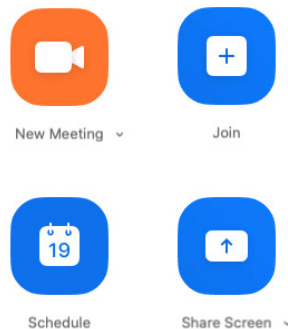


HOW TO HOST A ZOOM MEETING

If you prefer to watch a video, a good tutorial for hosting a zoom meeting can be found here:

<https://www.youtube.com/watch?v=hI32Xk2Va7M>

1. First you will need to sign up/create an account, by entering your email address and choosing a password at <https://zoom.us/>. (Click on “Sign Up, It’s Free.”)
2. To host a Zoom meeting, you will also need to download the Zoom application to your computer. (The application can also be downloaded to a tablet or a smart phone.)
3. The application is available for download on the Zoom website at <https://zoom.us/download>. Follow the directions on the website to download the app.
4. When the download is completed and you are signed in, you will see the application home page, which contains four simple icons: New Meeting, Join, Schedule, and Share Screen. Click on the icon that says Schedule.



5. Complete the necessary information in the scheduling form:
 - a. Indicate the date and time of the meeting.
 - b. Choose *Generate Meeting ID Automatically*.
 - c. Select *Video On* for both Host and Participants.
 - d. Select *Telephone and Computer Audio*
 - e. Select *Other Calendars*.
6. When you are finished, click on the blue button that says Schedule.

Continued on page 2.

7. The meeting information you will need to share with other members of your group will appear:

Your meeting has been scheduled

MEETING INVITATION

Michael DiMassa is inviting you to a scheduled Zoom meeting.

Topic: Michael DiMassa's Zoom Meeting
Time: Mar 30, 2020 02:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://yalelibrary.zoom.us/j/917311216>

Meeting ID: 917 311 216

One tap mobile
+13126266799,,917311216# US (Chicago)
+16465588656,,917311216# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 253 215 8782 US
+1 301 715 8592 US
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
855 880 1246 US Toll-free
877 853 5257 US Toll-free
Meeting ID: 917 311 216
Find your local number: <https://yalelibrary.zoom.us/j/917311216>

8. Click on the blue button (Copy invitation). Then paste the invitation material directly into the body of an e-mail and send it to those who will be participating in the meeting.