

Abortion Healing Provider Zoom Meeting Procedure

- Go to the Zoom website (<https://zoom.us/>) and login using your email address and password. It is recommended that you get the subscription as the free version only allows for a 40 minute zoom call.
- Once logged in you will be in the My Meetings screen and will see other meetings scheduled for other groups.
- Click on the blue rectangular button titled "Schedule New Meeting."
- Fill out Meeting information:
 - Topic
 - When, date and time
 - Duration, 1 hr to 1hr 30 min. We recommend no longer than 1 hr 30 min
 - Make sure time zone is your time zone
 - Check Recurring Meeting box and fill out:
 - ❖ Recurrence - Weekly
 - ❖ Repeat every 1 week
 - ❖ Occurance on whatever day of your week group is on
 - ❖ End date of group
 - Security uncheck passcode box
 - Video - turn on Host and Participant
 - Audio - turn on Both
 - Save
- Now that the meetings are created, you can click on the Google Calendar box on the meeting and add it to your calendar. Send the Zoom link to the participants that have a gmail account.
- If any of your participants do not have a gmail email account, you will have to copy and paste the Invite Link and send to participants via email (also do this in your welcome email even if they have a gmail account).
- Every week the facilitator will log in to Zoom and start the meeting.