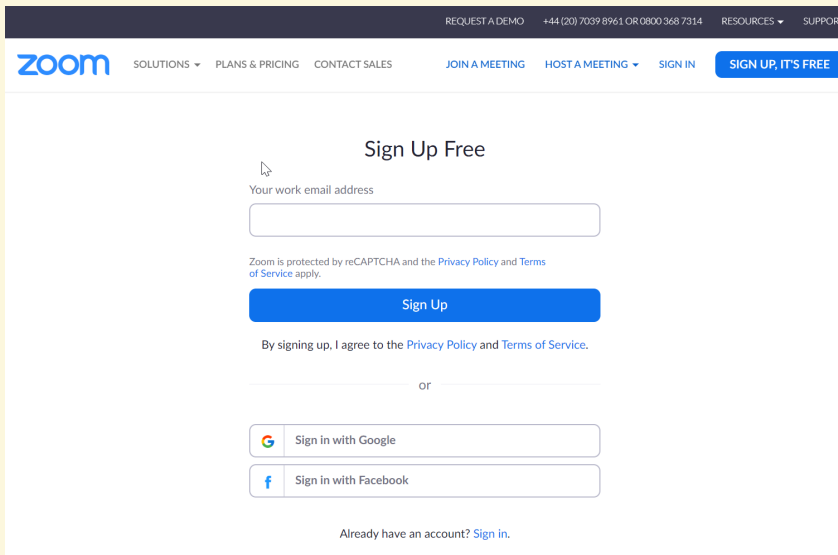


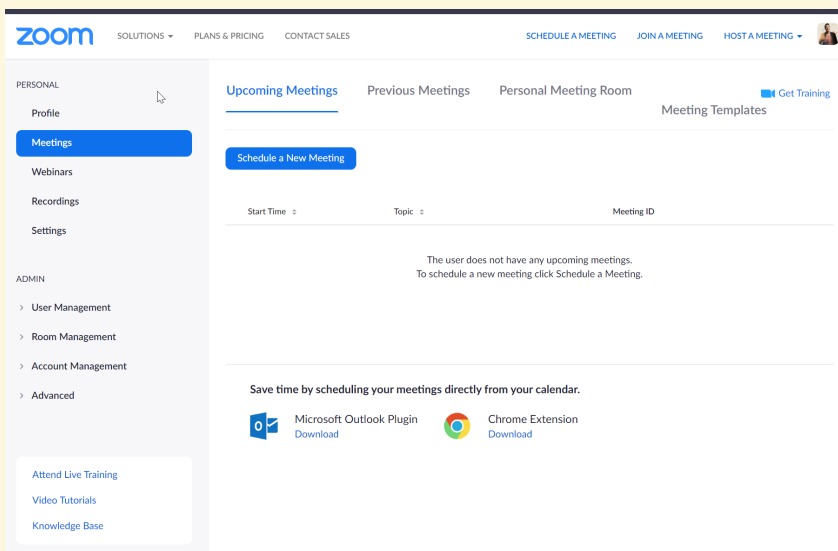
**STEP ONE** - download the app or the desktop software. It is free!

<https://zoom.us/signup>

Or type **zoom** into the APP / PLAY STORE



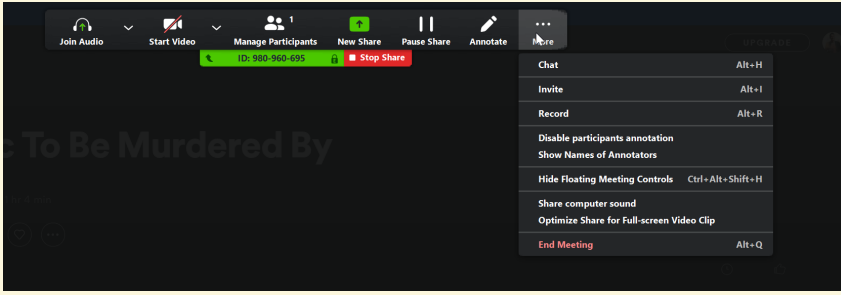
**STEP TWO** - ONCE ZOOM IS INSTALLED OPEN IT AND SET UP YOUR MEETING, USUALLY YOU MAKE A MEETING OR SCHEDULE ONE THEN SHARE THE LINK TO YOUR TEAM WHO ALL HAVE DOWN-LOADED AND INSTALLED ZOOM ALREADY.



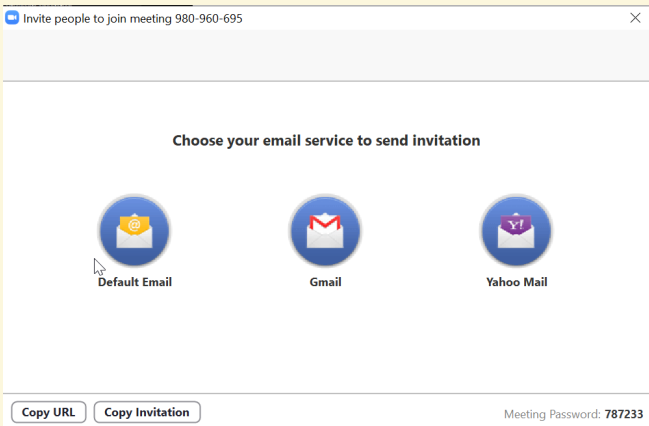
**STEP TWO (ARRANGE A MEETING)** - CLICK ON MEETINGS AND SCHEDULE A MEETING, YOU CAN ALSO ADD THIS TO CHROME OR OUTLOOK IF YOU WANT TO BE EVEN MORE COOL!

**STEP TWO (START A MEETING NOW)** - CLICK TOP RIGHT ON YOUR DESKTOP TO HOST A MEETING IMMEDIATELY. THIS GIVES YOU A MEETING ID AND YOU SHARE THIS WITH YOUR TEAM.

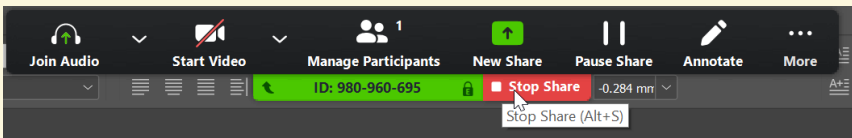




STEP THREE (SHARE THE MEETING TO YOUR TEAM) CLICK ON THE TOP RIGHT SELECT "MORE" THEN "INVITE"



STEP FOUR CLICK ON EITHER EMAIL THE LINK OR COPY THE URL AND PASTE IT TO YOUR FRIENDS. WE USE WHATS APP AND SEND TO THE GROUP.



STEP FIVE CLICK STOP SHARE TO END YOUR SESSION ONCE DONE.

## RECOMMENDED HARDWARE:

YOU CAN DO ALL THIS WITH ANY LAPTOP, JUST INSTALL THE SOFTWARE AND USE THE ON-BOARD CAMERA AND MIC. BUT YOU CAN MAKE IT BETTER USING A HIGH END WEB-CAM AND MIC. PURELY DOWN TO YOUR SETUP.

