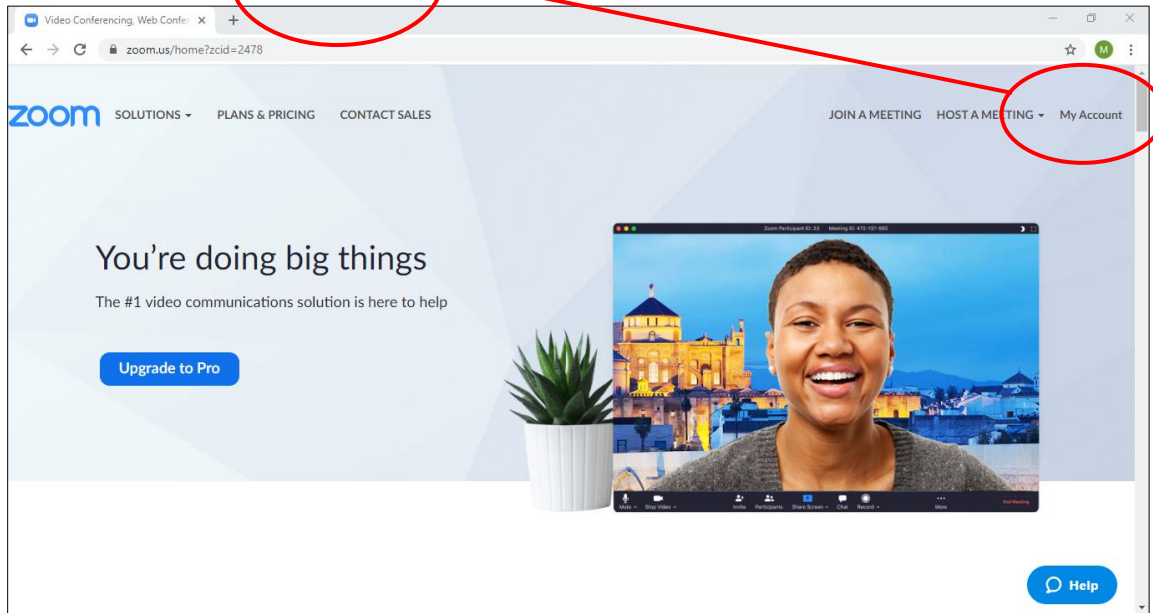# Creating a Zoom Account

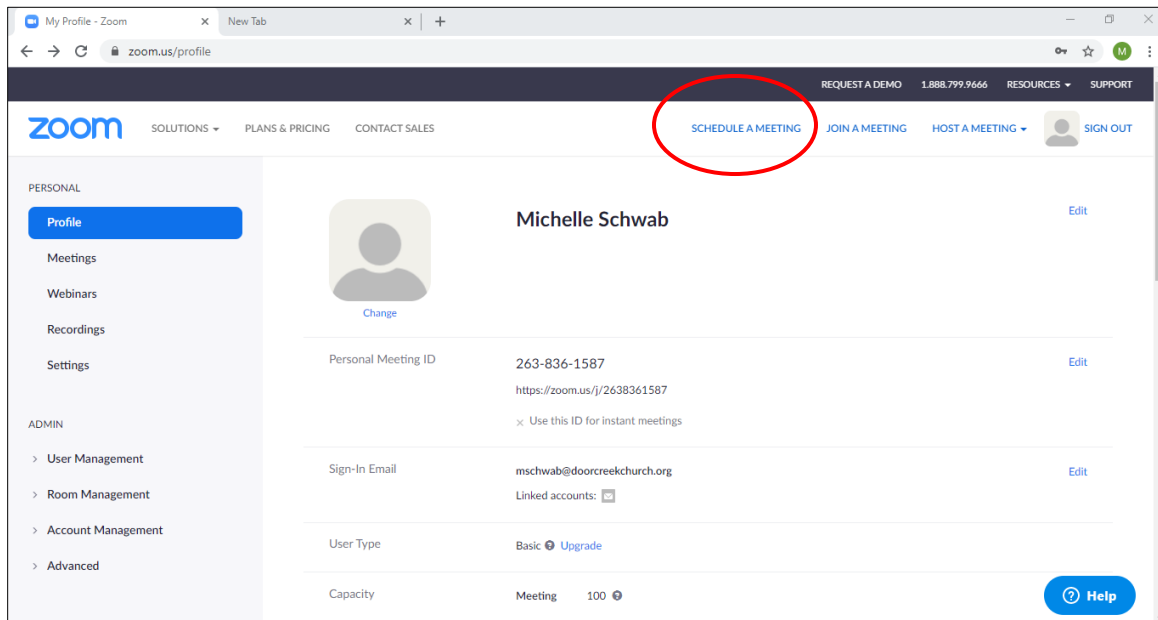Go to http://zoom.us and click on **Sign Up, It's Free!**
You can use an e-mail and password that you create, your Google (Gmail or Google App) or Facebook account to sign in.

Scheduling a Meeting

After signing in, choose **My Account**.

On you profile page, Click SCHEDULE A MEETING

Choose a topic and add a description if you want. Fill in a time and date and click "recurring meeting" if applicable. The "free" version allows up to a 40 minute meeting for three or more participants.

Scroll down and choose "on" Video for Host and Participant – this allows everyone to see each other. Participants may choose not to have video if they want.
Choose "enable to join before host." This allows your participants to sign-on and begin community without you as the host being present. Then SAVE.

Once you have saved the meeting, select copy the invitation or copy the highlighted url.
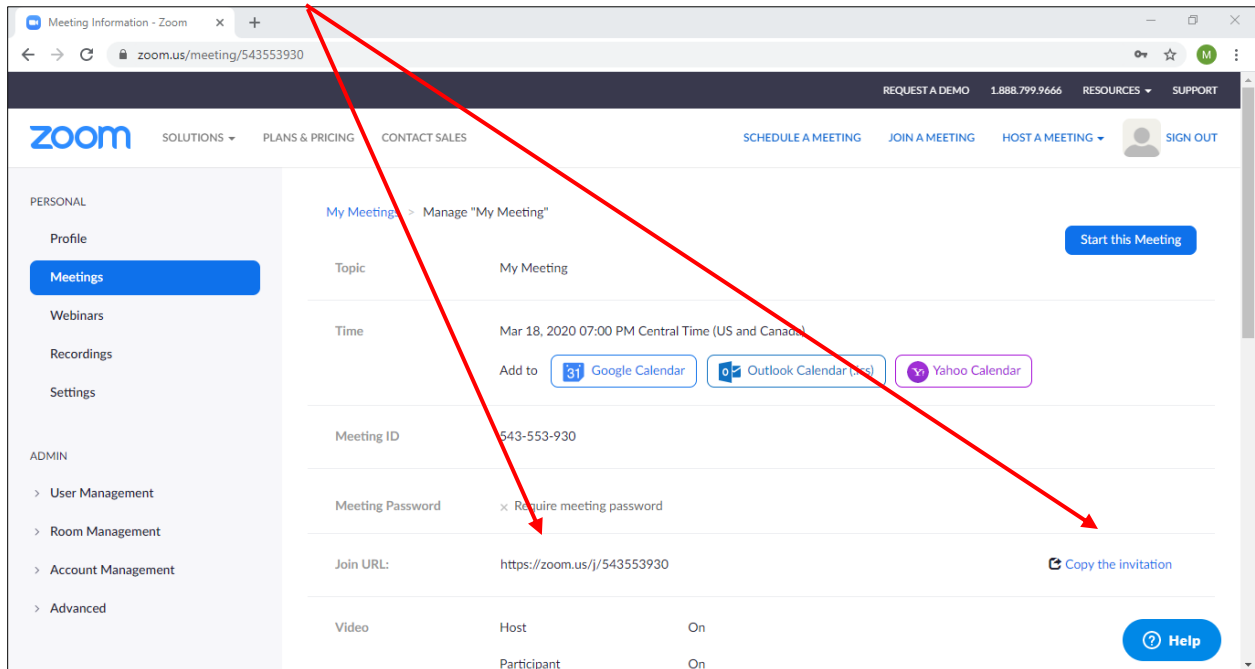
Selecting copy invitation shows you the invite, choose copy meeting invitation. Insert the copied invitation into your email to your group. The participants will click on the "Join Meeting" which will allow them to join.