SaPAR Zoom meetings

Navigate to zoom.us in your browser
Click the sign in button – after the first session this may well start in the account.
Enter sign in details:
Email address – saparzoom@gmail.com Password – BSARocket3
In Left column select 'Meetings'
On the right select 'Schedule a Meeting'

Topic – Name for the meeting e.g. February committee meeting

Description (optional)

When – Date and time of the meeting

Duration – expected length of the meeting

Time Zone – Should be pre-set to London, if not change to (GMT+0:00) London

Recurring meeting - optional but may prefer setting individual meetings. Could work for committee meetings?

Registration – Leave blank

Meeting ID – Open to discussion, Generate Automatically would create random ID's and would be more secure. Personal Meeting ID would keep the ID for this license therefore the same ID for every meeting.

Security – A random number created for each meeting and must be used by attendees when logging in. It becomes part of the invite code.

Waiting Room – Allows members to wait until being allowed in by the host. Require authentication to join – Unsure, leave clear as security features are set above.

Video – Host & participant set to on. Can also be done within the zoom meeting but easier if video and audio are set to on.

Audio – Set to Both

Meeting options – Allow participants to join anytime - 'Tick'

               Mute participants on entry – Blank

               Automatically record meeting – Blank

               Approve or block entry etc. – Blank

Alternative Hosts – Leave blank

Save
When sending the invitation delete everything below Passcode line.