



## How to use Zoom to host your World Tea Party

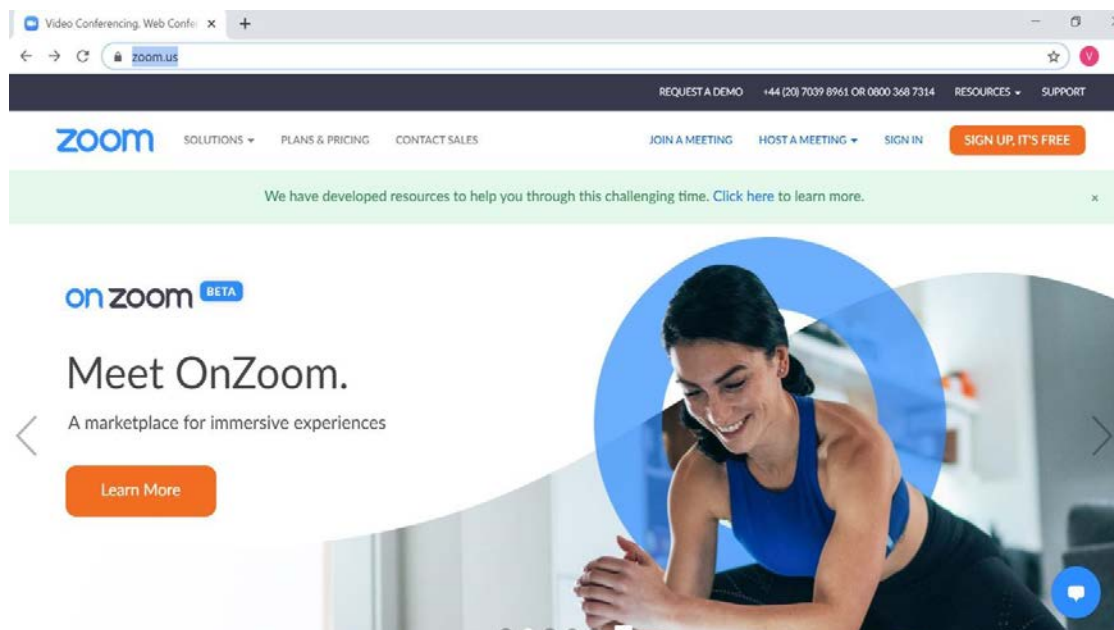
### What is Zoom?

Zoom is a video-conferencing and calling platform. This means it is a programme that anyone can sign up for online, that allows users to make video calls over the internet. Typically Zoom has been used by businesses and so some of the language on zoom reflects this, for example, calls are called 'meetings' but it's a great tool for individuals too, and you don't need to be a business to use it.

These instructions are for setting up a call using a laptop or desktop computer. If you are using a tablet like an iPad you will first need to download the Zoom app from the app store, and follow from there, the screen might look a little different to these images but the steps are the same!

### Step by step

Open your internet browser (usually Google Chrome, Internet Explorer or Safari) and type 'Zoom.us' into the address bar.





1. If you have an account already click on '**sign in**' in the top right corner and sign into your account. If you haven't created an account before click on the '**Sign up, it's free**' button in the top right of your screen. It might initially ask for a date of birth, this is because under 16s are not allowed to create Zoom accounts unless for school. It will not be stored.

2. To create an account, Zoom asks for a '**work email address**' – but a personal email address will work fine. Fill in your email address here. Zoom will then send you an email to activate your account. Check your email and click the '**Activate Account**' button in the email or copy and paste the link into your browser to activate your account.
3. Fill in your name and choose a memorable password to finish setting up your account. You're now ready to schedule your World Tea Party on Zoom!



- Group calls in Zoom are called meetings, and this is what you'll use for your World Tea Party. To start click on **'Schedule a meeting'** in the top right of the screen.



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### Meetings

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The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.

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https://zoom.us/meeting/schedule

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Topic: Manoela's World Tea Party for SPANA

Description (Optional): Join me for tea, cake, chit-chat and fun while we raise vital funds for working animals!

When: 07/07/2021 5:00 PM

Duration: 1 hr 0 min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Contact SPANA

Do not show this message again

Time Zone: (GMT+1:00) London

Recurring meeting

- Give your World Tea Party a name and choose the date and time. Lots of us will hold our tea parties on 8 July this year but you can choose any date that works for you.



- You'll see on Zoom that a free account has a 40-minute time limit for calls. If you think your World Tea Party might run a little longer (if you like a natter like us!) you might want to consider setting up a pro account or simply setting up a second meeting for straight after. Just repeat the instructions but choose a time 40 minutes later. When you share your invite, you can send details for both calls and just let guests know to click the second call when the first comes to an end.
- After choosing the date you have some more options for your virtual World Tea Party:
  - Meeting ID** – you can leave this as it will generate automatically
  - Security** – We recommend having a passcode for your World Tea Party zoom call – you can send this to your guests and they use it to 'enter' the call
  - Waiting room** – if you tick this it means you can start the call and then all your guests will be in a virtual waiting room then you control when to 'let them in' to the call.
  - Video** – you can select if you (the host) would like to start the call with your video on or off, and the same for your guests (participants)
  - Audio** – leave this as both, most people will access through their computer but if they have any connection problems they can dial in from a landline too.

The screenshot shows the Zoom meeting scheduling interface. The browser address bar displays <https://zoom.us/meeting/schedule>. The Zoom logo is visible in the top left, and navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING are present. The main content area includes the following settings:

- Recurring meeting
- Meeting ID**:  Generate Automatically  Personal Meeting ID 999 028 5388
- Security**:  Passcode   
Only users who have the invite link or passcode can join the meeting
- Waiting Room  
Only users admitted by the host can join the meeting
- Require authentication to join
- Video**: Host  on  off  
Participant  on  off
- Audio**:  Telephone  Computer Audio  Both  
Dial from United States [Edit](#)

- Finally, you can choose the following options:
  - Allow participants to join anytime** – tick this to allow guests to join even if they are running late and the World Tea Party has already started.



**Mute participants on entry** – when someone is ‘muted’ on Zoom it means their microphone is temporarily turned off and they won’t be heard by others on the call. This is a good option for big groups to keep everyone from talking all at once at the beginning, but people can unmute when they are in the call.

**Require authentication to join** – this means that everyone joining will need to be logged into Zoom, if you are not sure that everyone you are inviting to World Tea Party has a Zoom account, leave this unticked.

**Automatically record meeting on local computer** – Zoom allows you to make a video recording of your call and save it to your computer. We would recommend leaving this unticked. If you want to record your World Tea Party you can do this once the call has started but it’s best to let your guests know first before you start recording in case they don’t want to be on camera.

The screenshot shows the Zoom 'Schedule a Meeting' interface. The 'Participant' section has 'off' selected. Under 'Audio', 'Both' is selected. Under 'Meeting Options', 'Allow participants to join anytime' is checked, and 'Mute participants upon entry' is also checked. The 'Save' button is highlighted with a yellow arrow.

10. Once you click ‘**Save**’ your World Tea Party call will be all set up! Now you can share the link with your guests, and all they will need to do on the day is click on the link and enter the pass code.



11. You can copy the invite link by highlighting it (shown in yellow on the picture below) right click and select 'copy' and then when you have your email or text invite open right click and select 'paste', then make sure to do the same for the passcode.

The screenshot shows the Zoom meeting management interface. The browser address bar displays the URL: <https://zoom.us/meeting/95766312916>. The page title is "Meeting Information - Zoom". The Zoom logo is visible in the top left corner. The navigation menu includes "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "SCHEDULE A MEETING", "JOIN A MEETING", and "HOST A MEETING". The main content area shows the meeting details for "Manoela's World Tea Party for SPANA". The "Security" section is expanded, showing the "Passcode" as 765213, which is highlighted in yellow. The "Invite Link" is also highlighted in yellow and reads: <https://zoom.us/j/95766312916?pwd=N0lpZVhmWmVlTU1lVUNsbGd6OUNuQT09>. A "Copy Invitation" button is visible next to the link.



12. On the day of your World Tea Party, log back into Zoom and click on **'Meetings'** on the left side. You should see your World Tea Party listed there. Hold your mouse over the listing and **'start meeting'** button should appear, click on this to get started.

