

## Zoom

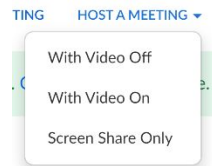
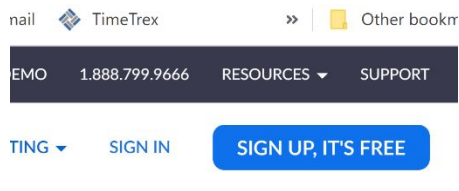
<https://support.zoom.us>

For Zoom meetings, the organizer needs to have a Zoom account. The other participants do not need an account and have the option of joining a Zoom call using a telephone, although they will not have video. Charges on your phone bill may apply.

### Setting up Zoom meetings.

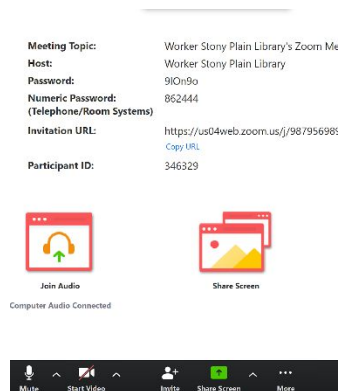
The organizer has to sign in or sign up for the first time. The account is free.

Go to <https://zoom.us/> and sign up. You can also use Zoom with an App on your smartphone.



After you have done that you can host a meeting.

You can immediately invite people.



Hosting meetings with 1 other person is free and unlimited. You can also host an unlimited number of meetings with 3 or more persons but the duration is limited to 40 minutes. If you need to host longer meetings for 3 or more persons you need a higher plan starting at \$20.00 a month.

### Scheduling a meeting

## Schedule a meeting.

[ANS & PRICING](#) [CONTACT SALES](#) [SCHEDULE A MEETING](#) [JOIN A MEETING](#)

[Schedule a New Meeting](#)

Start Time  Topic  Meeting ID

You can do this from your Outlook or Google calendar or from 'scratch'. You can add a meeting password which helps prevent some security problems. You can also select the countries from which telephone calls can come to join the meeting

Meeting Password  Require meeting password

Video Host  on  off

Participant  on  off

Audio  Telephone  Computer Audio  Both

[Dial from](#) [Edit](#)

## Other options

Meeting Options  Enable join before host

Mute participants upon entry

Enable waitlist room

Record the meeting automatically on the local computer

Now you can invite other participants with the link you get from Zoom by sending the link in emails, text, or messaging apps like Facebook Messenger or WhatsApp.