**Setting Up A ZOOM Call**

1. [**Sign up**](https://zoom.us/freesignup/)**and confirm your email address​**
2. [**Download zoom**](https://zoom.us/download)**and sign in ​**
3. **To start a zoom meeting, click ‘host a meeting’. Enter your meeting details and select the relevant options. You also have the option to password protect your meeting.​**
4. **Your meeting will start, and you can edit some of the meeting settings. Copy and paste the Invitation URL and share with your meeting participants to join​**
5. **“Schedule a meeting” beforehand to save time​**
6. **Set up recurring meetings and customize settings e.g., cameras and microphones to be on/off and enabling the waiting room function**

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**Joining A ZOOM Meeting**

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**If you have a meeting link, click on it or paste it into your browser so you can be redirected to your app. You may also join by using a meeting ID with the password if required.​**

**​The host of the meeting is able to record the session if it is needed for future meetings/references. This can be done by navigating towards the zoom toolbar and clicking on the “Record” icon. Everyone else in the meeting will be notified of the recording taking place. ​**

**​Zoom is useful for screen sharing, drawing diagrams and writing collaboratively as a team and​ participating in group tasks and projects through breakout rooms.​**

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**Types of ZOOM Accounts**

**Zoom offers four different pricing plans to suit your specific needs:​**

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1. **Basic: Free\* – Host up to 100 participants + unlimited one-on-one meetings + video conferencing + screen sharing + local recording + scheduling via Chrome extensions.​**
2. **Pro: $14.99/month per host – Includes all “Basic” features + usage reports + 1 GB cloud storage.​**
3. **Business: $19.99/month per host – Includes all “Pro” features + supports up to 300 participants + admin dashboard.​**
4. **Enterprise: $19.99/month per host – Includes all “Business” features + supports up to 500 participants + unlimited cloud storage.​**

**\*Generally, Zoom only allows up to 40 minutes of free video-conferencing. However during the coronavirus period it allows unlimited duration of calls for free.​**