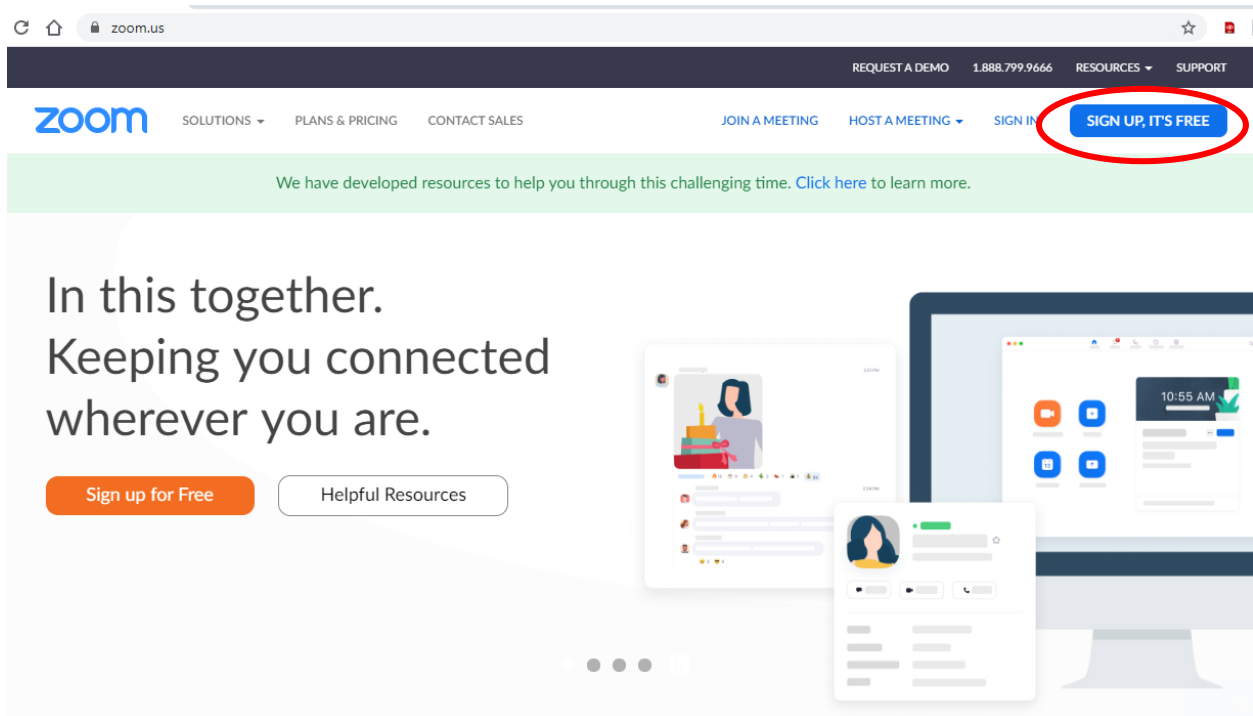
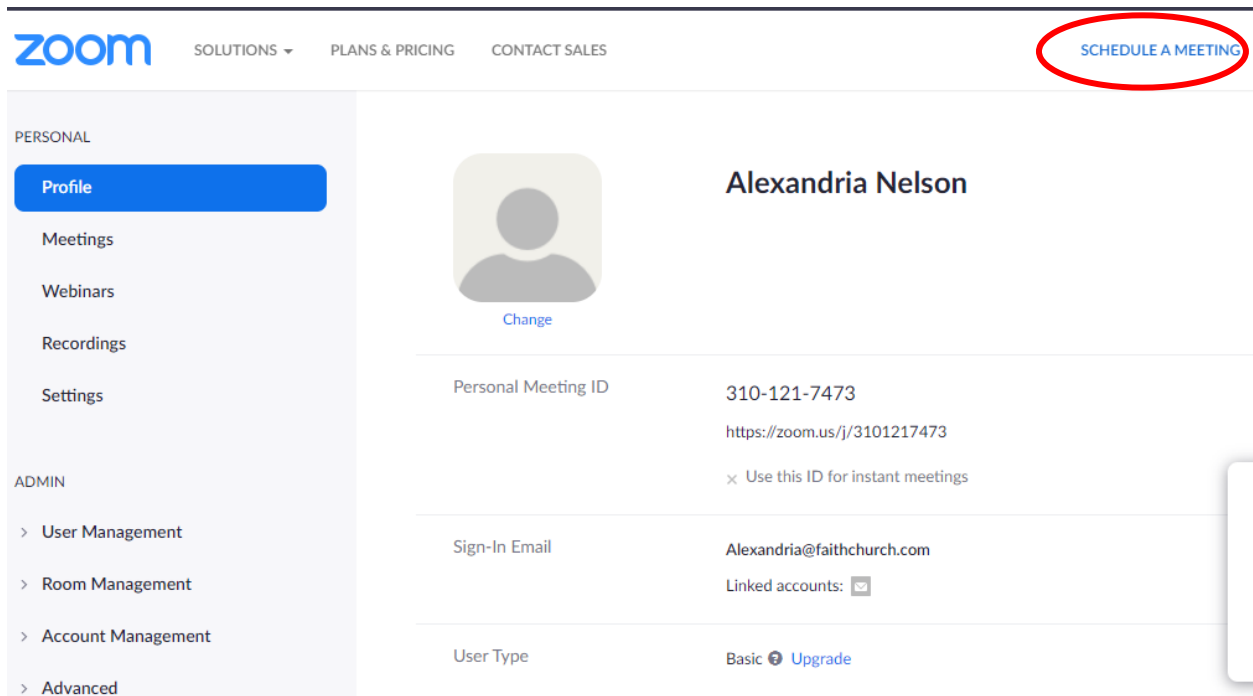


Creating a Zoom account

1. Go to Zoom.us
2. Sign up



3. Once logged in you will see your profile
4. Select Schedule a Meeting



5. Create your meeting using your Connect Group name, time, day of week, you can also make it recurring so it is the same meeting ID every week. Once done select save at bottom.

The screenshot shows the Zoom 'Schedule a Meeting' interface. On the left is a navigation menu with 'Meetings' selected. The main form includes fields for 'Topic' (set to 'Connect Group Name'), 'Description (Optional)', 'When' (date: 04/01/2020, time: 12:00 PM), 'Duration' (1 hr, 0 min), and 'Time Zone' (GMT-5:00 Central Time). There is a checkbox for 'Recurring meeting' which is unchecked. At the bottom, the 'Meeting ID' is set to 'Personal Meeting ID 310-121-7473'.

6. You will see your group meeting details and you can add to your personal calendars

The screenshot shows the Zoom meeting details page for 'Women's Connect'. It includes a 'Start this Meeting' button, the topic 'Women's Connect', and description 'Connect Group'. The time is 'Apr 6, 2020 07:00 PM Central Time (US and Canada)' with a recurrence of 'Every week on Mon, until May 18, 2020, 7 occurrence(s)'. Under the 'Add to' section, three calendar options are highlighted with a red oval: 'Google Calendar', 'Outlook Calendar (.ics)', and 'Yahoo Calendar'. The meeting ID is '556-255-217', the password is 'Require meeting password', and the join URL is 'https://zoom.us/j/556255217'. A 'Help' button is visible in the bottom right.

7. When you log in on your Group date you will select Meetings on the left menu and will click start on the upcoming meeting time

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

tps://zoom.us/pricing

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Meeting Templates

Schedule a New Meeting

Start Time ▾	Topic ▾	Meeting ID
Mon, Apr 6 (Recurring) 07:00 PM	Women's Connect	556-255-217
Mon, Apr 13 (Recurring) 07:00 PM	Women's Connect	556-255-217
Mon, Apr 20 (Recurring) 07:00 PM	Women's Connect	556-255-217
Mon, Apr 27 (Recurring) 07:00 PM	Women's Connect	556-255-217
Mon, May 4 (Recurring) 07:00 PM	Women's Connect	556-255-217
Mon, May 11 (Recurring)	Women's Connect	556-255-217

Be sure to send your meeting ID to Group members as they begin to sign up for your Connect Group.