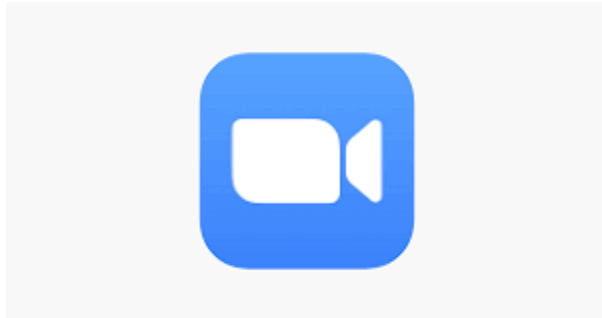
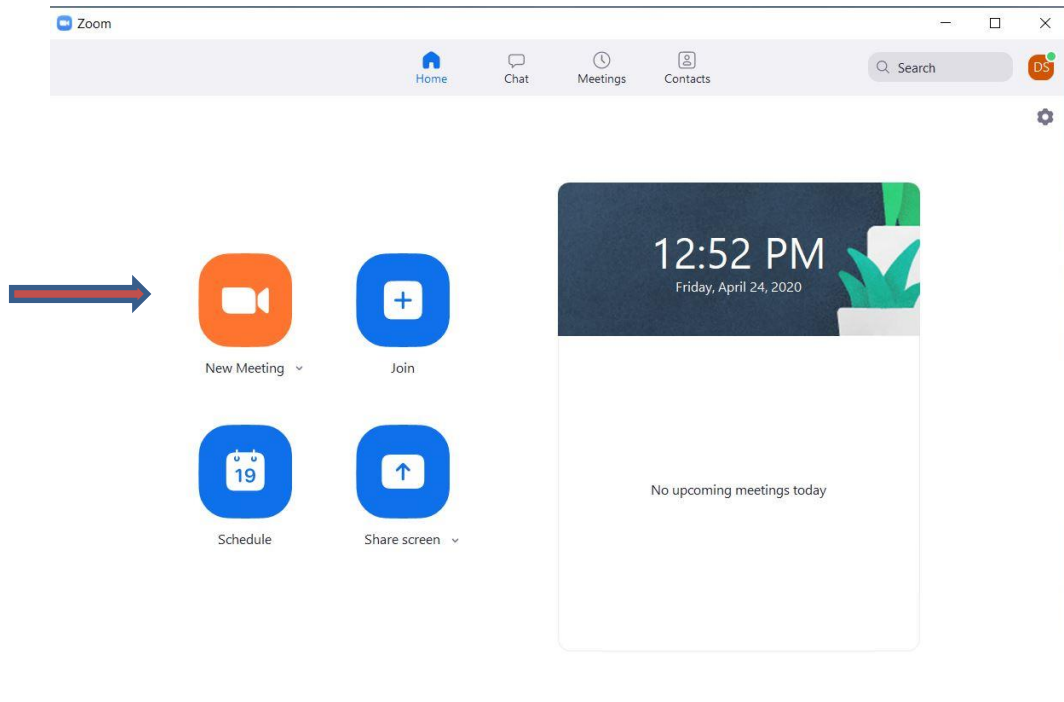


# ZOOM START AN IMMEDIATE MEETING

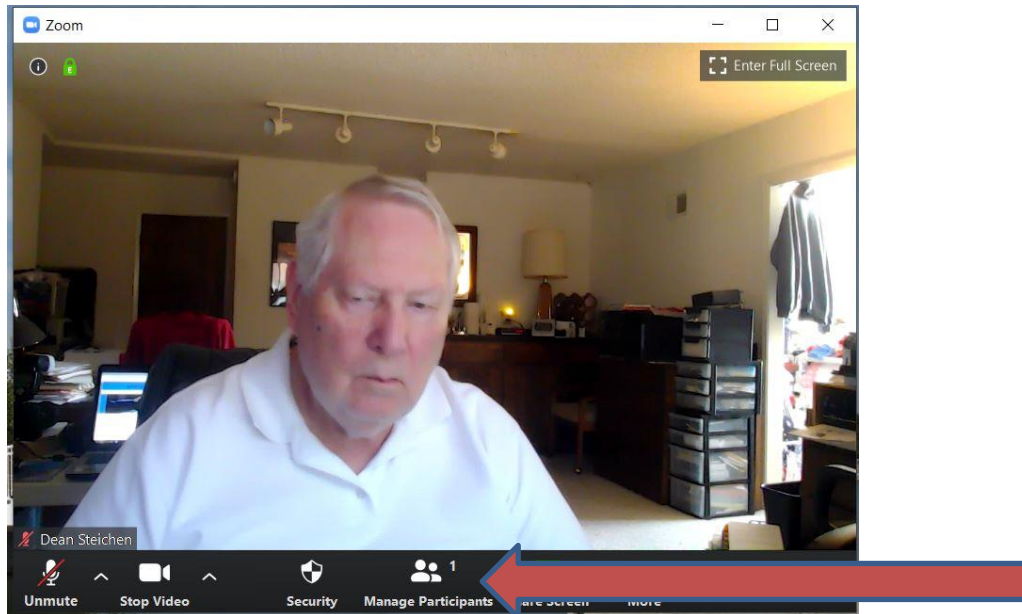
## START ZOOM APP



## SELECT "NEW MEETING"

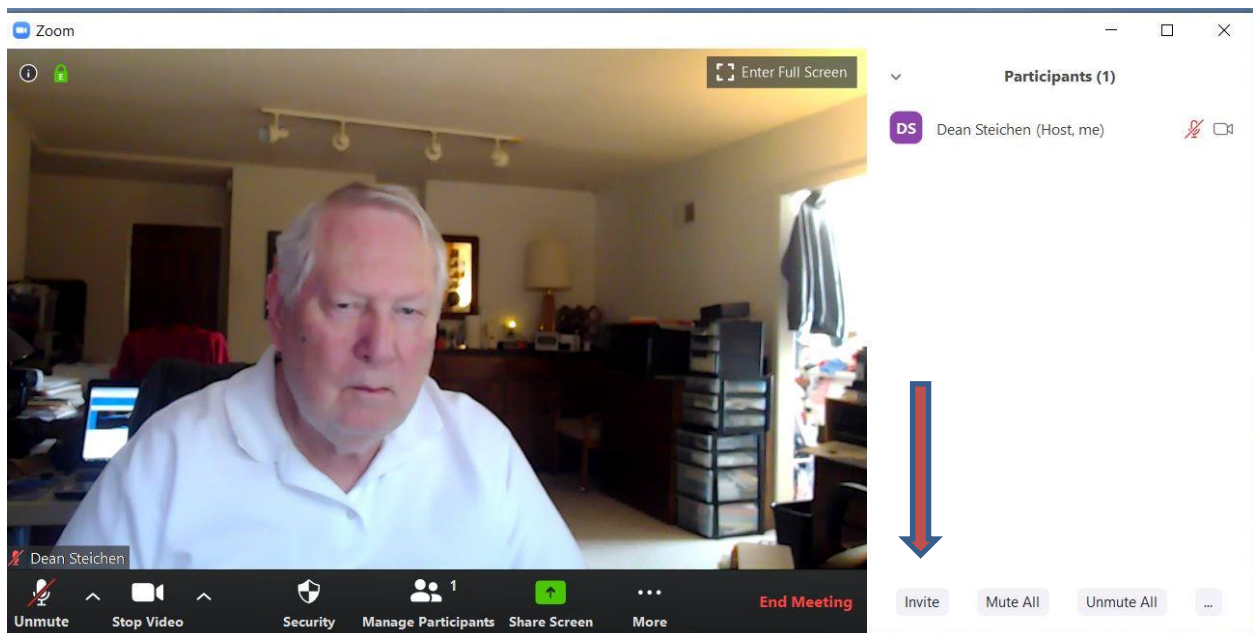


## INVITE PARTICIPANT(S) (new meeting result)



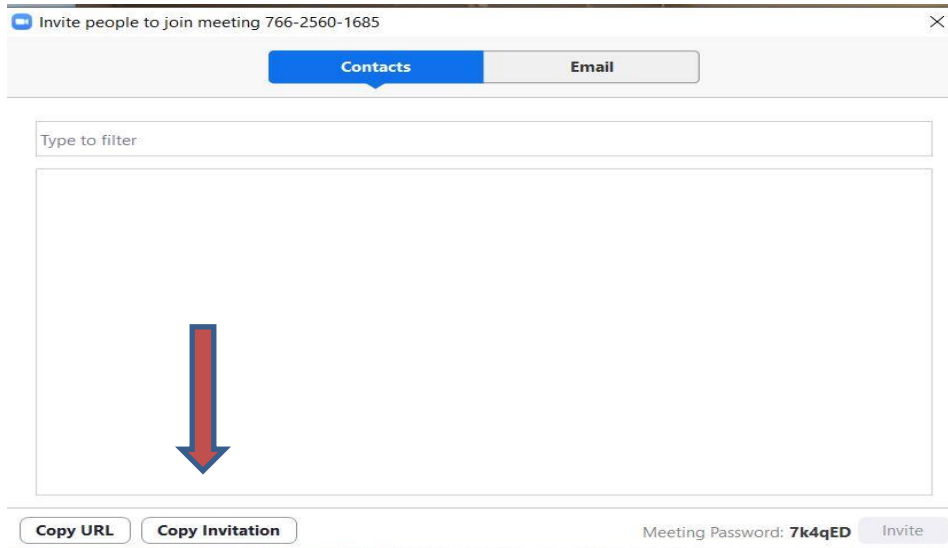
Select “Manage Participants”

## INVITE PROCESS



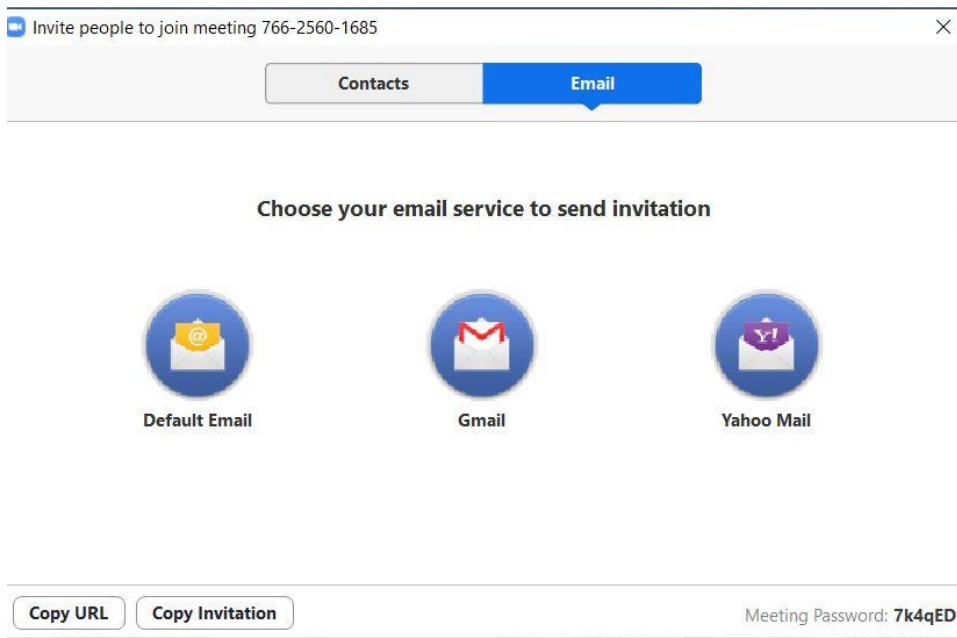
Select “Invite”

## COPY INVITE MEETING INFO



Select “Copy Invitation”

## SELECT YOUR EMAIL PGM



Select your Email Program

## YOUR INVITE INFO

Please join Zoom meeting in progress

From djsteich@gmail.com ▾

To |

Please join Zoom meeting in progress

Join Zoom Meeting

<https://us04web.zoom.us/j/76625601685?pwd=SC9NWTR4YVhCL2NoemFmdUFCEfg3QT09>

Meeting ID: 766 2560 1685

Password: 7k4qED



See your Invite Info in new email

## ADDRESS YOUR EMAIL

Please join Zoom meeting in progress

From djsteich@gmail.com ▾

To |



Please join Zoom meeting in progress

Join Zoom Meeting

<https://us04web.zoom.us/j/76625601685?pwd=SC9NWTR4YVhCL2NoemFmdUFCEfg3QT09>

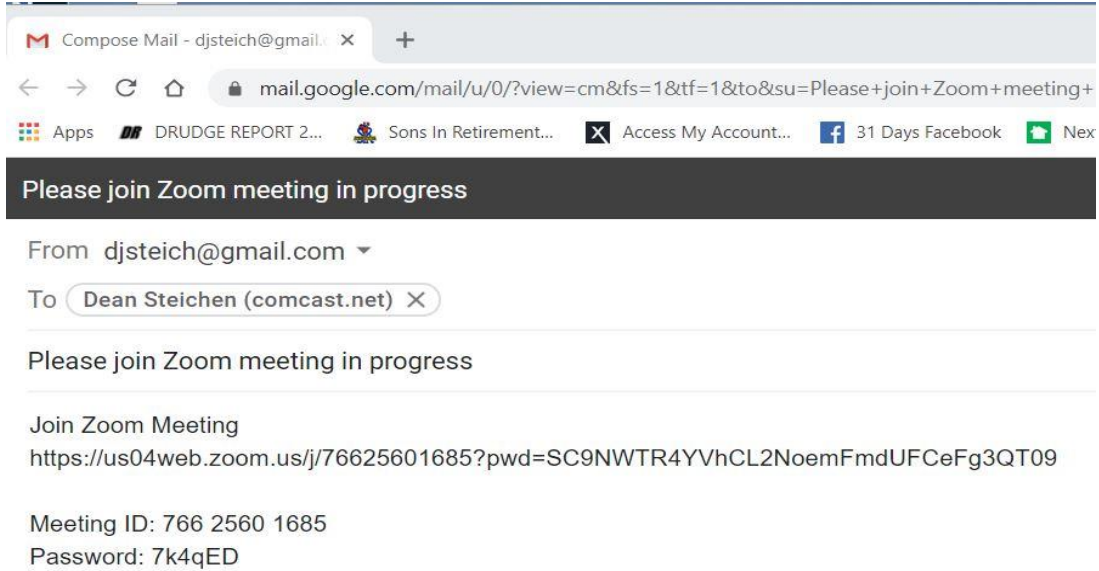
Meeting ID: 766 2560 1685

Password: 7k4qED



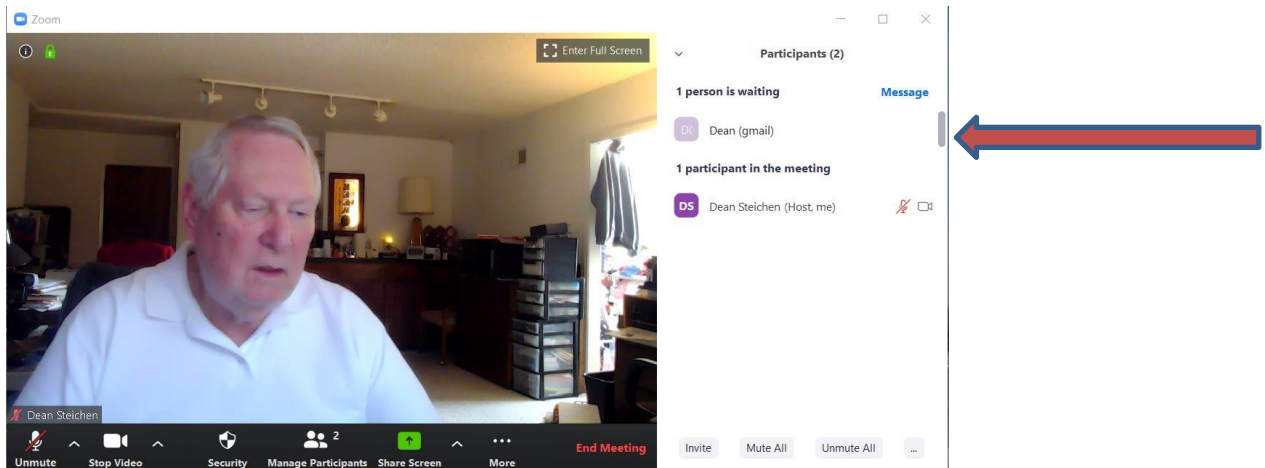
Enter email address(es) of participants you want to invite

## SEND YOUR INVITE EMAIL



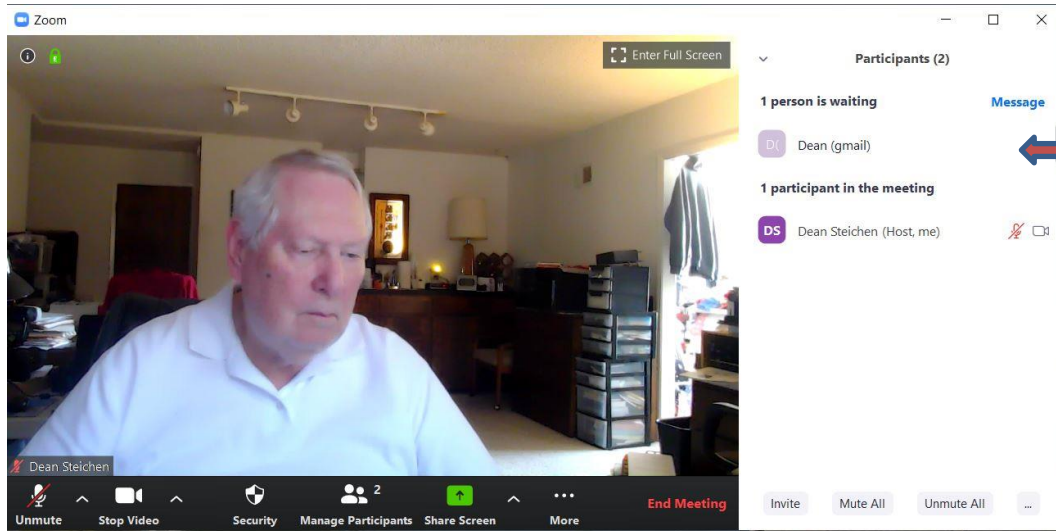
Sent your email invites

## WAITING MESSAGE



As Host, you will see waiting participants

## ADMIT PARTICIPAN(S)



ADMIT them.  
mouse over

ADMIT

Shows by their name when you  
the name.

## ZOOM NAVIGATION



“Alt” key to show options bar at bottom.

The ^ by any item show options for that item

**Manage Participants** to invite others, monitor waiting and “Raise Hand”

**Chat** opens a chat window to sent messages to participants and “Raise Hand” to alert host.

**Share Screen** to share your screen (show a document, picture, video, etc. **Stop Sharing Screen** button is at the top of the shared screen.