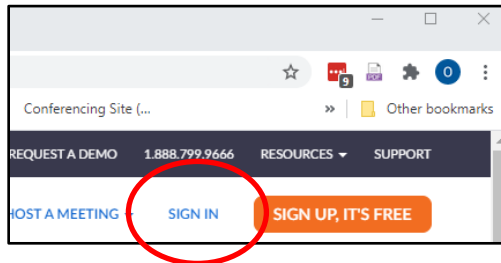


## Zoom “Instant” Meetings

### Step 1: Log into Zoom using your Town Hall Zoom username and password

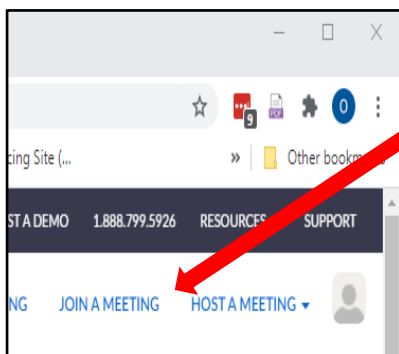
The Zoom username is your Town Hall email address. E.g.: [mary.doe@oldsaybrookct.gov](mailto:mary.doe@oldsaybrookct.gov)

**SIGN IN** on to the Zoom web site <https://zoom.us>



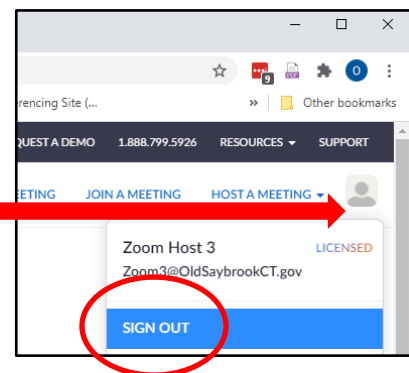
If you initially see the window below, which does not include “**SIGN IN**”, you are already signed in to Zoom. Since your computer may have you cached as a Zoom guest, you should log out of this session and reconnect using your Town Hall account.

Click on the profile icon on the upper right and select “**SIGN OUT**”. Enter the web site again and initiate a fresh log in to Zoom.



If you do not see “**SIGN IN**” you are already logged in.

Use the profile icon to “**SIGN OUT**” of Zoom and log back in.



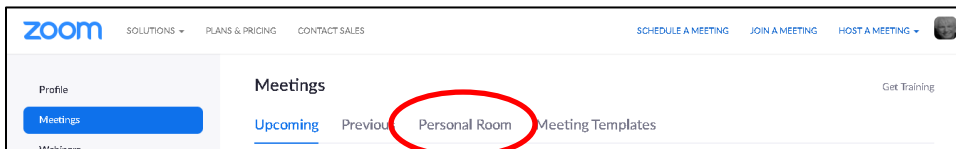
If your password is not working, enter your email address and select “**Forgot?**” which will guide you through the steps to get your password reset.

A screenshot of the Zoom Sign In page. It has a title 'Sign In' and two input fields: 'Email Address' (containing 'mary.doe@oldsaybrookct.gov') and 'Password'. To the right of the password field is a link labeled 'Forgot?' which is circled in red. Below the input fields is a blue 'Sign In' button. At the bottom, there is a checkbox for 'Stay signed in' and a link for 'New to Zoom? Sign Up Free'.

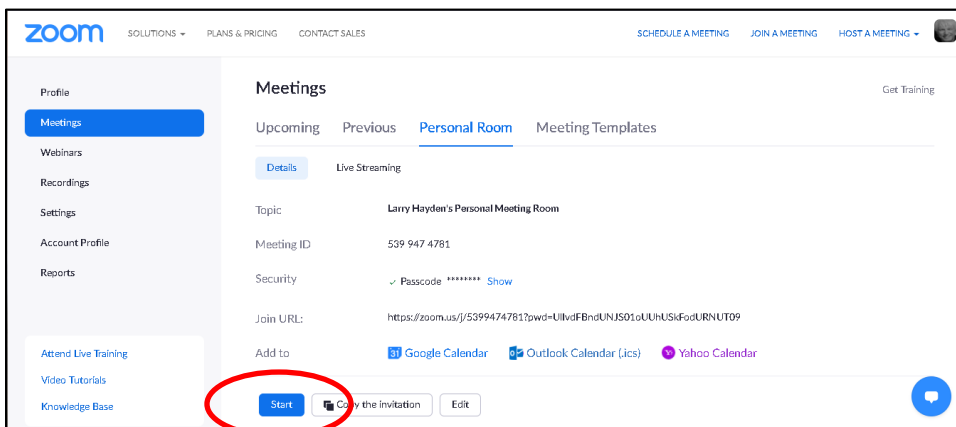
## Zoom “Instant” Meetings

### Step 2: Go To Your Personal Meeting Room and Start the Meeting

In Zoom meeting view, select **“Personal Room”**.



Once in the Personal Room, hit the **“Start”** button to initiate the meeting.

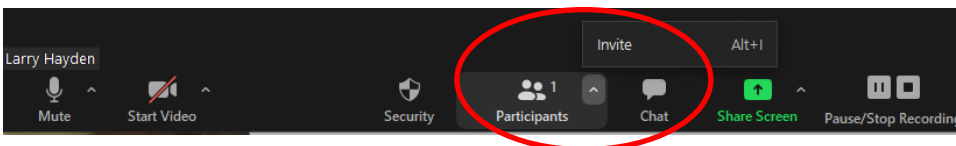


The meeting will start up and connect to your audio and webcam using the usual dialogs.

### Step 3: Inviting your Guest(s)

After the meeting has started, click the Participants menu arrow and select **“Invite”**.

At the pop-up screen, select **“Default Email”**. This will open an Outlook send message box with the meeting information to send to your guest.



Once the guest has joined you will have full Host privileges as in a regular Zoom meeting or webinar.

### Step 4: Ending the Meeting

When the meeting is over, select the **“End”** button in the lower right of the screen and choose **“End Meeting for All”**.

