

Setting up a Zoom Meeting – iPad

If you have not already done so download and install the Zoom App from

<https://www.apple.com/uk/ios/app-store/>

To host a meeting you need to have signed up for a free account and accept the terms and conditions. You will then receive a verification email and you will need to 'Activate Account'

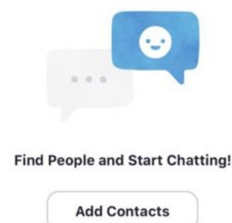
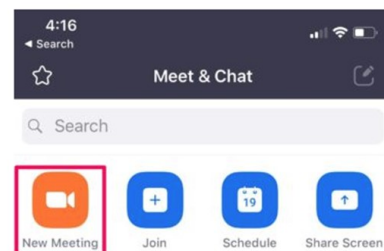
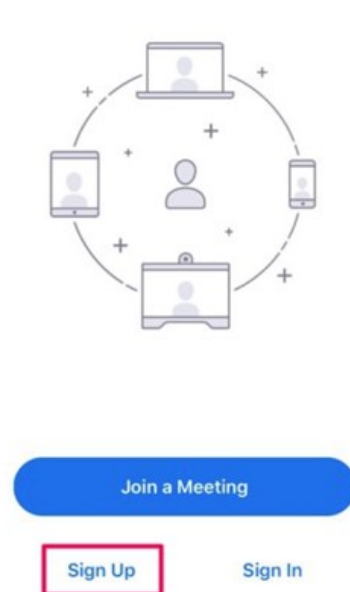
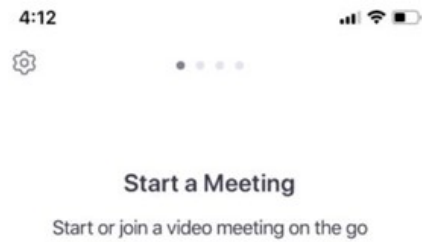
When you sign in to your account there will a large number of options, you can leave most of them at the default but one you might find useful to change is under 'Profile' – Personal Meeting ID. Click on 'Show' and then on the far right of the screen 'Edit'. Select 'Use this ID for instant meetings'. This will mean that whenever you set up a meeting the link will remain the same and if members have to re-join after the 40 mins it will be the same ID and password.

You might want to alter the date and time format to dd/mm/yyyy whilst you are editing your profile

You can either use 'Meet & Chat' just before the time that you start your meeting if you are using your Personal Meeting ID because you will have sent out an email in advance with the details

OR

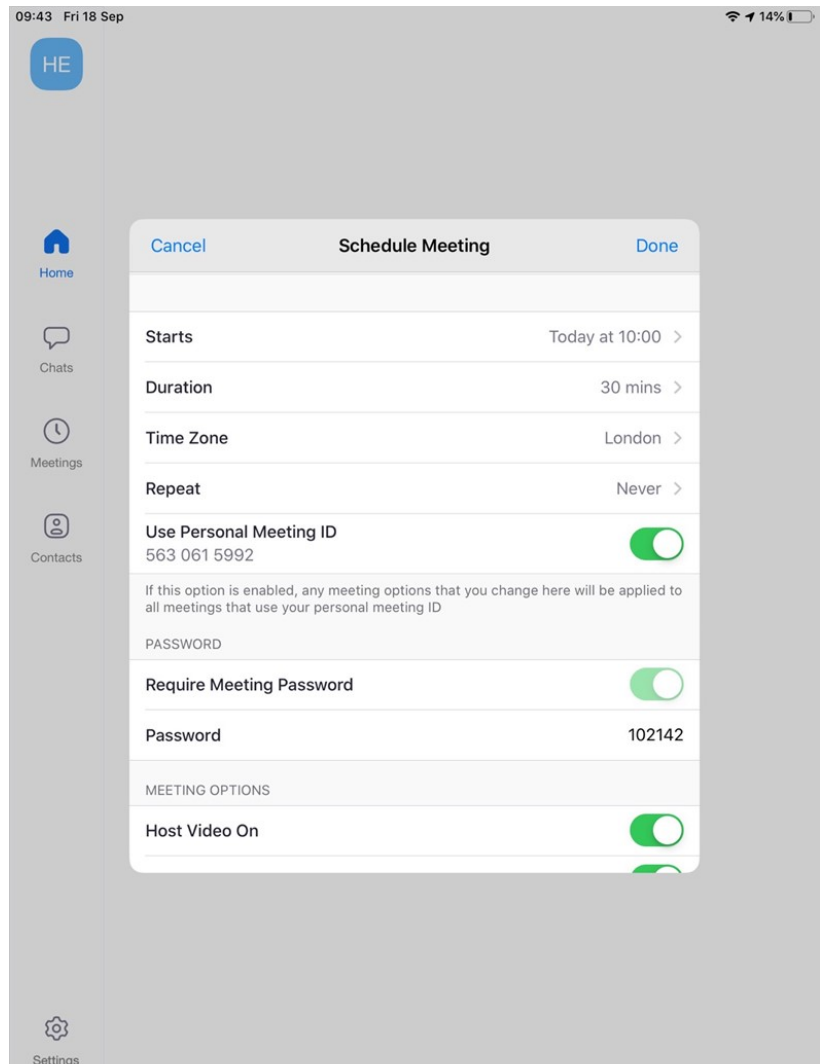
you can schedule a meeting in advance – again make sure you select the option to use your Personal Meeting ID



Enter the date/time details – important select “Use Personal Meeting ID” to make it easier if you want to start again after the 40mins

Advanced Options

Recommend that you enable waiting room



At the bottom choose ‘**Other Calendars**’ and then ‘**Save**’

If you ‘Copy to Clipboard’ you can paste all the relevant information into an email e.g. group email in Beacon and send it to your members

