

Zooming

with Ease



So you have been hearing a lot about co-workers, family, and friends meeting by this thing called "**Zoom.**" What is it and how do you get it to work for you? You are not tech savvy, but don't worry. This checklist will walk you through it all.

Let's get **STARTED!**

Download the Zoom App

You can use Zoom on your smartphone, tablet, laptop, or desktop.

Go to zoom.us/signup and download the program. (On your phone or tablet, download from the app store.) You will be asked to enter your email address. A confirmation email will be sent. From the email, click to activate your account.

Free or Paid Account Set-up

Basic Plan

- Host up to 100 participants
- Unlimited 1 to 1 meetings
- 40 mins limit on group meetings
- Unlimited number of meetings
- Online support
- Video Conferencing Features
- Web Conferencing Features
- Group Collaboration Features
- Security

Paid Plans

- Pro
- Business
- Enterprise

(see website for plan details)

Schedule A Meeting

Complete the information requested. Select the date, time, duration, and time zone for your meeting. Check the box marked recurring if you plan on a meeting that will be weekly at the same time. Review all other details that might apply.

Link-Sharing Precaution

You can require a **password** if you'd like or you can set it to be open. Use caution when sharing the link publicly if you don't have a password set. You don't want people to just walk into your house when they get ready, right? So, the same applies here. Be careful.

Review Meeting Settings

Another setting would be to have people enter with video. Another setting is to allow people to call in by phone to join the meeting. You can even have the meeting invite synced to calendars like iCal and Google Calendar. Once you are done, hit schedule and your meeting is set up!

You Are Invited!

Your Zoom Room is ready and now you can invite others to your meeting. Press the “Copy Invitation” button and insert into an email to invite others. Include find the “Join Zoom Meeting” link that will grant access to the meeting.

Click Green Folder to Share

With the “Screen Share” option, you can share videos, PowerPoints, or any file that is location on your computer. We suggest that if you know which files you would like to share, place them in one folder on your desktop to expedite sharing during your meeting.

House Rules...

Share the meeting etiquette before the meeting starts. Teach participants how to mute themselves until prompted or ask them to click the “Raise Hand” button that’s found in the Participants list. Explain how to make comments in the Chat as needed.

Ready Set - Go - Zoom!

Human connection brings complex values to our lives. Our relationships give us a sense of belonging, a sense of identity in contrast to others, and a sense of mental support because that removes the feeling of being lonely.

Zoom is a cloud-based video conferencing platform that can be used for video conferencing meeting, audio conferencing, webinars, meeting recordings and live chats. Not only is it used for business connections, it can be used to connect with family and friends near and far. And the best thing is that with its most basic features you can connect and enjoy it for free.

Don't feel isolated. Go make the connections you need. Set up your Zoom account today. Need a helping hand? Remember, [MINEYoBiz](#) is right there waiting to assist!

What a win-win!

Schedule your call today.



Why Choose Me MINE Your Business Virtual Solutions

I assist with everyday essential tasks you do not have adequate time to do since you're busy growing your business. MINE Your Business (MYB) saves you time and money, as well as gives you the freedom to balance your personal life and business. When it comes to your business, time, efficiency, and professionalism MINE Your Business makes the difference.

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