Creating and conducting Online Meetings with ZOOM

Step 1. Sign in into you ZOOM account using this link https://zoom.us/signin
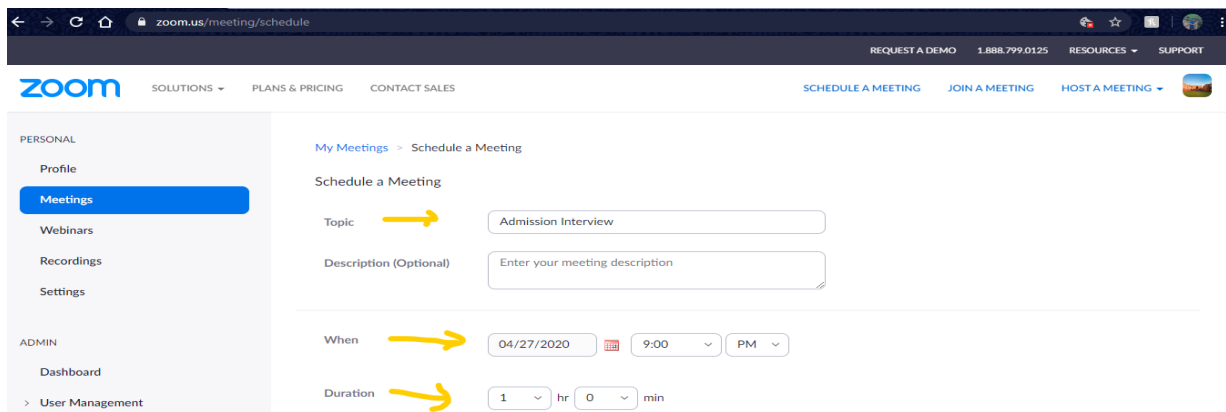

Step 2. Once Login Click on "*Schedule New Meeting"* as per below picture

Step 3. Provide Meeting topic and other details as describe in below pictures.

Optional Setting

Step 4.   Once Meeting has been saved, click on *"Copy the Invitation"* as shown in below picture.
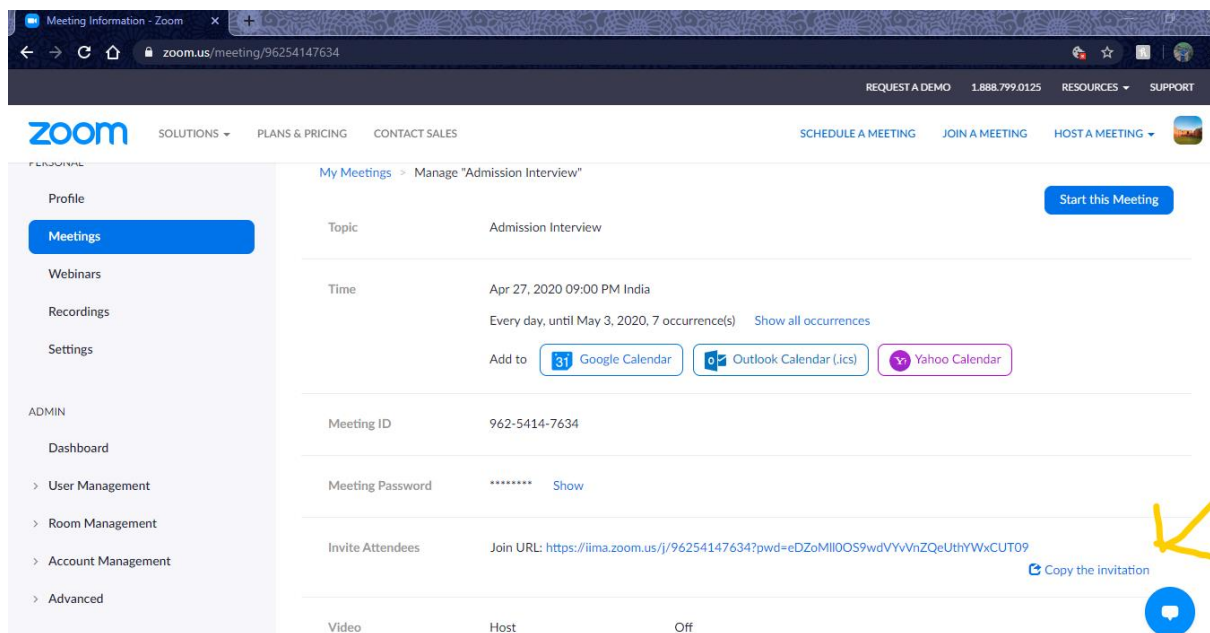
Step 5.   This will open a new window as shown in below pic. Click on "*Copy Meeting Invitation"* again.
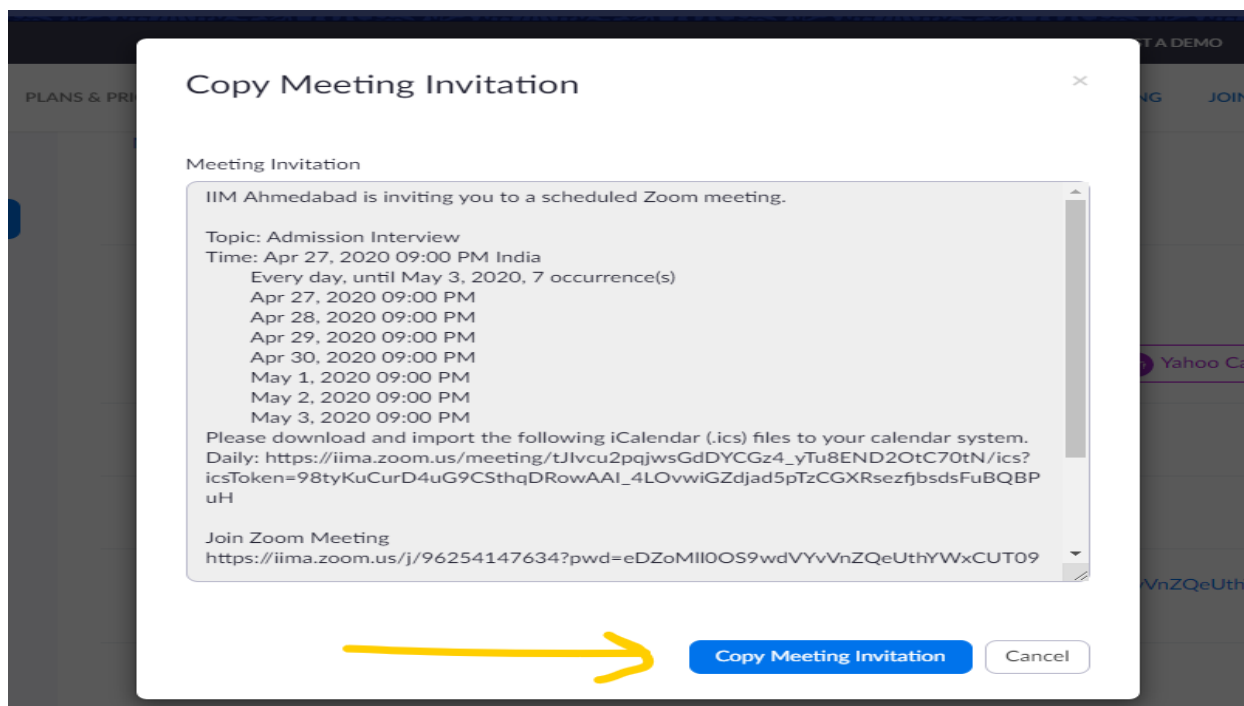
Step 6.   Send Copied data via email to participants.

Step 7.   To start the meeting Click on "*start the meeting*" as shown in below picture.

Step 8. Now Meetings has been started. When any participant tries to join the meeting you will get the notification as shown below. You ca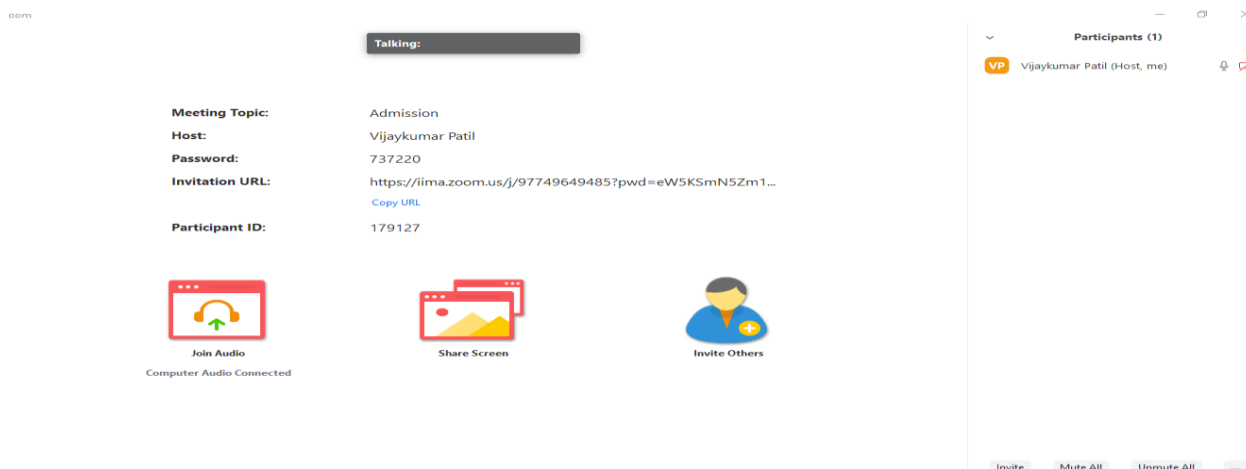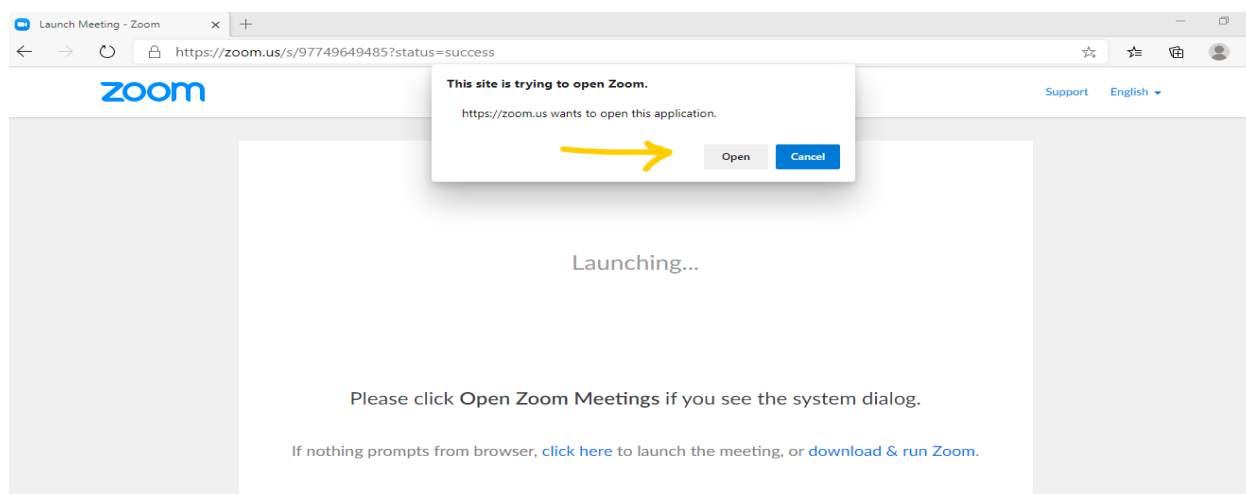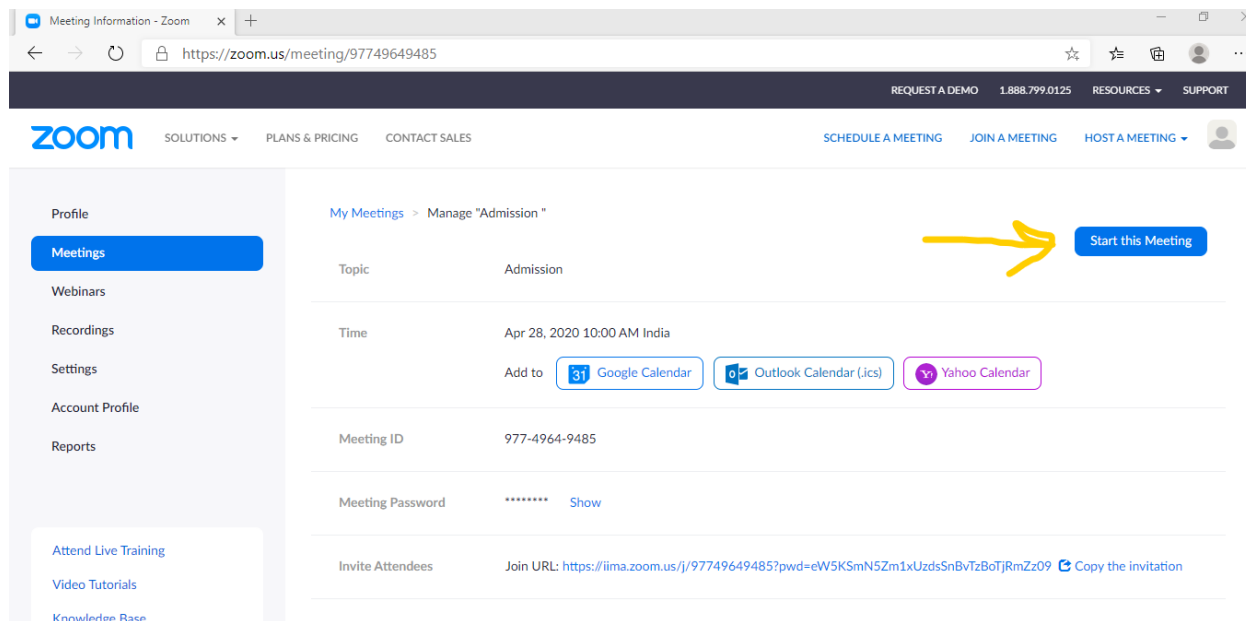n Click on "*Admin*" to allow or "**Remove**" to reject. (This is because we have enabled *Waiting Room* while creating meeting.)
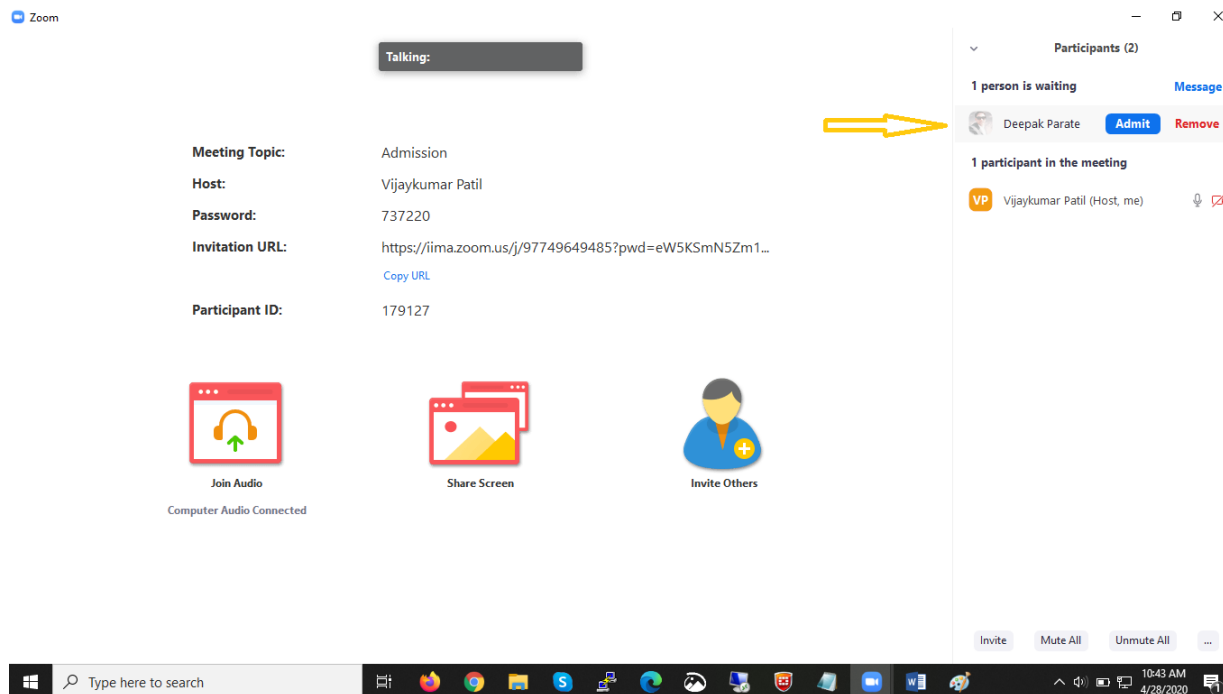
Step 9. We can rename the host as shown in below picture

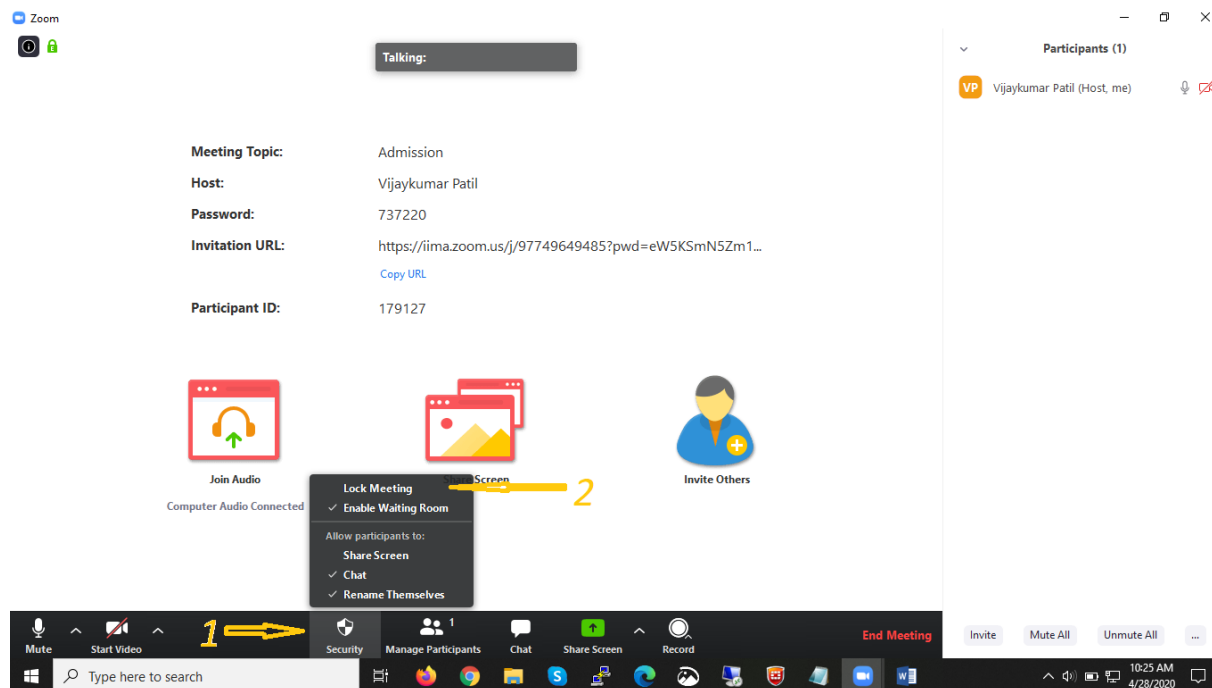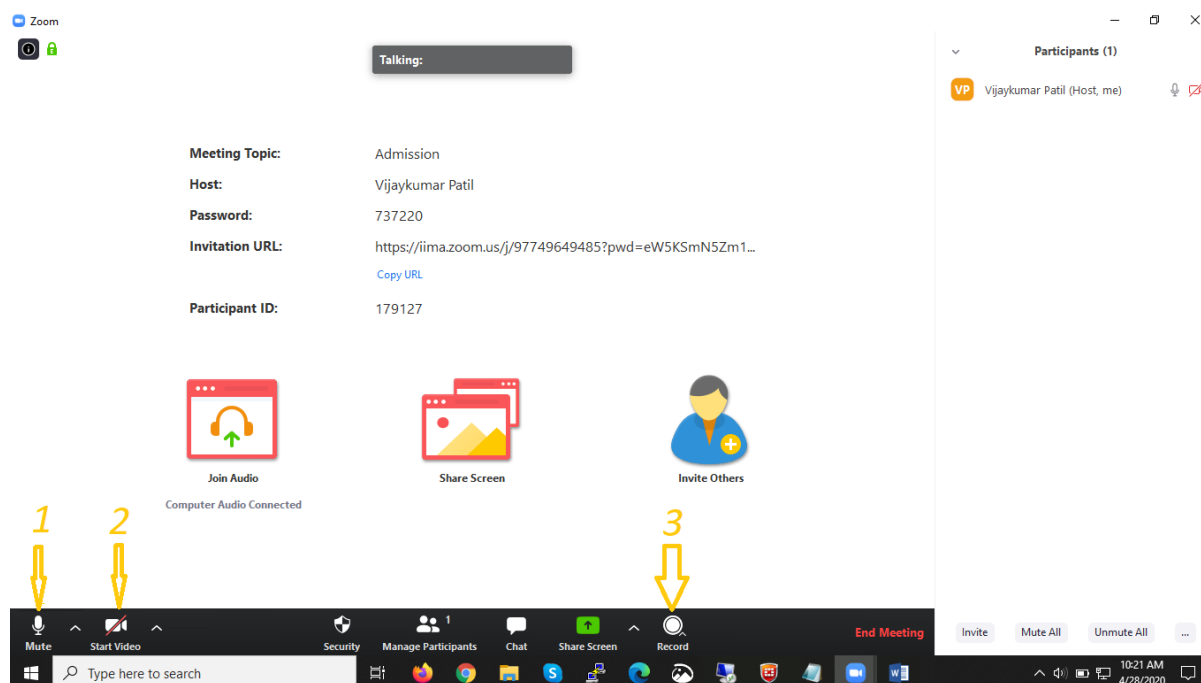**Step 10.** Once all the participants join the meeting we can *Lock the meeting* as shown below so no-one else can join this meeting.
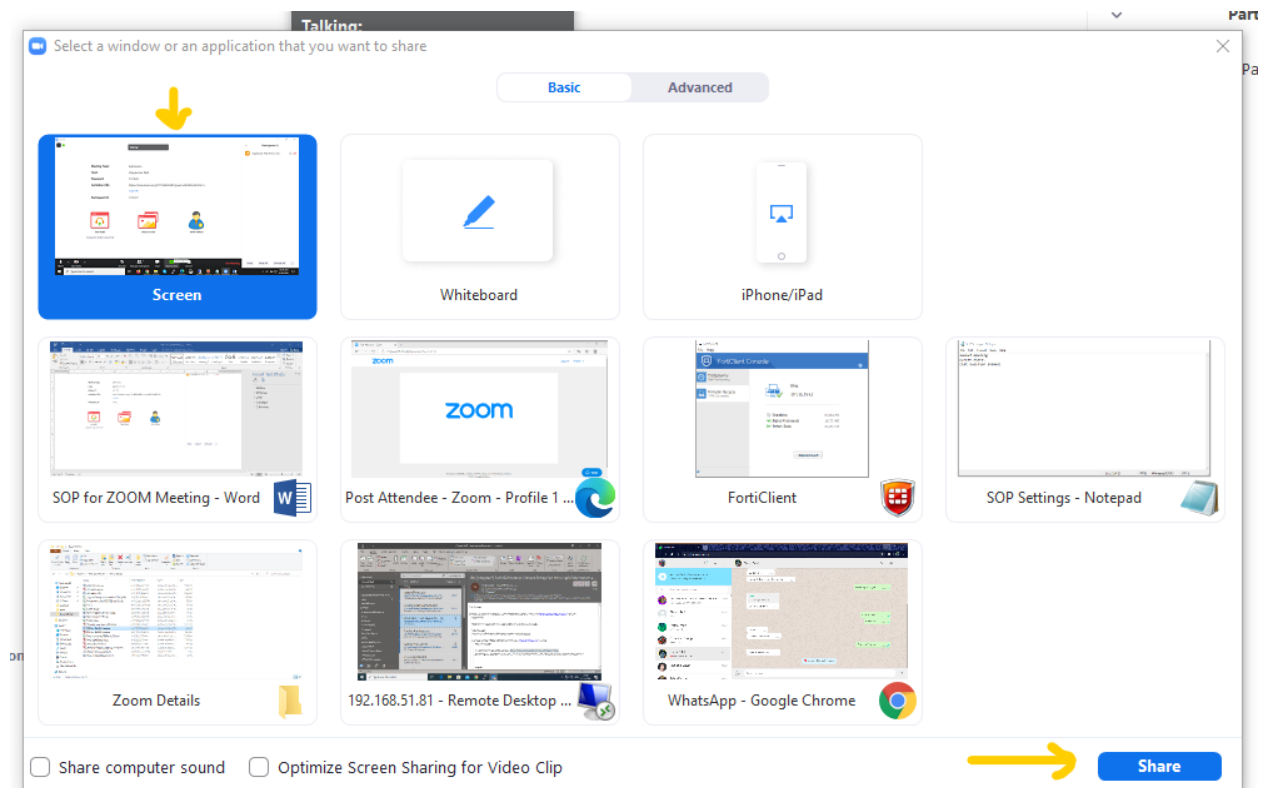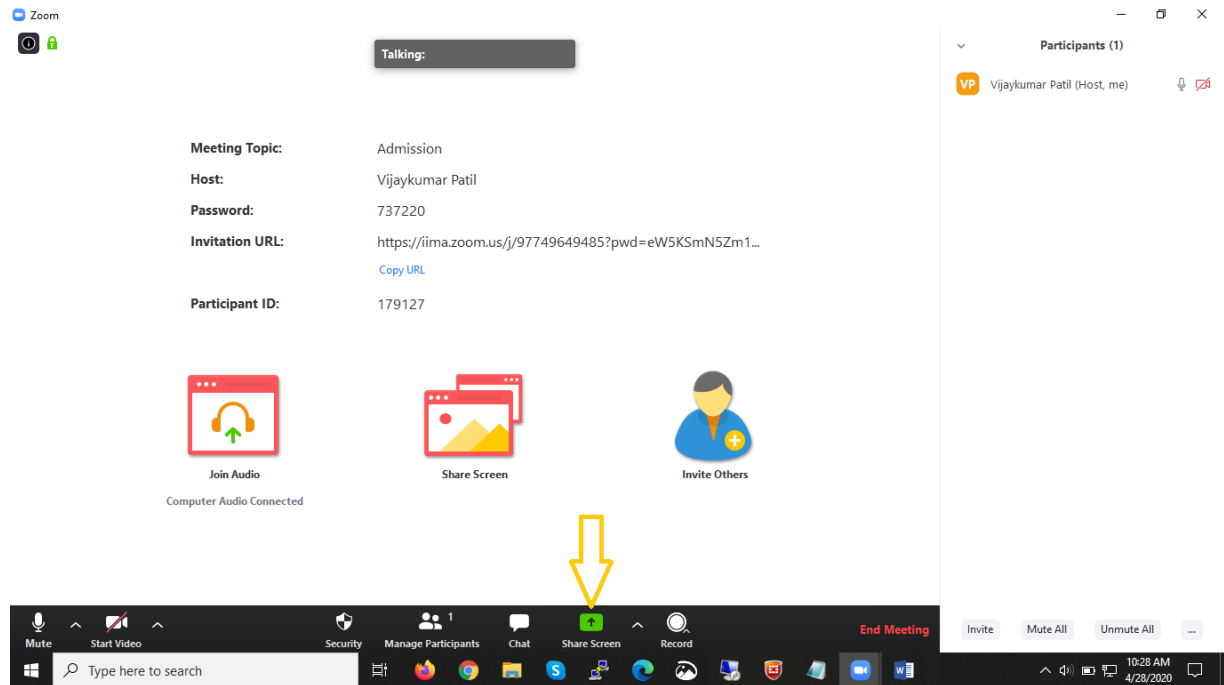

Step 11. During meeting you can mute yourself also turn on/off your video and you can record the entire meeting as shown below.

1. To Mute / Unmute
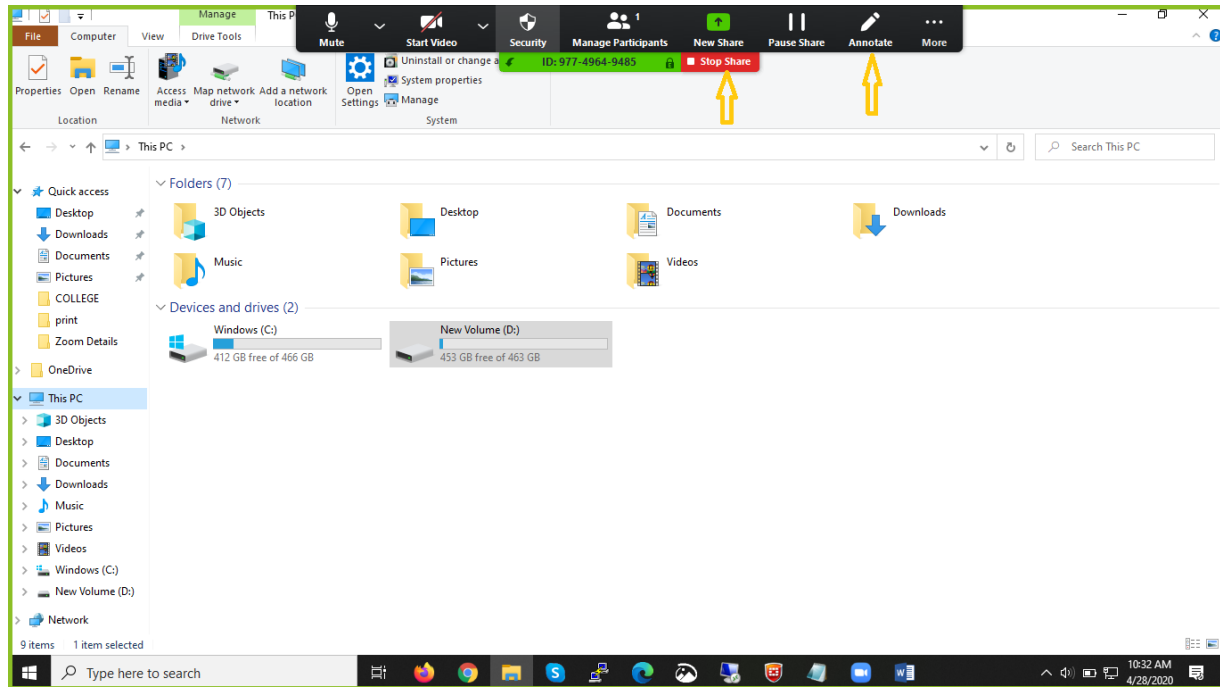2. To On / Off Video
3. To Record Meeting

Step 12. You can also share your screen during meeting as shown below.

Step 13. You can Chat with participants also. Private chat option is also there for one to one chatting.
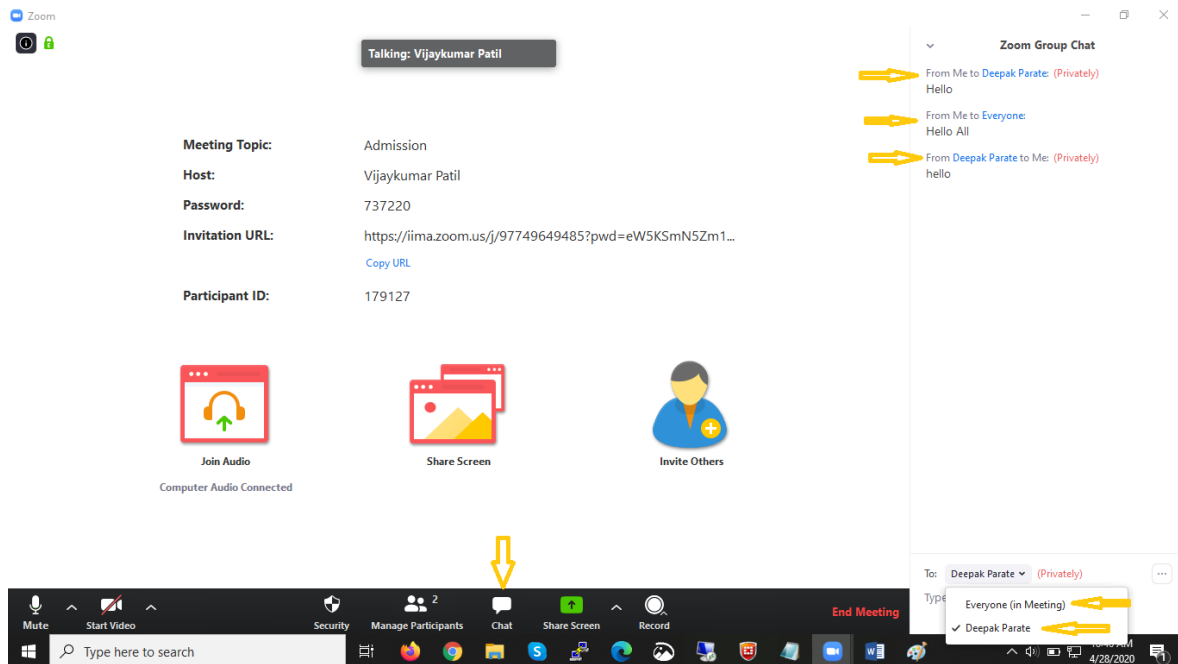
Step 14. To end the meeting click on End Meeting.

***** Thank You *****