Subscribing to a Pro Account:

This is what you'll need for meetings longer than 40 minutes with multiple people in your zoom meeting.

1. Go to PLANS AND PRICING, zoom.us/pricing
2. Click "Buy Now" button below the Pro, "Great for Small Teams" option
3. Follow the steps to add your credit card. It is $149 / year or $15/ month.

Schedule a meeting:

Your host account will have to set up prior to the meeting taking place. Scheduling a time helps you plan, but it is flexible - you as the host choose when you actually start and end the meetings. You can begin before the scheduled time, and won't get cut off if it goes longer than the scheduled time frame.

1. On the internet, go to zoom.us/meeting.
2. Click the button "Schedule a meeting"

> **Schedule a Meeting**

3. This will open a new form where all the information for the meeting can be entered. Set the meeting topic name, "Township Meeting" for example.
4. If you want to set it for a specific time and date, fill out those boxes on the form. Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
5. Helpful hint: If you want to use the same link over & over again, any time, it is a setting called "recurring". Recurring meetings are a good option if you'll be hosting the same kind of meeting regularly, then you can use this same link whenever, as often as you want.

   ☐ Recurring meeting
   a. Check the box

   Recurrence | No Fixed Time ⌄ |

   b. Then you'll see the 'Recurrence:'. Select "No fixed time"
6. Security: Select the boxes for "Passcode" and "Waiting Room". You may type in a preferred passcode or use the automatic code.
   a. You need EITHER/both the waiting room OR password, required by zoom.
   b. If you select waiting room, you'll have to pay attention when you are hosting the call and 'admit' participants. You will receive pop-ups on your screen.
   c. Helpful hint: the password can be included in the link. There is a setting to change.
      ■ On the left when you're online logged in, click Account Management > Account Settings (or go to https://us02web.zoom.us/account/setting)
      ■ Scroll down to see "Embed passcode" and click the gray slider to turn this feature on.

      Embed passcode in invite link for one-click join   ⬤○ 🔒
      Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

      ■ If it gives you a pop-up, click 'Enable'. This saves the changed setting.
7. Leave the other settings alone, or adjust them (optional)

8. Click "Save" to finish

   Save

   It will bring you to a new page.

9. Finding the link for your meeting: Click "Copy Invitation"

    Copy Invitation

    This will open a pop-up where you can copy the full invitation to send out via email.
    Helpful hint: The most important information is the link with the passcode.
    Telephone dial-in numbers: zoom gives you several options for dial-in numbers. Choose any of them. You will copy-paste the number and meeting ID.
    a. Here is how you might post the instructions for dialing in:
    b. **Dial in   Call +1 (312) 626-6799,** and when prompted enter Meeting ID **817-1774-3708#.** Next, if asked, simply push # again. You can mute/unmute yourself by pressing ***6**.
10. Paste the link and passcode into an email or meeting posting.

Starting the meeting:
Simply click the link that you shared with your notice.

Or, go to https://zoom.us/meeting#/upcoming. Find the meeting and click the Start button.

Township Meeting   Start   Edit   Delete

Meeting ID: 853 9829 5471

Recording:
1. During the meeting: Click the option to Record. It is on the bottom of the window.

2. You will see the recording indicator in the top-left corner while recording is active.

    Recording...

3. After the meeting, Zoom with 'convert the file' and then it will automatically open the folder on your computer where the files are located.

Watch: 40- minute Introductory Tutorial

Zoom Help Center: articles and video tutorials on specific topics