

# GBS|CIDP Foundation International **Zoom Chapter Meeting Guide**

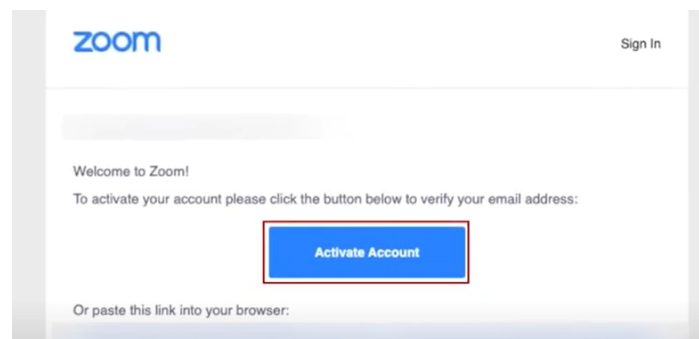
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## Setting Up a Zoom Account:

The first thing to do is to register for Zoom & set up your account. Zoom is a free service, but there are some limits to be mindful of. I will mention them below. You can do these next steps either from your laptop or from your mobile phone. I recommend using it on a computer if you will be hosting the meeting. You are able to use zoom through the zoom app as well as an internet browser. We suggest using the internet browser when hosting meetings for the safest experience.

1. Go to Zoom's sign up page ([www.zoom.us](http://www.zoom.us)) and click "Sign Up for Free." You'll be presented with a few options for creating an account. At the top, you can enter your email in the box labeled "Your work email address." If you do this, move on to step two. Even though Zoom asks for a work email, a personal email works just as well.
2. You can also create an account by clicking the "Sign in with Google" or "Sign in with Facebook" buttons, after which you just download the Zoom desktop app and move on to step six.
3. If you entered an email, Zoom will send an activation email to that address. Click the "Activate Account" button in the email or copy and paste the activation URL into your browser to activate your account.



4. On the page that opens up in your web browser, fill in your first and last name and a password.
5. Next, you'll be given a link to your personal meeting URL and will have the option to click an orange "Start Meeting Now" button to start a test meeting. If you copy that URL into your browser or click that orange button, you should be prompted to download the Zoom desktop app. Follow the prompts to install the app.



### Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

Start Meeting Now

Go to My Account

Save time by scheduling your meetings directly from your calendar.



Microsoft Outlook Plugin  
Add Zoom



Chrome Extension  
Download

6. After you've installed the Zoom app, you'll see buttons to "Join a Meeting" or "Sign In." To start your test meeting, click "Sign In."
7. On the next screen, enter the email and password you just used to sign up for Zoom in your browser. If you registered using the "Sign in with Google" or "Sign in with Facebook" buttons, click those buttons here and follow the prompts.
8. Once you're logged in, make sure you're on the Home" tab, and then click the orange "New Meeting" button in the Zoom app.
9. Your meeting will start.

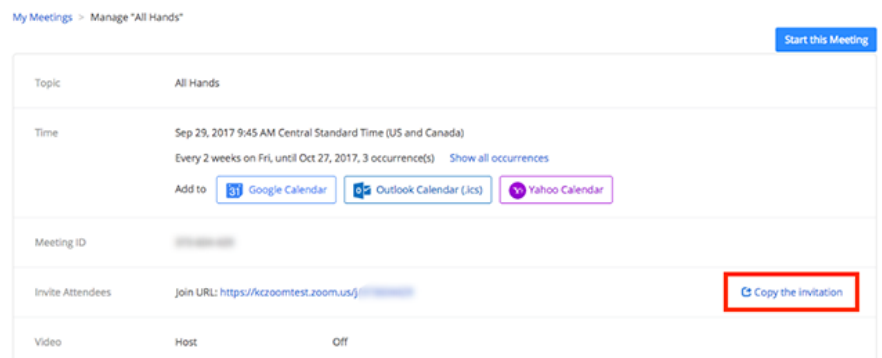
## How to Invite People to Your Meeting:

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Once you have an account, you can invite people to a Zoom meeting a few different ways. Log into Zoom & click on the 'Meetings' tab.

From there:

- Click the "Copy Invitation" button on the screen, a message with your Zoom meeting's URL, ID, and phone dial-in information will be copied to your clipboard that you can drop in an email.



- On the mobile app, when you tap the "Send Invitation" button, you'll be presented with three options: "Send Message," which will let you text your meeting URL to someone; "Send Email," which will open up an email with your meeting's information; or "Copy to Clipboard," which will copy your Zoom meeting's URL and meeting ID to your phone's clipboard.

## Some Ideas & Best Practices for Your Virtual Chapter Meeting:

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Now that you're a Zoom whiz, let's talk about some formats for potential meetings.

### **Pre-recorded Speaker Interview:**

Much like an 'Ask the Expert' you can meet with your speaker one on one & pre-record the video, which we will then send out to your group. To pre-record, you can either select 'automatically record' when you set up your zoom meeting, or you can hit the 'record' button when you are ready. You will then need to share the file with myself or Meg & we will handle the rest.

- **Option A: Speaker led presentation.**
  - We will set up a registration page & send the link to those who have registered.
  - Your speaker can present a PowerPoint.
  - They will need to share their screen during the recording.
- **Option B: Ask the Expert.**
  - If you have not already, you can watch the "COVID-19 Ask The Experts" on our website with myself & Dr. Ken Gorson for a general idea of how this can go.
  - We will set up a registration page & ask that members provide their question when they register. We will then share the questions with you.
  - If you are comfortable with sharing a presentation, we will provide you with a PowerPoint with all of the questions you can use to interview your speaker
  - Alternatively, you can simply read the questions aloud.
- **Option C: Group Get Together**
  - You may just ask your group to participate in a group meeting. You can lead the group with updates from the Foundation. If you are hosting a fall Walk & Roll or chapter meeting, be sure to let the group know!
  - When setting up the zoom meeting, we highly suggest activating the "waiting room" option so you can make sure the correct people are logging onto your meeting.
  - Please note that with a free Zoom account, meetings with three or more attendees are limited to 40 minutes.

I am here to help you in any capacity! I would be glad to join your call if you'd like, but I know that you are all fully capable of presenting a quality virtual meeting! Please reach out to myself or Meg at any time with questions or concerns.