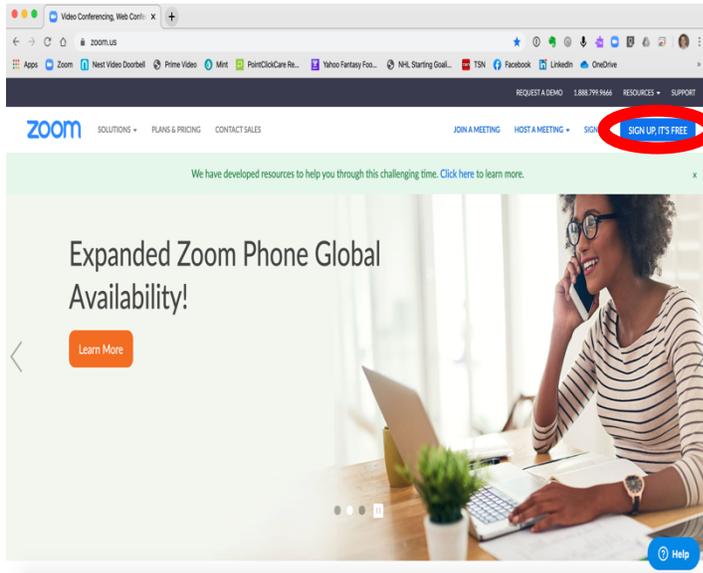


To Create a Zoom meeting on your computer:

Go to <https://zoom.us/> (there is no Canadian site)

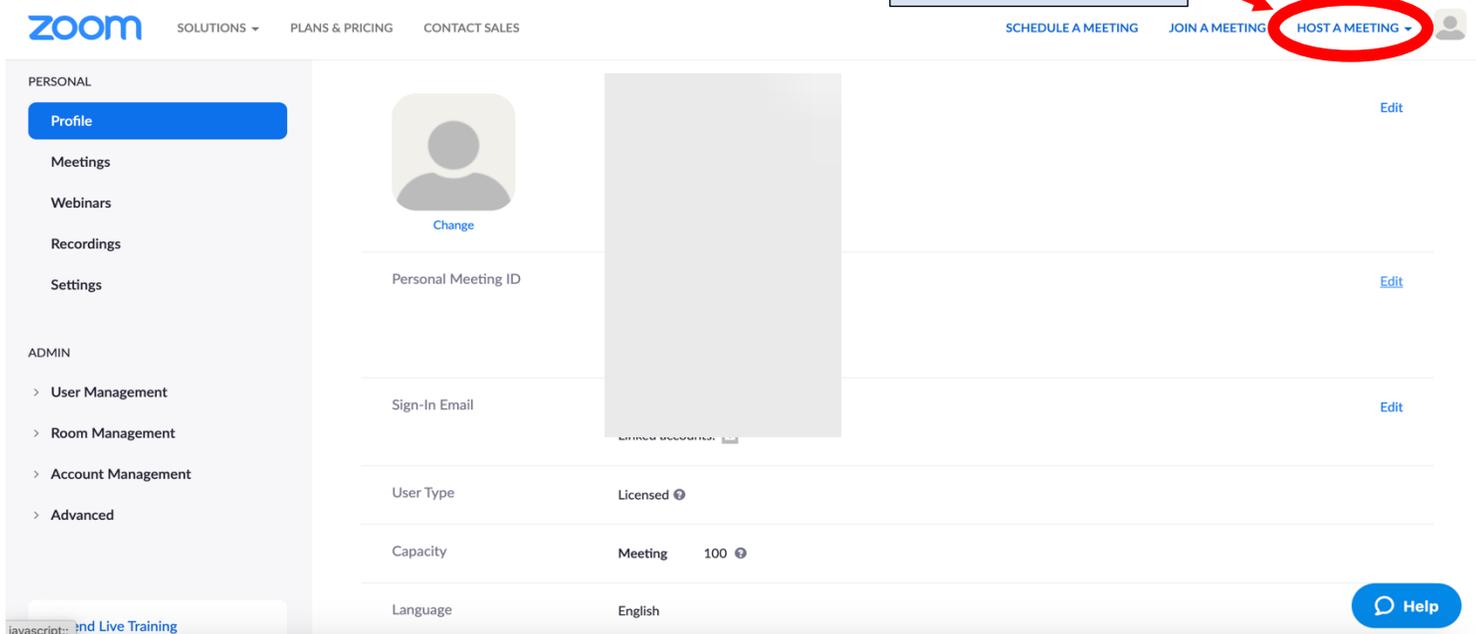


Click on **“Sign Up, it’s Free”** – follow the steps to create an account.

*Free version will allow you to talk to one person at a time for an unlimited amount of time. If you want to talk to multiple people at the same time you are limited to only 40 mins. If you need more time, then you need to a paid version which is \$14.99 USD per month.

Starting a Zoom Meeting

To start a meeting right away click **“Host a Meeting”**



REQUEST A DEMO 1.888.799.5926 RESOURCES SUPPORT

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Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates

Schedule a New Meeting

Start Time	Topic	Meeting ID	
Today	Alan and Rick	245-581-181	Start Delete
01:00 PM			
12:00 PM Central Time (US and Canada)			

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin Add Zoom Chrome Extension Download

Help

With Video On

With Video Off

Screen Share Only

Recently Deleted

Click "With Video On"

zoom.us/521848938?pwd=a29DOEdKaThrVfY3bEE5R3Nmby9Mdz09&status=success

zoom

Launching..

Please click Open zoom.us if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

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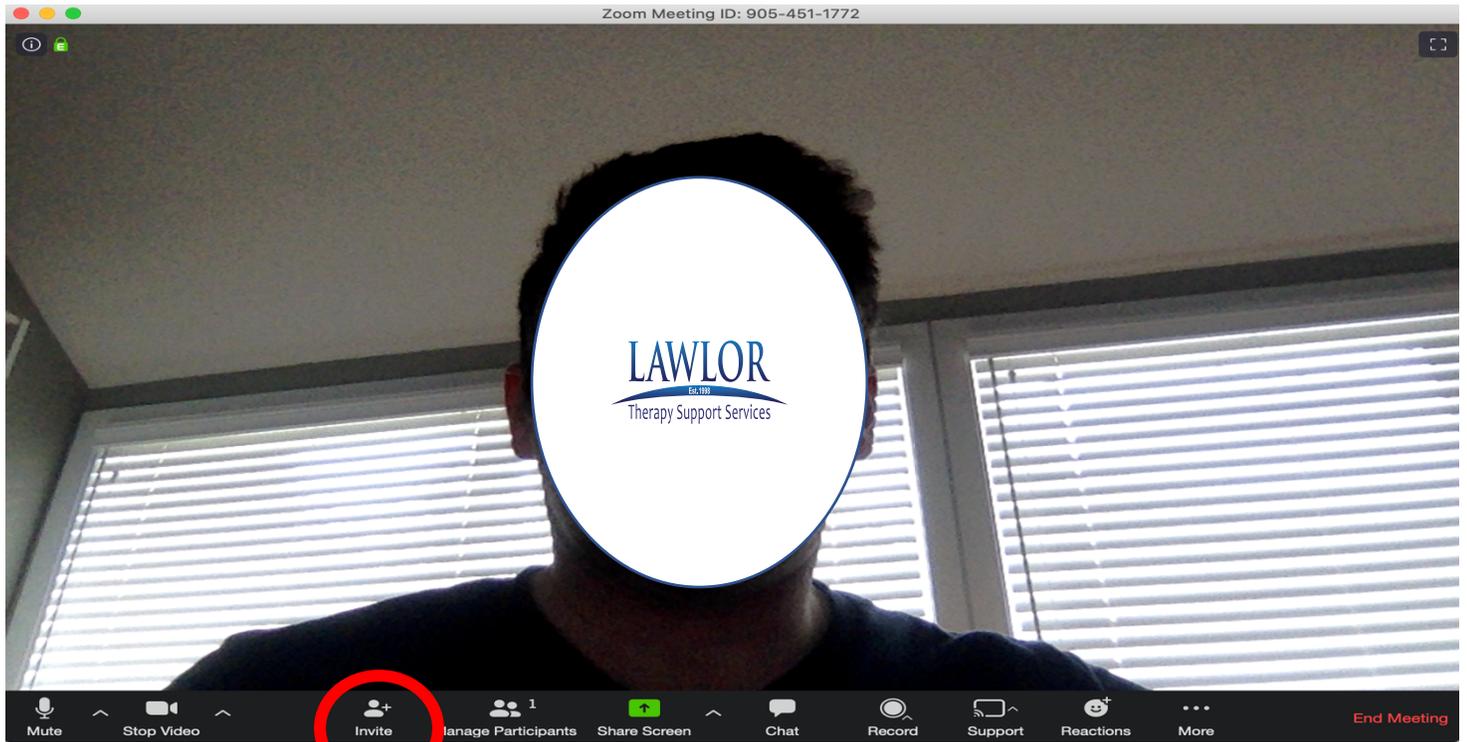
Help

Open zoom.us?

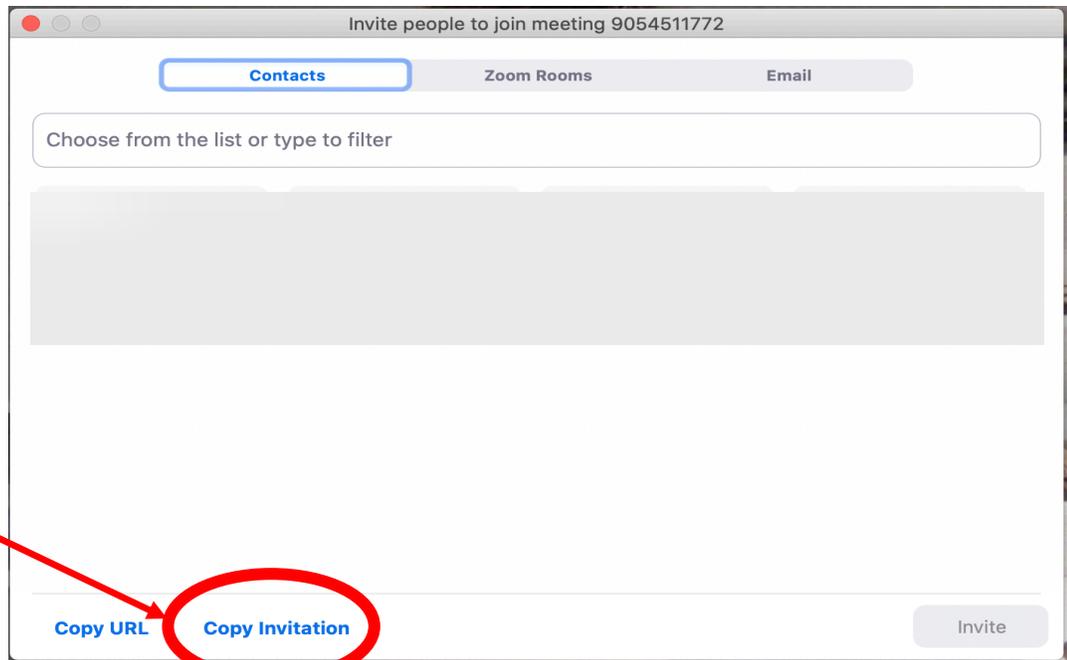
https://zoom.us wants to open this application.

Cancel Open zoom.us

This page will load, and you need to click "Open Zoom.us" Your video meeting will start.



Click "Invite" to add people to the video meeting



Click "Copy Invitation"

Open your e-mail browser. Right click on your mouse and click "paste".

All of the information needed for someone to join the video meeting will be placed in the body of your e-mail.



Join Zoom Meeting
<https://zoom.us/j/9054511772>

Meeting ID: 905 451 1772

On your mobile
+16699006833,,9054511772# US (San Jose)
+19294362866,,9054511772# US (New York)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 929 436 2866 US (New York)
+1 253 215 8782 US
+1 301 715 8592 US
+1 312 626 6799 US (Chicago)
+1 346 248 7799 US (Houston)

Meeting ID: 905 451 1772
Find your local number: <https://zoom.us/j/9054511772>

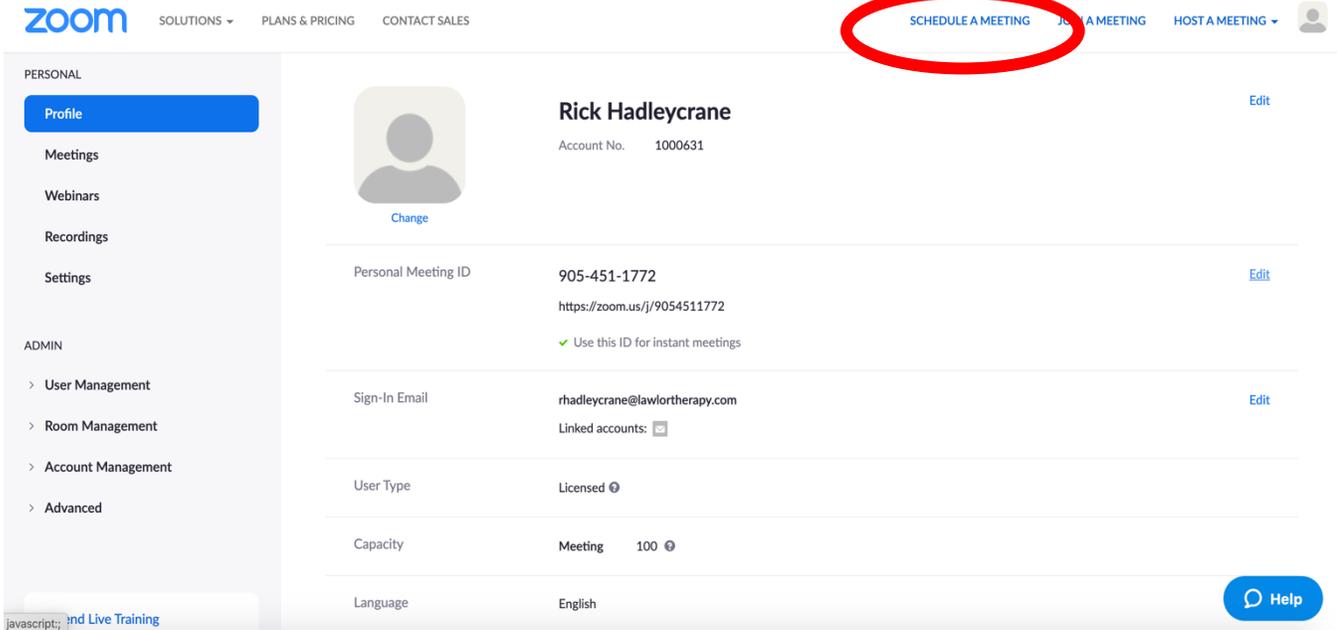
This is the link to join meeting. When someone clicks on this, their computer will automatically join the meeting. They will need to follow a few steps if they have never used Zoom before.

***You can also text this link to a client if they plan on using a phone or tablet instead of their computer**

I usually erase most of this information and only leave the link to join the meeting, so it is not confusing for your client.

Scheduling a Zoom Meeting for a later date

To schedule a meeting for a later date click "Schedule a Meeting"



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- > Account Management
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Attend Live Training

rick.hadleycrane@lawlortherapy.com

Rick Hadleycrane [Edit](#)

Account No. 1000631

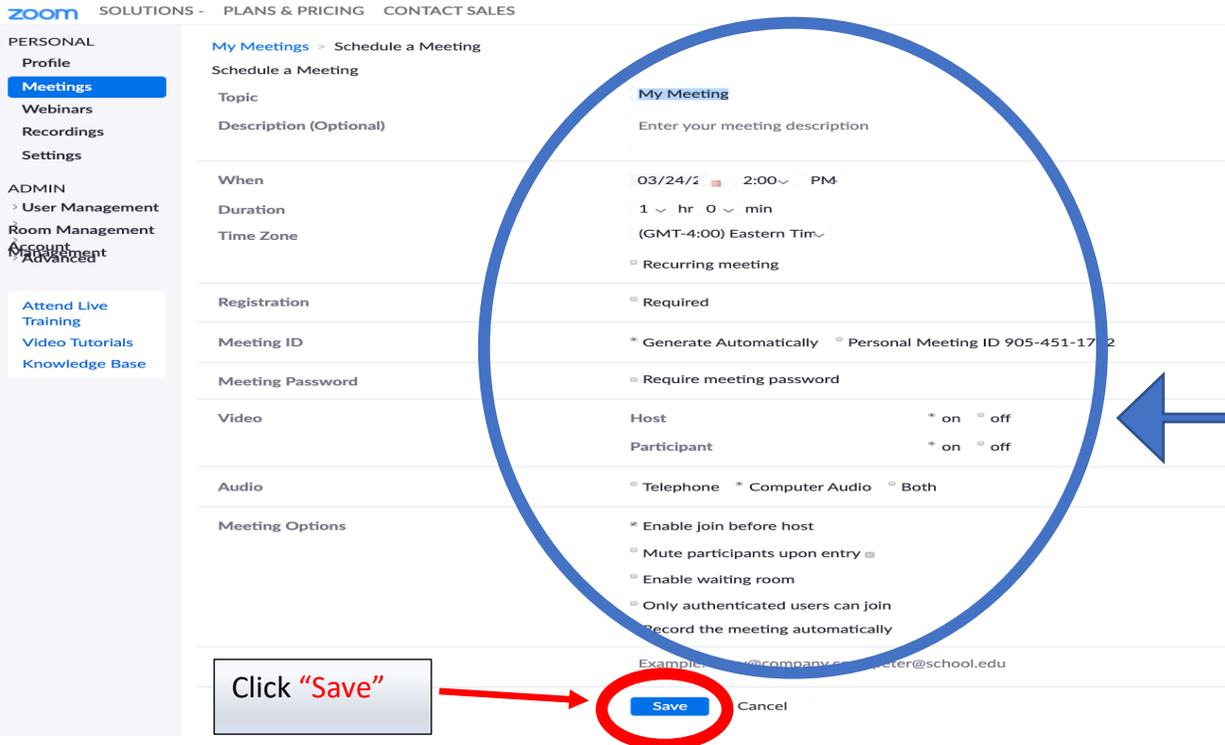
Personal Meeting ID 905-451-1772 [Edit](#)
https://zoom.us/j/9054511772
✔ Use this ID for instant meetings

Sign-In Email rhadleycrane@lawlortherapy.com [Edit](#)
Linked accounts:

User Type Licensed

Capacity Meeting 100

Language English [Help](#)



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Video Tutorials

Knowledge Base

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic **My Meeting**

Description (Optional) Enter your meeting description

When 03/24/21 2:00 PM

Duration 1 hr 0 min

Time Zone (GMT-4:00) Eastern Tim

Recurring meeting

Registration Required

Meeting ID * Generate Automatically Personal Meeting ID 905-451-1772

Meeting Password Require meeting password

Video Host on off
Participant on off

Audio Telephone Computer Audio Both

Meeting Options Enable join before host
 Mute participants upon entry
 Enable waiting room
 Only authenticated users can join
 Record the meeting automatically

Example: @company.com peter@school.edu

Click "Save"

[Save](#) [Cancel](#)

Set up the details of the meeting with time and date.



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> Advanced

My Meetings > Manage "My Meeting"

Start this Meeting

Topic My Meeting

Time Mar 24, 2020 02:00 PM Eastern Time (US and Canada)

Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID 420-862-502

Meeting Password Require meeting password

Invite Attendees Join URL: <https://zoom.us/j/420862502> Copy the invitation

Video Host On Participant On

Help

Once you click save then this window will appear

Click "Copy the invitation"

Copy Meeting Invitation [X]

Meeting Invitation

Rick Hadleycrane is inviting you to a scheduled Zoom meeting.

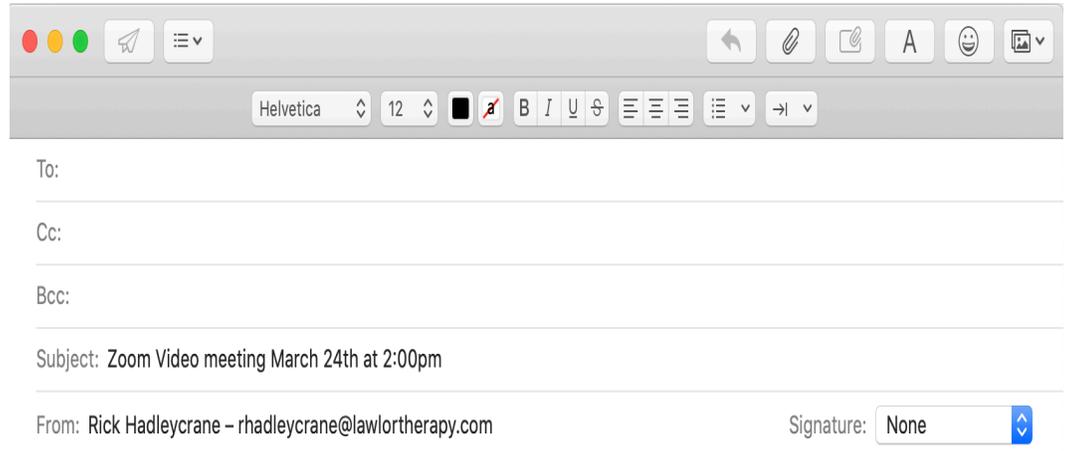
Topic: Client Meeting
Time: Mar 24, 2020 03:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/440323944>

Meeting ID: 440 323 944

Click "Copy Meeting Invitation"

Open your e-mail browser. Right click on your mouse and click “paste”. All of the information needed for someone to join the video meeting will be placed in the body of your e-mail.



Rick Hadleycrane is inviting you to a scheduled Zoom meeting.

Topic: Client Meeting
Time: Mar 24, 2020 03:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/440323944>

Meeting ID: 440 323 944

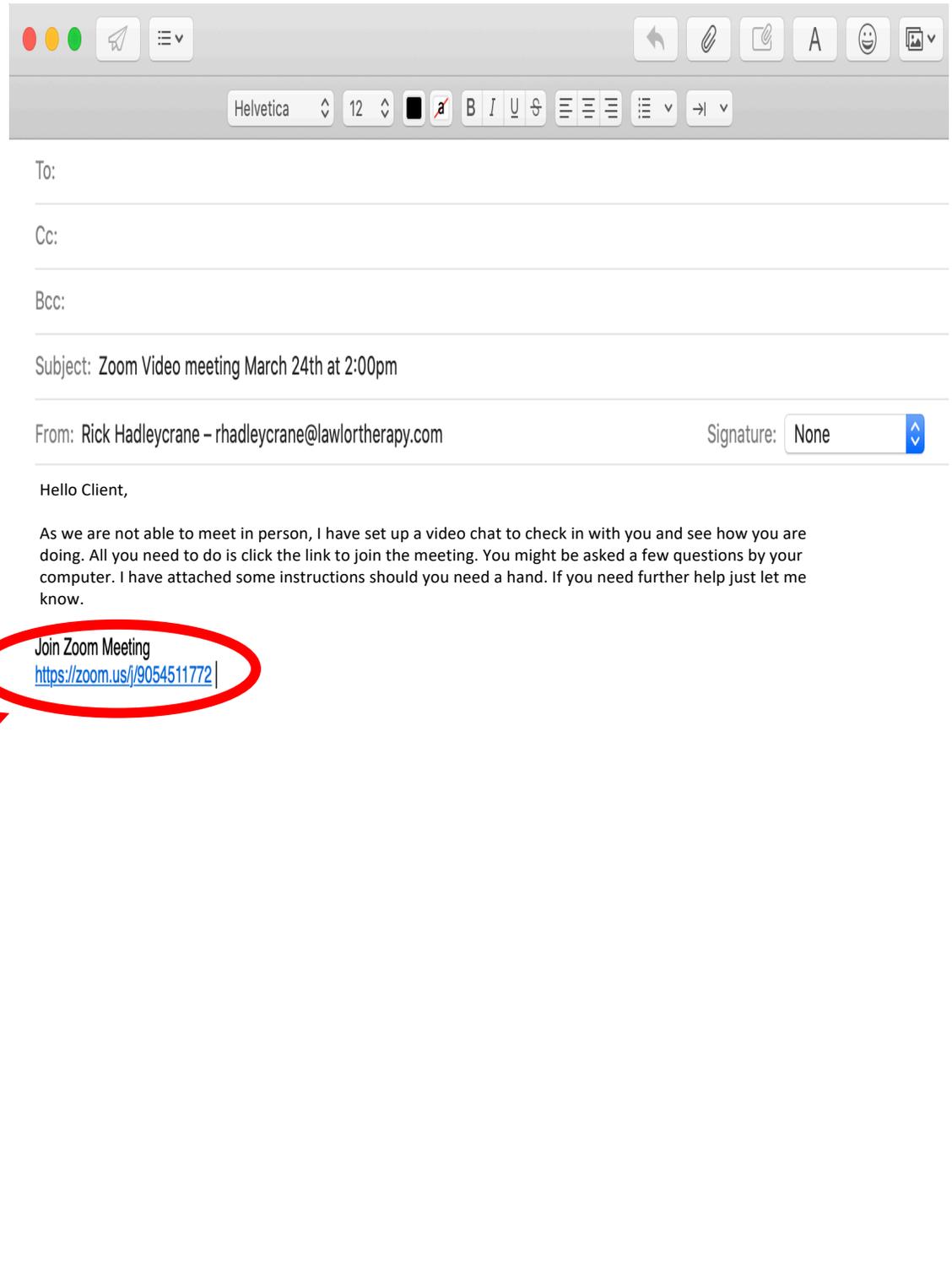
This is the link to join meeting. When someone clicks on this their computer will automatically join the meeting, but they will need to follow a few steps if they have never used Zoom before.

***You can also text this link to a client if they plan on using a phone or tablet instead of their computer**

Instructions to send clients on using Zoom (You can join the meeting using a computer, phone or tablet.)

This is a sample of an e-mail that you will receive.

Click on the link in the e-mail to start the video meeting



The screenshot shows an email client window with a toolbar at the top containing icons for undo, redo, copy, paste, font size, and other text formatting options. Below the toolbar is a rich text editor with a menu bar showing 'Helvetica', '12', and various text formatting buttons (bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, link color, background color). The email content is as follows:

To:

Cc:

Bcc:

Subject: Zoom Video meeting March 24th at 2:00pm

From: Rick Hadleycrane – rhadleycrane@lawlortherapy.com

Signature: None

Hello Client,

As we are not able to meet in person, I have set up a video chat to check in with you and see how you are doing. All you need to do is click the link to join the meeting. You might be asked a few questions by your computer. I have attached some instructions should you need a hand. If you need further help just let me know.

Join Zoom Meeting
<https://zoom.us/j/9054511772>

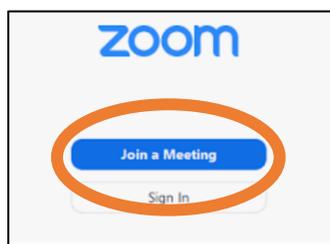
Click Here

Your web browser (Chrome, Safari, Firefox, etc....) will open.



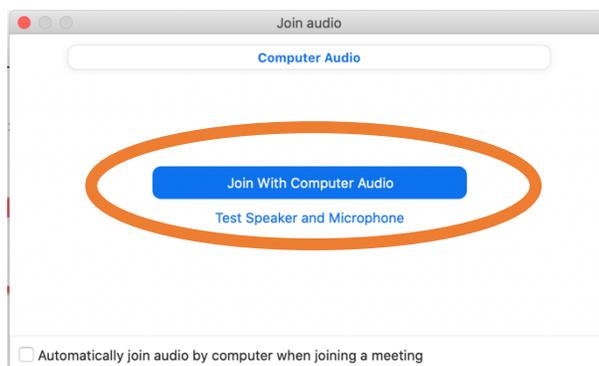
If you have never used Zoom before you will be prompted to download the software.

1 - Click "Join Meeting"

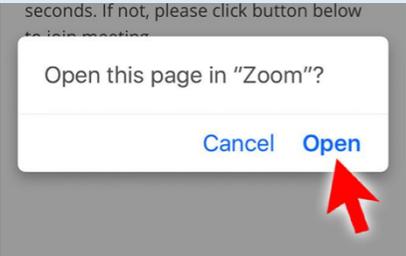
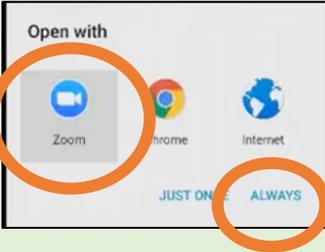
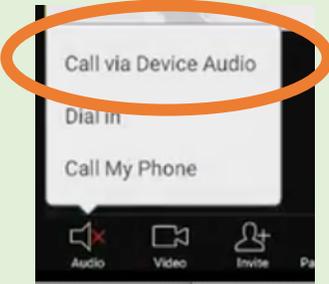


2- Click "Join with Video"

3 - Click "Join with Computer Audio"



To connect to a meeting on your phone or tablet:

<p>iPhone/iPad</p> 	<p>Android (Samsung, Google Pixel, etc.)</p> 
<p> You will need to download the application before you can access the meeting.</p>	
<ul style="list-style-type: none"> ✓ App store  ✓ Search for "Zoom"  ✓ Tap "Get"  	<ul style="list-style-type: none"> ✓ Play Store  ✓ Search "Zoom"  ✓ Tap "Install" 
<p> Once downloaded go to your meeting link in your email or text message and click on the link. The application will open and ask you some questions.</p>	
<ul style="list-style-type: none"> ✓ Tap "Open" 	<ul style="list-style-type: none"> ✓ Tap "Zoom" then "Always" 
<ul style="list-style-type: none"> ✓ Enter your first name 	<ul style="list-style-type: none"> ✓ Enter your first name
<ul style="list-style-type: none"> ✓ Tap "Call using Internet Audio" 	<ul style="list-style-type: none"> ✓ Tap "Call via Device Audio" 
<p>You are now in the meeting</p>	
<p>Tap "Leave Meeting" to end</p>	

Here is a helpful video - <https://www.youtube.com/watch?v=GEQLjLYhuJQ>