

LIFE CHURCH

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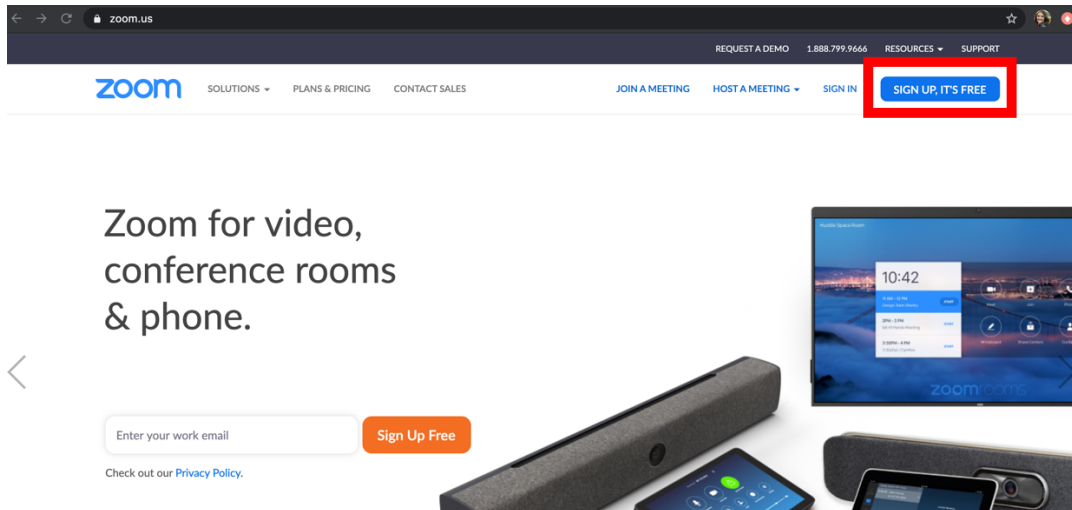
Please contact Carly Dassow with any questions or concerns!

cdassow@lifechurchwi.com

Create Your Zoom Account

Visit [Zoom.us](https://zoom.us)

- In the top righthand corner, click “Sign Up, It’s Free”



- Enter your email address and click “Sign Up”. Once you do this, you will be sent a confirmation link.

A screenshot of the 'Sign Up Free' form on the Zoom website. The form title is 'Sign Up Free'. It asks for 'Your work email address' and shows the input 'cdassow@lifechurchwi.com'. Below the input is a small text line: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service'. A blue 'Sign Up' button is highlighted with a red rectangle. Below the button is the text 'By signing up, I agree to the Privacy Policy and terms of Service.' followed by 'or'. At the bottom are two social login options: 'Sign in with Google' and 'Sign in with Facebook'.




We've sent an email to cdassow@lifechurchwi.com.
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,
[Resend another email](#)

- Once you click on the link that is sent to your email, you will be taken to the page below. It's now time to enter in your account details.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP, IT'S FREE

1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting



Welcome to Zoom

Hi, cdassow@lifechurchwi.com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

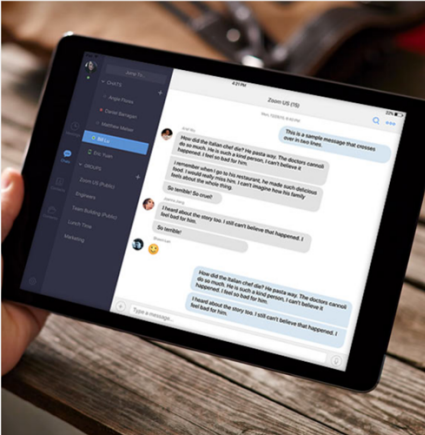
Confirm Password

[Businesses: Learn to the Privacy Policy and Terms of Service.](#)

[Continue](#) [Help](#)

- You will then have the option to invite your group members to make their own account, or you can skip this step for now.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES [Account Info](#) [Invite Colleagues](#) SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ SIGN OUT



Don't Zoom Alone.


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

[name@domain.com](#)

[name@domain.com](#)

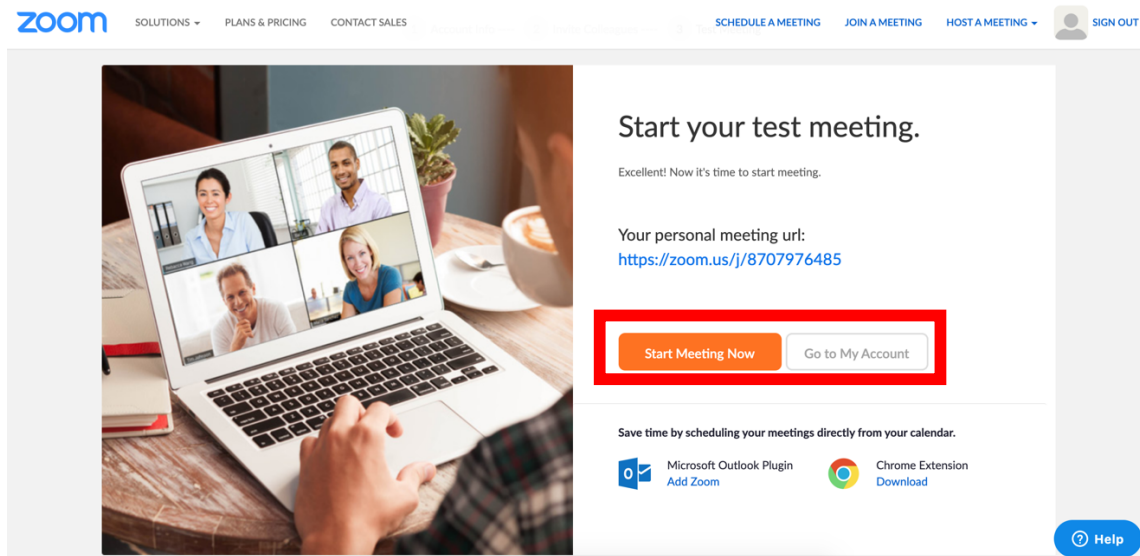
[name@domain.com](#)

[Add another email](#)

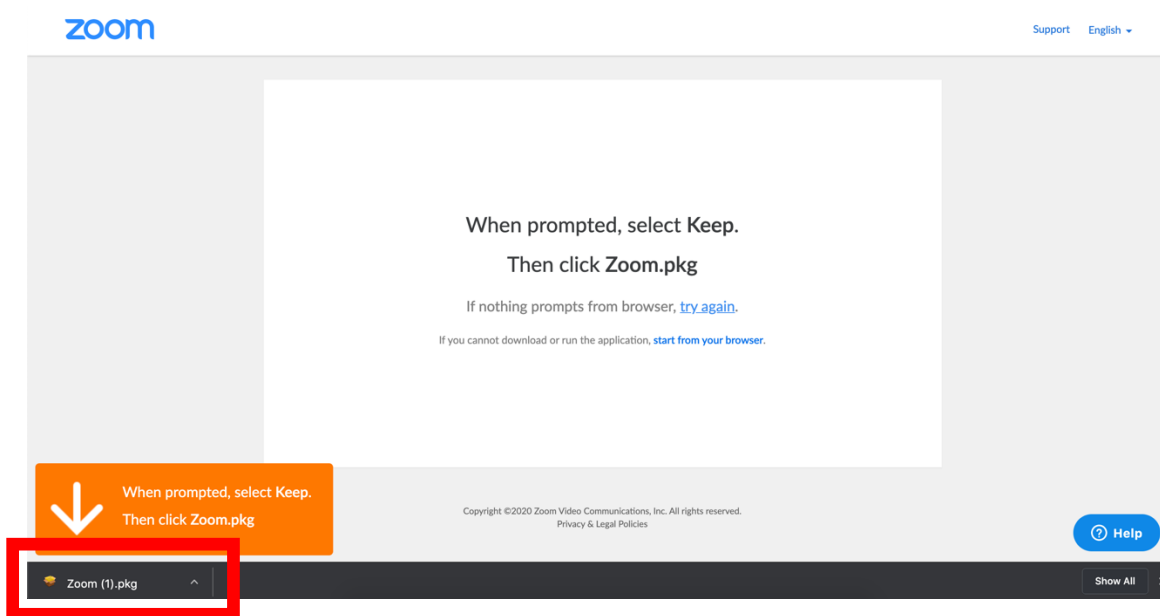
☐ I'm not a robot 

[Invite](#) [Skip this step](#) [Help](#)

- From this page, you will be led to install Zoom onto your computer.



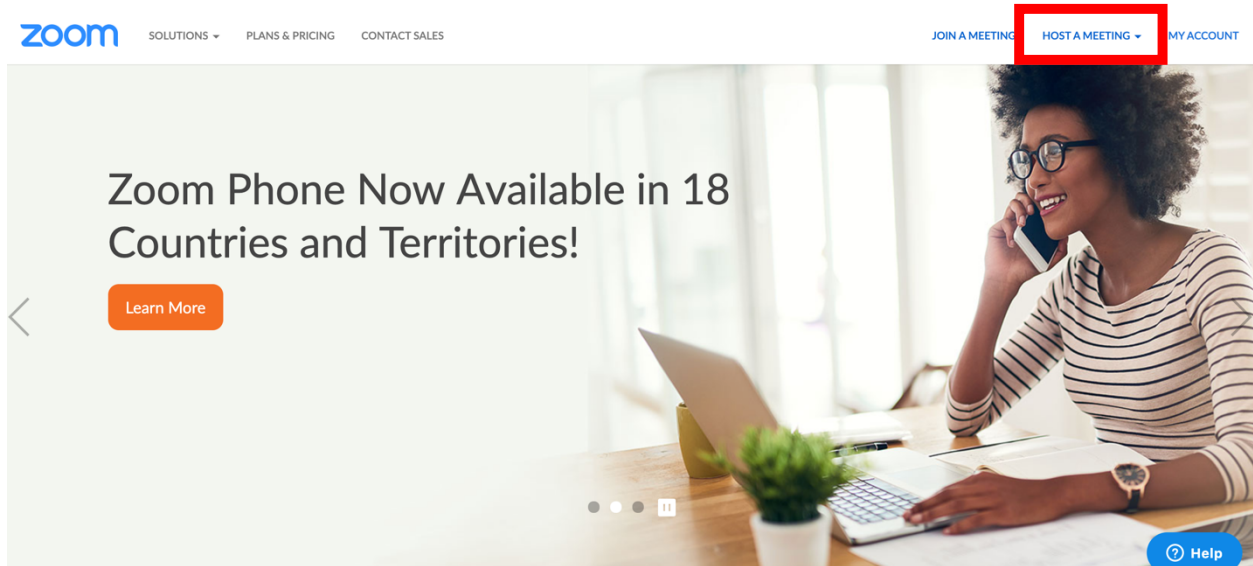
- Click on the Zoom.pkg and follow the installation prompts.



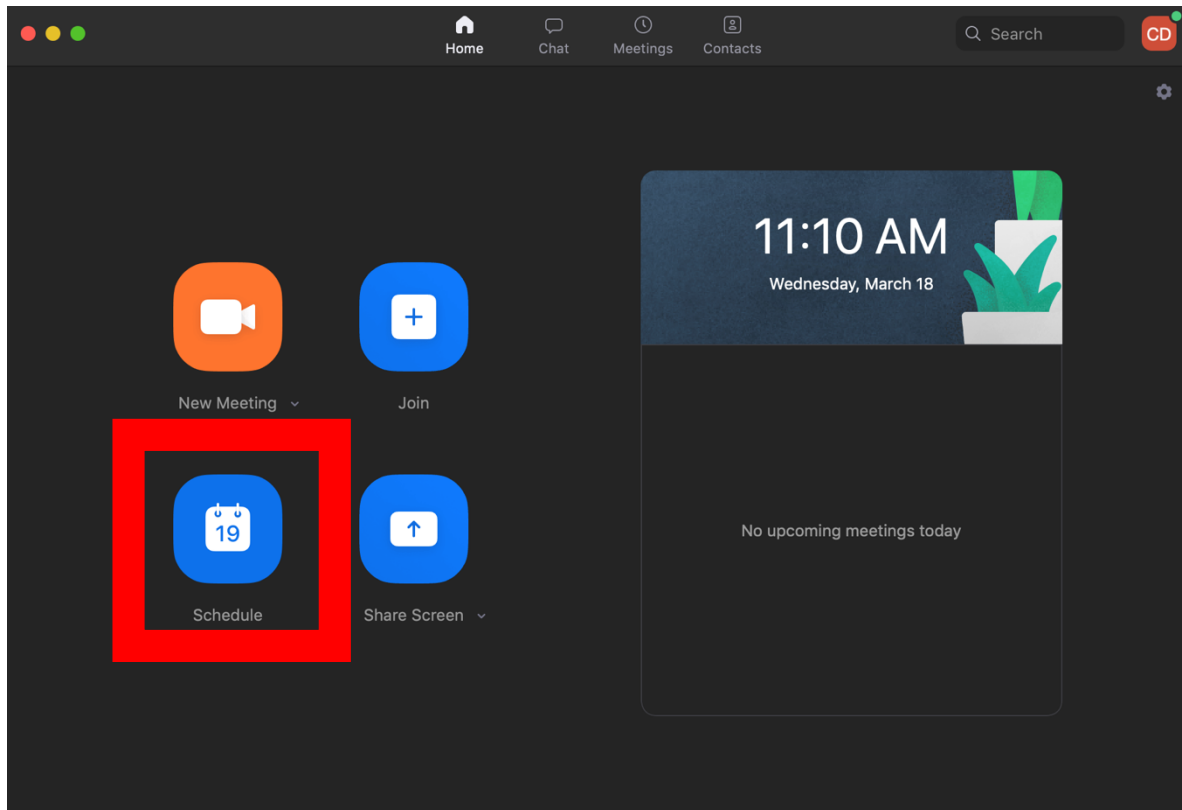
- Once you download the software, you are ready to use your account!

Group Leaders - How to Host a Meeting

- The free version of Zoom can facilitate a 40 minute meeting. If your meeting goes longer than that, you will need to either start a new meeting (everyone close out and then open again), or you can purchase a monthly subscription for \$14.99/mo.
- Visit Zoom.us and click “Host a Meeting” in the top righthand corner of your screen.



- Since you should already have the software downloaded, it will then open the App on your computer. On this new screen, click "Schedule".



- From there, set your meeting time and details.

Schedule Meeting

Topic

Carly Dassow's Zoom Meeting

Date

3/18/2020 ▾

11:30 AM ▾

to

3/18/2020 ▾

12:00 PM ▾

☐ Recurring meeting

Time Zone: Central Time (US and Canada) ▾

Meeting ID

☒ Generate Automatically

☐ Personal Meeting ID 870-797-6485

Password

☒ Require meeting password

047504

Video

Host ☐ On ☒ Off

Participants ☐ On ☒ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

[Edit](#)

Calendar

☒ iCal

☐ Google Calendar

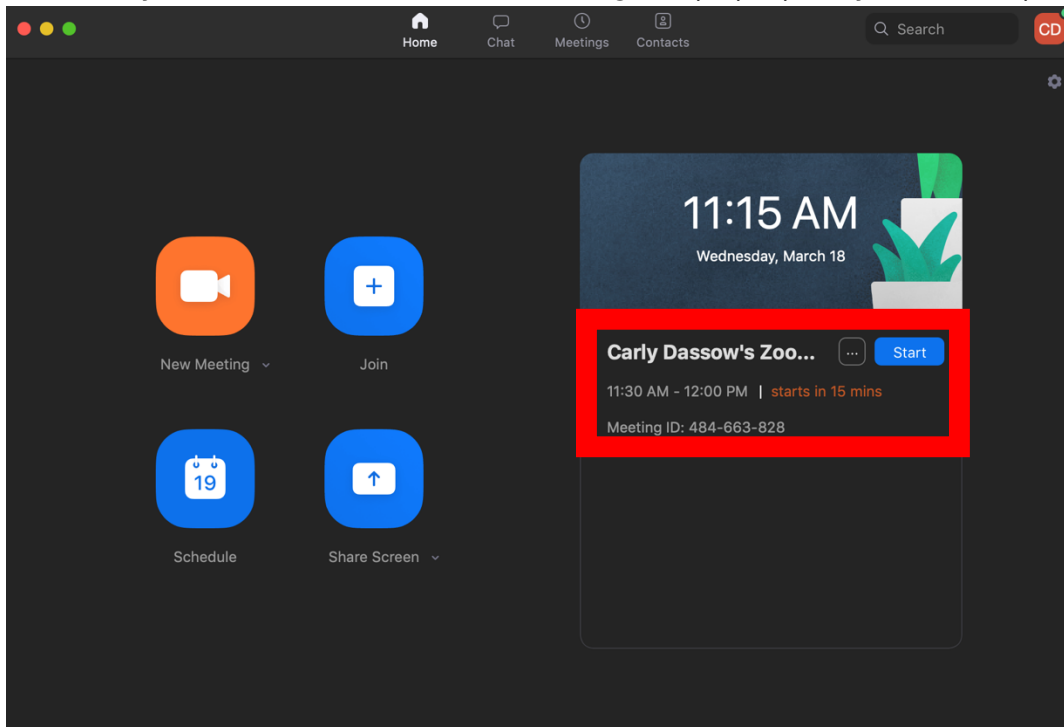
☐ Outlook

☐ Other Calendars

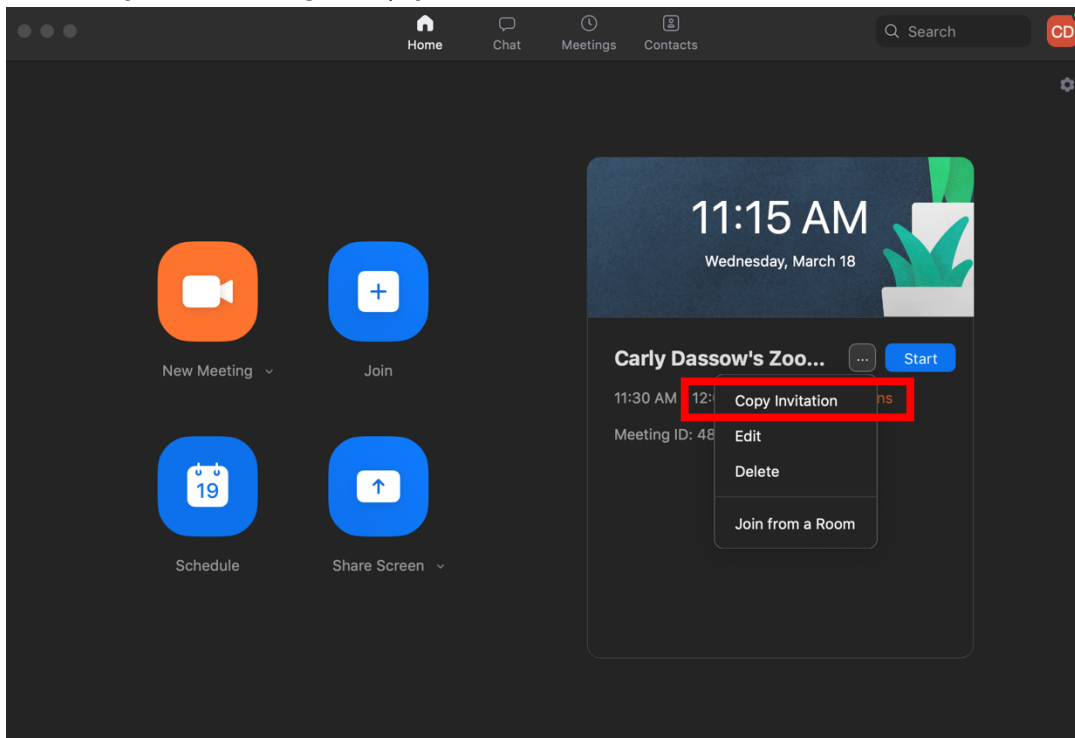
Cancel

Schedule

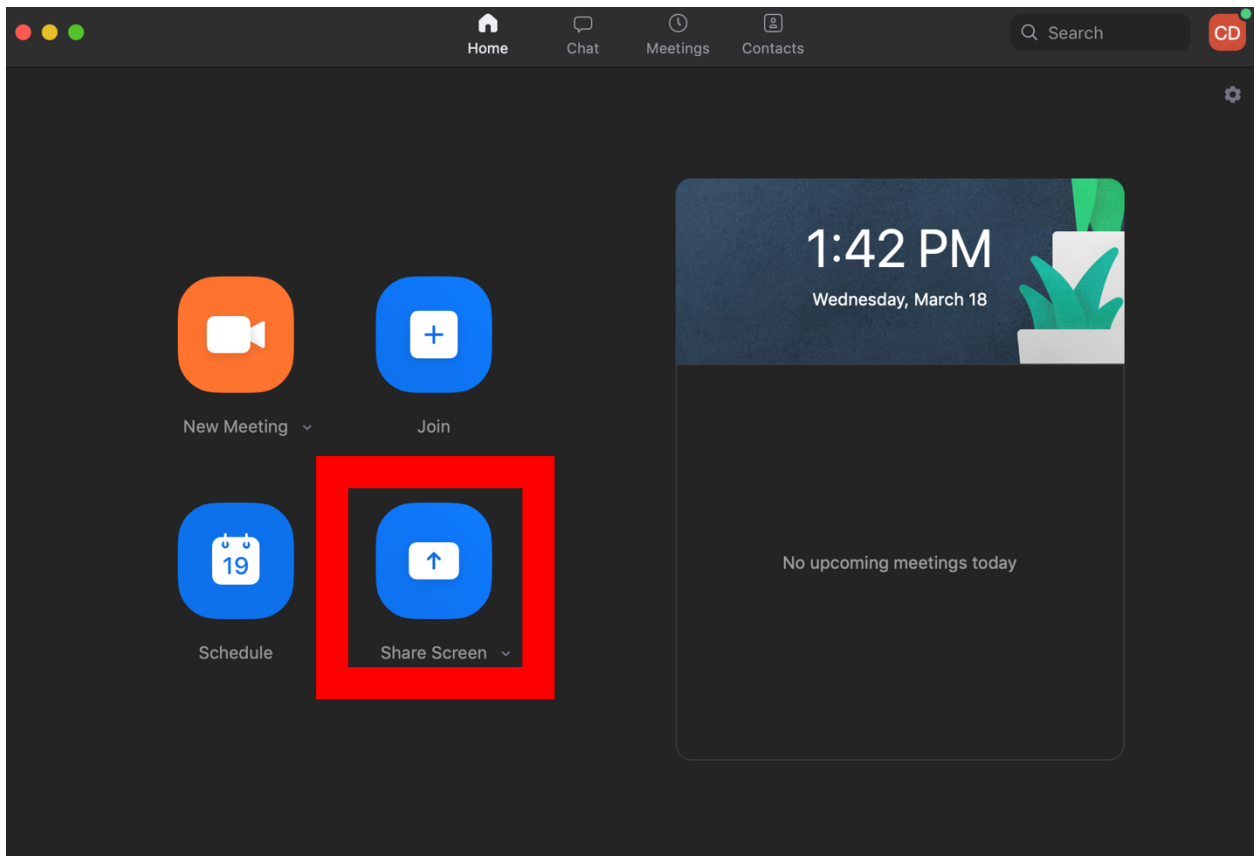
- Once you click “Schedule”, the meeting will pop up on your home page.



- Click on the three small dots, and select “Copy Invitation”. You can then paste that invitation link into an email you send to your group. When you are ready to start your meeting, simply click “Start”.

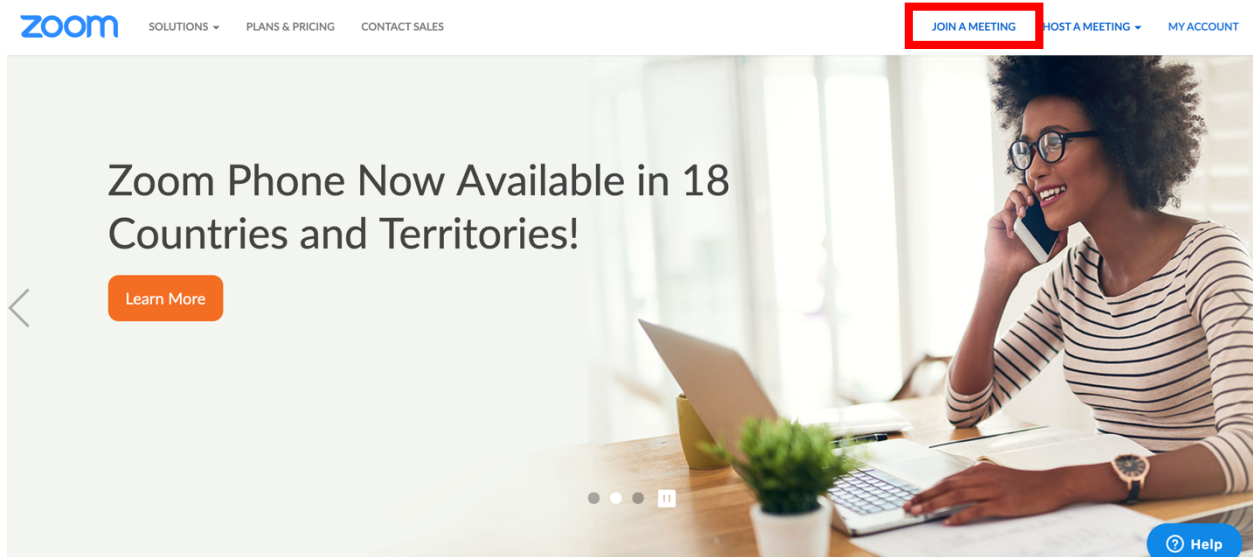


- If you would like to show a video during your meeting, select the “Screen Share” option to do that.



Group Members: How to Join a Meeting

- There are two ways you can join a meeting.
 - #1: Your Group Leader will send you a link you can click on that will directly take you to the meeting.
 - #2: Visit Zoom.us and click on “Join a Meeting” in the top righthand corner.



- If you go through option #2, you will need to obtain the meeting ID from your leader, then click “Join”.



- You will then be taken to your online group meeting!