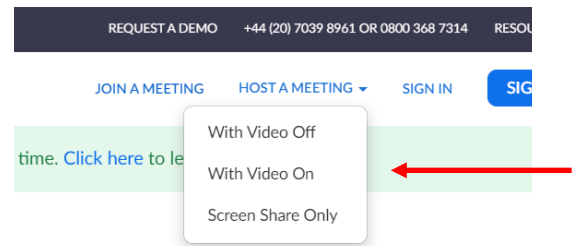


How to host a virtual event with Zoom

Zoom

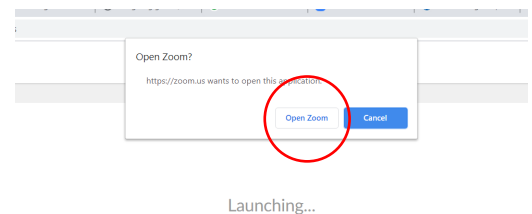
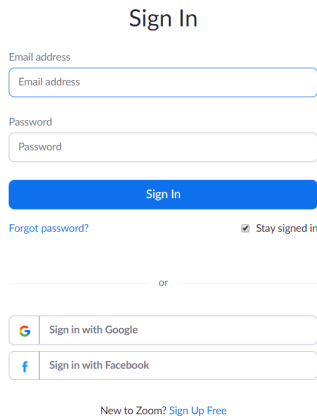
Visit zoom.us and click on 'host a meeting' in the top right corner. You'll need to decide what kind of meeting you want to host:

- 'With video off' - a voice call, with no video
- 'With video on' - a video call, sharing live footage from your webcam
- 'Screen share only' - a video call, sharing live footage of your computer screen



Sign up or log in

Use your existing Zoom account or sign up if you don't already have one. You can also sign in using your Google or Facebook account.



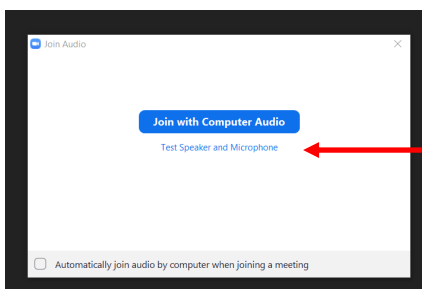
Download Zoom

If prompted, click on 'Open Zoom' to download the app. If the dialogue box doesn't appear, click on 'download & run zoom'.

Please click Open Zoom Meetings if you see the system dialog.
If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

Test your microphone and speakers

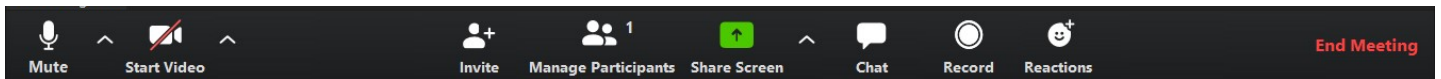
Before you start it's a good idea to test your audio. Click on 'Test Speakers and Microphone', then follow the simple steps. When you're finished, click on 'Join with Computer Audio' to start the meeting.



How to host a virtual event with Zoom

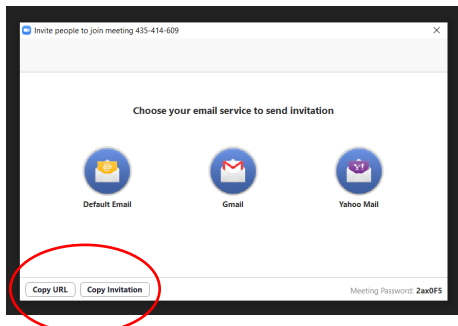
Hosting the meeting

Once in the meeting, you'll see a toolbar giving you a variety of options. You might need to move your mouse or tap the screen. From here, you can choose whether or not to use video and audio, open the chat, record the meeting and invite participants.



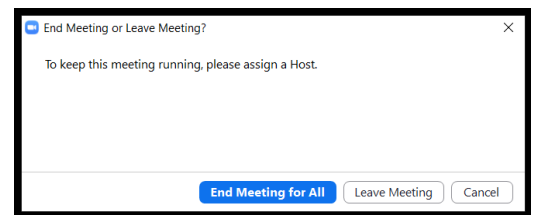
Inviting participants

To invite others to your virtual event, click on 'Invite'. You can invite people directly by email by clicking on one of the email icons. Alternatively, click on 'Copy Invitation' or 'Copy URL' to save the details of your meeting and then share them with people, for example on social media.



Ending the meeting

To end the meeting, simply click on 'End Meeting' on the far right of the toolbar. You will have the option to end the meeting for all participants or leave, which will allow other participants to continue with the meeting without you.



Top tips

- If you have a virtual fundraising page, share the link in the chat to help boost donations to your page.
- If you are leading the meeting, it can be useful to make sure everyone else is muted so there is no unnecessary background noise. As host, you are able to mute other participants by clicking on 'Manage Participants' in the toolbar.
- Zoom has lots more information and support available on their website: support.zoom.us

