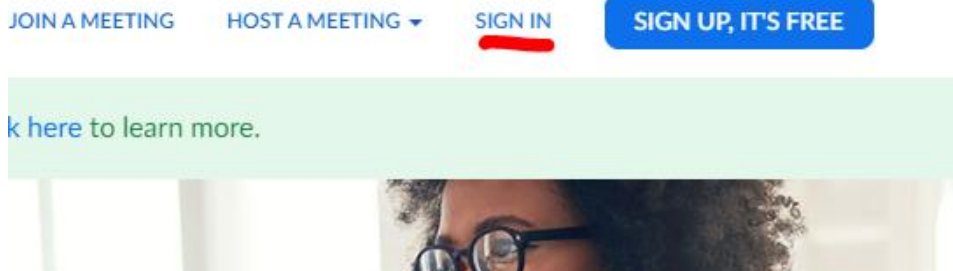


## Manual: Host a Zoom Meeting

- 1) Go to <https://zoom.us/>
- 2) Click Sign In



- 3) Fill in email address and password + click "Sign In"

### Sign In

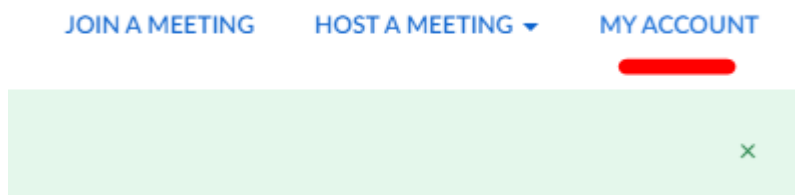
Email address

Password

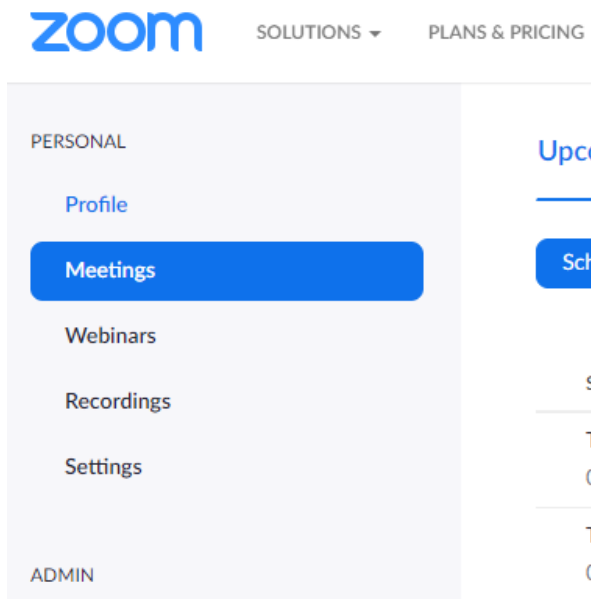
[Forgot password?](#)  Stay signed in

Sign In

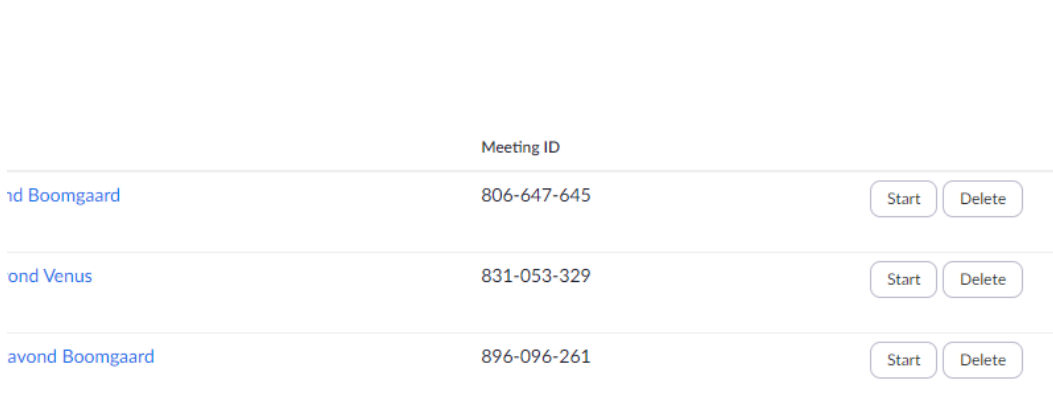
- 4) Click "My Account"



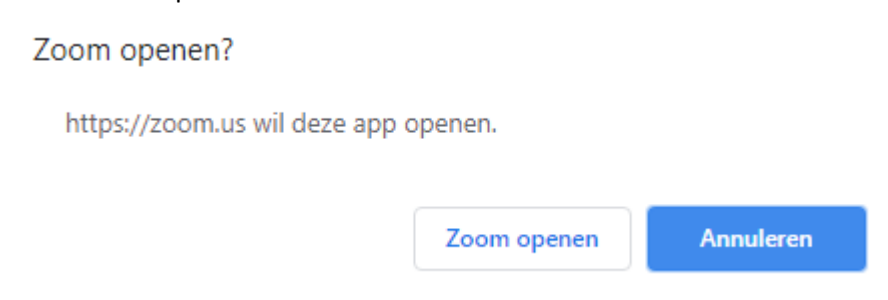
5) Click "Meetings"



6) Click "Start" behind the meeting you want to host




7) Click "Zoom Openen"



8) Click "Join With Video" (If asked)

9) Click "Join with Computer Audio"

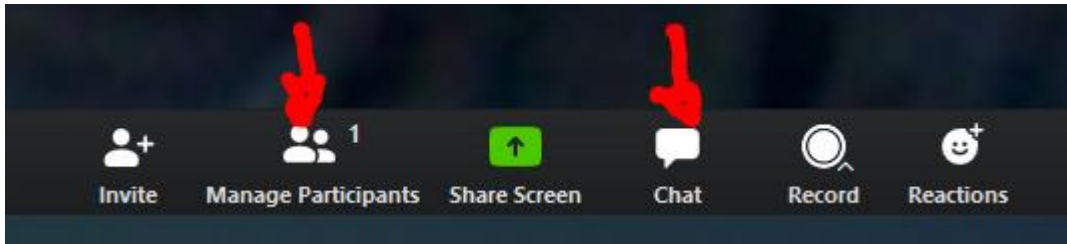
 Join Audio

×

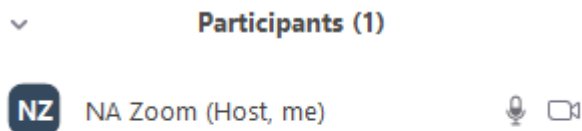
**Join with Computer Audio**

Test Speaker and Microphone

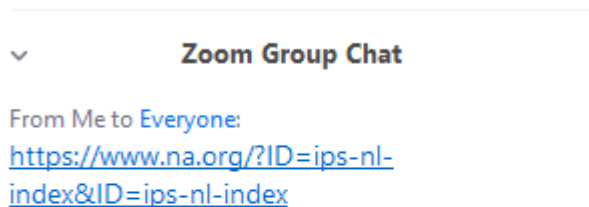
10) Tool to use at the bottom of the screen: Manage participants and Chat



11) Manage Participants: Use this to mute or unmute somebody in the meeting



12) Chat: use this to send links to readings or other info needed for the meeting



13) Use the site: <https://www.na.org/?ID=ips-nl-index&ID=ips-nl-index> for the Dutch readings.  
(divide these before the meeting starts)

14) Right bottom of the screen: Click “End meeting” to finish the meeting

