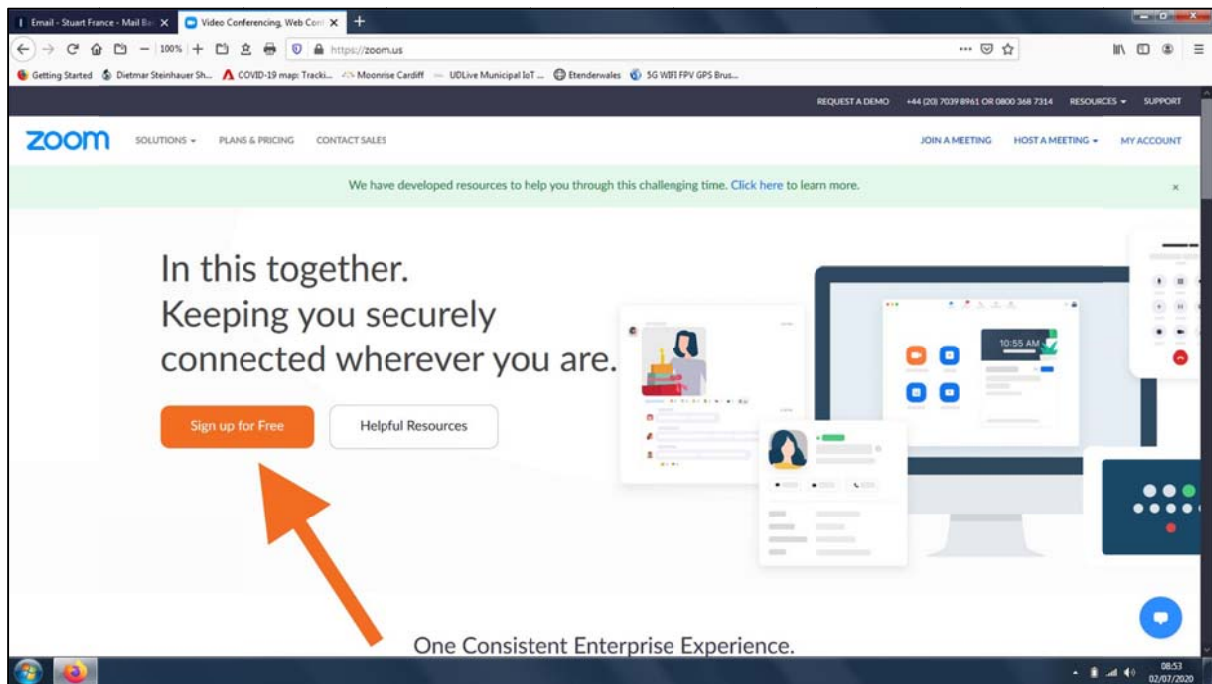## HOW TO GET STARTED WITH ZOOM

1. Visit https://zoom.us and click on the orange "Sign Up For Free". Then register a free account for yourself and download and install the Zoom software.


2. If you are invited to a meeting, you will receive an email generated by the meeting's host. This email contains an https link in it along with the date/time of the meeting, its ID and a password. If you join the meeting by clicking the https link then you don't need the ID etc.
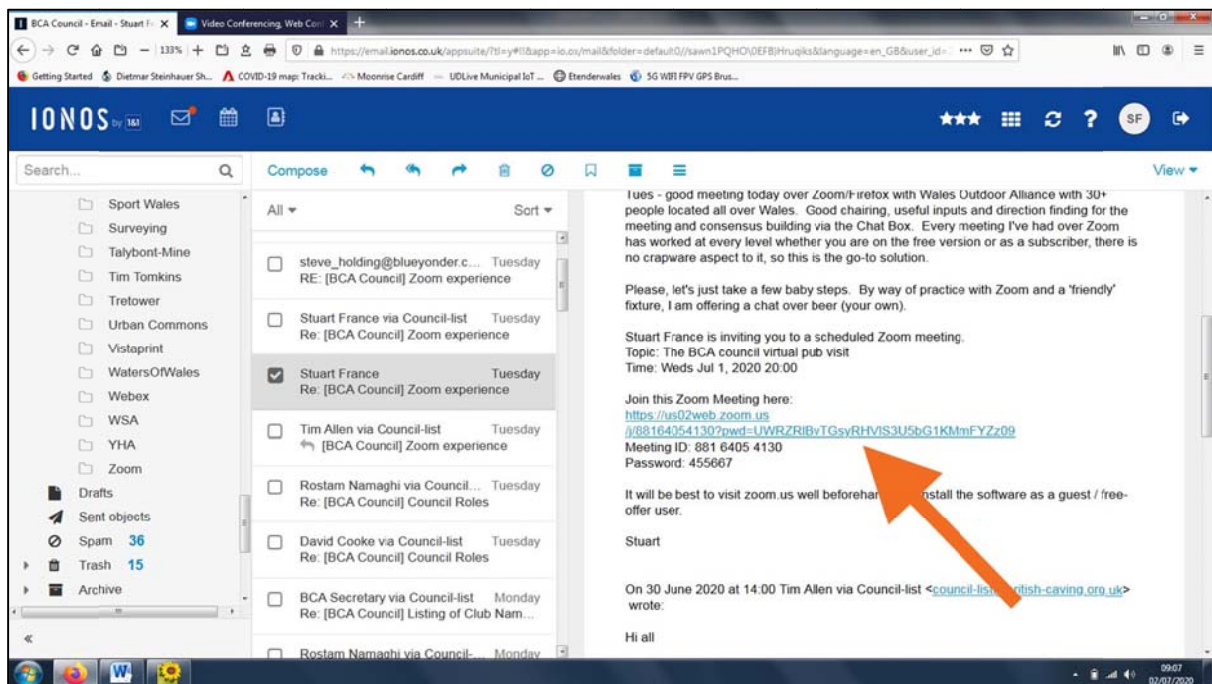
3. When you join any meeting you would normally click on the options to use your computer's video and microphone. To leave the meeting click on "Leave". The meeting host can also stop the meeting and end it for everyone at once.

## HOW TO SET UP YOUR OWN MEETINGS

4. With your free Zoom account you can set up new meetings with a time limit of 40 minutes and up to 100 seats. This is done from the zoom.us page. Click "My Account" which will log you into Zoom:
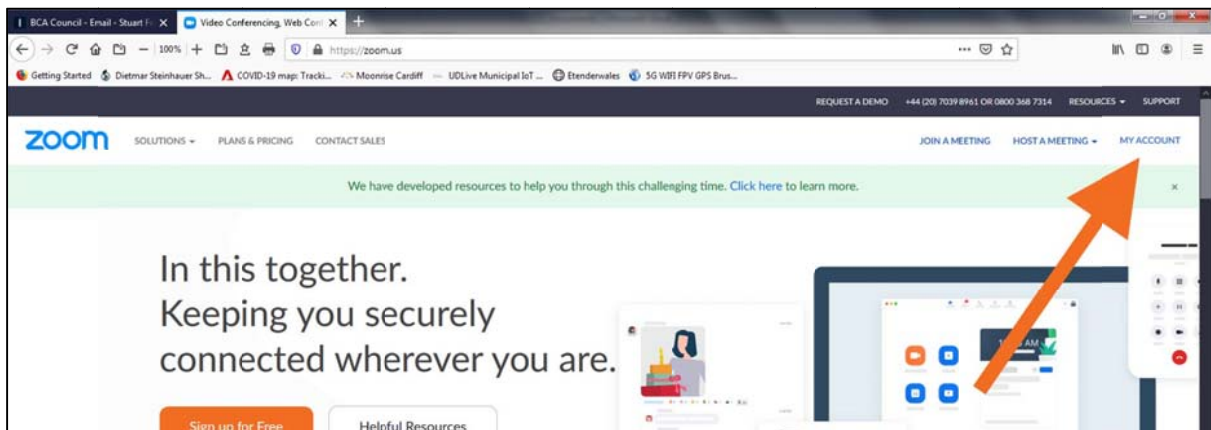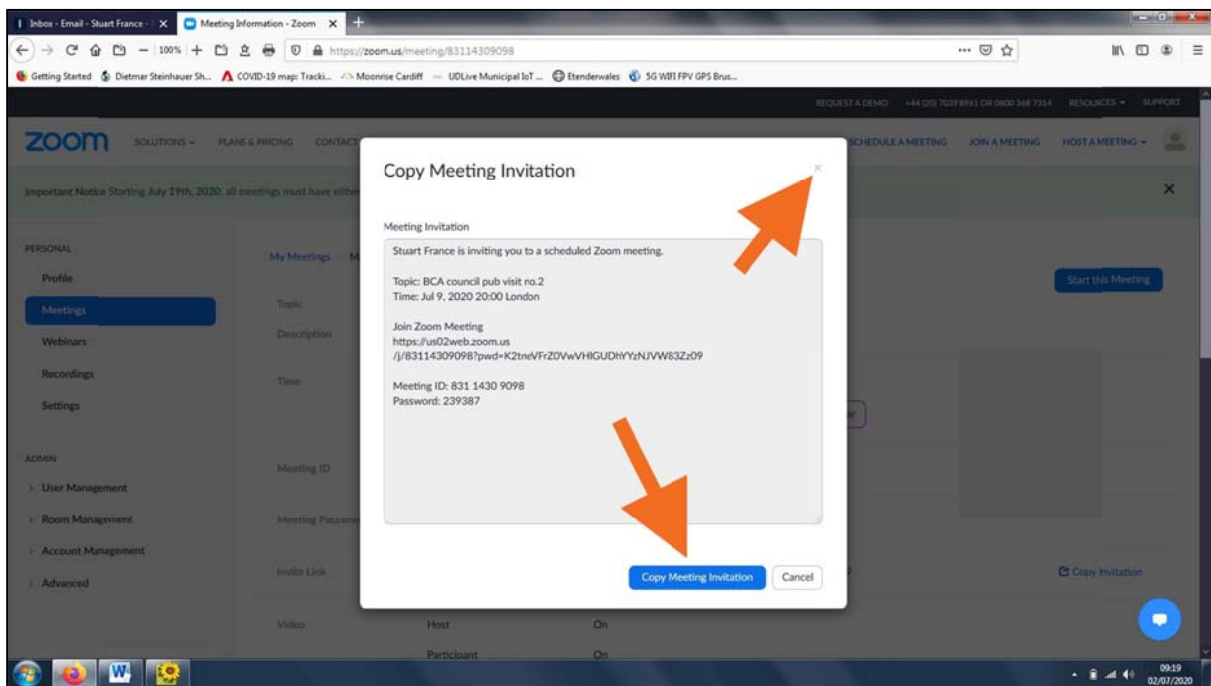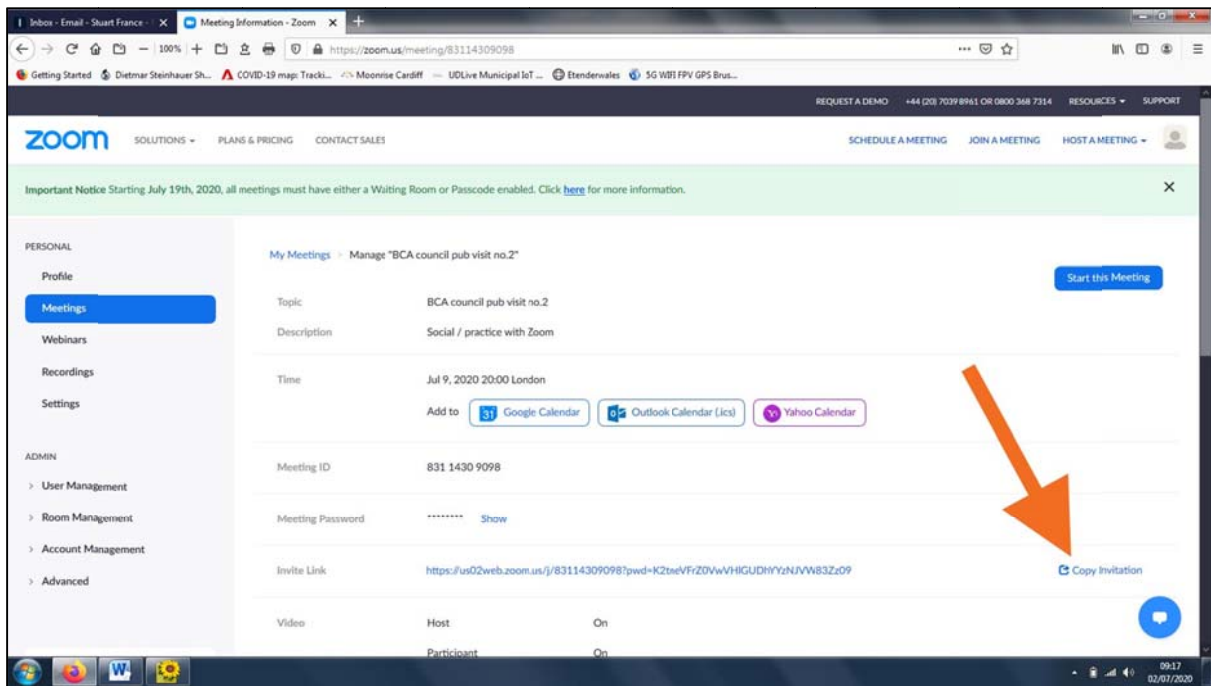

5. Then click "Schedule a Meeting".
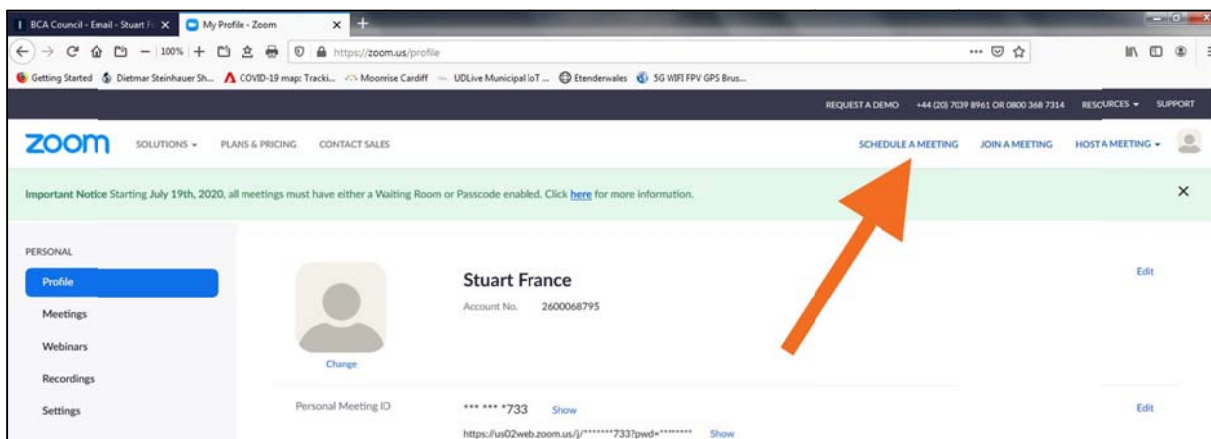
6. Then fill in the Topic, Description and When boxes. The other options don't matter so just leave them as their default values. Then scroll to the bottom and click "Save".
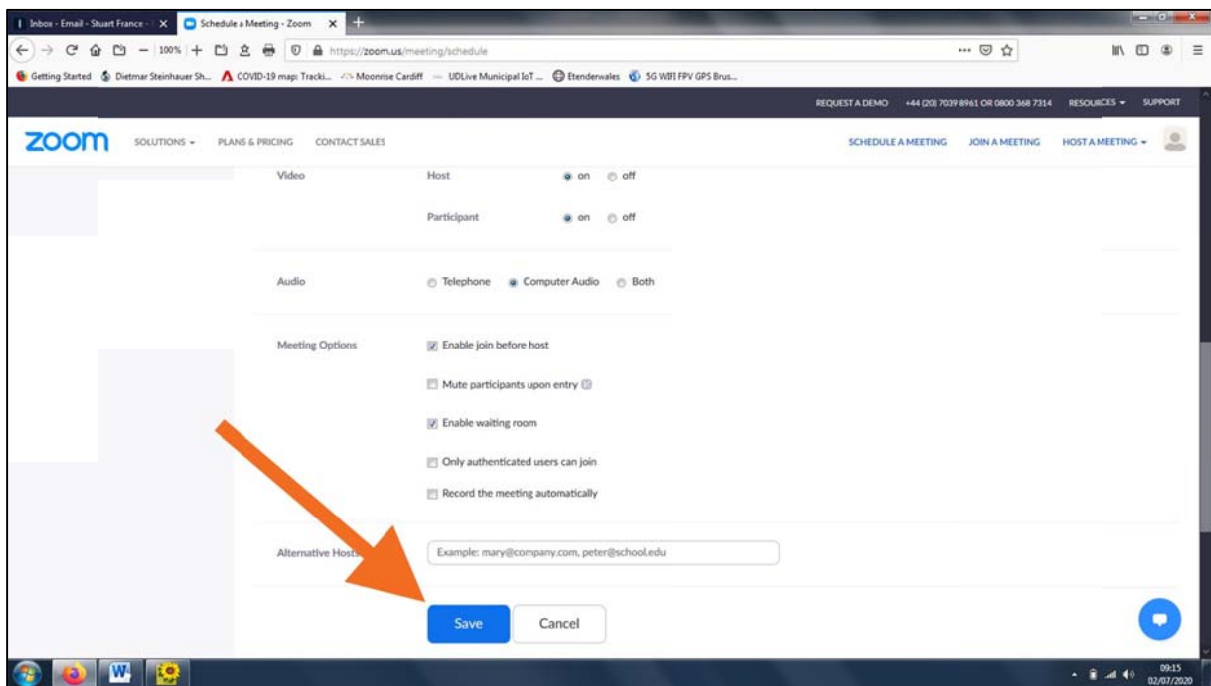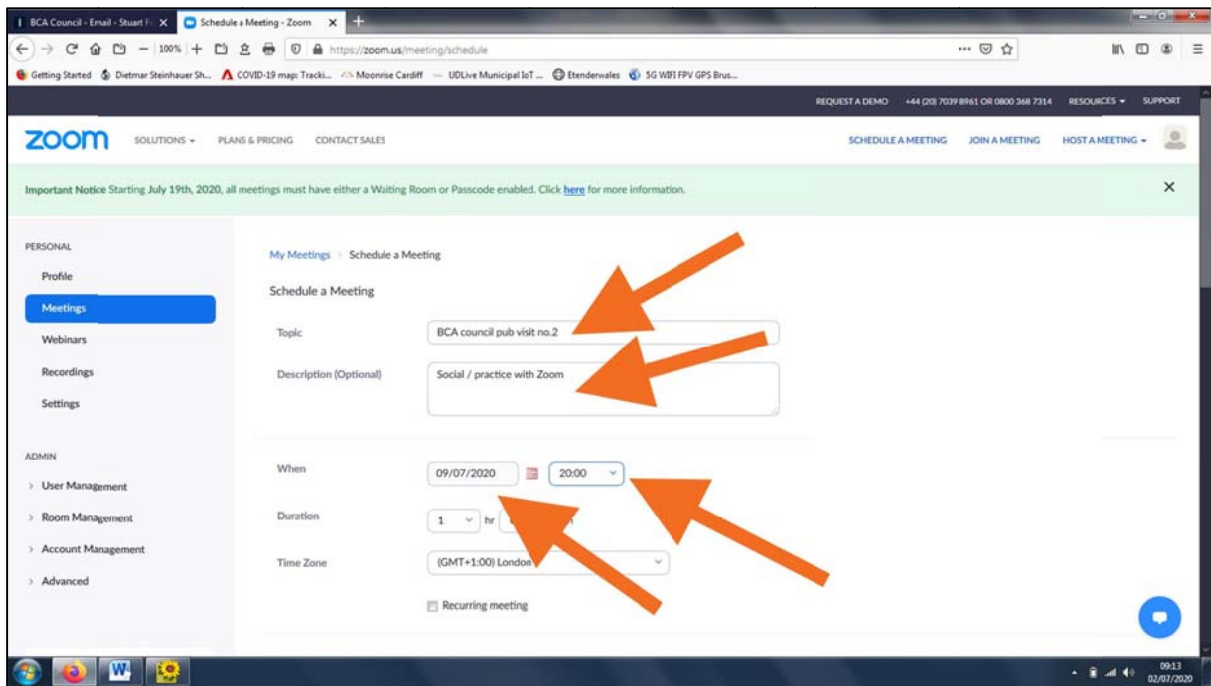
7. Click "Copy Invitation" button at the bottom right. Then click the "Copy Meeting Invitation" button in the pop-up window, and click "X" at the top right to close it.

8. With your email program, create a new email and paste the invitation from the Windows Clipboard into it (CTRL+V) and modify the text as you wish, and send it off!
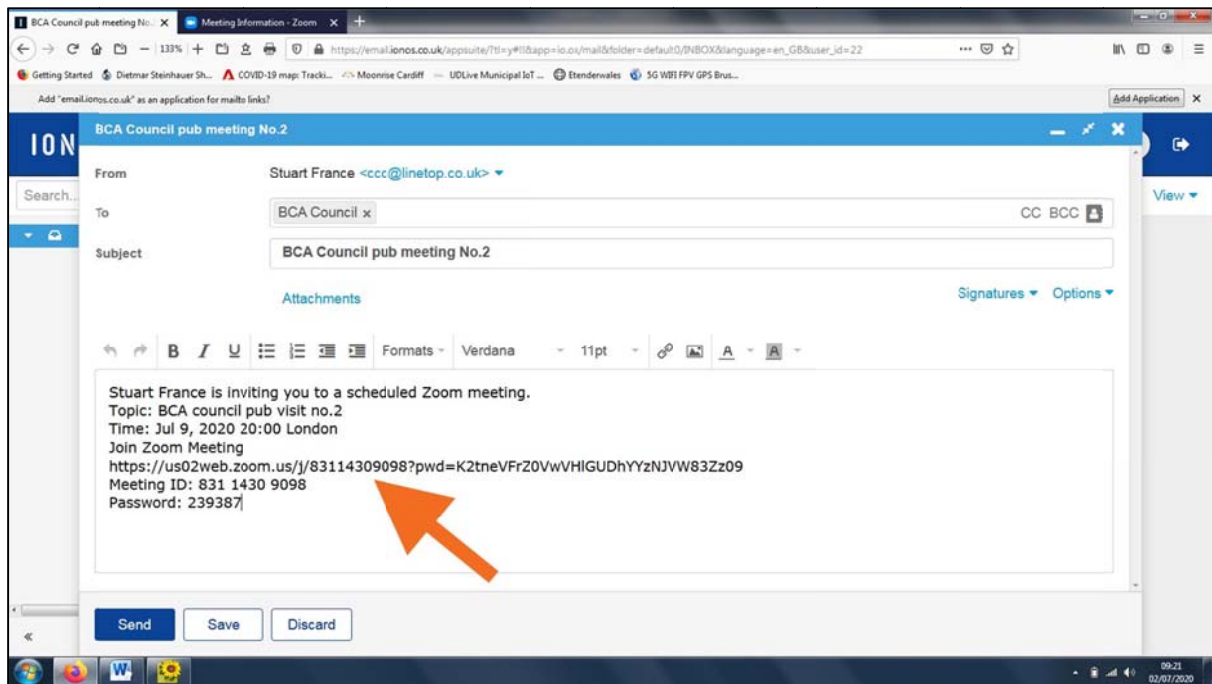
9. You are now the meeting host. About 5 minutes before the meeting is due to start, visit zoom.us and login using "My Account" (see section 1 above). Then click on "Meetings". Select the meeting you want to start (if there is a choice) and click "Start this Meeting".
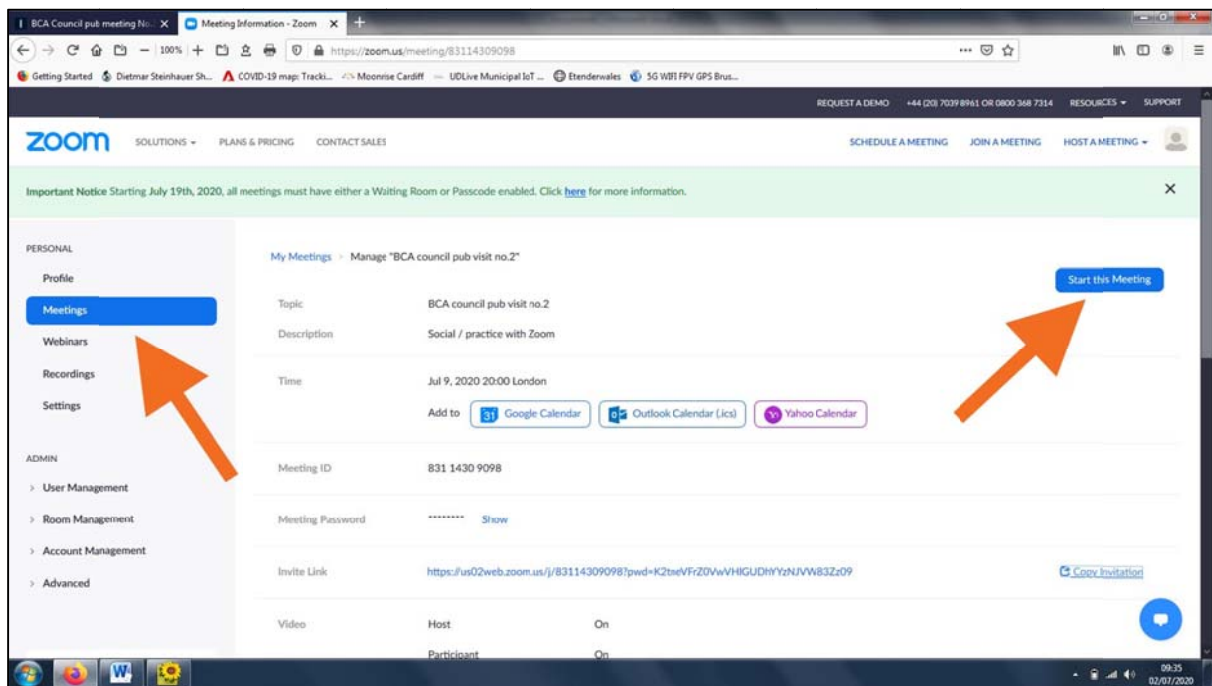
As "Waiting Room" is enabled, when attendees arrive you will see a pop-up window asking you to admit them to the meeting. So long as each person is legitimate you click on "OK".