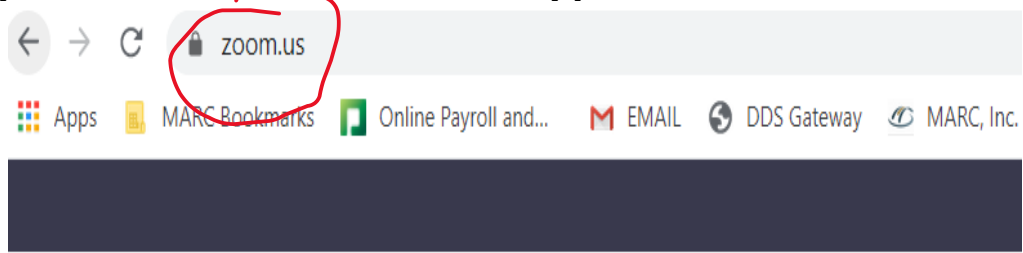
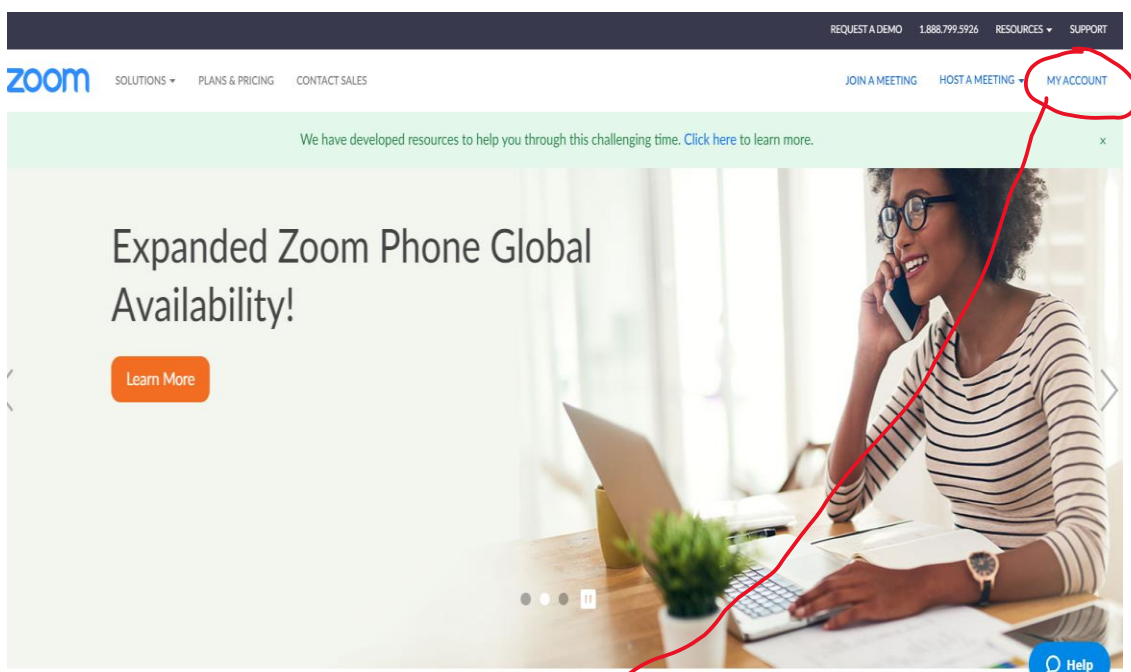


How to Create a ZOOM Video Conference

1. Open your internet browser and type in ZOOM.US



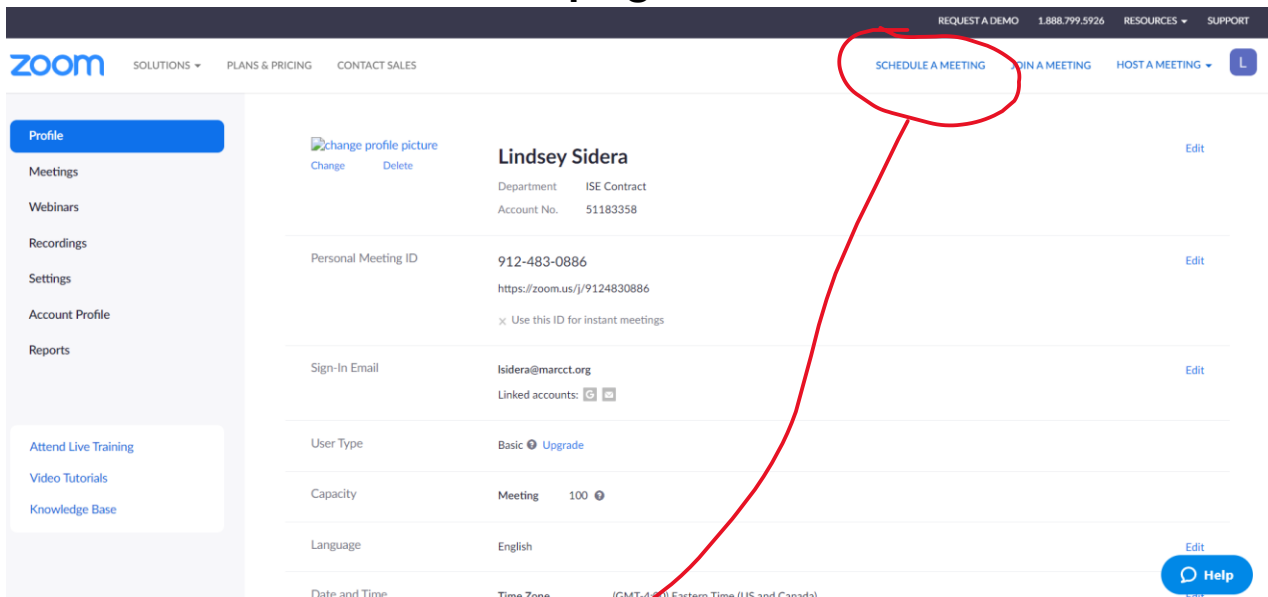
2. You will then be directed to a page that looks like this:



3. Click the MY ACCOUNT

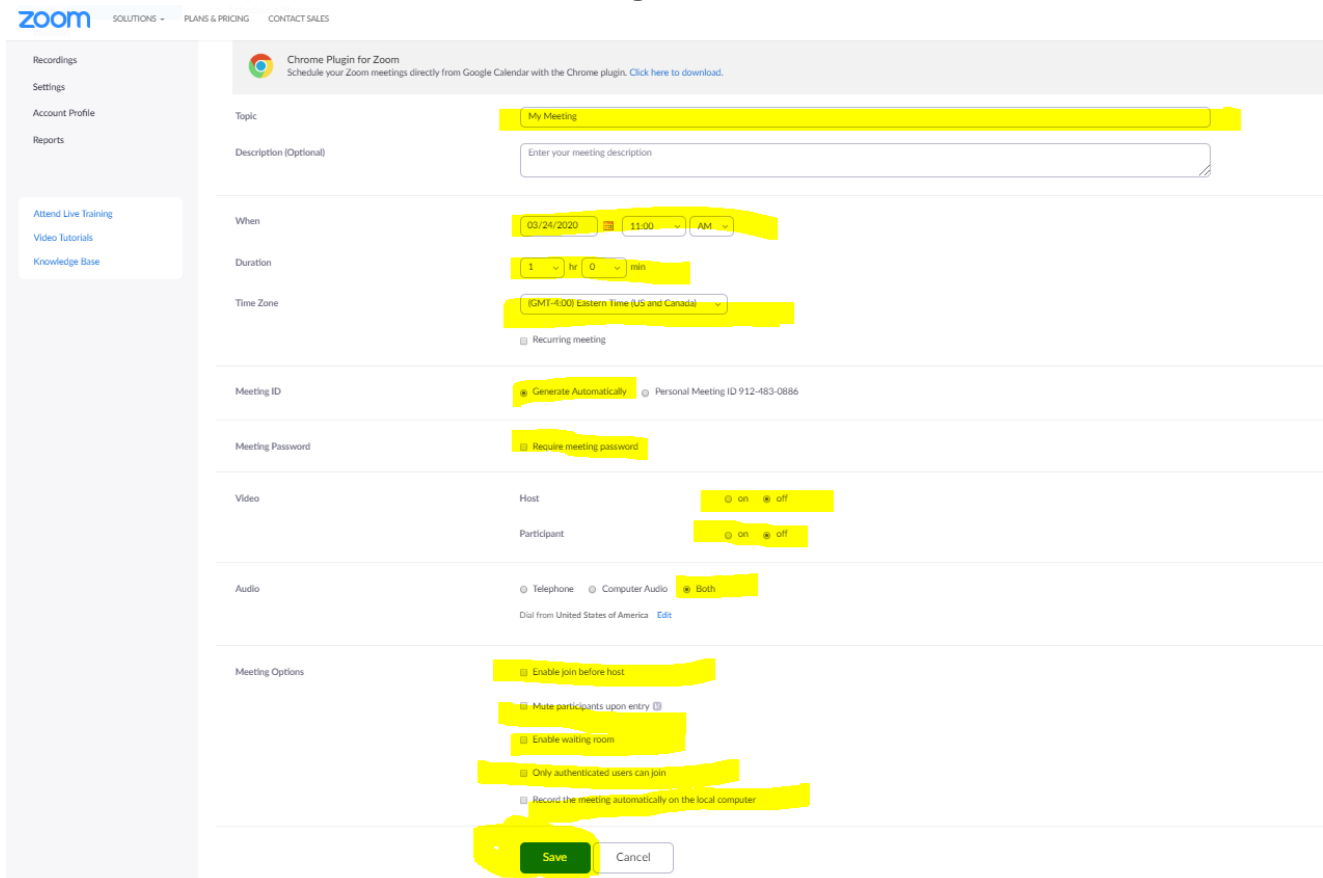
If you do not see MY ACCOUNT in the right-hand corner you will need to sign in to your ZOOM account.

4. You will be directed to a page that looks like this:



5. Click SCHEDULE A MEETING

6. You will be directed to a page that looks like this:

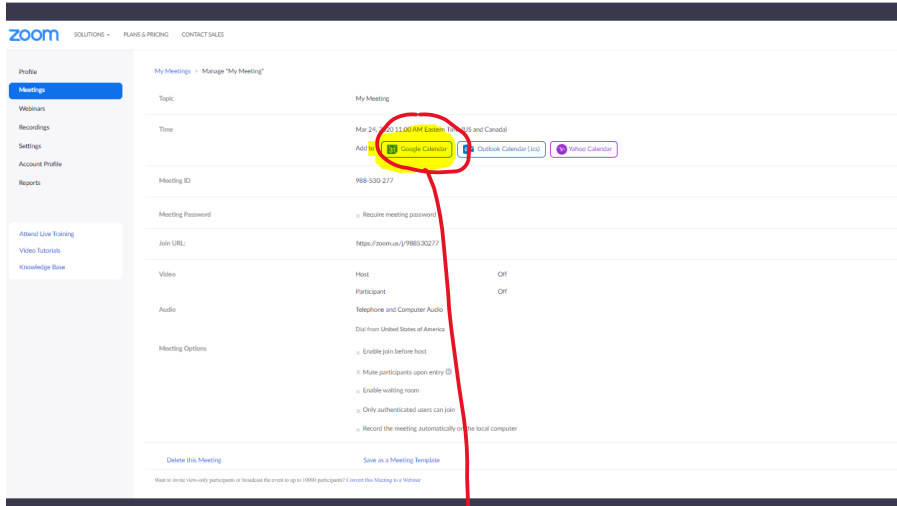


7. Fill in the highlighted fields above and CLICK SAVE

Important to note:

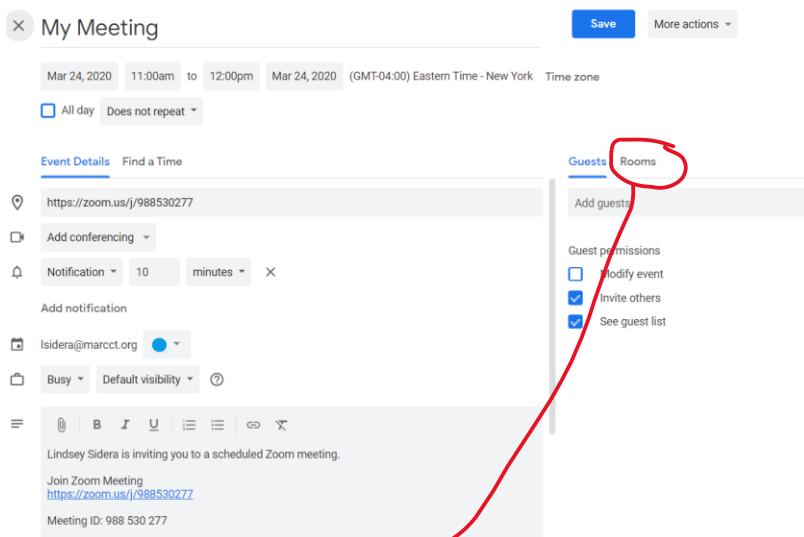
- Make sure you are in Eastern Time
- Meeting password: Click so you DO NOT require a password.

8. You will be directed to a page that looks like this:

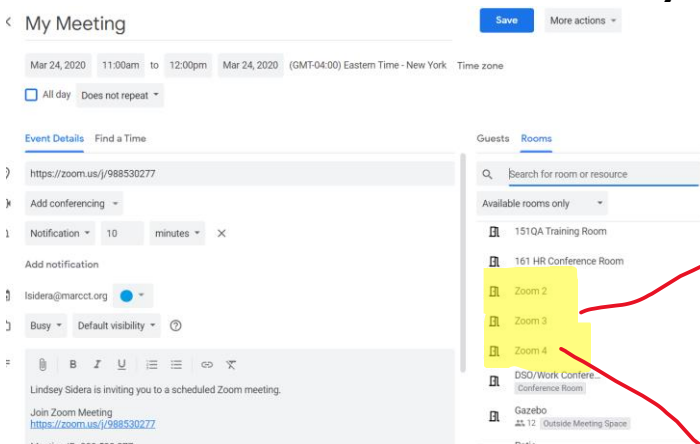


9. CLICK GOOGLE Calendar, you will be directed to your email (you may have to login to your MARC gmail account)

10. You will be directed to this page: If you have ever created a meeting at MARC, you will recognize this page:



11. Click on ROOMS above, you will see this: (you may need to scroll)



12. Click on one of the ZOOM rooms

13. CLICK on GUESTS (next to ROOMS): and you can add whoever you would like to join the meeting via email.

14. CLICK SAVE