

The Easy Way to Host a Zoom Meeting on a PC

1. Open your Zoom app.
2. You will see the "Chat and Meet" Screen. *(if you do not, just click on the "Home" symbol at top of screen).*
3. Click on the orange "New Meeting" symbol.
4. You have already started a meeting! You should see yourself on the screen.
5. Be patient. You will shortly see a message to "Join with Computer Audio". Click on this option.
6. You may be asked to use video. If so, click OK.
7. You need to invite participants, so click on the "Manage Participants" at the bottom of your screen. *(if you do not see a row of options at the bottom of the screen, just click anywhere on bottom and the row will appear).* You will see the "Invite Panel" appear on the right hand side.
8. Click on "Invite" at the bottom of the panel.
9. Now click on "Contacts" If Zoom has access to your Contacts, you will see a list of them. Select them and then click on the "Invite" option in bottom right). If Zoom does **not** have access to your contacts, (in which case no names will appear) then select "Copy Invitation". Open your normal email, create a new email and Paste the invitation into the body of your email.- Pressing the Ctrl and letter V keys at same time will do this
10. You will now need to add the names of the recipients to your "To" row in your email and then Send.
11. The recipients will receive your email.
12. They just need to click on the link and, when they do, you will see them on your screen. You may be asked by Zoom if you want them to join.

