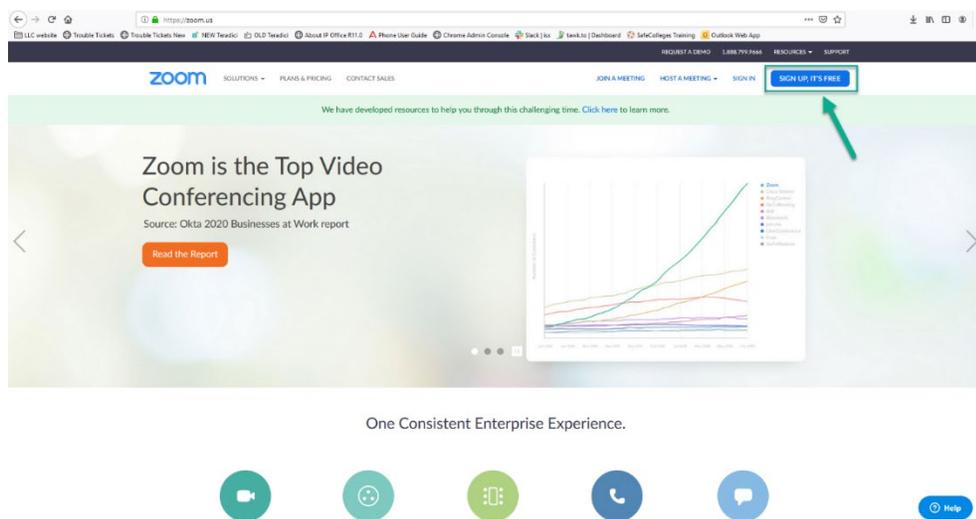


HOSTING A MEETING (NOT IN VM)

If your internet connection is slow, it is **not** recommended to use Zoom in your VM. Instead, you will have much better performance using the internet browser (Firefox and Chrome work best) on your personal laptop or a laptop checked out from ISS. You will not need to connect to your VM to do this.

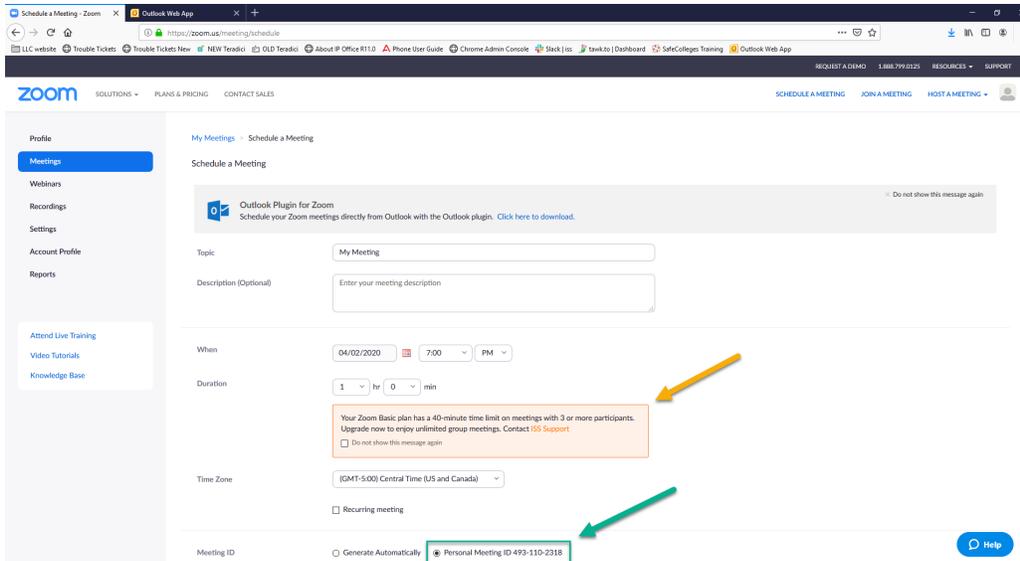
The first thing you will want to do if you have not created an account is to sign up using your staff email by going to the [website](#). Accept the request to make it an LLC account. Finally, you will receive an email from Zoom – click the button in the body text to activate your account. If you also have a personal Zoom account, you will need to sign out and sign in with your LLC account.

Once you are logged in, you will see your profile page. On the top right, you will see three buttons.

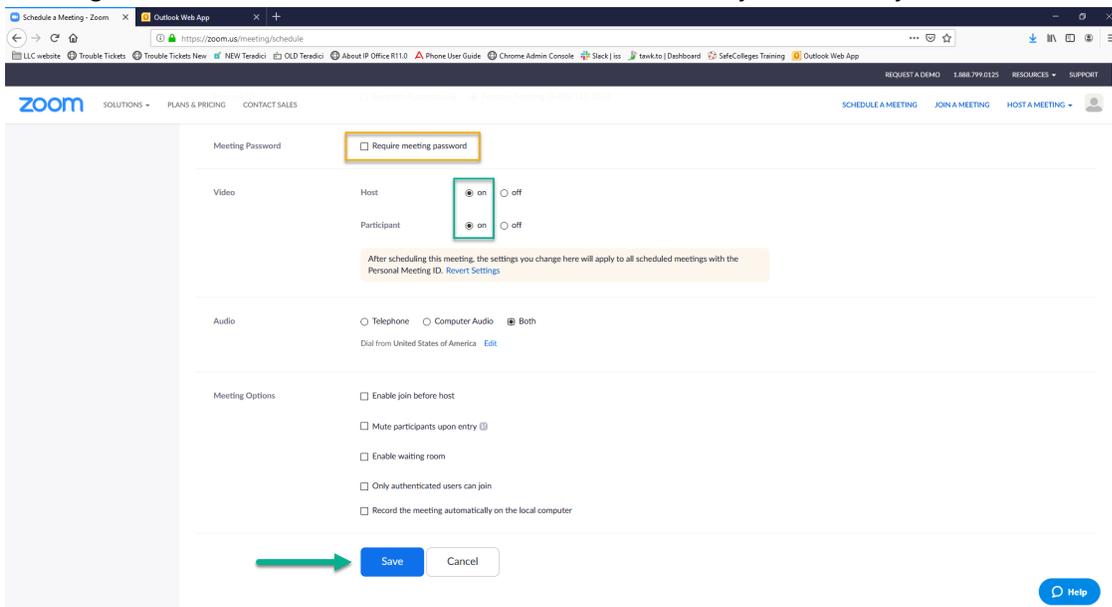


SCHEDULE A MEETING

Click the **Schedule a Meeting** button. This will display all the options you can set. Change Meeting ID to use your personal meeting ID. Basic accounts have a 40 minute time limit for hosting meetings.

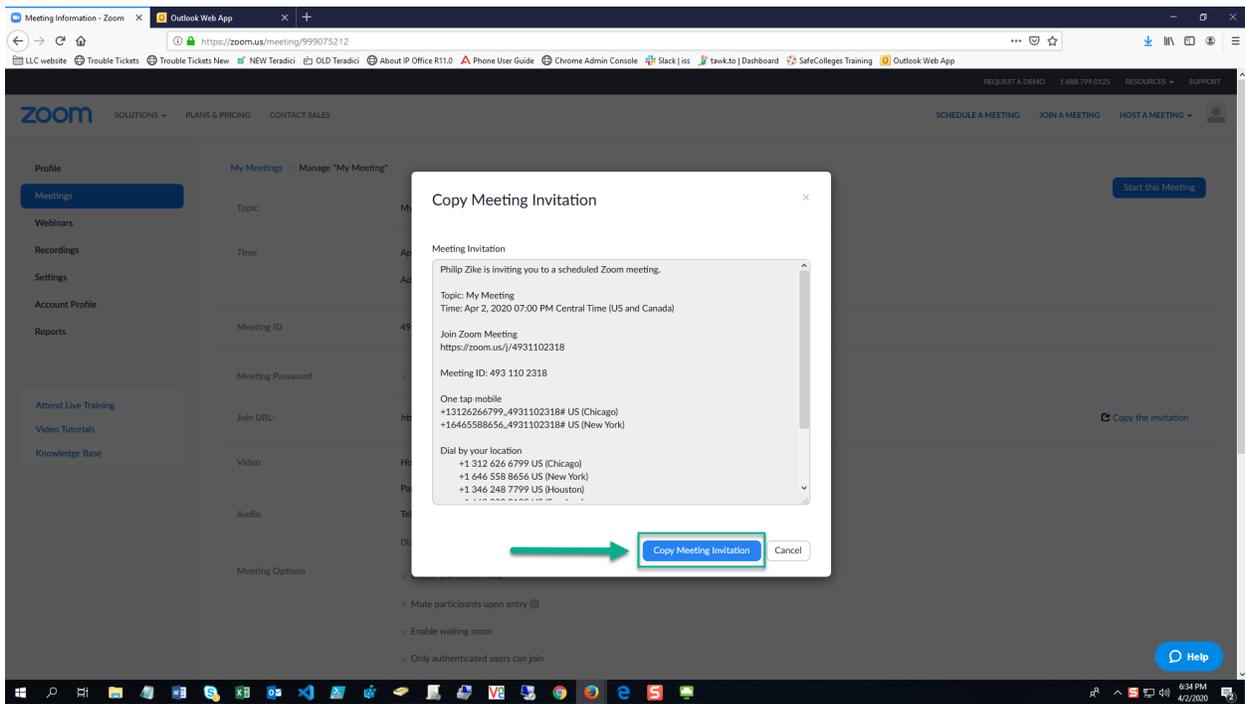


Scroll down and turn on the Host and Participant Video settings. You can also set a password to join the meeting. Click save so these will stay as your default settings.

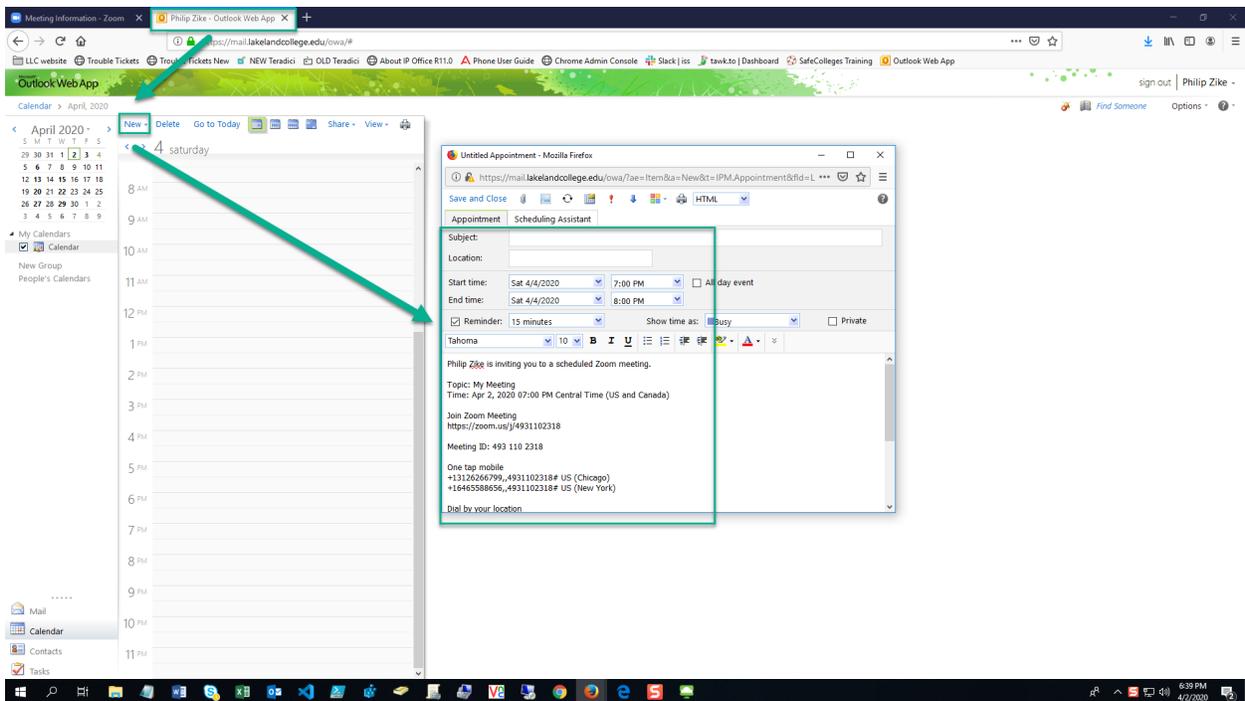


Next it will show you a summary of the meeting settings. Click **Copy the Invitation**.

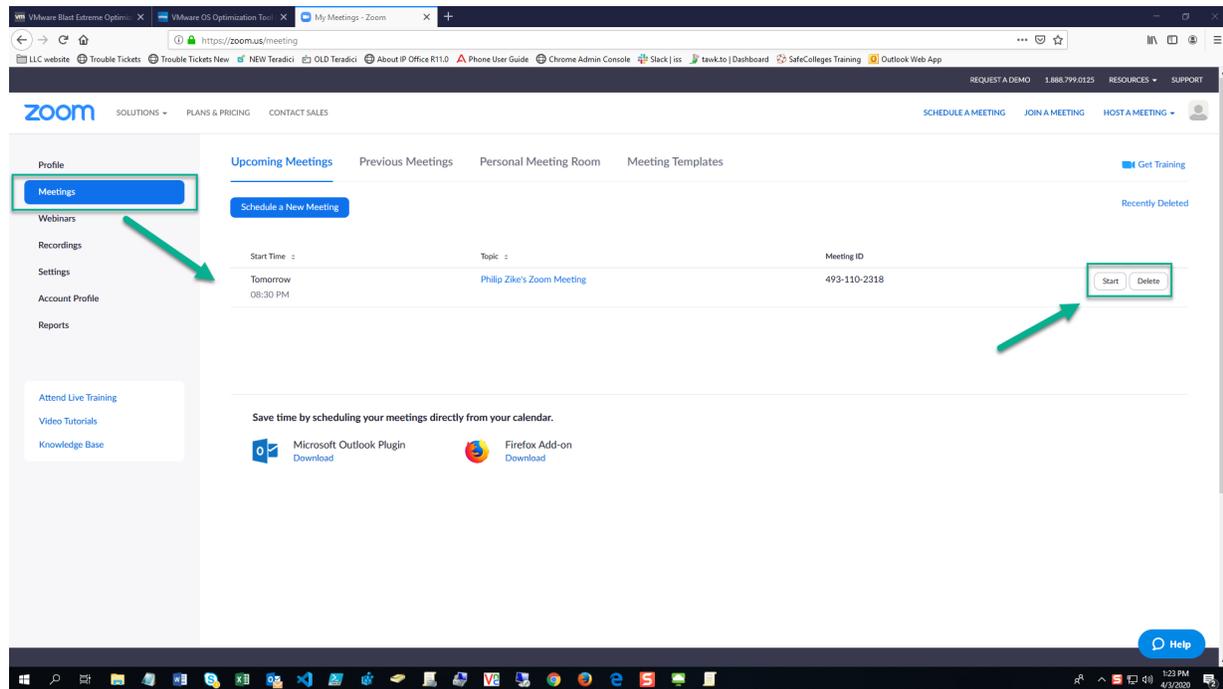
This will open another window. Click Copy Meeting Invitation.



Login to the Hub to access your email with the Outlook web app. Go to the calendar and create a new event. Paste the copied invitation into the body and set the time, date, invite attendees, etc.

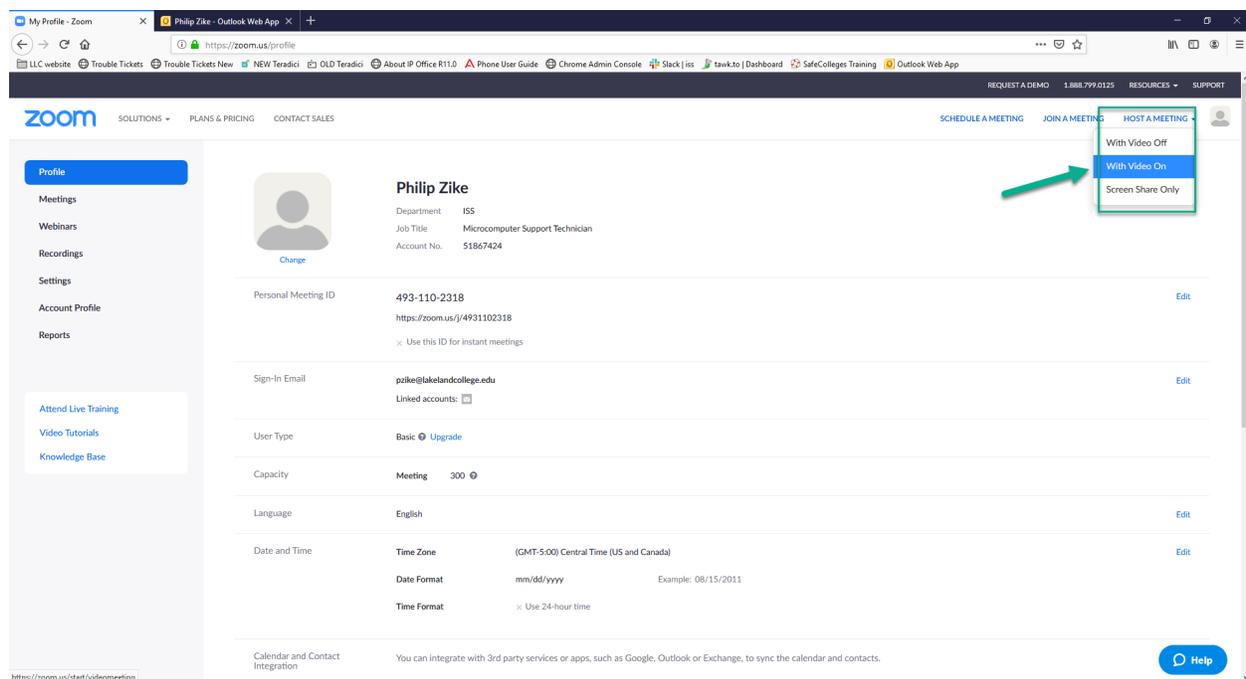


Once this is done and the time of the meeting comes, sign into the Zoom website and go to the Meetings tab. This page will display all meetings you have scheduled. To begin a meeting, click the Start button to the right (requires the Zoom app – if you don't have it installed, it will start a download).

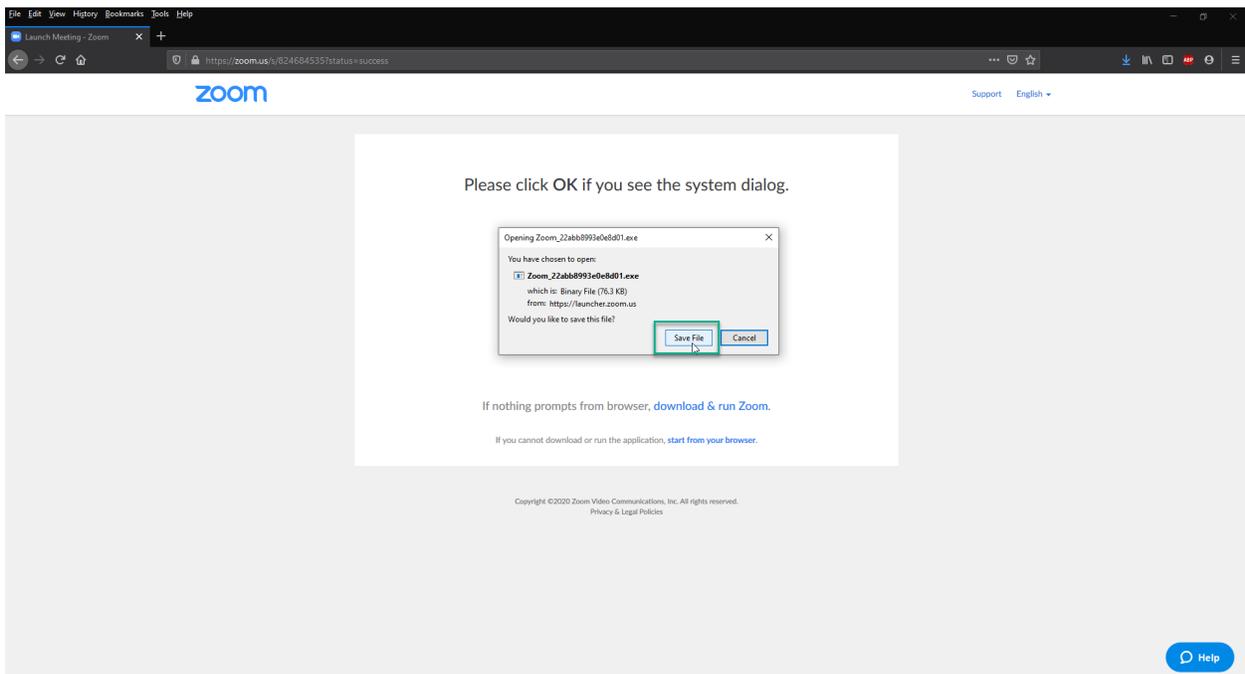
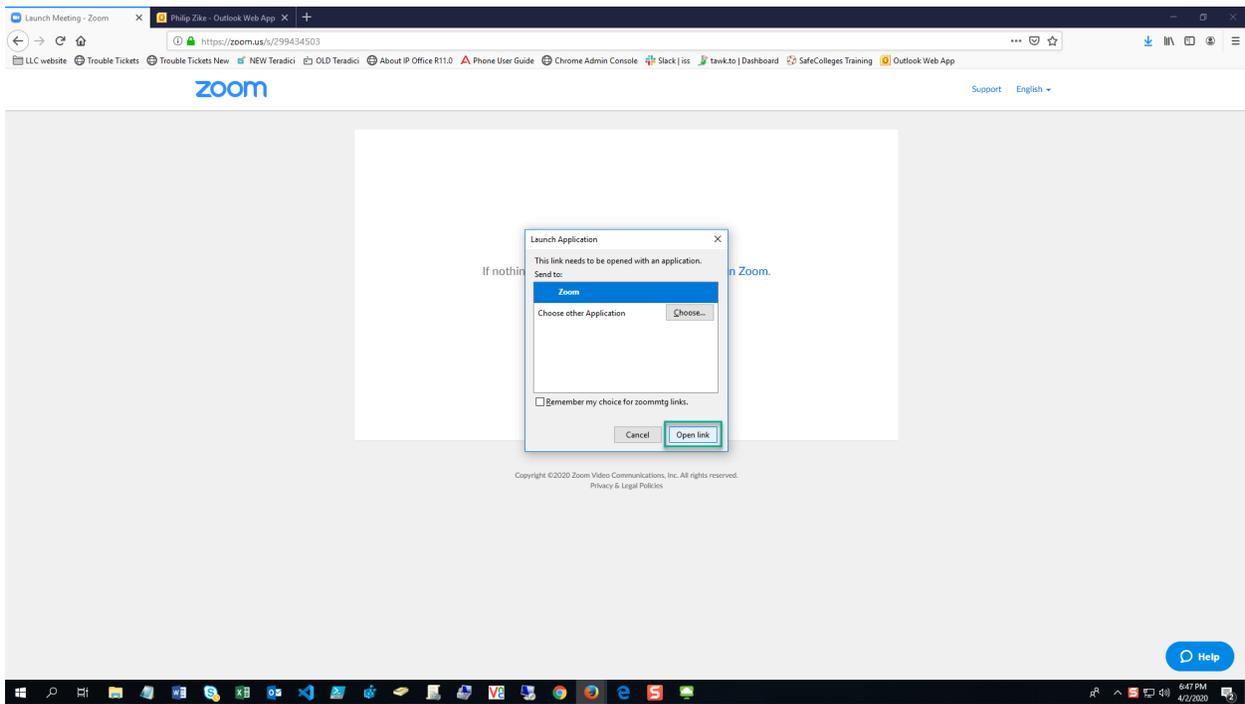


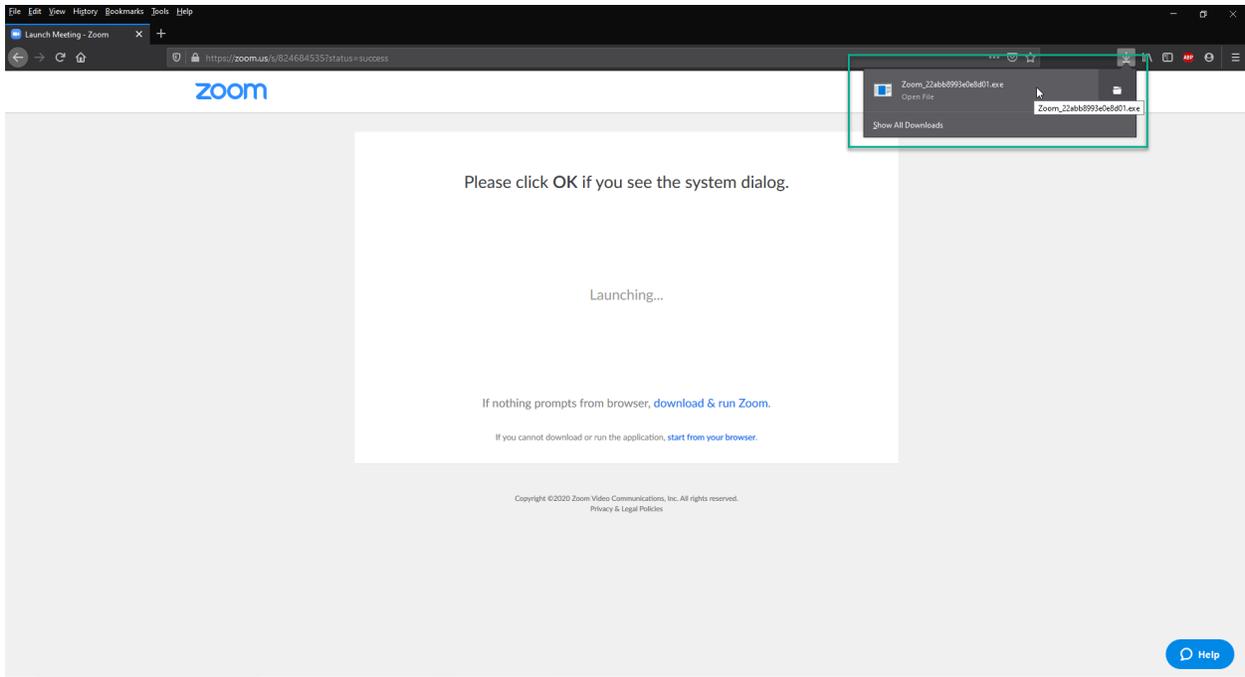
START AN INSTANT MEETING

Click the **Host a Meeting** button and select one of the video options. If you already have Zoom installed, it will immediately start a meeting.

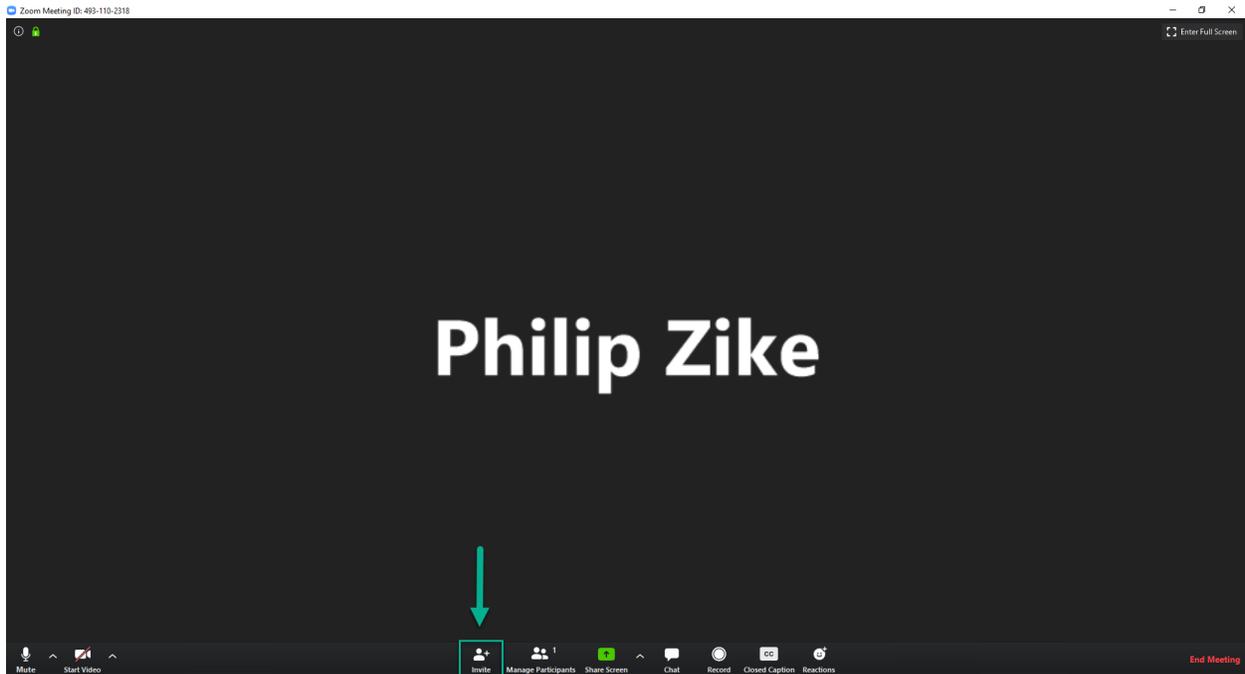


If Zoom isn't installed on your computer, this will download the Zoom installer. Save the file and run it.





When it's done, it will launch the meeting using your saved settings. Invite attendees to the meeting by clicking the **Invite** button.



This will bring up the LLC Zoom contacts. You can send invites this way or by clicking the **Copy URL** or **Copy Invitation** buttons and pasting them into an email to attendees.

