HOW TO HOST A ZOOM MEETING
HOST A VIRTUAL GATHERING OR MEETING WITH YOUR CLIENTS

PORCH LIGHT
REAL ESTATE GROUP

Zoom is a great way to engage and connect with your people while we all practice social distancing to keep our communities, families and clients healthy and safe.
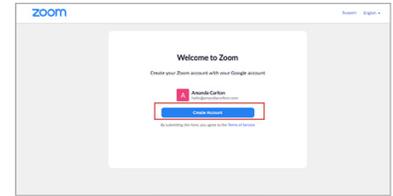
SETTING UP A ZOOM ACCOUNT
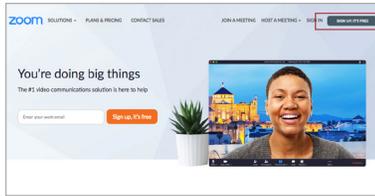
Go to **zoom.com** and click "Sign Up, It's Free" in the upper right corner.
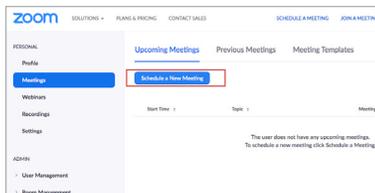
Click "Sign in with Google" then select your PorchLight account.

Click "Create Account".
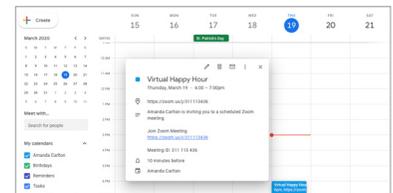
SCHEDULING A MEETING

Need more?
bit.ly/schedulezoom

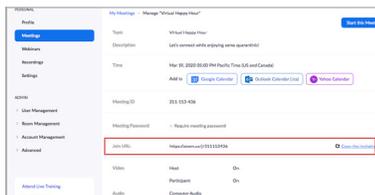Click the blue "Schedule a New Meeting" button. Enter the meeting Topic, Description, Date/Time (time zone).

Meeting Password: **off**
Video: **on** for both Host & Participant
Audio: **Computer Audio**
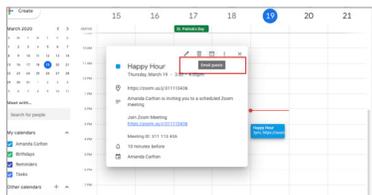Meeting Options: **Enable join before host**

Click "Save". Click "Add to Google Calendar". Click "Save" to add it to your PorchLight Google Calendar.
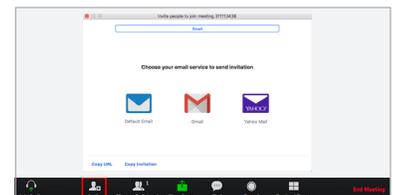
INVITING GUESTS

Need more?
bit.ly/invitezoom

OPTION 1: On the Meetings page you can either copy the URL link or Copy the invitation to share with your contacts via email or CRM.
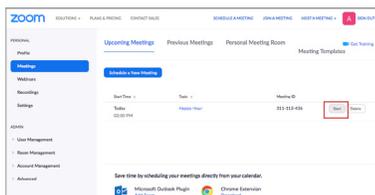
OPTION 2: Go to your Google Calendar event and click on "Email guests" and enter email addresses to send a calendar invite.
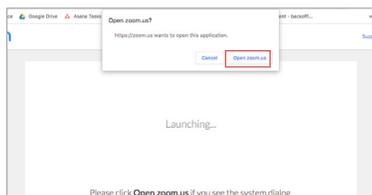
OPTION 3: You can even invite people when you're in your meeting by clicking on the "Invite" tab in your meeting controls.
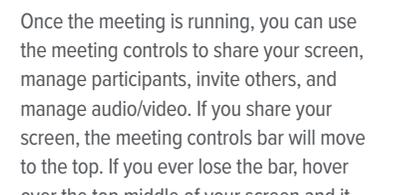
STARTING A MEETING

Sign in to your Zoom account and click on "Meetings" on left. Find the meeting and click "Start'".

If prompted, click "Open zoom.us".

Once the meeting is running, you can use the meeting controls to share your screen, manage participants, invite others, and manage audio/video. If you share your screen, the meeting controls bar will move to the top. If you ever lose the bar, hover over the top middle of your screen and it should re-appear. Please reach out to your Operations Leader with any questions or issues. Happy Zooming!

UPGRADE/PLAN INFORMATION

A Zoom Basic Account includes: An unlimited number of meetings, no time limit on 1-on-1 meetings, 40 minute limit for meetings with 3-100 people. Need more? For $15/month, get all the Basic features without the 40 minute limit on meetings up to 100 people. Visit **zoom.us/pricing**.

A BETTER MODEL. A BETTER LIFE.