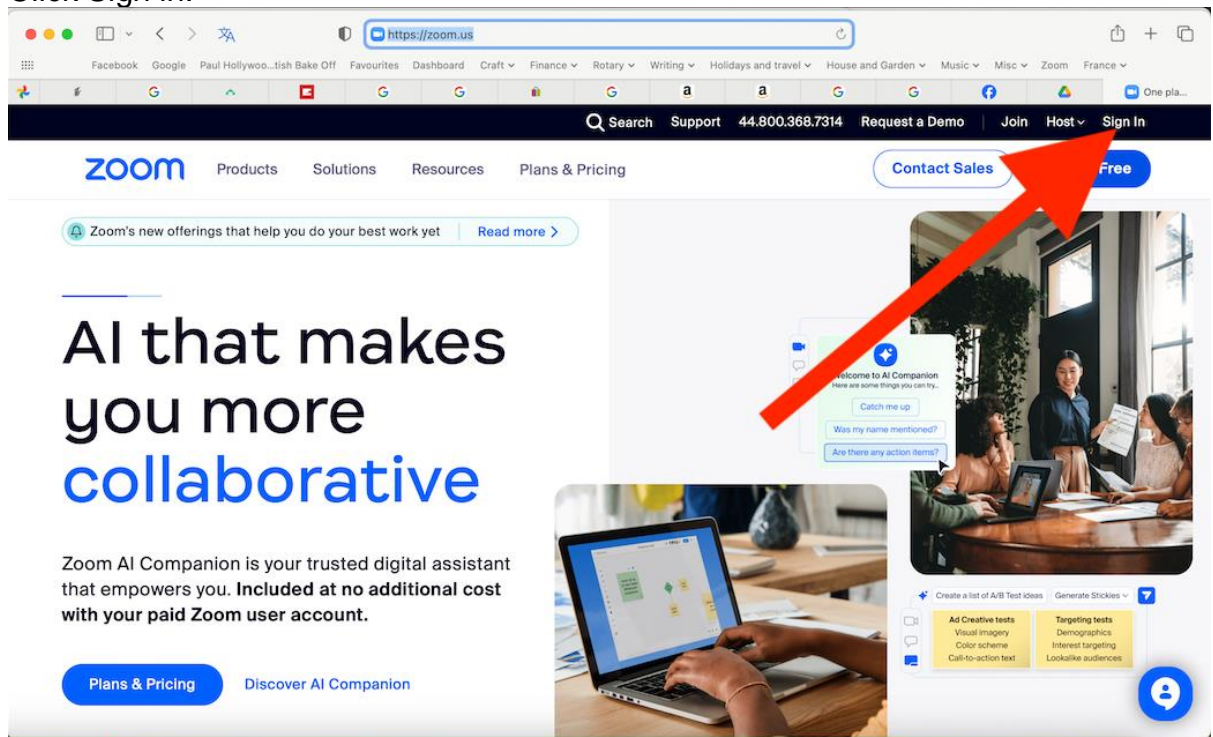**How to set up a zoom meeting.**

- Click this link to take you to zoom https://zoom.us
- Click Sign in.

- Fill in your email address and password

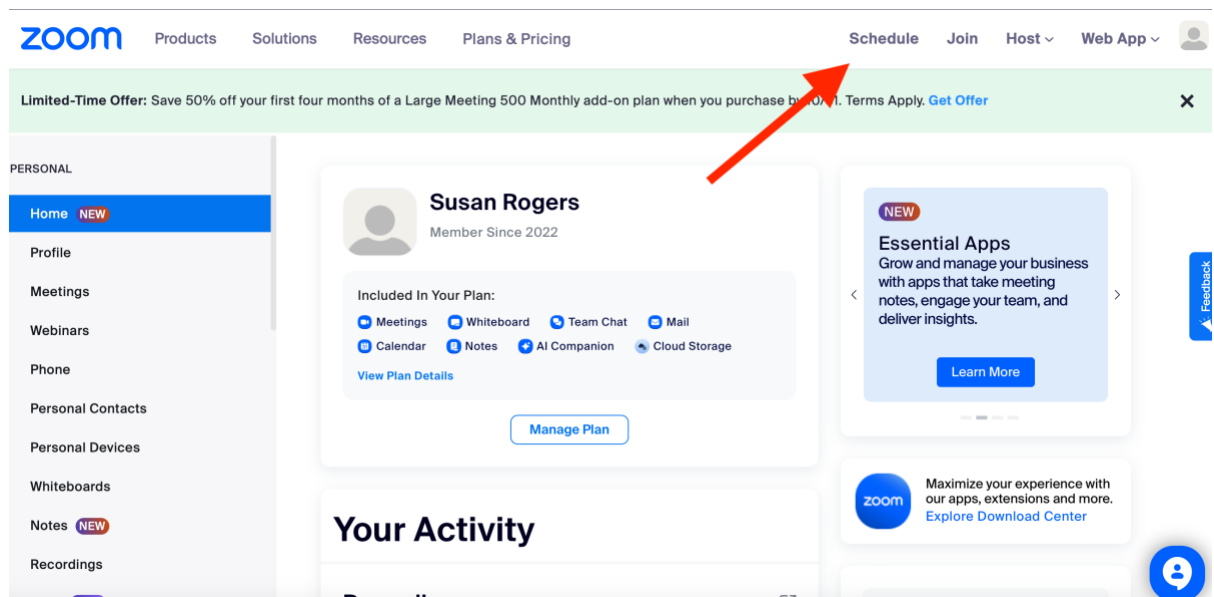- At this stage you may be asked to input an authentication code. (You may not) which will be a number sent by message or to your email address.
-

- Click SCHEDULE

- Fill in the following details:
    - Up to you whether you put anything in the "topic" box.
    - When – click on the calendar and choose the date and time – note it's a 12 hours clock so you have to click PM
    - Choose the duration
    - Don't touch time zone, attendees, registration
    - Meeting ID – check "Generate automatically"
    - Passcode should be ticked.
    - Video – check on for both host and participant
    - Audio – check "both"
    - Click SAVE
    - On the next page, copy the "Invite link" – and that's what you send out to people to join. With the link, you shouldn't need the meeting id or password as they are built into the link, but if you want to be double certain, also copy the meeting ID and security number – you have to click on the eye to see the security number.
- On the night of the meeting, login using the same details as above.
- Click on meetings on the left hand side – you should see the meeting you set up. Hover your mouse over the meeting and you'll see START, click this and start the meeting.