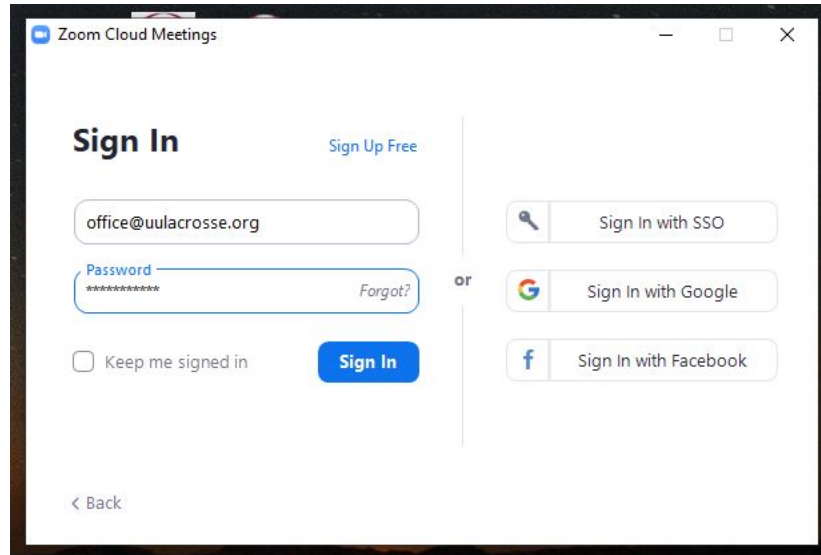


HOW TO HOST A ZOOM CALL WITH THE FELLOWSHIP ACCOUNT

Make sure you've received the Fellowship's password from the office before you attempt to login.

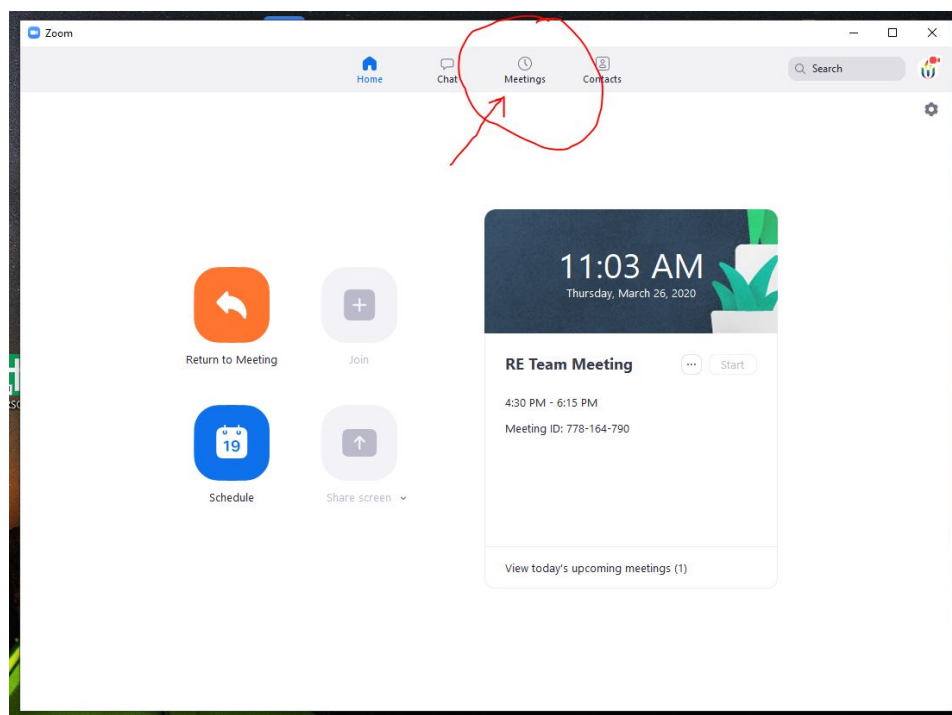
Open the Zoom app on your device or the program on your desktop computer.
DO NOT CLICK THE ZOOM LINK.

Once Zoom opens you should see a login screen that looks like this:

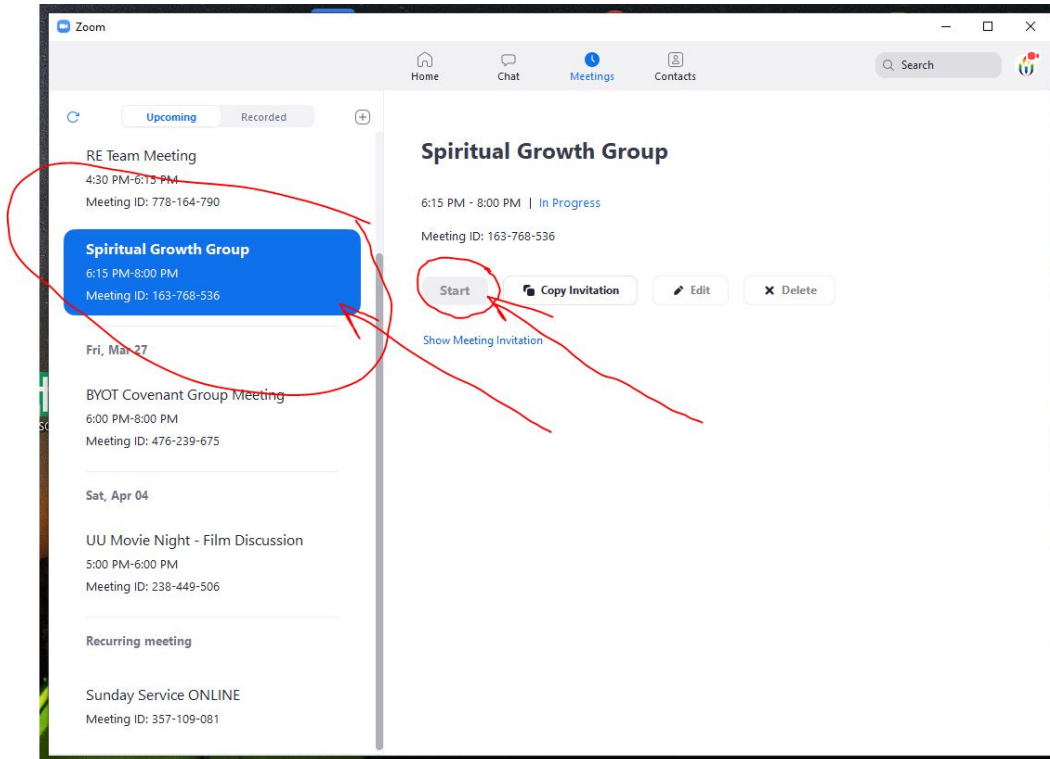


IMPORTANT: Make sure here to log in with **meet@uulacrosse.org** (pass: *****)

Then this window should open up for you:



From here click the **Meetings** button at the top of that window to open the list of scheduled meetings. Then select the meeting you will be hosting and then click the **Start** button.



If you've entered **meet@uulacrosse.org** and ********* as the password your meeting should open up with you as the host. Participants should be able to join and control their own audio and video, but at times it's necessary for the host to control their settings.

- Right-click on the screen to **Rename** yourself
- Open the **Chat** window and the **Participants** window to view who is in the room and messages that are being exchanged.
- Control Audio and Video of Participants and yourself in the **Participants** window

If you notice anything missing or incorrect, or you need extra support, please email office@uulacrosse.org.