

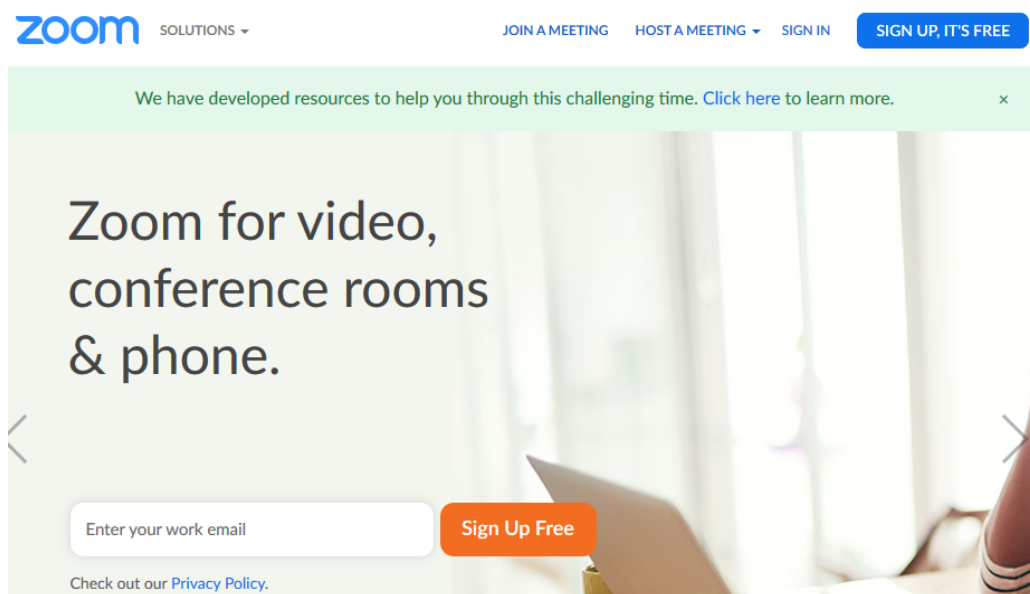
A DUMMY'S GUIDE TO

LIFE GROUP LEADERS: Hosting a meeting?

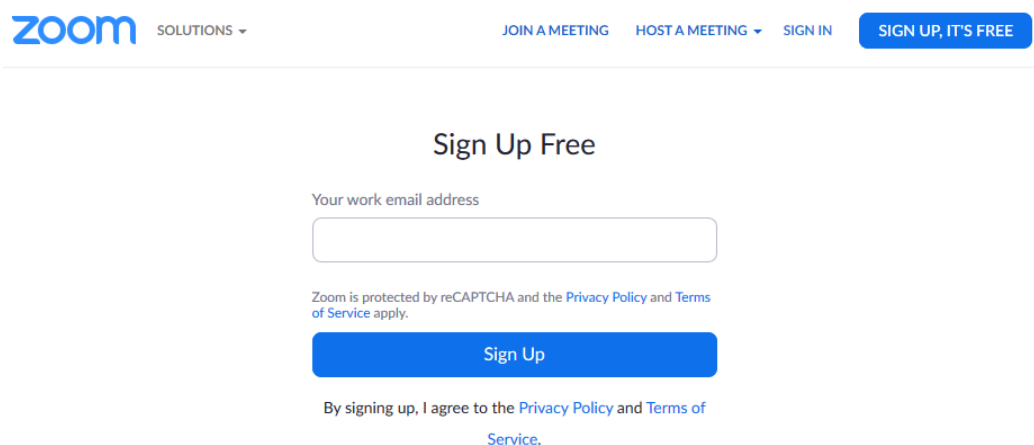
Step 1: Create a Zoom account

<https://zoom.us/>

Step 2: Click: 'SIGN UP, ITS FREE'



Step 3: Type in your email address in block provided

A screenshot of the Zoom sign-up form. At the top, the Zoom logo and navigation links are visible. The main heading is 'Sign Up Free'. Below the heading is the label 'Your work email address' followed by a white input field. Underneath the input field is a small line of text: 'Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.' Below this is a blue button labeled 'Sign Up'. At the bottom, there is a line of text: 'By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).'

Step 4: Click: 'SIGN UP'



We've sent an email to sandie@newgen.co.za.
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)

Step 5: Go to your inbox and open Activation email from Zoom



Hello sandie@newgen.co.za,

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

Activate Account

Or paste this link into your browser:

<https://zoom.us/activate?code=gKBQ1knV9ilF6cVpZtwp3H3mnvqJeh66LtgzyuFiL5c.FAFw91mUNQAnjQATc2FuZGIQg5ld2dlbi5jby56YQEAZAAFINaOU9pc1dOUzRDaGh3Q4aVEAAAAAAAAAAAA&fr=signup>

Step 6: Click: 'ACTIVATE ACCOUNT' This will redirect you to new web page.

Fill in the details asked for and click 'CONTINUE'

Welcome to Zoom

Hi, sandie@newgen.co.za. Your account has been successfully created. Please list your name and create a password to continue.

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

Step 7: Click: 'SKIP THIS STEP'

Invite Your Colleagues

Invite your colleagues to create their own free Zoom account today!
[Why invite?](#)

[Add another email](#)

 I'm not a robot

Invite

Skip this step

Step 8: You are now set up with your Zoom Account can begin to schedule meetings

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://zoom.us/j/5916960688>

Start Meeting Now

Go to My Account

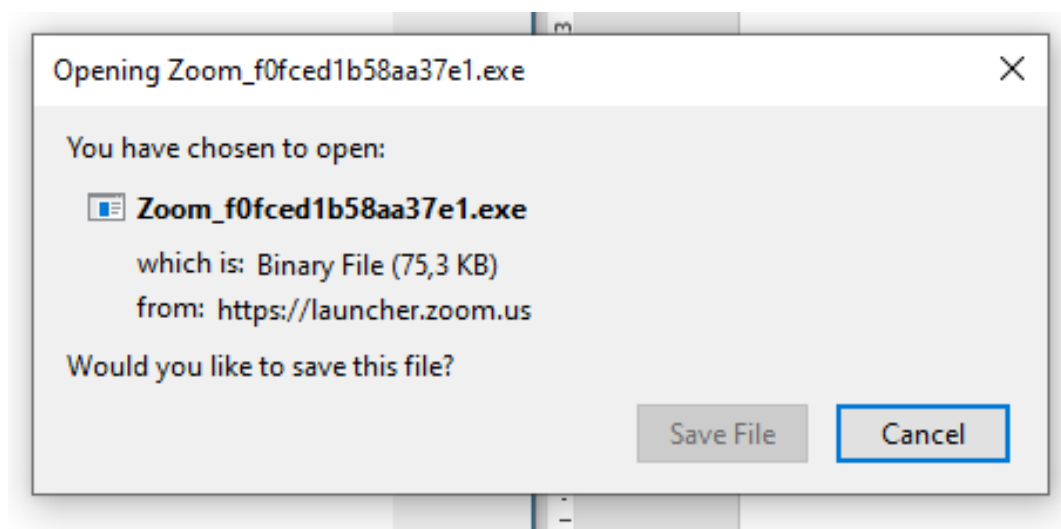
Step 9: A new browser tab will open and prompt you to do download the app. If the application does not begin to download on its own, click 'DOWNLOAD & RUN ZOOM'

Please click **OK** if you see the system dialog.

Launching...

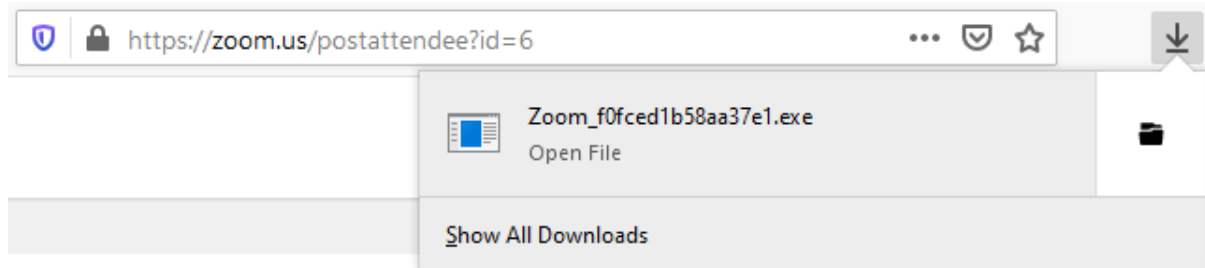
If nothing prompts from browser, [download & run Zoom](#).

Step 10: Click 'SAVE FILE'

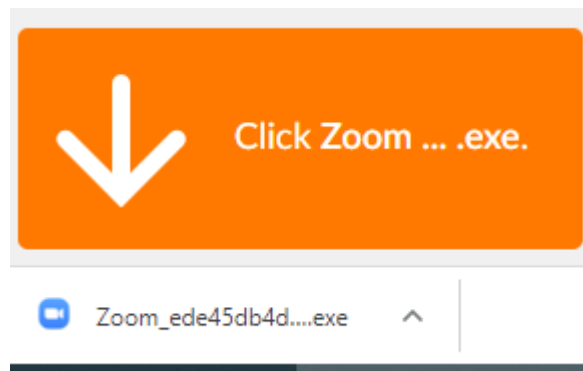


Step 11: On the top right hand corner (if using Mozilla and bottom left if using Chrome) click on your download icon (the downwards facing arrow on the top left of your screen for Mozilla) and click on 'OPEN FILE'

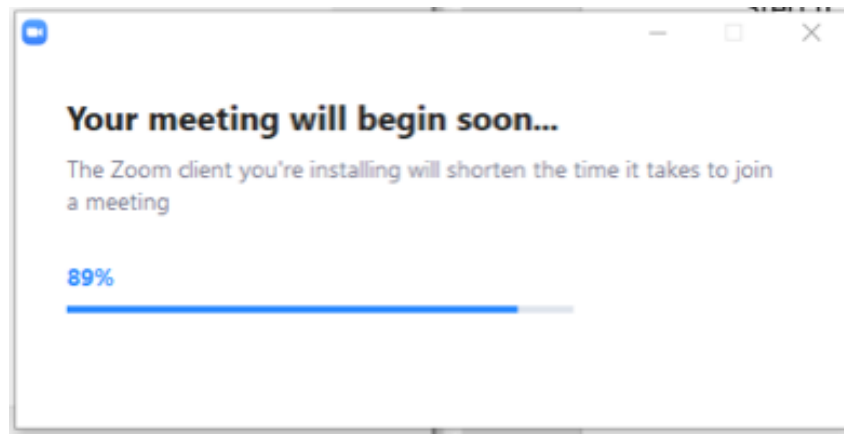
Mozilla Firefox



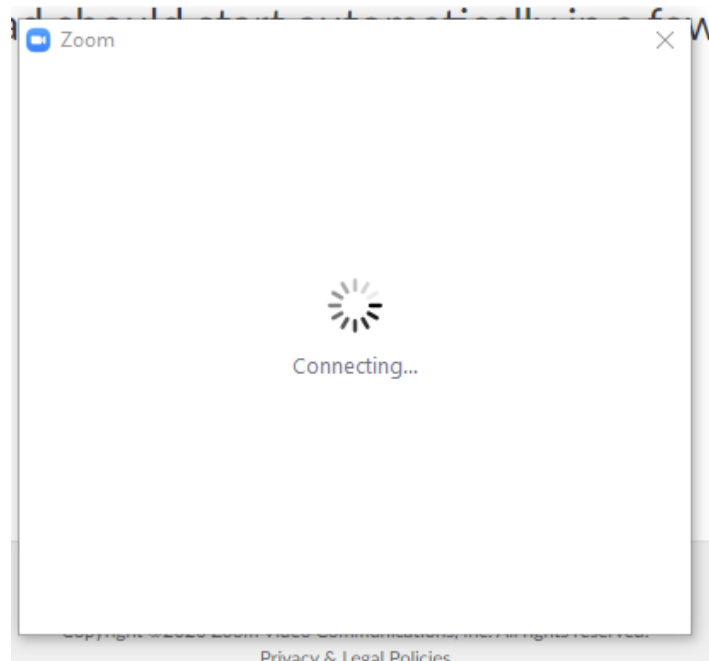
Chrome (bottom left of you screen) click on the 'EXE' file



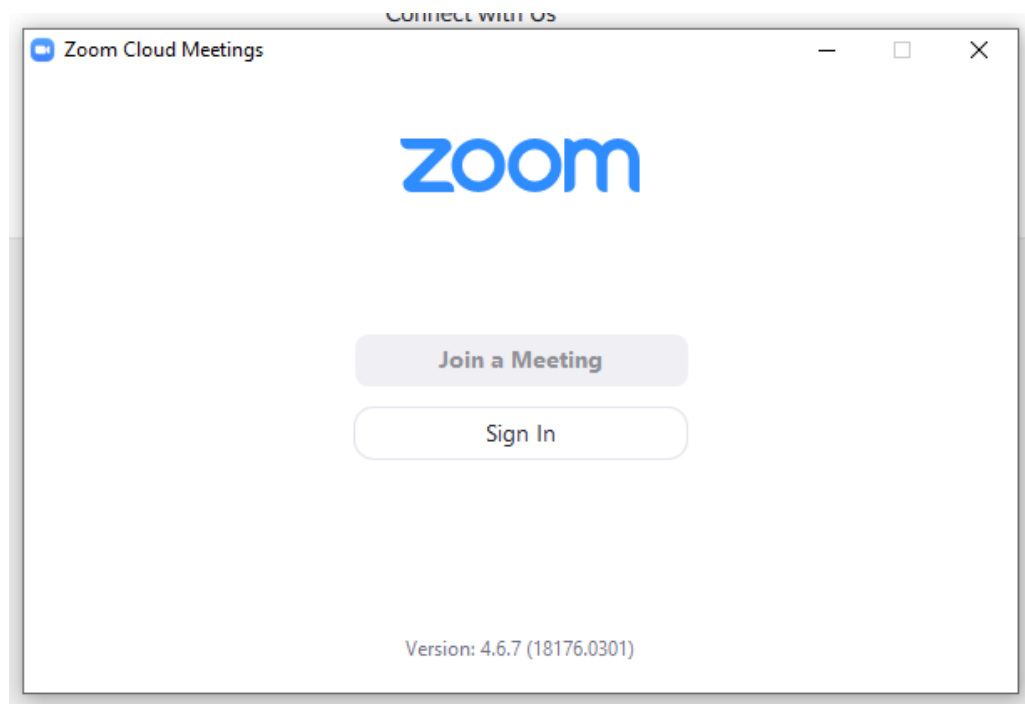
Step 12: The following window will open showing that the application is opening.



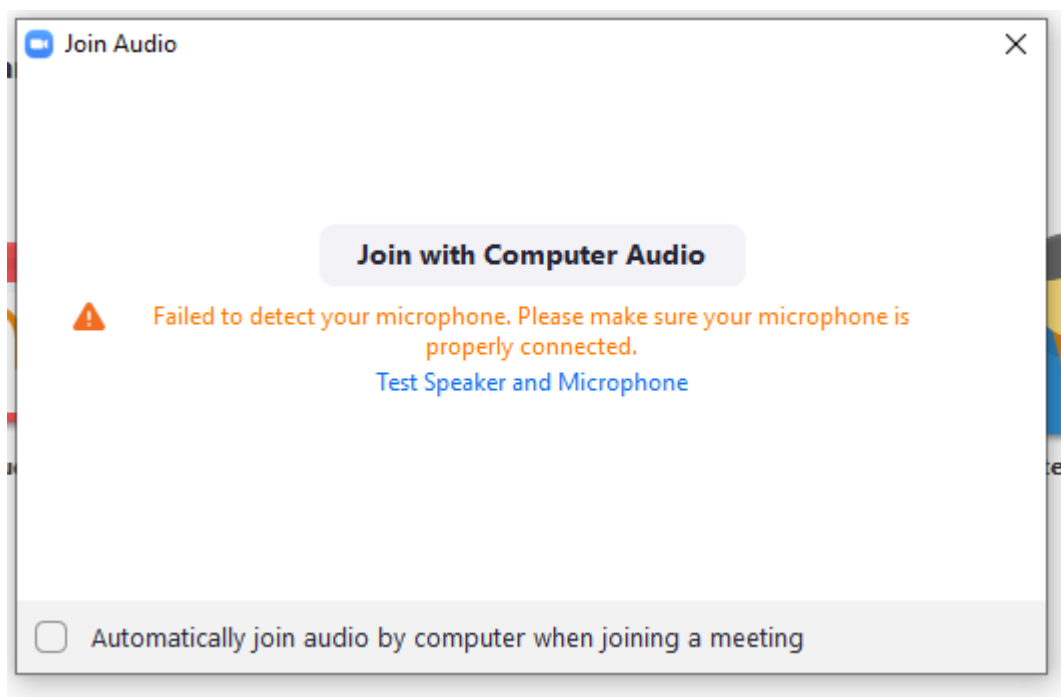
This window will appear if the internet connection is a little slow, just wait for the application to connect.



You are now ready to sign in using the log in details you used earlier. Your email address and the password you used.

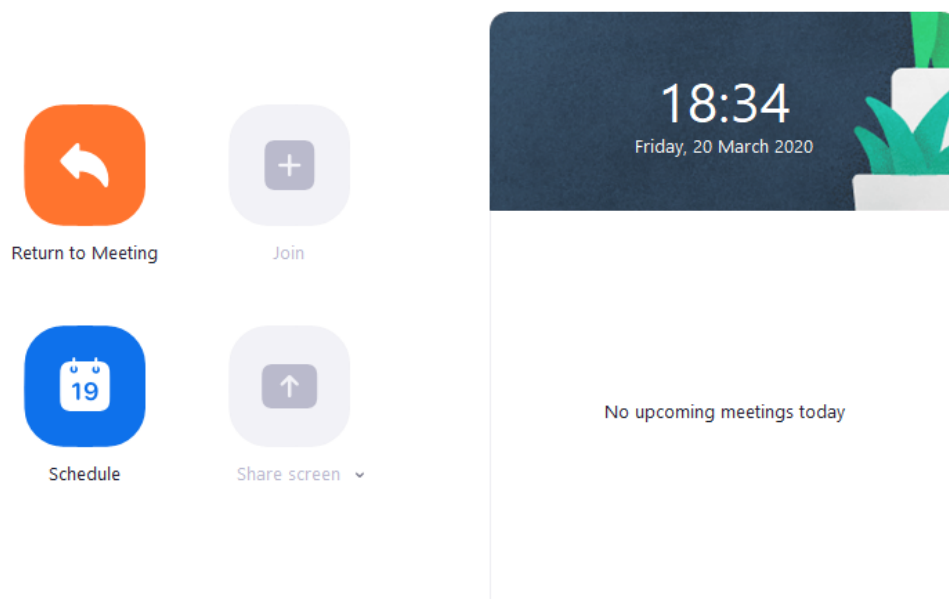


Step 13: Click 'JOIN WITH COMPUTER AUDIO'. On the bottom of the box below is a check box, click the check box.

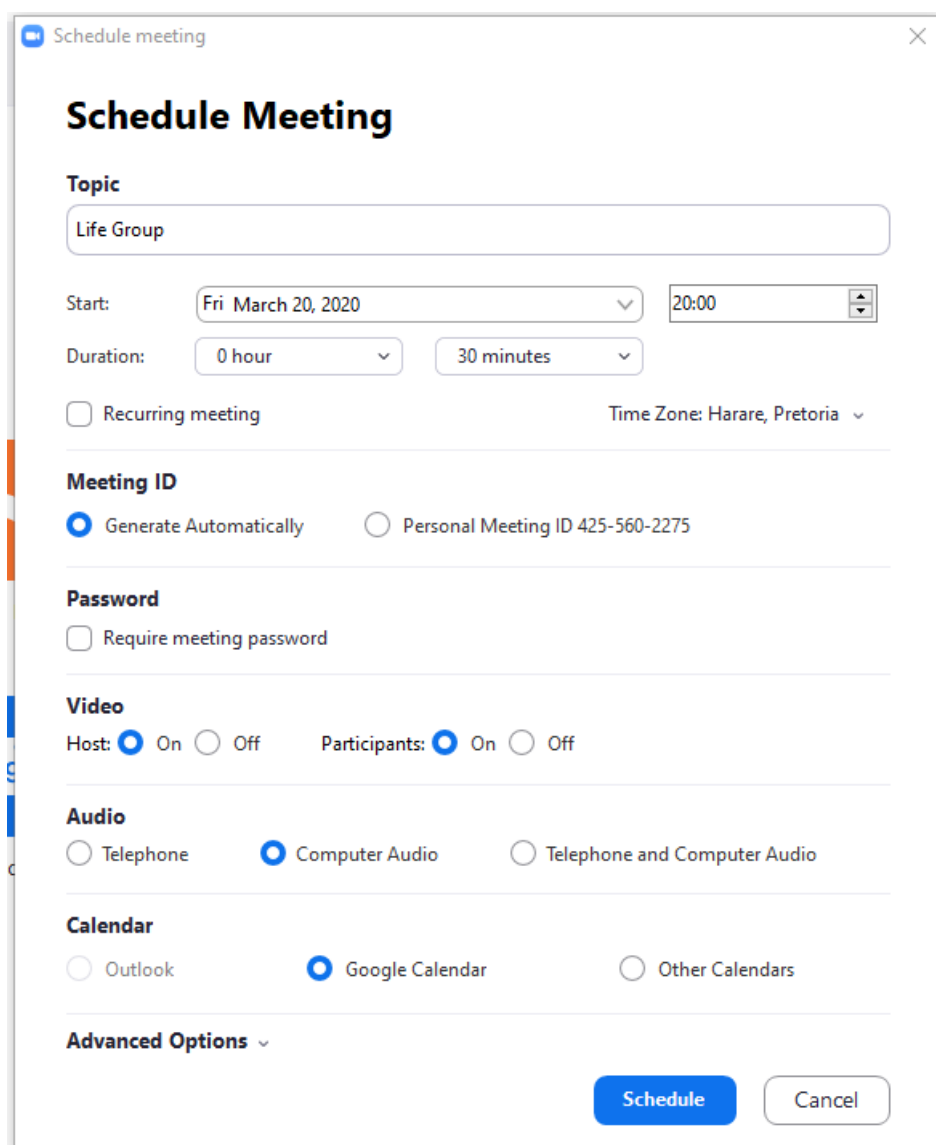


You are almost there...

Step 14: Schedule a meeting, after installing the application the window below will open up. Click on the 'SCHEDULE' button.



Step 15: The following window will pop up, fill in the relevant information.



Schedule Meeting

Topic
Life Group

Start: Fri March 20, 2020 20:00

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: Harare, Pretoria

Meeting ID
 Generate Automatically Personal Meeting ID 425-560-2275

Password
 Require meeting password

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio

Calendar
 Outlook Google Calendar Other Calendars

Advanced Options

Schedule **Cancel**

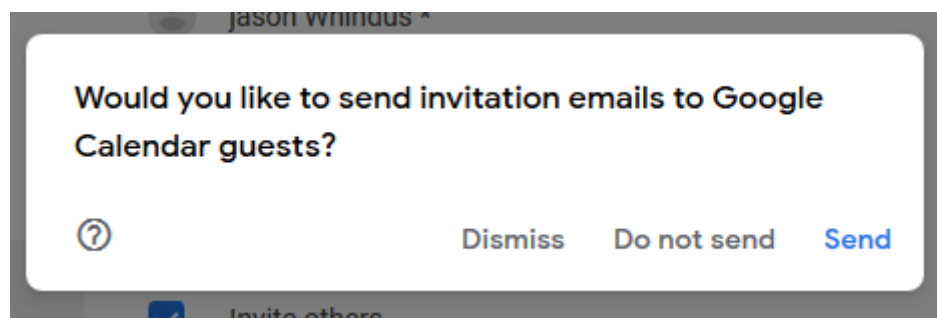
Step 16: Zoom will take you to your calendar automatically (hopefully!) This is where you will add guests. Add all the people you would like to invite to your meeting by adding their email addresses on the right hand side under the tab, 'GUESTS'

The screenshot shows the Zoom meeting creation interface. At the top, there's a title 'LG' and a 'Save' button. Below that, the date and time are set to '20 Mar 2020' from '20:00' to '20:30' on '20 Mar 2020' in '(GMT+02:00) Central Africa Time - Maputo'. There are options for 'All day' and 'Doesn't repeat'. The 'Event Details' tab is active, showing the Zoom URL 'https://us04web.zoom.us/j/769013376'. There are options to 'Add conferencing', set a 'Notification' of '30 minutes', and 'Add notification' for 'Sandie Whindus' with a 'Busy' status and 'Default visibility'. On the right, the 'Guests' tab is visible with an 'Add guests' button and 'Guest permissions' options: 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked).

Once you have added your guests, click 'SAVE' on the top right had corner.

The screenshot shows the 'Guests' tab in the Zoom interface. It features an 'Add guests' input field. Below it, a list of four guests is displayed: 'Janine' (janine@globalleadership.org.za), 'Stef Cramer' (stefcramer@gmail.com), 'Sandie Whindus' (sandiewhindus@gmail.com), and 'rob@newgen.co.za'. Below the list, the 'Guest permissions' section is visible, with 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked).

Step 17: Click 'SEND'



Once you have completed this, calendar will open and where you have scheduled the meeting there will be an icon. Click on the meeting you schedule and click on 'JOIN ZOOM MEETING'