

Committees and Associations ZOOM web conferencing account Instructions and login information

There is a Zoom online meeting account for Committees and Associations to use. Please read and follow these instructions for using the account.

IMPORTANT NOTES:

- Before you finalize a meeting time, you need to log into Zoom and **make sure there are no other meetings scheduled for the time you want.** (See instructions below.)
- Also, meeting end times are not shown, just the start times, so you will need to look in the Meeting Description field to find out a meeting's end time so you don't overlap. It's a good idea to leave ½ hour between the end of one meeting and the start of the next meeting to ensure that your participants can log in a few minutes early and not run into a previous meeting. (E.g. if one meeting is scheduled to end at 2:30, don't start your meeting until 3:00.) You may also want to schedule your meeting for ½ hour longer than you think you'll need, if you think it might run long.
- Please **don't record meetings** unless it's critical to have a recording. There is limited file storage in this account, so **if you record a meeting, you will need to download the recording file within a day, and then immediately delete the recording in the Zoom account.** This will allow storage space for the next person who needs to record a meeting.

It's very simple to schedule Zoom meetings. **Start here.** <https://zoom.us/signin>
In the upper right of your screen click on Sign In. Use this info to log in:

TO SCHEDULE A MEETING –

After you've signed in, click on My Meetings in the upper left side of the screen. This will give a list of scheduled meetings so you can check to see what times are available.

When you know what time is available and what time you want to schedule your meeting, click on "Schedule a Meeting" at the top left of the screen.

Enter the name of your meeting in the *Topic* box.

In the *Description* box, type in the start time and end time of your meeting.

When: Choose the date and start time for your meeting, including AM or PM.

Duration: Choose the length of your meeting.

The only other thing you need to click on that screen is under Meeting Options – check the "Enable join before host" box (this may already be checked).

Then click SAVE.

LET PEOPLE KNOW ABOUT THE MEETING

You will need to send email invitations to the people you want to join you in the meeting. After you have saved your meeting, you will find "Copy the invitation" on the right side of the screen. You may need to scroll up to see this. Click on this, and in the box that pops up, click on "Copy Meeting Invitation." Then go to your email program (e.g. Outlook, gmail, etc.) and open a new

email. Click in the body of the email and select Paste. The meeting information will now be in your new email. Then you can add the email addresses for meeting attendees and send the invitation.

Remember to log out of Zoom when you are finished.

START YOUR MEETING

When it's time to begin your meeting, log in to the Zoom site at <https://zoom.us/signin>, find your meeting name, and click on Start at the right of the meeting name. Or you can just click on the link in the email you sent out.

Please remember to end the meeting – Meeting hosts (person who scheduled the meeting), when the meeting is done you can click on the X in the upper right corner of your screen. A dialogue box will open and ask if you want to end the meeting or just leave the meeting. Choose **end the meeting**.

RECORDINGS

If you have chosen to record the meeting (**not preferred**), click the Recordings menu item in the left column of the main Zoom page. Look for your meeting recording. It will take a little while for the recording to process after your meeting. Once it's done processing you can click the download file. There will be 3 files connected with each meeting. Choose download all and save to a location you can find again. Make sure the recording downloaded successfully by opening it and viewing a little bit of it. Then go back into the Zoom Recordings page and delete the recording file in Zoom.