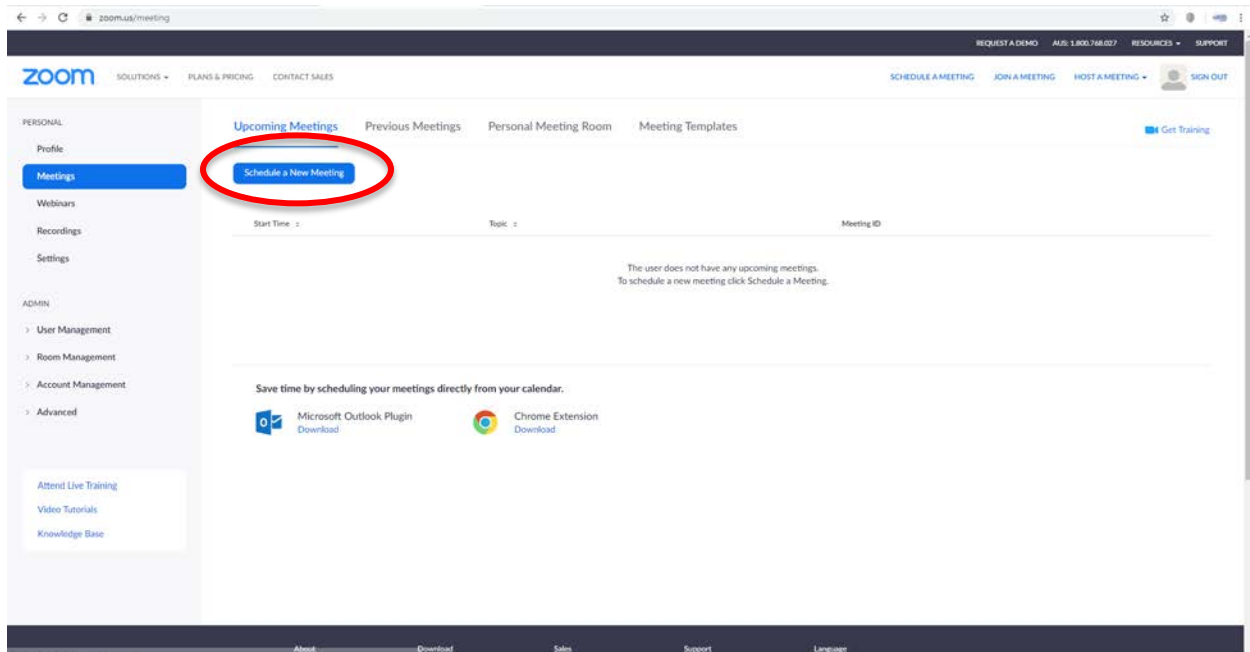
- 1) Access Zoom via <https://zoom.us>
- 2) Login via the “Sign In” option in the top right hand corner of the screen.



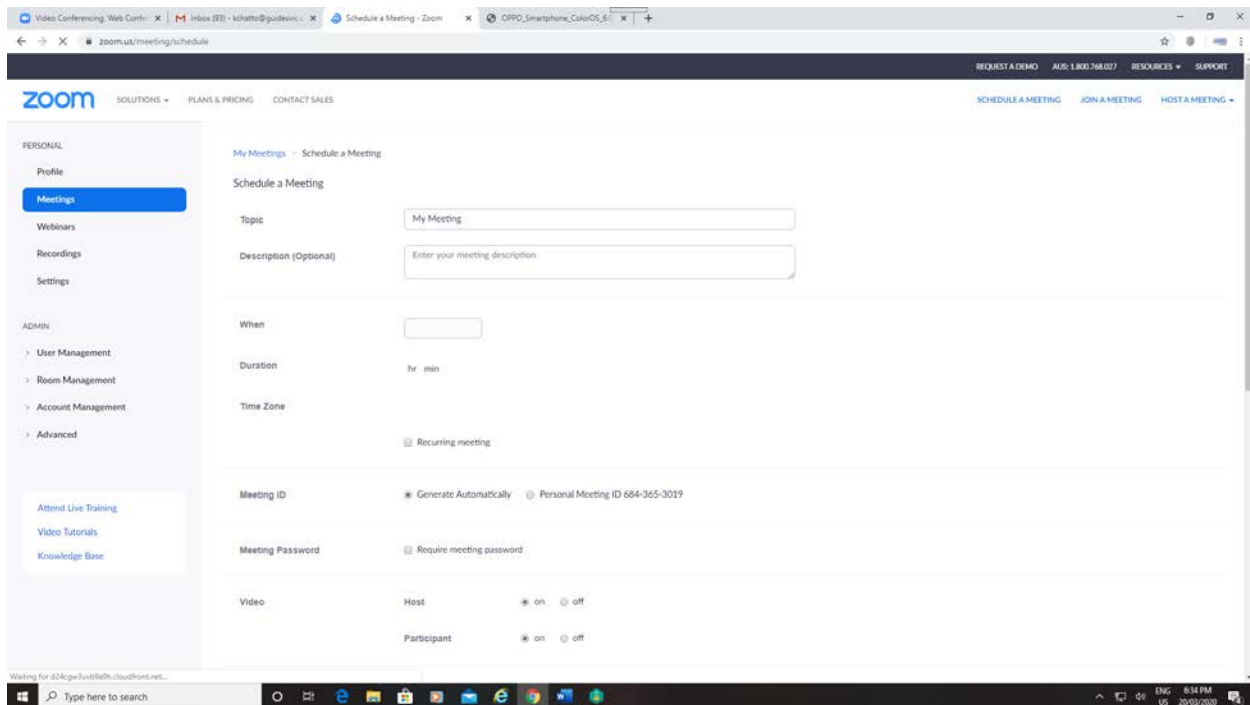
- 3) You will automatically be taken to your Profile page. From the left hand side menu, you can access your Meetings.



- 4) From here you can check the meetings you already have scheduled (there are none showing in this screen shot) and/or “Schedule a New Meeting” using the blue button.

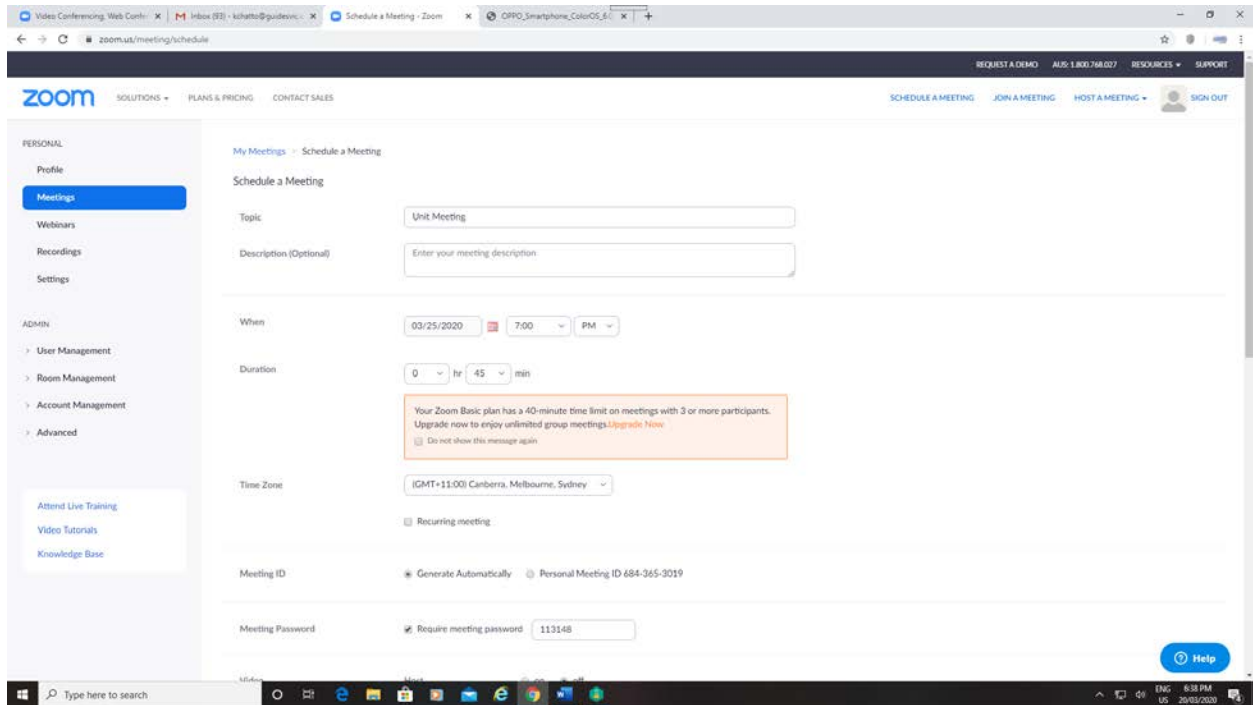




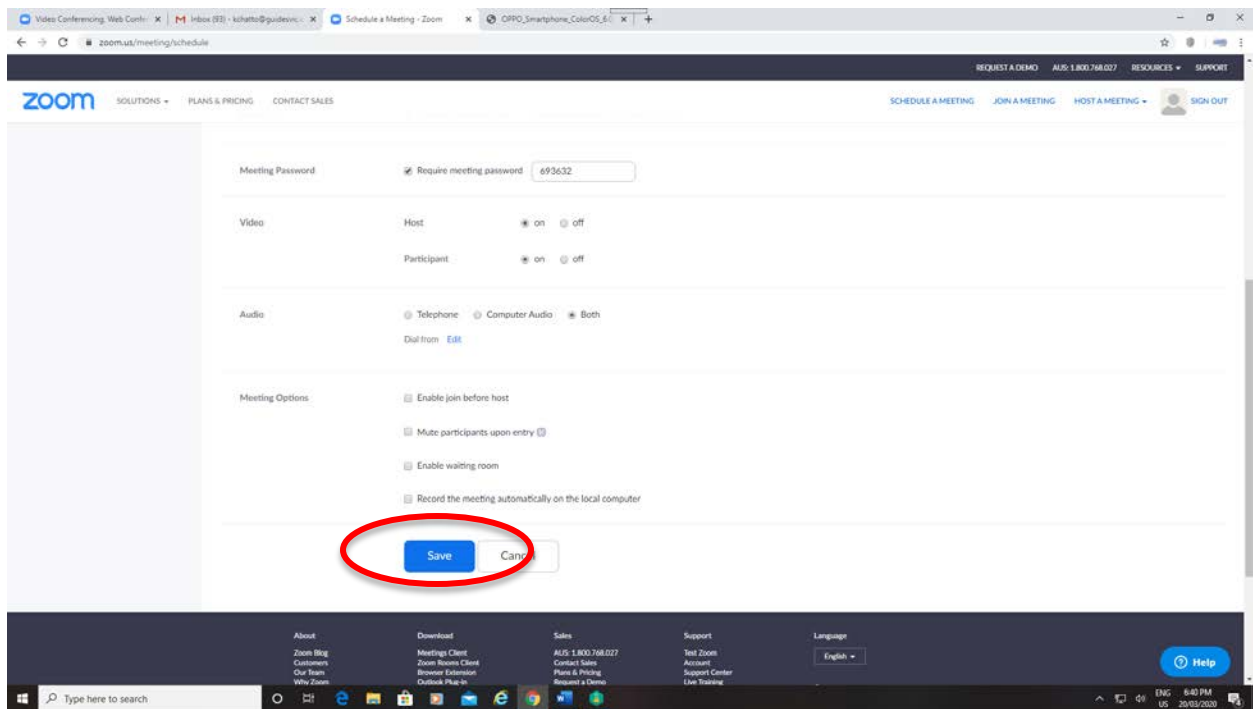


- 5) Give your meeting a Topic Name (e.g. Unit Meeting) and a description (optional). Select a date, time, and duration of the meeting. You can also select at this point if it's going to be a recurring meeting (once you select this – there are various options as to how frequently, etc. to select).
- 6) You can select to use the same Meeting ID for each meeting, and you can select your own Password. Alternatively, you can allow Zoom to generate the Meeting ID and Meeting Password automatically.



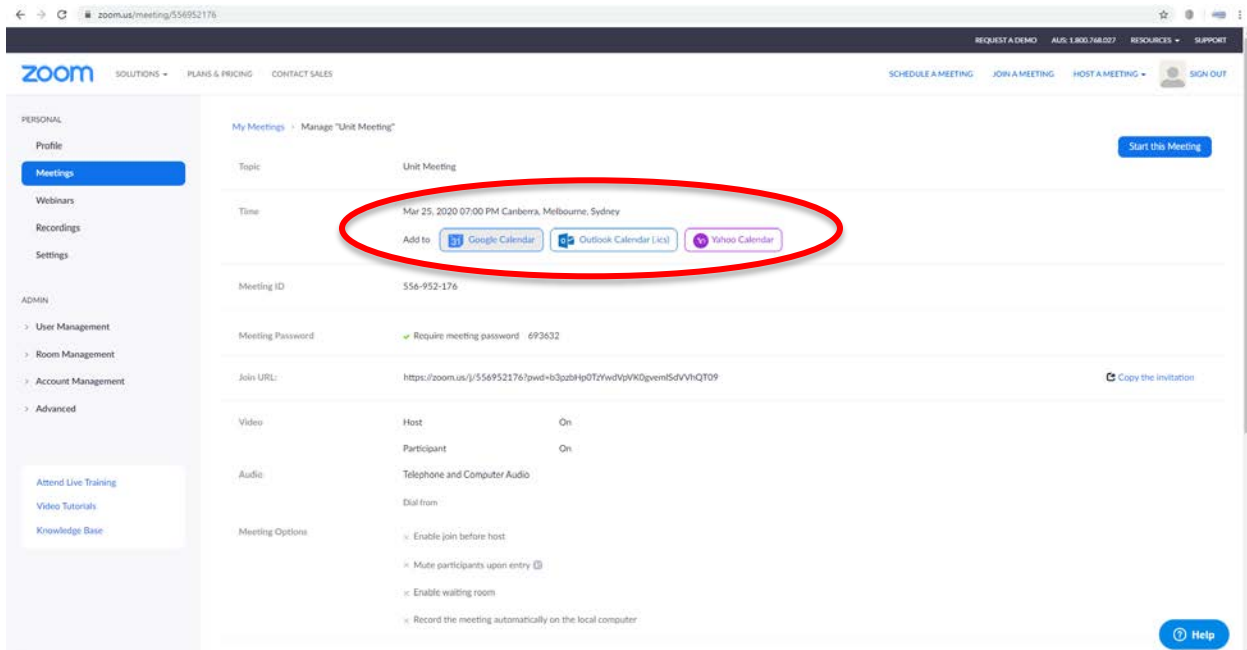


- 7) Scrolling further down this screen – select for the Host and Participants' Video to be 'On', and any other options you want. Once you're done, remember to click on the "Save" button at the bottom of the page.

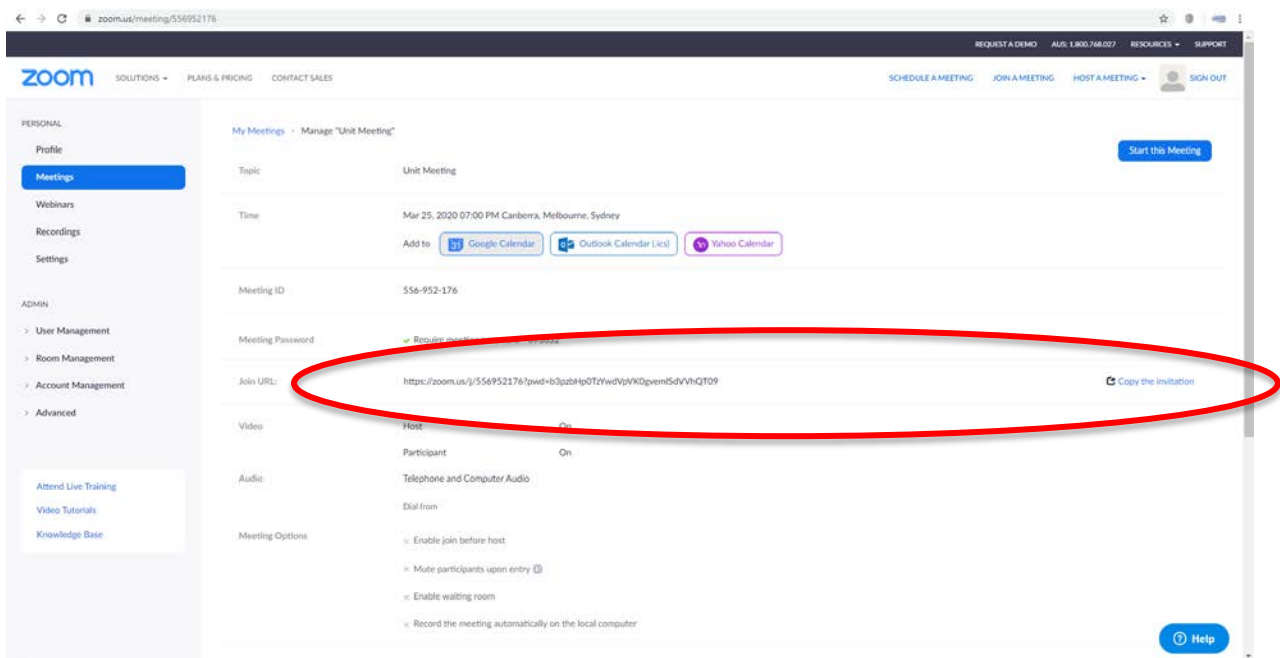


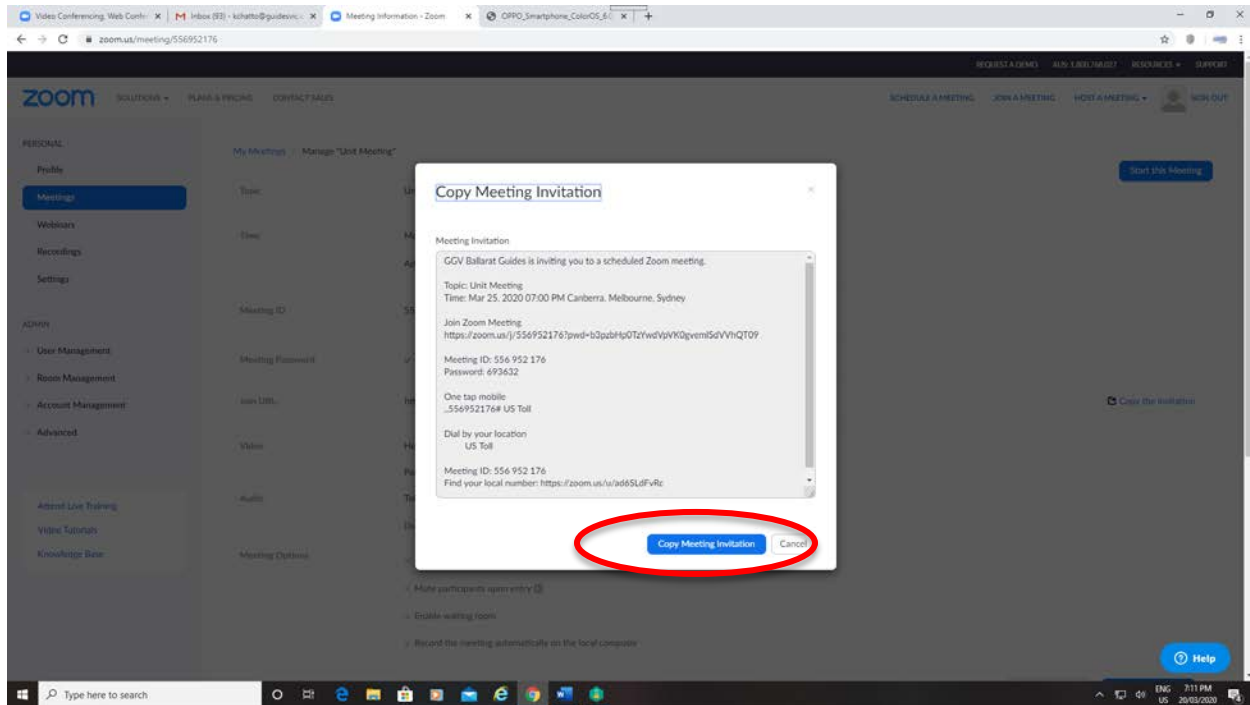
- 8) From here, you are taken to another screen where you add guests/participants to your meeting. At this point, you have some options.

- a) You can select to add the Meeting to a platform Calendar that you already use (e.g. Google/Gmail, Outlook, Yahoo). You can then add participants to your scheduled Zoom meeting as you would add them to any meeting scheduled via your Calendar.



- b) If you do not have a Calendar option, then you can use the URL link. By clicking on "Copy the invitation", another screen opens. You can copy the entire information provided and paste into an email (using your normal email platform) that you can then send to your participants.

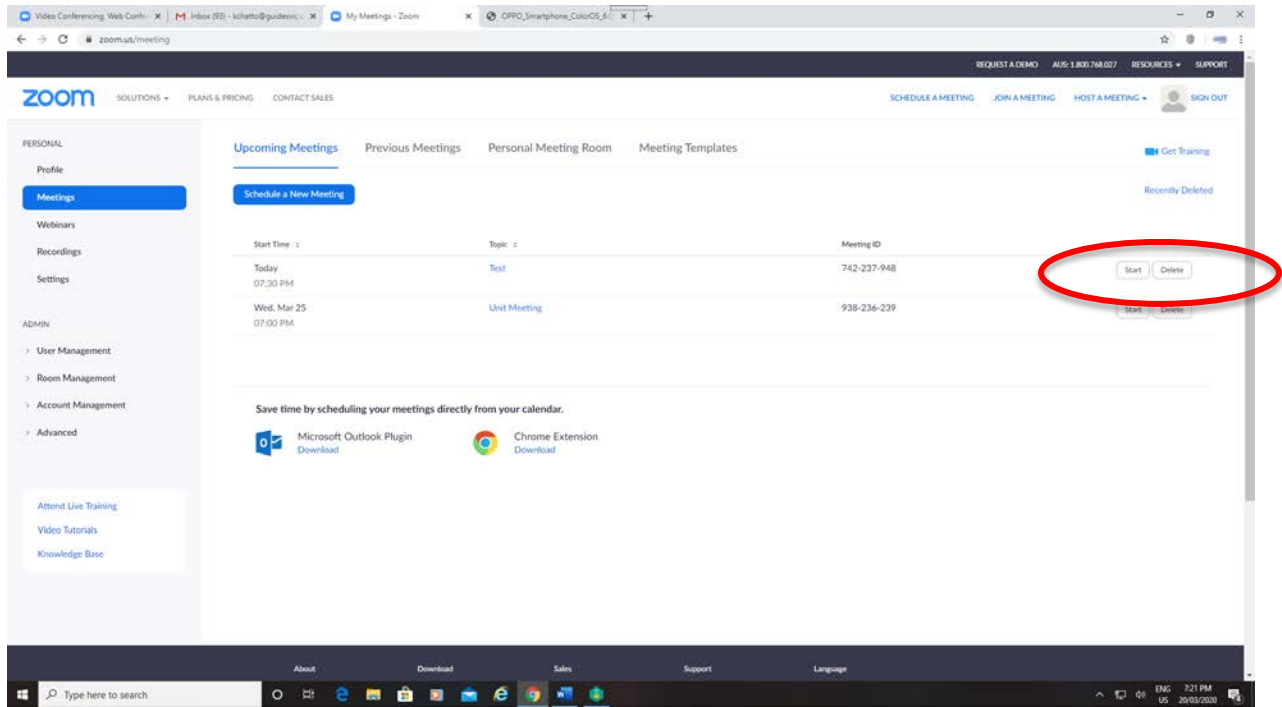




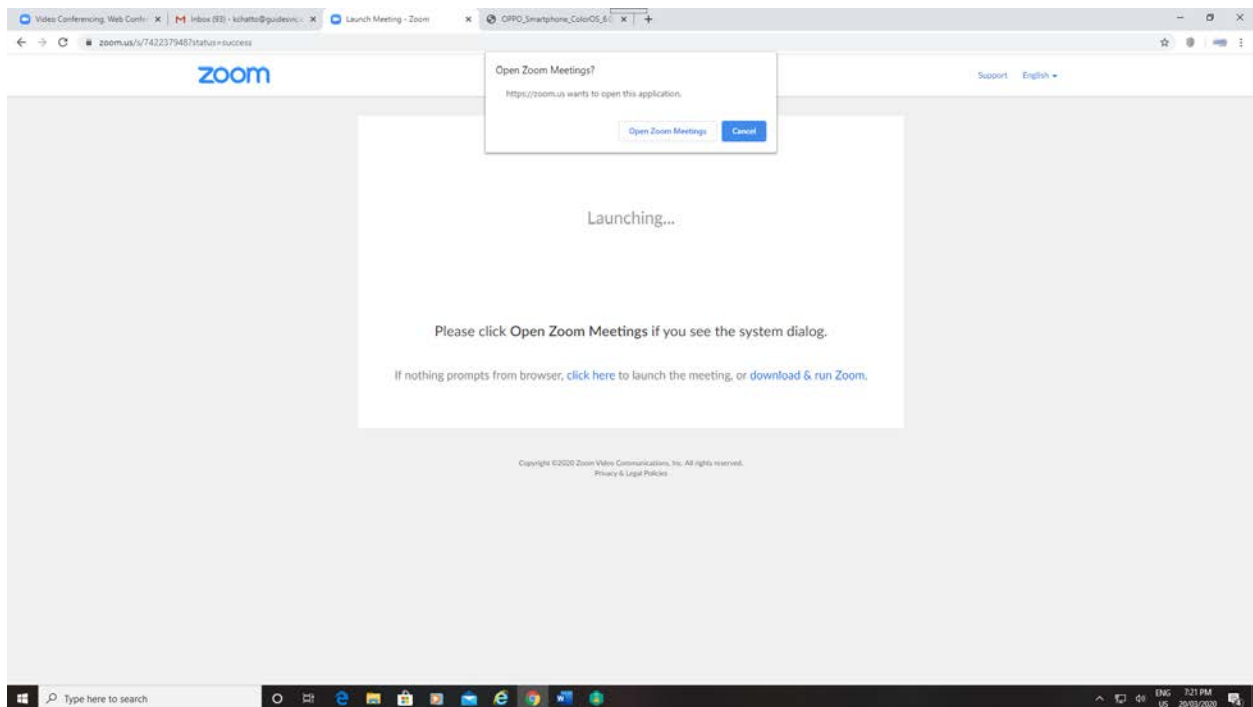
**Note** – this invitation includes the Meeting ID and Password. Normally, Zoom also provides a phone number participants can use to call in on (audio only). However, this function has been terminated for Free accounts for the time being.

## Time for your Meeting

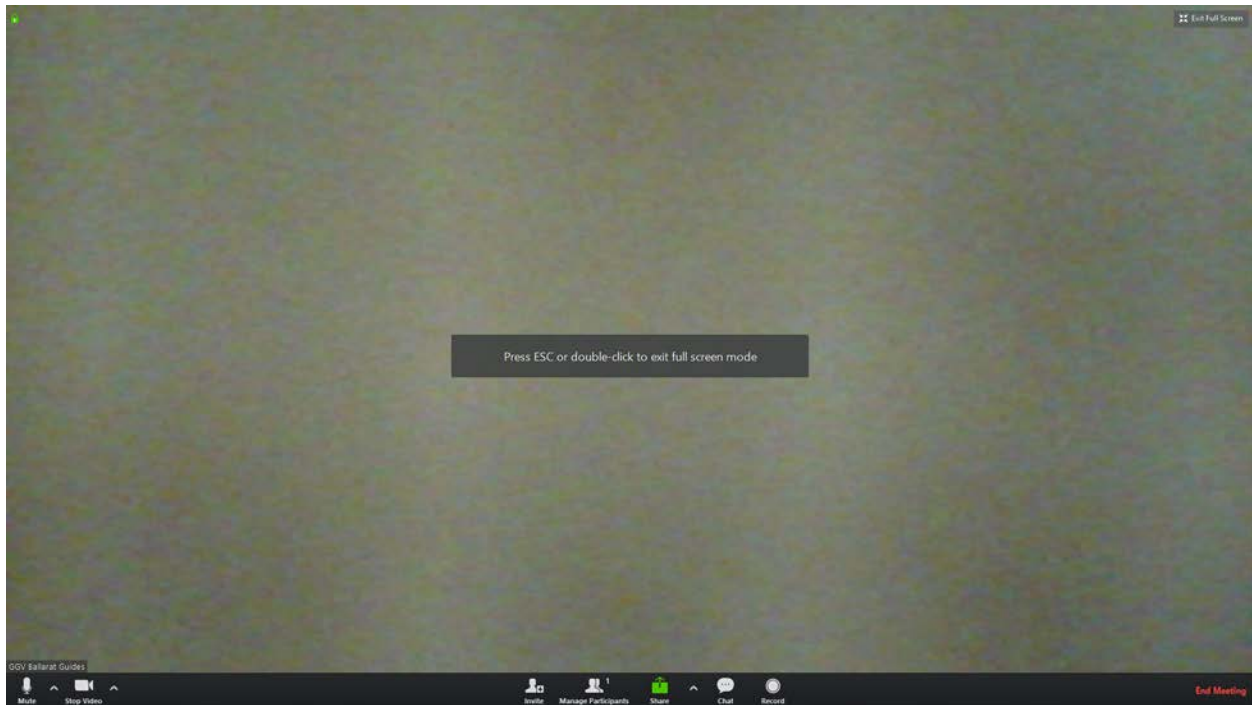
1. With any technology, we recommend that you open your scheduled Meeting a few minutes before you are scheduled to start. This can impact on your “duration” if all of your participants connect in early too. You can check how to open your Meeting (if you haven’t done this before) a few hours beforehand, or set up a false meeting when you have time to play around with the platform.
2. Once you have logged in, go to “Meetings” on the left hand side menu.



3. Select the meeting you want to start. (You may get the screen below – select “Open Zoom Meetings”).



4. You will now be in your meeting space, ready to go!



### **Need more information/support?**

Please refer to [Zoom Video tutorials](#) if you need extra support in joining or scheduling meetings.

Instructional Videos on the Zoom website include:

[Join a Meeting](#)

[Schedule a Meeting on the Zoom Website](#)

[Schedule a Meeting with Google Calendar](#)

[Schedule a Meeting with Outlook](#)

