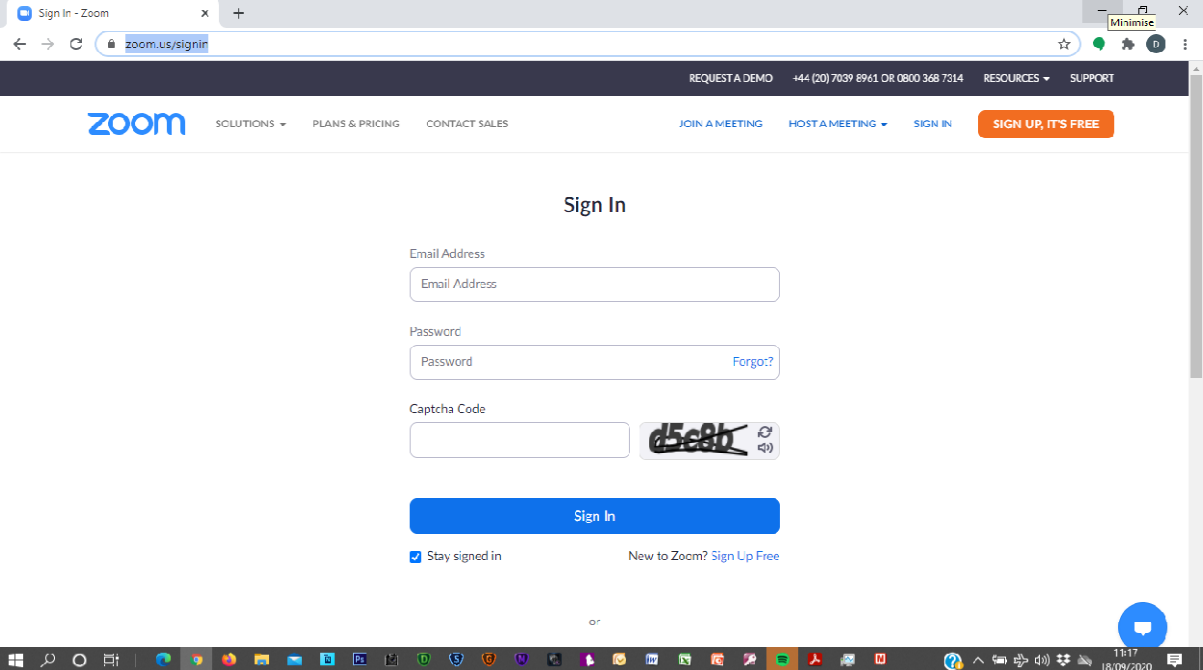


# GUIDANCE ON SCHEDULING & HOSTING A HADAS ZOOM MEETING

## Step 1 Sign in to Zoom.

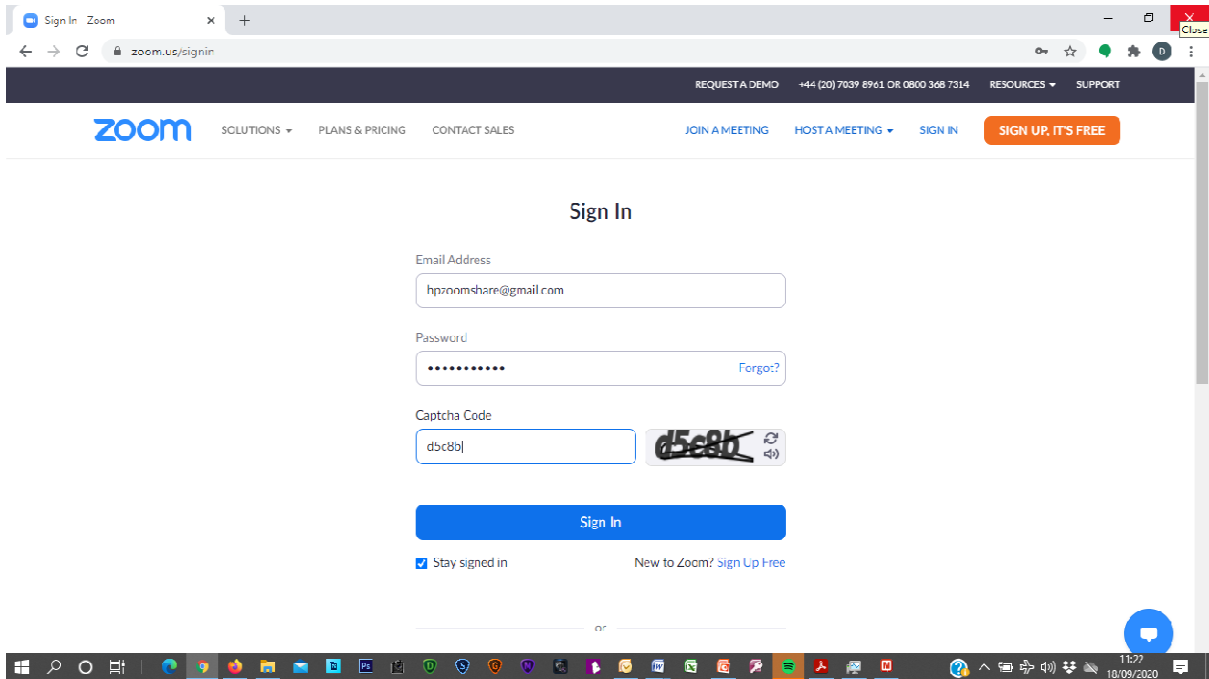
Go to the link: <https://zoom.us/signin>

and the following screen will be displayed:

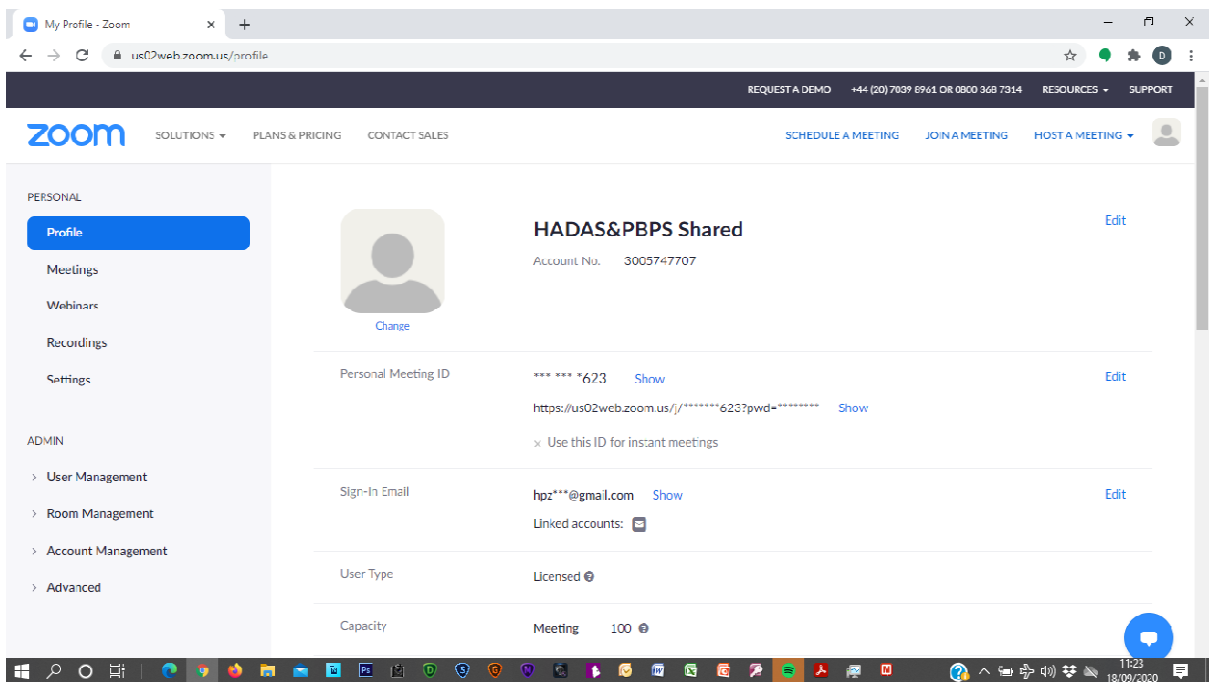


The screenshot shows the Zoom Sign In page in a web browser. The browser's address bar displays "zoom.us/signin". The page features a dark navigation bar with the Zoom logo and links for "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "JOIN A MEETING", "HOST A MEETING", "SIGN IN", and "SIGN UP, IT'S FREE". The main content area is titled "Sign In" and contains three input fields: "Email Address" (with a placeholder "Email /Address"), "Password" (with a "Forgot?" link), and "Captcha Code" (with a captcha image showing the number "05c8t"). Below the input fields is a blue "Sign In" button. At the bottom of the form, there is a checked checkbox for "Stay signed in" and a link for "New to Zoom? Sign Up Free". The Windows taskbar is visible at the bottom of the screenshot, showing the time as 11:17 on 18/09/2020.

Enter the [hpzoomshare@gmail.com](mailto:hpzoomshare@gmail.com) address, the password and Captcha code:

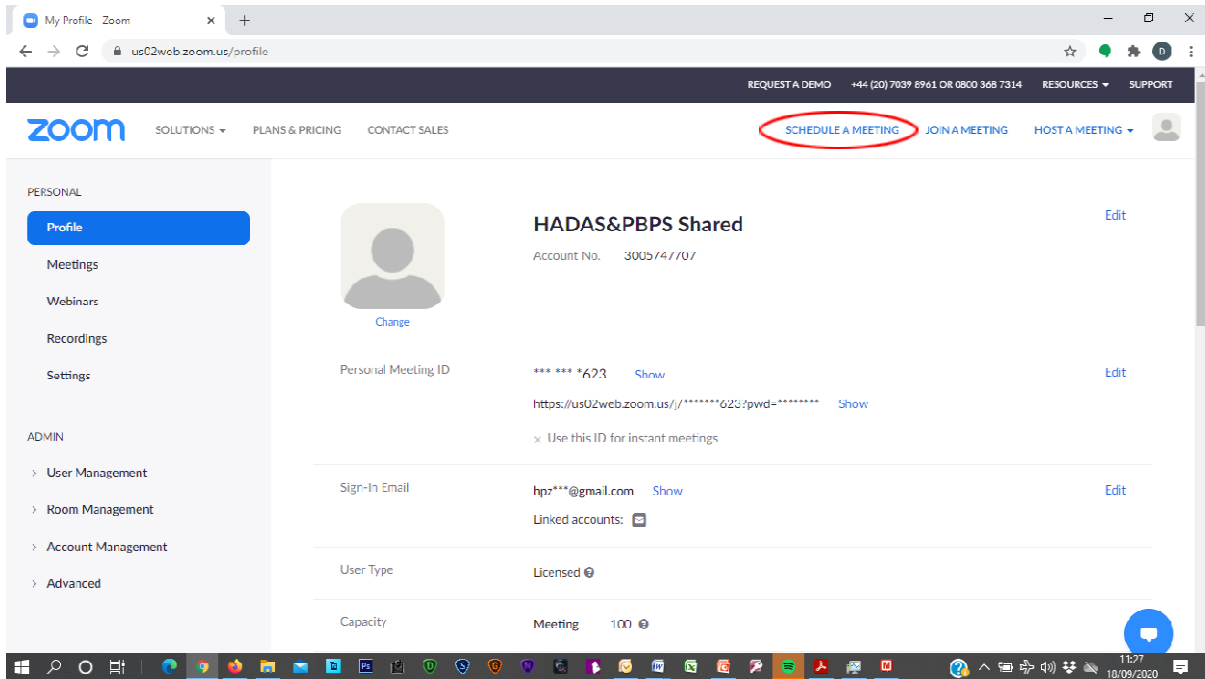


The following screen will then be displayed:

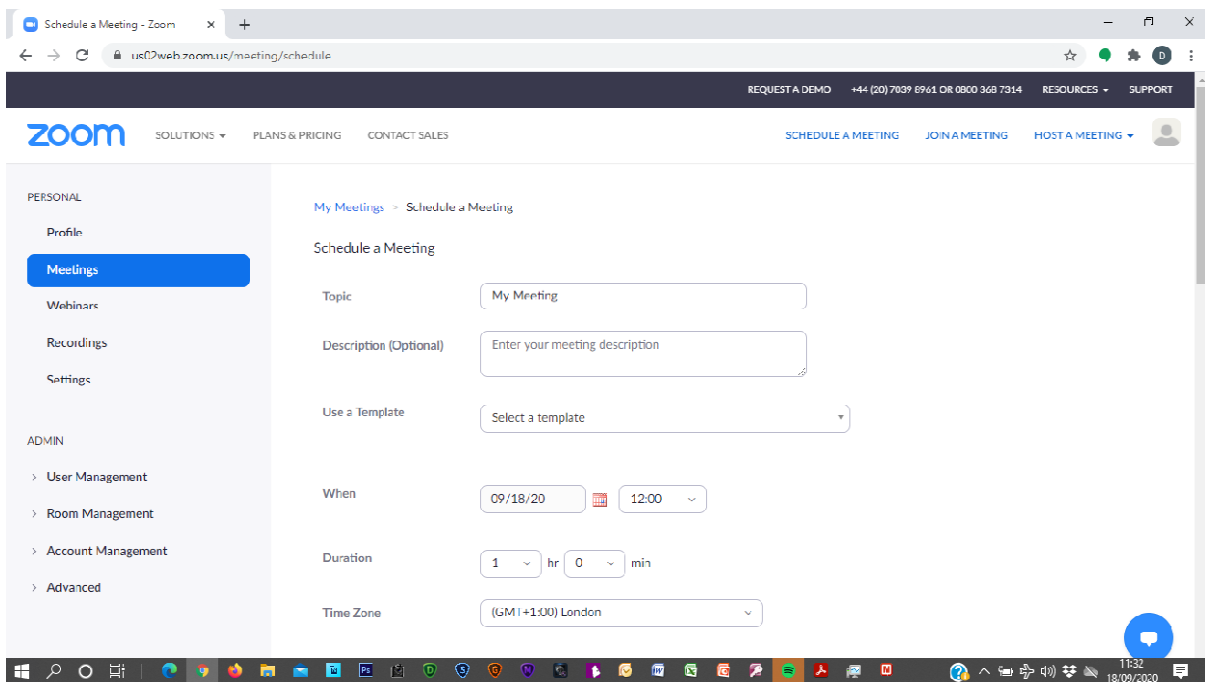


## Step 2 Schedule Meeting.

Click on **SCHEDULE A MEETING** at the top, right of the screen.



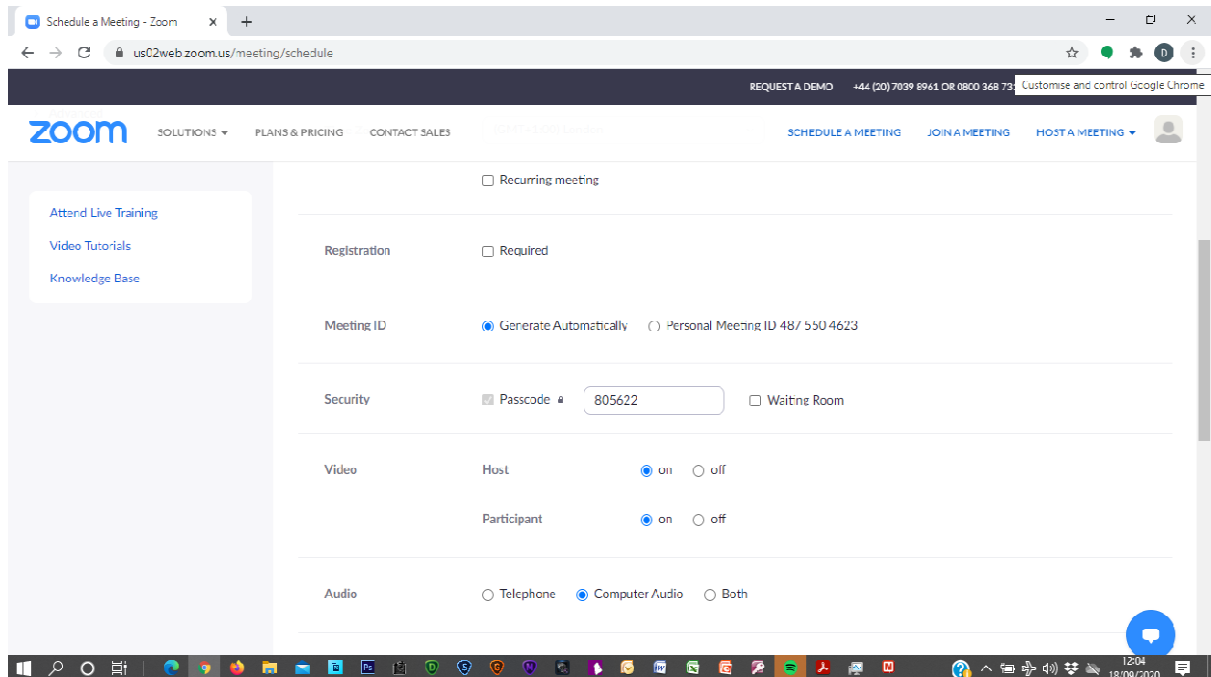
And the following screen will be displayed:



On this screen we enter the **Meeting Topic**, the **Meeting Description (Optional)**, the **Date** (MM/DD/YYYY format), the **Time** the meeting will start (Note: The start time can only be selected in 30 minute tranches).

We also enter the **Duration** of the meeting. (Note: It is always best to schedule the meeting for longer than required, in case of overrun, as the host can always close the meeting when required).

If you scroll down there are further options available.



The options we should be aware of are:

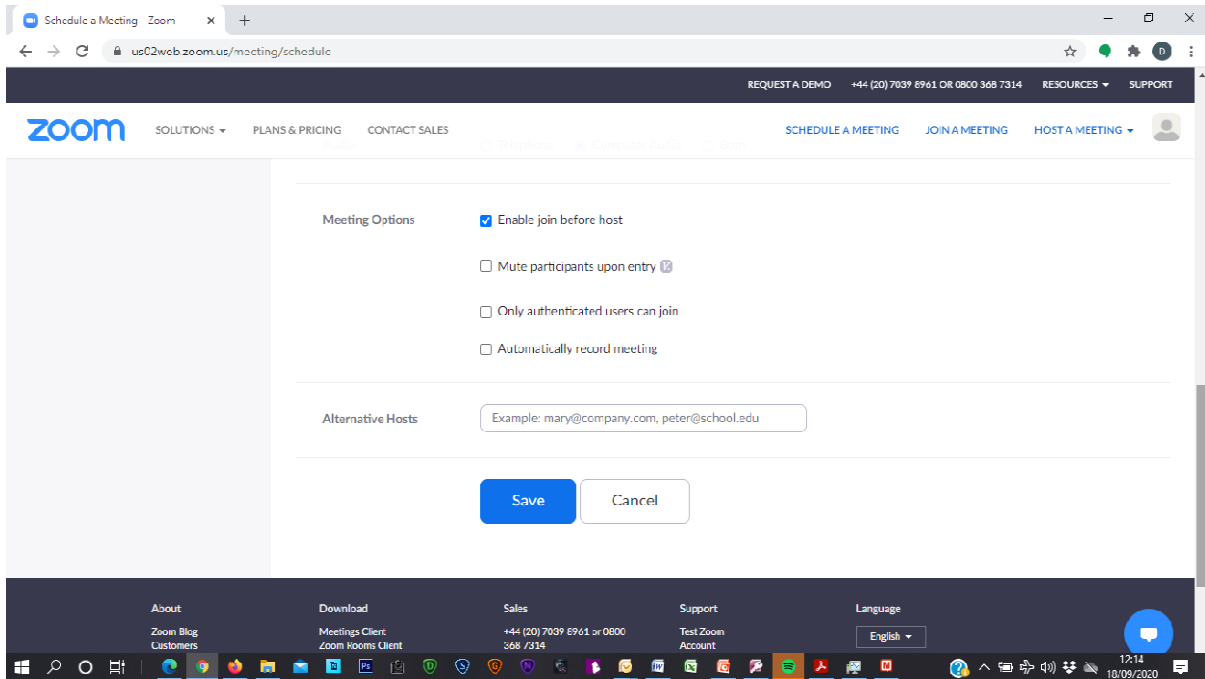
**Registration:** We are currently not using this option, so this should be unchecked.

**Waiting Room:** We are currently not using this option, so this should be unchecked.

**Video:** We are currently setting this on for both host and participants. However, we have given guidance to members to turn this off if they leave their seat etc during the lecture.

**Audio:** The **Computer Audio** option should be checked. We are not allowing telephone dial in due to the cost.

Further down the screen we have more options.



**Enable join before host:**

We are currently enabling this option so any participants joining before the host are able to socialise.

**Mute participants upon entry:**

We are leaving this unchecked but will ask members to mute themselves whilst the lecture takes place so as not to distract the lecturer.

**Only authenticated users can join:**

We are currently leaving this option unchecked as it would require users to have a Zoom account into which they would have to sign in before joining the meeting.

**Automatically record meeting:**

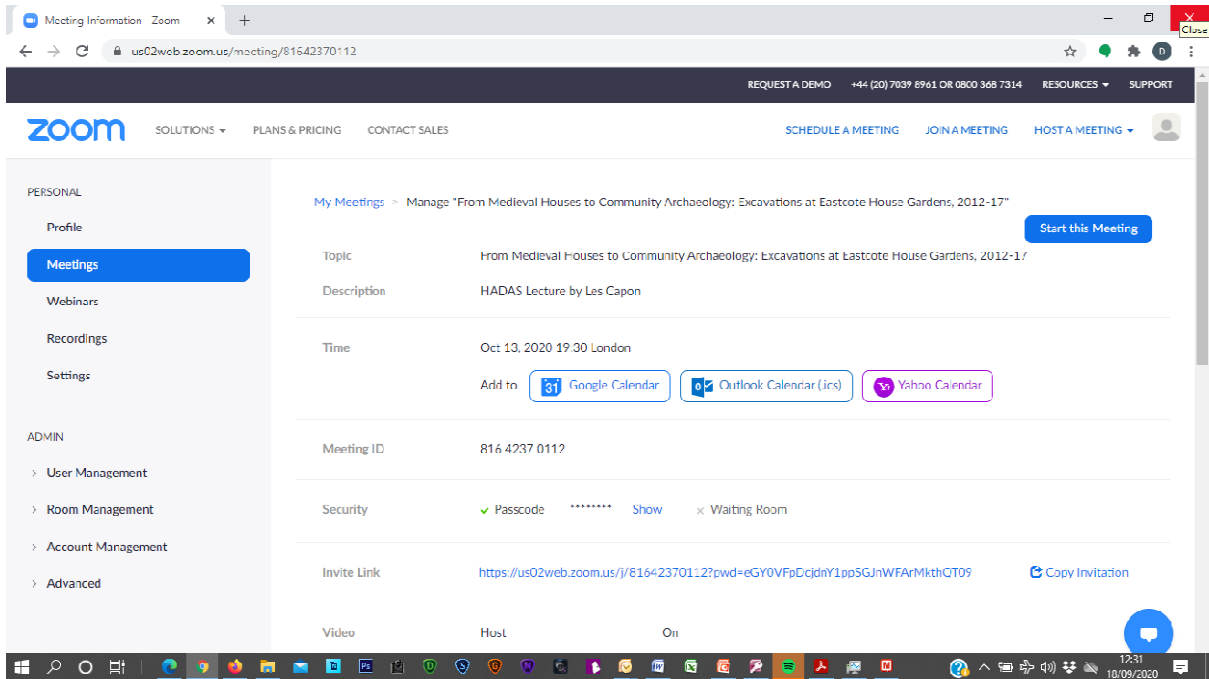
We are leaving this unchecked but if the lecturer agrees the lecture may be recorded by the host at the time.

**Alternative Hosts:**

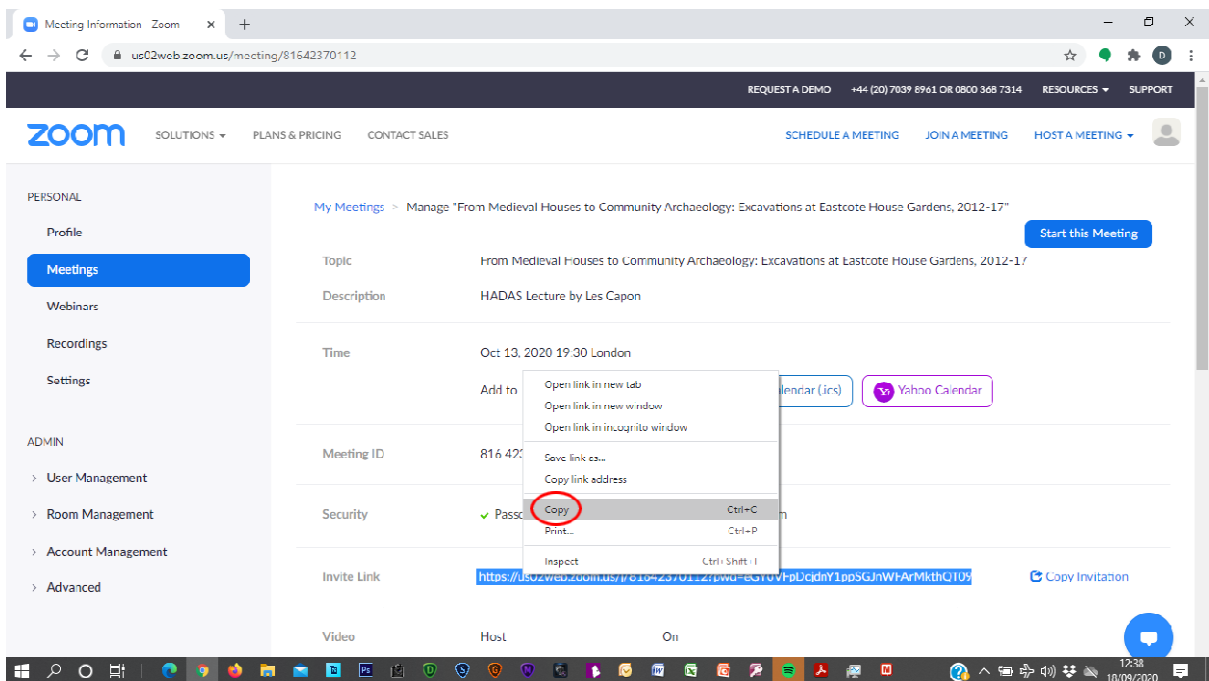
We have no need of this option as we have a shared Zoom account to which more than one person can use.

Once everything is correct, then click on the **Save** button.

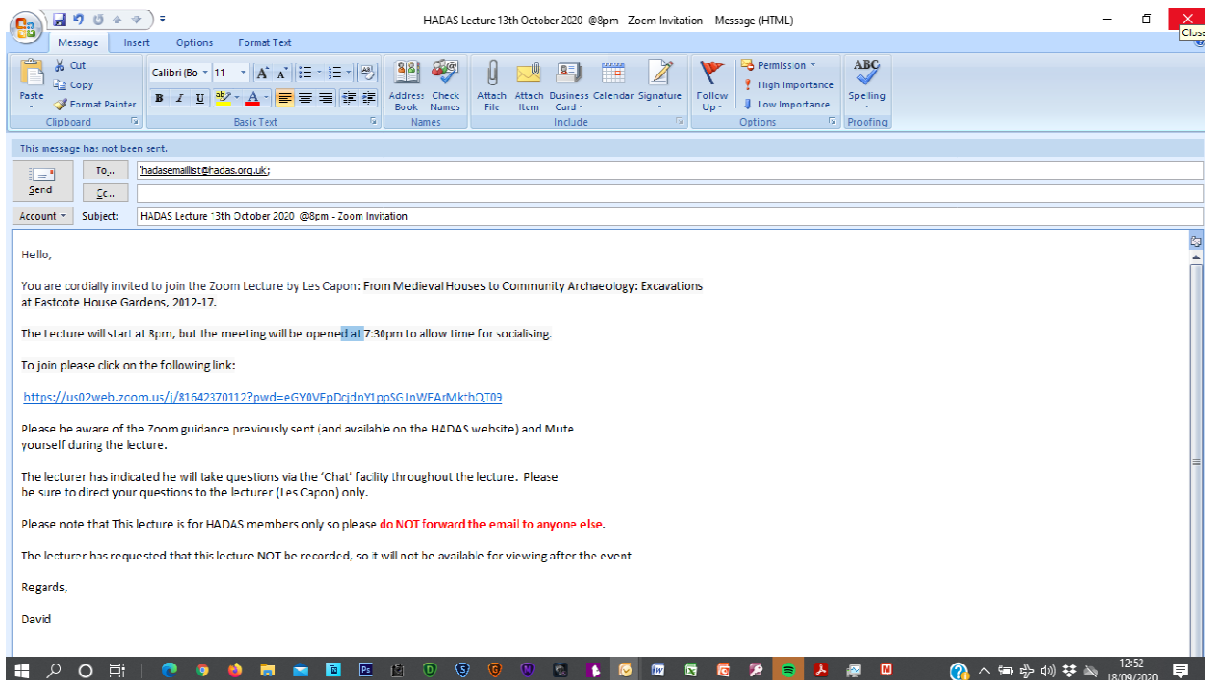
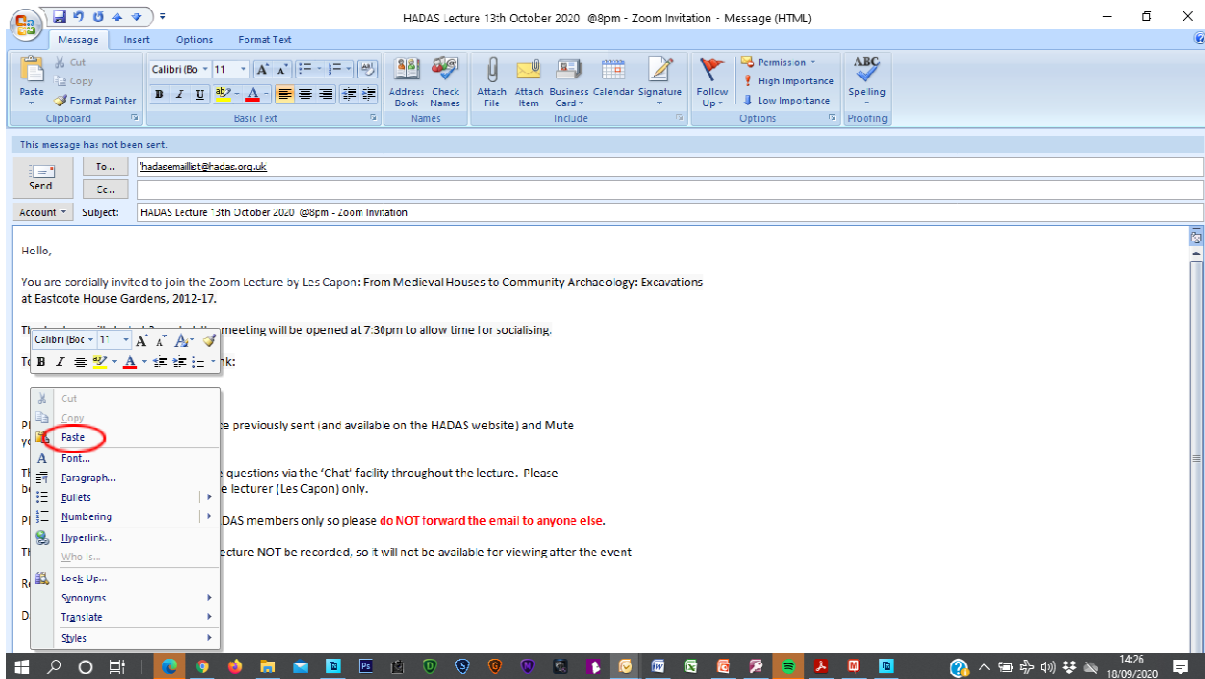
The following screen is then displayed:



Copy the **Invite Link** by mousing over it (hold down the left hand button to do this) you can the copy it by then holding down the right hand mouse button and clicking on the **Copy** option.

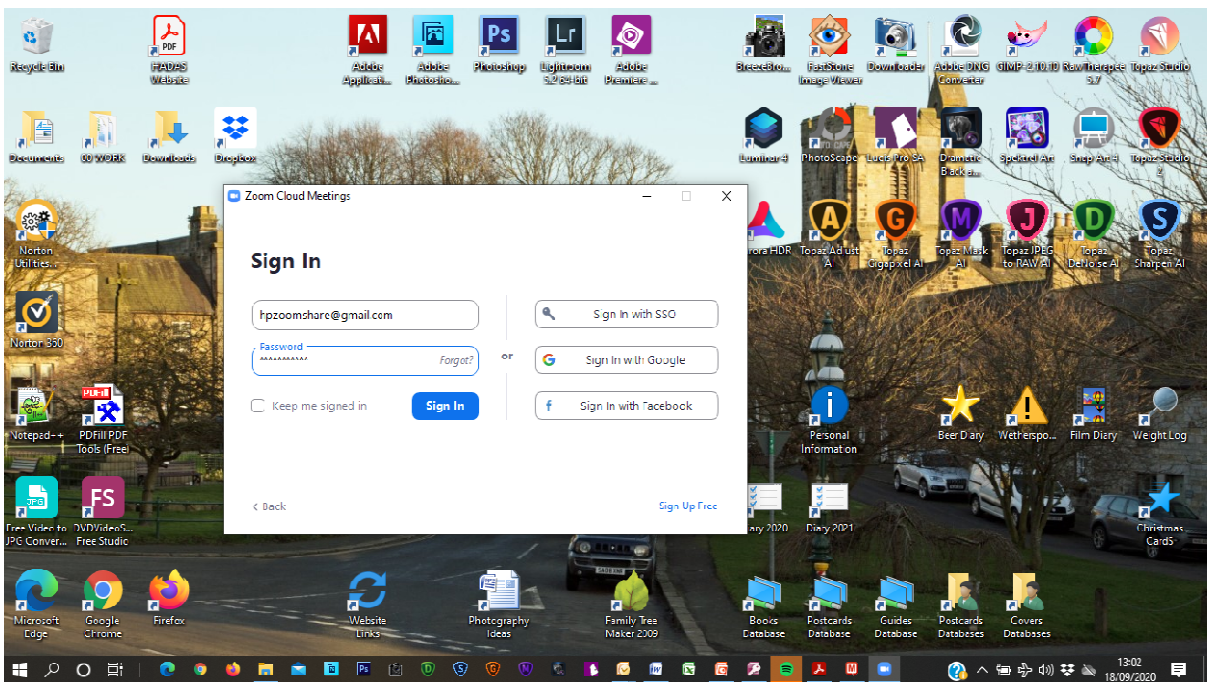
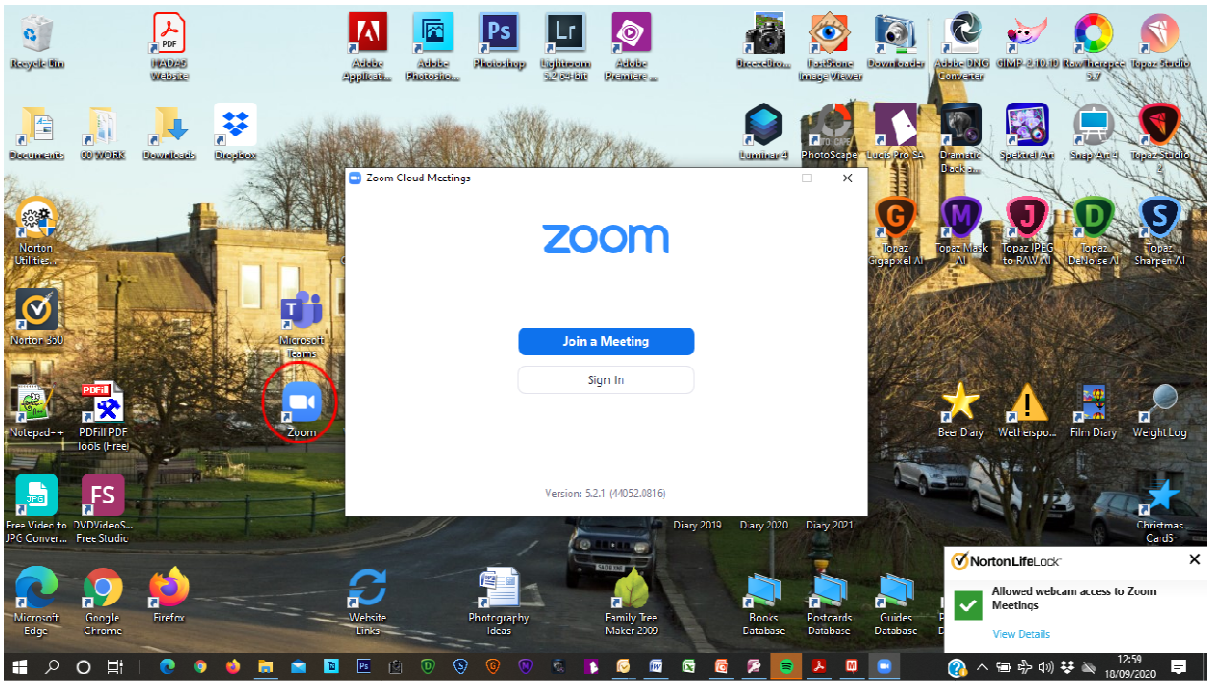


This invitation link can then be **pasted** into an email for HADAS members by again using the right hand mouse option.



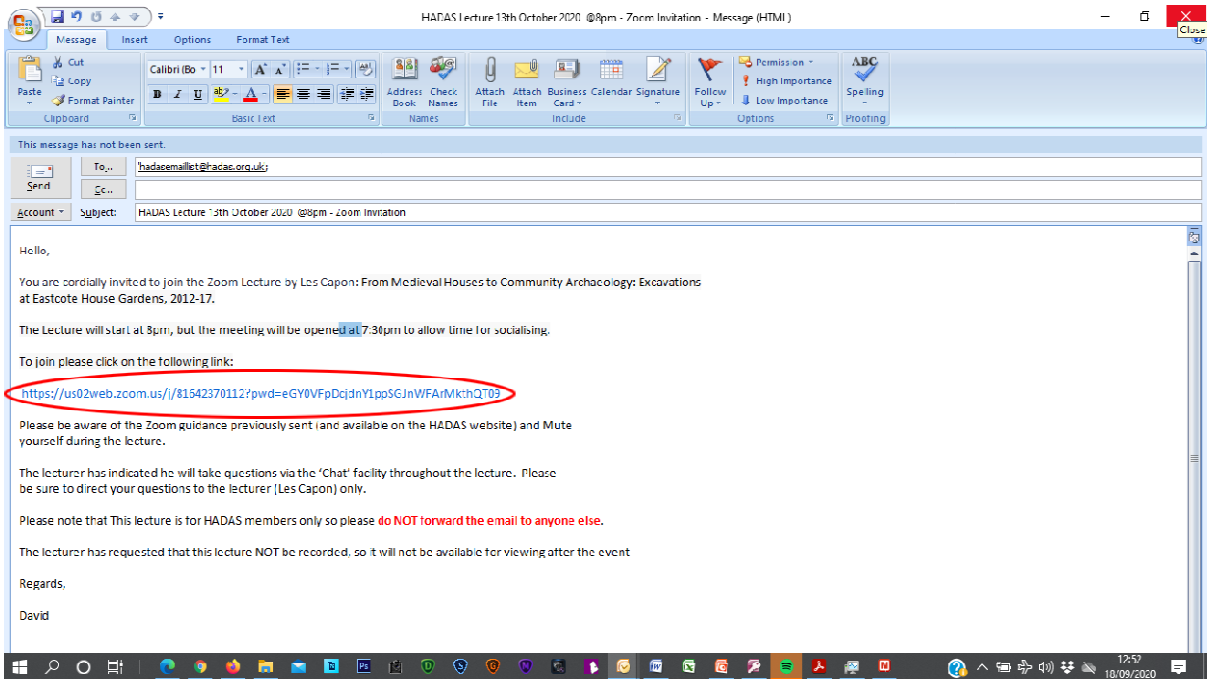
### Step 3 Hosting the Meeting.

To host the meeting, sign into the [hpzoomshare@gmail.com](mailto:hpzoomshare@gmail.com) account on Zoom by clicking on the **Zoom icon** and signing in to the Zoom application on your device by clicking on the **Sign In** button.

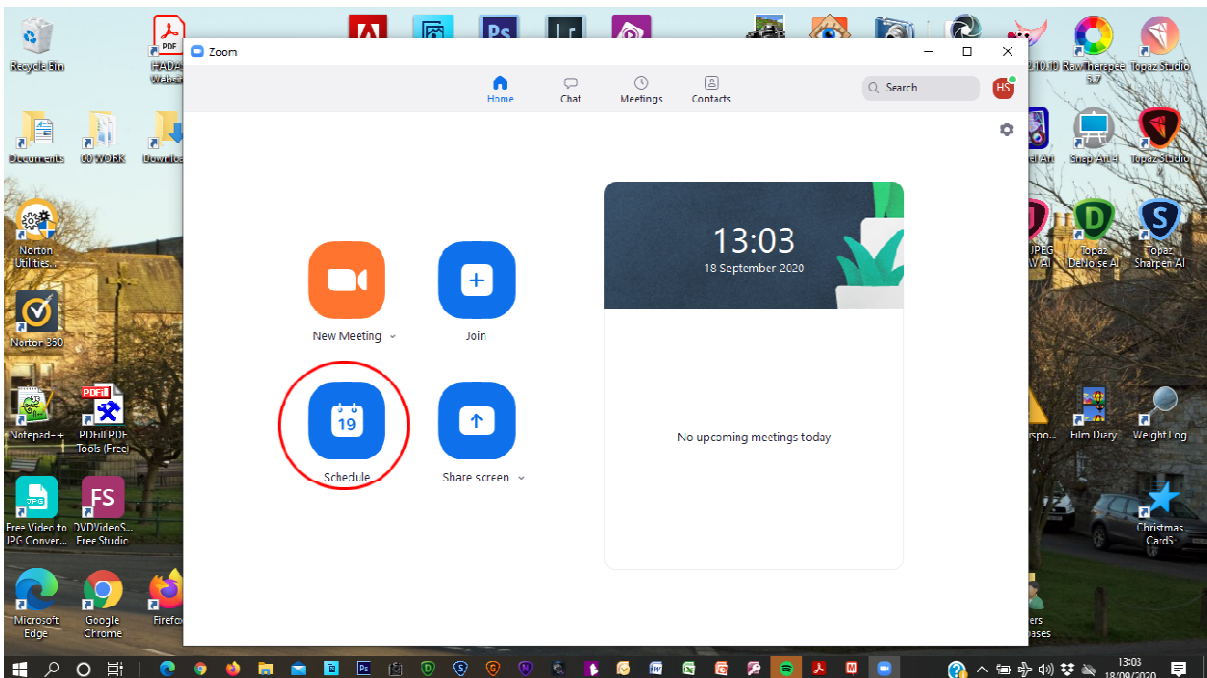


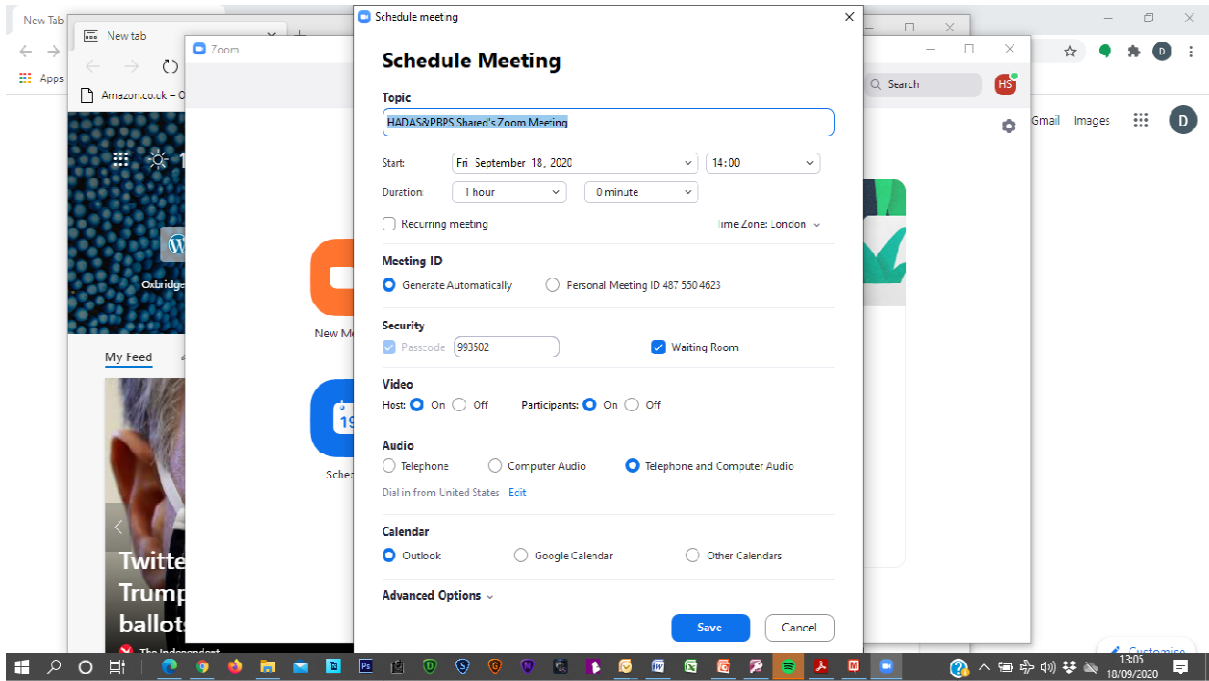
If you then click on the **Invite Link** previously sent in the email out to members, you will now automatically enter the meeting as the host.





You can also use the Zoom application on your device to schedule meetings using exactly the same options as described for the Zoom web application above.





To see all the options then click on **Advanced Options**.

