

Zoom Instructions for Phone Users

First Meeting ONLY

1. Download Zoom App and follow steps to create an account
2. Open the App and Click “Meetings” along the bottom of the screen
 - a. You need to change some settings at this point (you’ll only have to do this once)
3. Click “Edit”
4. Change the passcode to “mentor”
5. Turn Host Video on
6. Turn Participant Video on
7. Click “Save”
 - a. You will now return to the Meetings screen
8. Click “Send Invitation”
9. You will get three options, choose “Send Email” option
 - a. An auto populated email will pop up
10. Type your mentee’s email address (we will give this to you) where it says “To” and hit return/enter
11. Click the blue up arrow in the upper right hand corner to send the email
 - a. Your screen will return to the Meeting ID page
12. When you are ready for your meeting click “Start”
13. When your mentee joins you will be notified that they are in the “waiting room”
14. Click “Admit”
15. When you are finished click “End” and then “End Meeting For All”

Meetings after first meeting:

1. Open the App and Click “Meetings” along the bottom of the screen
2. Click “Send Invitation”
3. You will get three options, choose “Send Email” option
 - a. An auto populated email will pop up
4. Type your mentee’s email address where it says “To” and hit return/enter
5. Click the blue up arrow in the upper right hand corner to send the email
 - a. Your screen will return to the Meeting ID page When you are ready for your meeting click “Start”
6. When your mentee joins you will be notified that they are in the “waiting room”
7. Click “Admit”
8. When you are finished click “End” and then “End Meeting For All”

Zoom Instructions for Computer Users

First Meeting ONLY

1. Go to: <https://zoom.us/>
2. Click the orange button (in upper right hand corner) to Sign up and follow the steps to create an account.
 - a. When the directions ask if you are signing up on behalf of a school click "no."
 - b. "Skip the step" that asks you to invite colleagues.
3. Once you have completed the steps Click "Go to my Account"
4. Click "Host a meeting" (with video on)
 - a. If your video pops up in full screen mode, click the up arrow on the participant box and then click "Invite."
 - b. If your video pops up in a small (minimized) screen, click the "More" button with the three dots and then click "Invite"
5. Click "Copy Invite Link" and paste it into an email and send it to your mentee (we will give you their school email address).
6. When your mentee joins you will be notified that they are in the "waiting room"
7. Click "Admit"
8. When you are finished click "End" and then "End Meeting For All"

Meetings after first meeting:

1. Go to: <https://zoom.us/>
2. Click "Host a meeting" (with video on)
 - a. If your video pops up in full screen mode, click the up arrow on the participant box and then click "Invite"
 - b. If your video pops up in a small (minimized) screen, click the "More" button with the three dots and then click "Invite"
3. Click "Copy Invite Link" and paste it into an email and send it to your mentee (we will give you their school email address)
4. When your mentee joins you will be notified that they are in the "waiting room"
5. Click "Admit"
6. When you are finished click "End" and then "End Meeting For All"