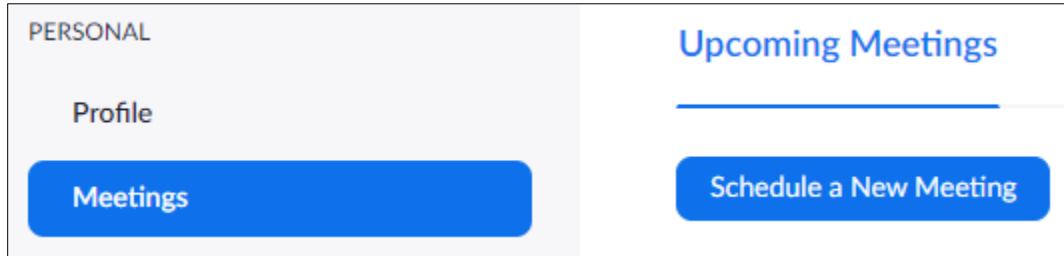


Adding a meeting for your club within the Division License

1. Login to Zoom (www.zoom.us) using your Division Director email and password.

Note: Password should have been set up by the Division Director prior to accessing account.

2. Click the **Meeting Tab**, then click **Schedule a New Meeting**.

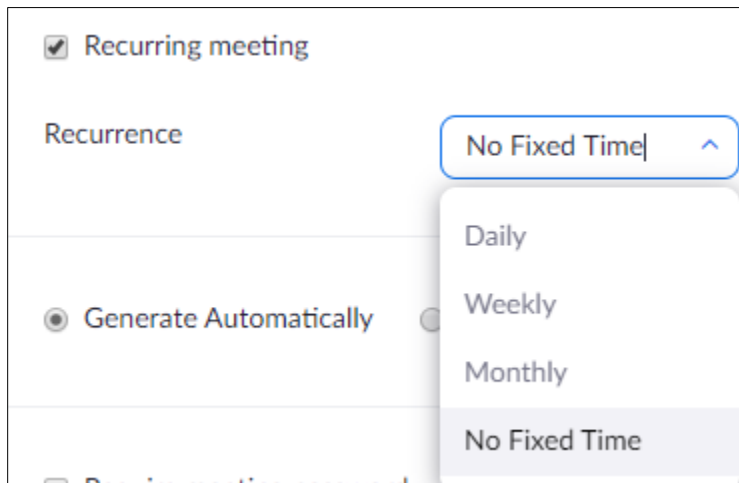


3. *Topic* should be the Club name and Number; no description is necessary.

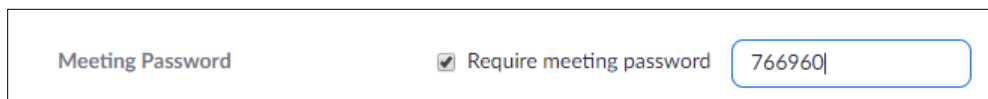
Example:

Raise your voice Toastmasters Club #188

4. Check **Recurring Meeting** after *Time zone*.
5. Select **No Fixed Time** for *Recurrence*.



6. Check the meeting password option to secure the club meeting room. The password should be at least 6 digits, it will be generated automatically or can manually entered.



7. Scroll down to *Meeting Options* and check **Enable before host** and **Mute participants upon entry** and click **Save**.



8. The meeting information will display, click **Copy the Invitation** at the right of the screen.
9. Click **Copy Meeting Invitation**, this will copy the invite information to your clipboard.
10. Paste the invite information in an email to the club contact requesting the Zoom Meeting.

Note: For the security of the club, remove the password section of the zoom meeting URL. (Highlighted)

Make sure you let the club know that their Zoom room is now requires a password to enter the meeting. This helps keep the meeting secure.

Example of an invite:

Topic: Meeting Zoom Room

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://zoom.us/j/111222333?pwd=WXNONjNmQXQxb2RtQXEyVzdERVL3dz09>

Meeting ID: 111 222 333

Password: 123456

One tap mobile

+16699009128,,111222333# US (San Jose)

+13462487799,,111222333# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US

Host Key

Host Key can be shared with clubs if they need to record or need the polling feature.

It is up to the Division Director if they would like to share their host key. The Division Director can change the host key at any time.

Using the host key will close other club meetings in progress. Only one club meeting can occur at a time with the license which it is important that clubs keep to their meeting time and make sure that if the club meets outside of their club meeting time that they do not run into another club meeting. Clubs should check in with the Division director.

How to access the Host Key:

1. Sign in to the Zoom web portal.
2. In the navigation panel, click Profile.
3. Scroll down to the Host Key section.
4. Select Show next to your Host Key to view your current 6-digit pin.