



How to Guide Zoom Account

Logging In:

1. Go to www.zoom.com
2. Click 'Sign in'

Sign in

Next

Or sign in with

SSO

Apple

Google

Facebook

Microsoft

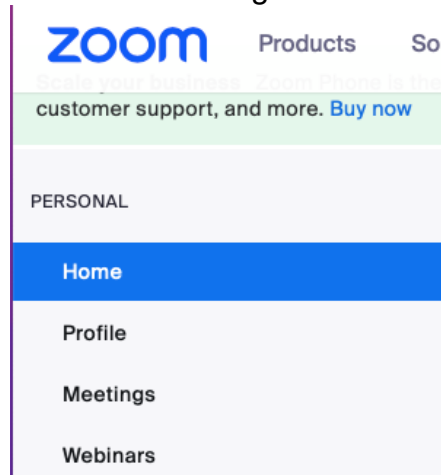
3. Email: secretary@guild-of-toastmasters.co.uk

4. Password: Praysilence4

5. The first time of login it will ask you to verify. Select verify via onetime passcode (you will need the secretary to provide this to you once it is received). Enter the passcode. You will need to complete this on all devices used to login e.g. computer & phone.

Scheduling a Meeting:

1. Select meetings from the side tab



2. Check if a meeting has already been scheduled for the date you want:

- a. Meetings scheduled will appear on this page

Meetings

Recently Deleted Get Training

< **Upcoming** Previous Personal Room Meeting Templates Polls/Quizzes Meetii >

09-27-2025 to 12-27-2025

+ Schedule a Meeting

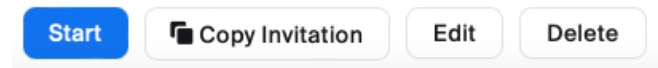
Mon, Sep 29

04:00 PM - 05:00 PM

Dan - Jodie & Sam

Meeting ID: 813 0920 9761

3. Select '+Schedule a Meeting' (blue button near the top right of the page)
4. Complete the following details:
 - a. Topic – 'Your Name – Couple Name'
 - b. Select the date & time
 - c. Select the duration
 - d. Ensure Time Zone remains as GMT
5. Click Save
6. Click 'Copy Invitation' from buttons below the meeting text;



7. When the pop-up window opens click 'Copy Meeting Invitation'
8. You can now paste this into an email to send to the couple/attendees.
9. To return to Meetings page click side 'Meetings Tab'

Starting a Meeting:

1. Log in and select the 'Meetings' Tab
2. Hover over your meeting – which will display a blue 'Start' Button
3. Click Allow on any Pop-Ups
4. This will then start the meeting.