



# ZOOM

DIYDIGITAL.COM.AU

Decide first whether this is to be a

- Meeting
- or
- Webinar (*paid plans*)

## Setting Up a Meeting

Open up a web browser (eg. Chrome or Firefox)

Go to:

<https://zoom.us/>

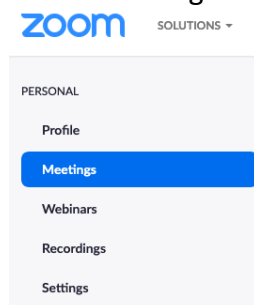
If you haven't previously hosted a Zoom meeting you may not have an account, you may need to create an account. If this is the case for you, click on the blue button "Sign Up, It's Free"

[SIGN UP, IT'S FREE](#)

Or, if you already have an account, Sign In

[SIGN IN](#)

Check Meetings is active in the left hand side menu



Choose Schedule a Meeting in the top menu bar

[SCHEDULE A MEETING](#)

[JOIN A MEETING](#)

[HOST A MEETING](#) ▾



[SIGN OUT](#)

## Add in the details

- Give the meeting a topic
- Leave the description blank
- Choose the time  
(if the Time Zone does not default to your timezone check your settings)

[My Meetings](#) > Schedule a Meeting

### Schedule a Meeting

Topic

Description (Optional)

When

Duration  hr  min

Time Zone

Recurring meeting

## Using your Personal Meeting ID is often easiest

Choose the settings as below

Meeting ID  Generate Automatically  Personal Meeting ID 243-648-7369

Meeting Password  Require meeting password

Video Host  on  off

Participant  on  off

Audio  Telephone  Computer Audio  Both


Dial from Australia [Edit](#)

It will default to “Dial from USA”. Click on the blue edit and change this to Dial from Australia.

1. drag Australia from left hand side to right
2. remove USA from right by clicking on the ‘x’

Enabling the waiting room is usually a good choice as you can prepare yourself (eg. checking your audio and video) before having to chat with your participants.

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

Save




Cancel

Click Save.

## INVITING PARTICIPANTS

Once you've saved your Meeting, zoom gives you the link to send participants so they can join the meeting.

[My Meetings](#) > Manage "Google Ads coaching session 2"

Topic	Google Ads coaching session 2
Time	Mar 18, 2020 07:00 PM Adelaide
Add to	 Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar
Meeting ID	243-648-7369
Meeting Password	× Require meeting password
Join URL:	<a href="https://zoom.us/j/2436487369">https://zoom.us/j/2436487369</a>

### Use bcc

“bcc” (blind copy) the participants (rather than putting their email address in the To field) if there are more than 10 or if one or more do not know each other.

### Email Invite

Here's an example of a what you might include in the email invite. See the appendix for a typical reminder for the meeting that you may wish to send one hour before the start.

### Using Zoom

We will be using Zoom for the webinar. We will have both audio and video turned on for participants so that we can see and hear each other.

The Zoom Meeting ID is <421 524 187 – replace with your meeting ID>

To join using you computer, click this link

<https://zoom.us/j/421524187>

Ensure you have a good internet connection.

To join using your phone, find your local number here

<https://zoom.us/u/ad1tgPU6I0>

### Log Out

You can now log out of zoom.

## Appendix – Typical 1<sup>st</sup> invitation email to participants

Hi,

<intro blurb that makes sense to your business and this webinar/meeting>

Our upcoming online meeting is is:

<time>

<date>

If you've not used zoom before give yourself an extra 10 minutes to download the app onto your computer and work through the process.

We will have both the microphone and camera on. We will be able to share screens.

Join the Zoom meeting by clicking on this link

<https://zoom.us/j/2436487369>

I recommend you join by laptop or desktop. However if you are joining by phone, here are the instructions

One tap mobile

+61871501149,,2436487369# Australia

Dial by your location

+61 8 7150 1149 Australia

Meeting ID: 243 648 7369

I'll send a reminder 24 hours beforehand as well,

Kind regards,

## Appendix – Typical reminder email – 1 hour

Hi,

Thank you for registering for our webinar <name of webinar>.

The webinar starts in one hour.

Date and Time

**Wednesday 29 January 2020**

3.30pm: Perth

6pm: Adelaide

7pm: Sydney

8.30pm: Auckland

The Zoom Meeting ID is <421 524 187>. You can join the meeting by computer or by phone.

### Computer

<https://zoom.us/j/421524187>

### Phone

Find your local number here

<https://zoom.us/u/ad1tgPU6I0>

In this webinar <description of webinar and promotional blurb to encourage participants to attend>.

### Using Zoom

We will be using Zoom for the webinar. We will have both audio and video turned on for participants so that we can see and hear each other.

The Zoom Meeting ID is 421 524 187

To join using your computer, click this link

<https://zoom.us/j/421524187>

Ensure you have a good internet connection.

To join using your phone, find your local number here

<https://zoom.us/u/ad1tgPU6I0>

If you have used Zoom before you'll be familiar with how it works. But please join us a few minutes before to check your audio and other settings.

The following information may be useful to you if you haven't used Zoom before.

- By default Zoom meetings use both camera and audio - so we get to see and hear each other. However you can turn the camera off if you'd prefer.
- You will be asked to download the Zoom app. This is usually quite easy, but please join early and allow an extra 5 minutes just in case you need to trouble-shoot technical issues.

The following may help fix problems, if there are any:

- exiting out and coming back in again
- checking your computer system preferences or control panel. For example you may have to tell your computer to allow zoom to use or share the computer audio.

Upon joining, zoom usually gives you an option to test your audio which we encourage you to do.

Audio and Video settings can be adjusted, while in the meeting by hovering around the bottom of the screen to view the microphone and camera symbols and settings.

