

Zoom Instructions and Information for Group Meetings

1. Get Zoom on your computer
 - a. Go to: zoom.us
 - b. Put your **Andrews University** email address in and sign up for free
 - c. Follow the instructions in your email – sample is shown below

Your Zoom account has been created, but your email address needs to be verified before your account becomes fully active. Please click the link below to activate your account within 30 days:

[Click here to activate your account](#)

If the link above does not work, paste this into your browser:

<https://zoom.us/activate?code=dVuV3R4tP3ixhtyQuGvQN7RRl0-7crZW09hGIXys.BQQAAAFKFXJEywAnjQAVbWFyc2hhLmJlYXZ21haWwuY29tAQBkAA>

By clicking the activation link above, you are indicating you have read and agree to the Zoom [Terms of Service](#).

If you need additional help, please visit our [Support Center](#).

Thank you.

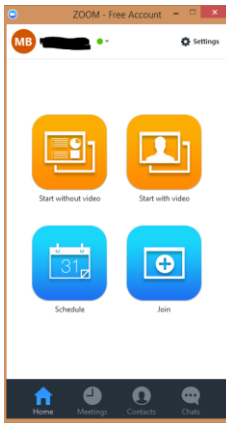
The Zoom Team


- d. You will need to download the Zoom Launcher – This will put the Zoom icon on your computer

2. To use Zoom
 - a. To open a meeting click on the Zoom icon on your computer

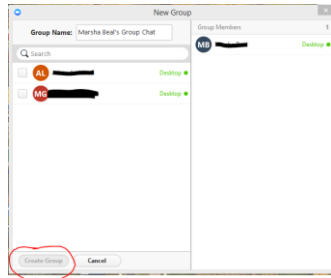


- b. Below is the page that will open

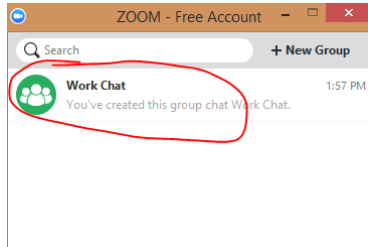


- Click contact to add your class/group members
 - Click the plus sign to add person
- Adding people to your contacts page
 - Click on Contact
 - Click on the upper + sign 
 - Click on invite other contacts by email
 - Send them an email
- How to create the Buddy Chats
 - Click on New Group
 - Give your group a name
 - Select the numbers of the group

- Click Create Group



- Group chats – once a group is created it will show under chats – all you have to do is click on the name of the chat and the system will call all the members on that group chat



3. Meet with your teacher

- a. If the teacher has given you a meeting ID#
 - i. Go to zoom.us
 - ii. At the top click on Join a Meeting
 - iii. Put in the meeting ID# provided to you
- b. Start a meeting from you buddy list
 - i. Add you teacher as one of your contact
 - ii. Go to the contacts
 - iii. Next to the teacher
 - iv. Click start meeting/chat