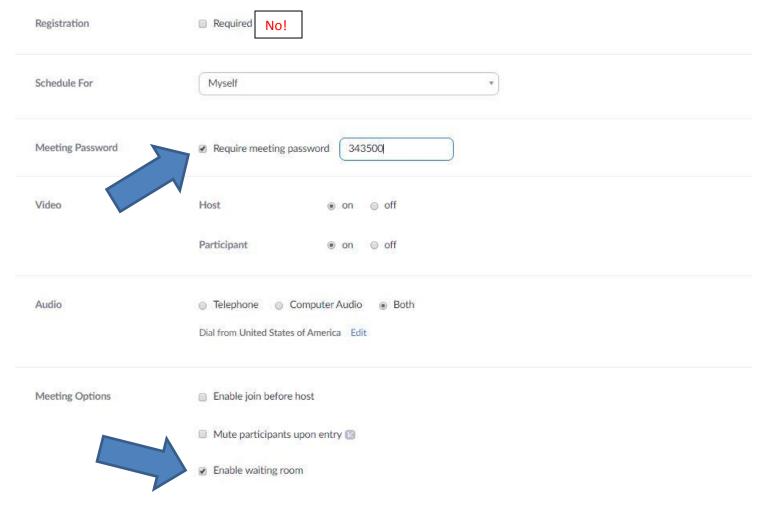
Zoom for Facilitators – Quick start – setting up your Zoom meetings

- 1) Get a Zoom account through Tricia/YC
- 2) Log in with your email address and password to zoom.us
- 3) Click on "Schedule a Meeting" upper right
- 4) Fill in the blanks, requirements:
 - a. The "Topic" is the name of your class
 - b. When the first date of your class, time and length
 - c. Use the "recurring meeting" for all classes that meet more than once
 - d. Fill it out based on your classes meeting schedule weekly, twice a week,

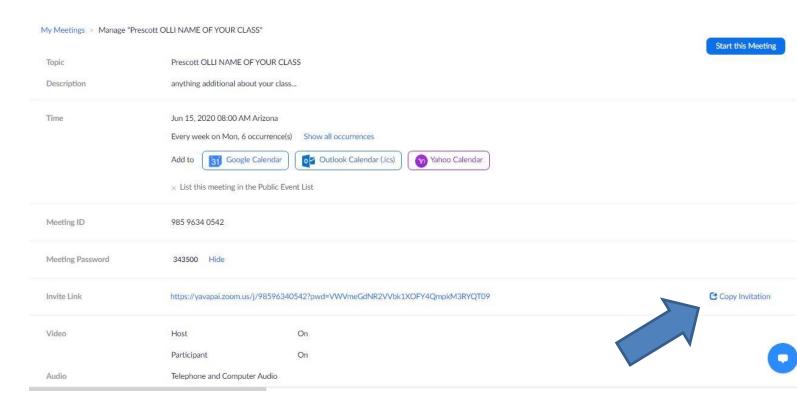
Schedule a Meeting Prescott OLLI NAME OF YOUR CLASS Topic Description (Optional) anything additional about your class... When 06/15/2020 8:00 AM V Duration Time Zone (GMT-7:00) Arizona Recurring meeting Every week on Mon, 6 occurrence(s) Recurrence Weekly Repeat every week Occurs on □ Sun ☑ Mon □ Tue □ Wed □ Thu □ Fri □ Sat End date By 07/27/2020 occurrences

- 5) Registration is NOT required through zoom we will register through our OLLI system.
- 6) Password are REQUIRED for OLLI Zoom meetings to keep up all safer within Zoom (you can use their auto-generated password, or enter one of your own.
- 7) We also want you to enable the waiting room so you only let in your students.



8) If you have a co-facilitator who also has a YC Zoom account, you can enter their email at the bottom to add a co-host, and hit "save."

9) Once you hit "Save" - "Copy Invitation" is on the right side. Click it.



Sample Invitation copy below – NOTE: at the end of the Zoom meeting https://address, enter a "return" so that the link becomes "LIVE" – underlined blue. You can delete the extra phone numbers, and the calendar info, to make the invitation easier to read. ("crossed out" below)

Patricia Berlowe is inviting you to a scheduled Zoom meeting. Topic: Prescott OLLI NAME OF YOUR CLASS Time: Jun 15, 2020 08:00 AM Arizona Every week on Mon, 6 occurrence(s) Jun 15, 2020 08:00 AM Jun 22, 2020 08:00 AM Jun 29, 2020 08:00 AM Jul 6, 2020 08:00 AM Jul 13, 2020 08:00 AM Jul 20, 2020 08:00 AM Please download and import the following iCalendar (.ics) files to your calendar system. Weekly: https://yavapai.zoom.us/meeting/tJwofurqjsvHtbPUMXYos0LjGCJgGEf731B/ics?icsToken=98tyKuCgqzIsGdCVtR2FRow-GYr4MnwiGJYgrdfrCrIOxlccVPaPMVhGLVYNd6H Join Zoom Meeting https://yavapai.zoom.us/j/98596340542?pwd=VWVmeGdNR2VVbk1XOFY4QmpkM3RYQT09 Meeting ID: 985 9634 0542 Password: 343500 One tap mobile +16699006833,,98596340542# US (San Jose) +12532158782,,98596340542# US (Tacoma) Dial by your location +1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 646 558 8656 US (New York) +1 301 715 8592 US (Germantown) +1 312 626 6799 US (Chicago) Meeting ID: 985 9634 0542 Find your local number: https://yavapai.zoom.us/u/abGRXWXiMe