<div align="center">Zoom Step by Step Guide</div>

Scheduling a webinar with Zoom is simple! Once you decide on a virtual workshop date, time and who you will be inviting, you can send your meeting invites. You can schedule on your PC or Mac.

1) Login to Zoom.com sign into your account.
2) Go to the "My Meetings" Page and click "Schedule a Meeting".
3) Once the dialog box opens, insert your meeting information and hit "Schedule". This is where you will include the date and time for your guests.

On the prompt you can select audio options and video options. We recommend a dial in conference call service. We find it to be the easiest way for people to use their computer to view their PowerPoint use their phone for audio. You can use headphones or put your phone on speaker to control the audio. It's also easier for some of your prospects to call in to a phone line

You can assign a co-host if you want someone else to manage the administrative side of the meeting (such as recording/muting etc.).

The next option is to invite attendees. You will work with your workshop vendor on how you are inviting your prospects to join. Once you schedule the meeting, you will get a meeting link for it, which you can email out or include on any digital invites.

Once it's time to start your meeting, click "My Meetings" and then just click start. If you are going to record your meeting, make sure to click record before starting.

We recommend doing some test webinars, either internally or directly with DMI. That way you can practice using the features and control panel. You will be able to see who is on the call in the control panel also.

We recommend muting all participants before your start the presentation, so you don't get interrupted. You can tell them to write down your questions, wait until the end, or have them save their questions for a one-on-one call or meeting. Once you meeting is over you will "leave" the meeting and then work on scheduling your one-on-ones.

Zoom-Videos
Watch this video to show you how to Schedule a Meeting:
https://youtu.be/ZAYv8sVPTxU

Zoom also has a few online webinars in the help center: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials