

Zoom Meeting Room Instructions: How to host a meeting

1. Go to <https://zoom.us/>
2. Click "Sign In" in the top right
3. Use one of our account logins
note 3rd account is limited to 45 minutes
Username/Password
 1. support@build-it-yourself.com RobotSushi1
 2. john@build-it-yourself.com RobotSushi1
 3. info@build-it-yourself.com RobotSushi1
4. Select 'My Meeting" (left side of screen)
5. Select "personal meeting room"
6. Click 'Start Meetings"

You may direct members to go to 'webcasts' page on biy site and to:

- Select 'Join Zoom Meeting' to join meeting hosted by account 1
- Select 'Join Zoom Room #2 Meeting' to join meetings hosted by account 2

To instruct members to join a meeting under any account use the invite feature
This will provide you will a link to share for others to join that can be emailed or
texted to others.



Please download zoom app
in app store. Follow
instructions and app should
automatically open.



Zoom : A Leader in the 2018 Gartner Magic Quadrant for Meeting Solutions

Read the Report

Check out our [Privacy Policy](#)





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PLANS & PRICING

CONTACT SALES

JOIN A MEETING

HOST A MEETING ▾

SIGN IN

SIGN UP, IT'S FREE

Sign In

Sign In

[Forgot password?](#)

Stay signed in

Or, sign in with [Google](#) or [Facebook](#)

New to Zoom? [Sign Up Free](#)



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Language

English ▾

Currency






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- My Meetings**
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- Room Management
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 - Calendar Integration
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- User Management
 - Users
 - Group Management
 - Role Management
- Account Management
 - Account Profile



John Galinato

[Edit](#)

Account No. 387325

Personal Meeting ID	986-505-3711 https://zoom.us/j/9865053711 × Use this ID for instant meetings	Edit
Sign-In Email	john@build-it-yourself.com Linked accounts: 	Edit
User Type	Pro 	
Capacity	Meeting 100 	
Time Zone	(GMT-4:00) Eastern Time (US and Canada)	





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PLANS & PRICING

CONTACT SALES

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



SIGN OUT

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Start Time ▾

Topic ▾

Meeting ID

The user does not have any upcoming meetings.
To schedule a new meeting click Schedule a Meeting.

Save time by scheduling your meetings directly from your calendar.

[Microsoft Outlook Plugin](#)[Download](#)

Add Zoom as an Add-in for Outlook
on the web

[Chrome Extension](#)[Download](#)[Firefox Add-on](#)[Download](#)[Help](#)

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Upcoming Meetings

Previous Meetings

Personal Meeting Room

[Start Meeting](#)

Topic Mission Control's Personal Meeting Room

Time

Add to



Google Calendar



Outlook Calendar (.ics)



Yahoo Calendar

Meeting ID

703-070-9799

Join URL:

<https://zoom.us/j/7030709799>[Copy the invitation](#)

Video

Host

On

Participant

On

Audio

Telephone and Computer Audio

Dial from United States

Meeting Options

× Require meeting password

× Enable join before host

This is a sharable link that allows others to Join the meeting room.

[Help](#)

Open URL:Zoom Launcher?

 Always open these types of links in the associated app

Open URL:Zoom Launcher

Cancel

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [download & run Zoom](#).

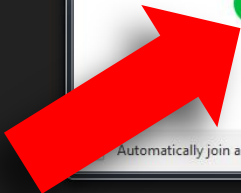
Choose ONE of the audio conference options

Phone Call Computer Audio

Join Audio Conference by Computer

Test Computer Mic & Speakers

Automatically join audio by computer when joining a meeting





Mission Control



Mute



Start Video



Invite



Manage Participants



Share Screen



Chat



Record

End Meeting

