**ASP Sa ASP Sample Validation Visit Schedule**

**Instructions for Setting up a Zoom Meeting**



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**Create an Account**

Go to: <https://www.zoom.us/>

Click the blue box in top right: “Sign Up, It’s Free”

You will be sent a confirmation email and then you should complete the process of creating your account and choosing a password. It will then take you to the home page where you will already be signed in. If you are not signed in, then simply enter your username and password that you created.

(Bookmark this website and then keep your username and password in a safe location)

**To create a meeting, login to Zoom:**

Click “Schedule a Meeting”

Fill in Topic

Fill in Description

Fill in Time Zone

You can skip “recurring meeting” and “registration required”

Video: “on” for both host and participant

Audio: both

Meeting Options: enable join before host

Click “Save”

The next screen will allow you to save to your calendar if you so desire.

**To invite attendees:**

Click “copy this invitation”

Click “copy meeting invitation”. It will highlight.

Open your email

Begin your message. Copy (CTRL-C) to your email to copy the invitation.

List your recipients (copy to yourself as well)

Send your email!

**To Begin Meeting:**

(Suggest doing this prior to the meeting to test it.)

Simply click the link in the email you sent.

You will be asked to test your audio and video.

Others will join in at the scheduled time.

Have folks mute their audio while you are chatting so that you do not hear background noise. They can unmute to talk, then mute again.