**Edinburgh u3a Zoom groups - Zoom Overview** 7/9/21The person who schedules and later starts a Zoom meeting is the Host. Those who join the meeting are Participants.
When a meeting is scheduled, the host will send invitations to the participants by email.
At the time of the meeting the host starts the meeting and the participants can then join in using the information on the invitation.
If you haven’t already, you should go to the Zoom website and download the app <https://zoom.us/support/download>

**Hosting on Edinburgh U3A Zoom**
This is just an outline of the process – see Zoom video tutorials for the detail:
<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

 **Scheduling a Meeting**You should schedule meetings in advance so that you can send an invitation to your group. There are two ways of scheduling meetings – from the downloaded app and from the Zoom website. The latter gives more options – please use this for recurring meetings. The detail of the outline below will vary a bit depending on the device you are using. Check on the timetable that there is not a meeting scheduled for another group before trying to log in. When scheduling, change the meeting Topic to your Group name. The password for signing in to schedule in zoom (Eu3a1991) is NOT the one you will set for your meeting. **IF IT OFFERS TWO-FACTOR AUTHENTICATION, DO NOT, ELSE NO ONE ELSE WILL BE ABLE TO START A MEETING!** Skip this farther down the screen.

**From the Zoom Website:**
Go to <https://zoom.us/> and sign in with zoom1@edinburghu3a.org.uk or zoom2@.... or zoom3…. password XXXXXXXX
There you can schedule a meeting, as from the app below, but you can set extra features such as making it a recurring meeting, specifying weekly, fortnightly, etc. When scheduling, change the Topic to your group name. Set a password for the meeting or use the default. Copy the invitation to paste and send to members in an email (delete all the stuff you will see about calendar and joining by phone). Best to send (again) on the day of the meeting.

**From the app:**
When you start the app it will ask you to sign in. If you are already signed in to another Zoom subscription (e.g. a free one) then switch to U3A using the icon top right with coloured ‘B’, and ‘Switch Account’. Sign in with zoom1@edinburghu3a.org.uk or zoom2@.... or zoom3…. Password for all is XXXXXXXX
From icons at the top of the screen you can then see scheduled meetings (Meetings) or schedule a new one (Home then Schedule).
If you look at the list of scheduled meetings you can see yours (scroll down the list for recurring meetings) and edit it, or copy the invitation to paste and send to members in an email (delete all the stuff you will see about joining by phone).
Don’t schedule a meeting using the ‘Recurring meeting’ feature from here as it doesn’t allow you to set the frequency – use the website as above.

**Starting the meeting**
From the App sign in with [zoom1@edinburghu3a.org.uk](file:///C%3A%5CUsers%5CBrucePauline%5CDocuments%5CData%20Files%5Cu3a%5CZoom%5Czoom1%40edinburghu3a.org.uk) or zoom2@edinburghu3a.org.uk or zoom3@edinburghu3a.org.uk password for all: XXXXXXX On the Meetings screen, click on your meeting and ‘Start’. **Sign out or switch after scheduling or running a meeting, else the next user may have problems**.
It might be best to try logging in well before your time to prove that the last group has logged out.
Don’t pass the sign-in details to anyone else. The names on the timetable are hosts, not necessarily Group Leaders.