

Getting started with Zoom for Small Groups

Zoom meetings are a great way to collaborate when we can't all be in one place. They allow us to come together via Audio and Video, from Computer, Laptop, Phone or Tablet. This guide will walk you through scheduling a recurring meeting for your Small Group to use during these times.

1. On your computer, open a web browser. (Firefox, Chrome, Safari or Internet Explorer).
2. Go to <https://zoom.us/signin>
 - a. Using your provided account, log in.
 - b. Note, if signed in using account in google, you can utilize the google sign-in option.

3. Upon sign-in you'll be met with the Personal Meetings screen.

The screenshot displays the Zoom web interface for a user's personal meetings. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES, and action buttons for SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and SIGN OUT. The left sidebar lists navigation options under PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management, Account Management, Advanced). The main content area is titled 'Upcoming Meetings' and features a 'Schedule a New Meeting' button highlighted with a red box. Below this, there are dropdown menus for Start Time, Topic, and Meeting ID. A message indicates that the user has no upcoming meetings and provides a link to 'Schedule a Meeting'. At the bottom, there are links to download calendar integrations: Microsoft Outlook Plugin, Chrome Extension, and Firefox Add-on.

4. Choose Schedule a Meeting.
5. On the Schedule a Meeting page, begin populating the details for your small group. Ensure that while creating your scheduled meeting you choose the correct timezone.
6. To make your meeting a recurring meeting, check the box for recurring meetings and set it to recur on a weekly basis on the night that your small group meets.

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic	<input type="text" value="Guardrails Small Group"/>
Description (Optional)	<input type="text" value="Enter your meeting description"/>

When	<input type="text" value="03/13/2020"/>  <input type="text" value="6:30"/> <input type="text" value="PM"/>
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Duration	<input type="text" value="1"/> hr <input type="text" value="0"/> min
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Time Zone	<input type="text" value="(GMT-4:00) Eastern Time (US and Canada)"/>
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Recurring meeting **Every week on Fri, until Apr 24, 2020, 7 occurrence(s)**

Recurrence	<input type="text" value="Weekly"/>
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Repeat every	<input type="text" value="1"/> week
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Occurs on	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat
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End date	<input checked="" type="radio"/> By <input type="text" value="04/24/2020"/>  <input type="radio"/> After <input type="text" value="7"/> occurrences
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List this meeting in the Public Event List

7. After setting your recurring time for your meeting, scroll down.
8. It is not recommended to set a meeting password as this complicates the process of joining meetings for your small group members.
9. The video options can be left in the off position. After joining a meeting, video can be enabled on a per user or as needed basis. Video is encouraged as it personalizes the experience and allows users more interaction.
10. Leave the audio options set to "Both" while Computer Audio is preferred, some may need to use telephone due to bandwidth constraints on their local internet connection.

Meeting Password Require meeting password

Video

Host on off


Participant on off

Audio Telephone Computer Audio Both

Dial from [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry 

Enable waiting room

Record the meeting automatically on the local computer

11. Ensure that you have checked the box for “Enable join before host” this will ensure that users will be able to join the meeting without the host having joined.
 - a. **This is important. If this box is not checked, the host will always have to open the meeting prior to ANY users joining the meeting.**
12. At this point, you can click Save.
13. After you Save, you’ll be returned to the details of your meeting where you can review and download calendar invites to send to your Small Group members.

Start this Meeting

Topic	Guardrails Small Group	
Time	Mar 13, 2020 06:30 PM Eastern Time (US and Canada) Every week on Fri, until Apr 24, 2020, 7 occurrence(s) Show all occurrences	
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	212-725-258	
Meeting Password	× Require meeting password	
Join URL:	https://zoom.us/j/212725258	Copy the invitation
Video	Host	Off
	Participant	Off
Audio	Telephone and Computer Audio	
	Dial from	
Meeting Options	✓ Enable join before host	
	× Mute participants upon entry <input checked="" type="checkbox"/>	