ZOOM
Instructions and Tutorial for Leaders

You can join an instant meeting through an email invite, an instant messaging invite, from the browser, from the Zoom desktop and mobile application, and a mobile phone.

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from our Download Center. Otherwise, you will be prompted to download and install Zoom when you click a join link.

You can also join a test meeting to familiarize yourself with Zoom.

Prerequisites
- Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting
- If you are joining via telephone, you will need the teleconferencing number provided in the invite.

Video tutorials (click the link to view video)
How to join Zoom meetings—> https://youtu.be/hIkCmbvAHQQ
How to schedule a meeting*—->https://youtu.be/XhZW3iyXV9U
How to use Zoom controls—->https://youtu.be/ygZ96J_z4AY
How to manage participants—> https://youtu.be/ozJS9bvdVp8
How to use breakout rooms—->https://youtu.be/jbPpdyn16sY

*Using your personal (free) account

Note: Using your personal or free account you can meet with one person for up to 24 hours. If you meet with more than 2 people, you are limited to 40 minutes per meeting.

To schedule a meeting using CBC's Zoom license send **an email** to announcements@cbc-c.com with the following information:
- Name of host
- Name of Meeting
- Date,Time & Length of Meeting- Meeting must be at least one hour duration

Within 24-48 hours, you will receive an email confirming your meeting and the information for you to send to your participants. Example:

_____ is inviting you to a scheduled Zoom meeting.

Topic: Announcement Ministry Meeting
Time: Mar 21, 2020 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/▮▮▮▮▮▮▮pwd=VVFtc2tNdElvbjhuakhnZXBxWXdVQT09

Meeting ID: ▮▮▮▮▮▮▮
Password: 322471

One tap mobile
+19294362866,,▮▮▮▮▮▮▮# US (New York)
+13126266799,,▮▮▮▮▮▮▮# US (Chicago)

Dial by your location +1 929 436 2866 US (New York),   +1 312 626 6799 US (Chicago)