

## How to set up a Zoom meeting

1. The first step is to make sure you have the latest version of zoom installed on your machine. You can download this [here](#), then look for “Zoom Client for Meetings” and then click the download button.
2. Run the installer once the software has downloaded. This should be fairly straight forward, and for the most part it will an automatic install.
3. Once the software has been installed Zoom should launch on its own, if not then look for the icon on your desktop and double click to launch the application manually.
4. When Zoom has started, you will be given some choices (New Meeting, Join, Schedule, Share screen). To start a meeting, click on **New Meeting**.
5. After selecting New Meeting, you will be in a virtual conference area of the application. Select “**Invite**” from the top menu bar to be able to invite people to your meeting.
6. When inviting someone to your meeting, you can either invite an existing contact, or send an invitation via email. To invite a contact, simply click on your contact and invite. To invite via email, enter the email address of the recipient(s), then click **send** to email the invitation.
7. That’s it, you have now setup a Zoom meeting. You will now need to wait the all invitees to join your meeting. When you’re ready to end the meeting, look for the “**End Meeting**” button in the bottom-right corner of the window and then click on it.