

Using the Federation Zoom account

Step-by-step instructions for booking and using the MFCC Zoom account(s):

1. Go to the booking page:

<https://tinyurl.com/mfcc-zoom>

The Federation has paid for a Zoom licence with 2 hosts. That means that it can be used by two Community Councils at the same time but no more than that. This means we have to know who is using it and when.

2. Click on **Zoom Account 1** (always, by default) so that it becomes highlighted

3. Choose the date you wish to book it for – you can move forward through the months using the arrows. Click on the date and then the time you wish the meeting to start at (scroll down if you don't see the time you need)*.

* If the time you are looking for is not shown, that means Zoom Account 1 is already booked – in this case go back up to the top and choose **Zoom Account 2**.

This time choosing **Zoom Account 2**.

MFCC Zoom Account

Zoom Account 2

Zoom Account 1
2 hours

Zoom Account 2
2 hours

05 May

< > May 2021

Mo	Tu	We	Th	Fr	Sa	Su	09:00	09:30	10:00
					1	2	10:30	11:00	11:30
3	4	5	6	7	8	9	12:00	12:30	13:00

Choose the date and time again.

05 May, 19:00

< > May 2021

Mo	Tu	We	Th	Fr	Sa	Su	13:30	14:00	14:30
					1	2	15:00	15:30	16:00
3	4	5	6	7	8	9	16:30	17:00	17:30
10	11	12	13	14	15	16	18:00	18:30	19:00
17	18	19	20	21	22	23	19:30	20:00	20:30
24	25	26	27	28	29	30	21:00	21:30	
31									

4. Add your **name**, **email address** and **phone number** (phone number is not mandatory but helpful in case of any issues). Then select your Community Council from the drop down list.

Click on **Book** button.

Add your details

Firstname Lastname

Name@domain.com

07432012345

Please let us know if you have any special requests. Thank you.

Notes (optional)

Provide additional information

Which Community Council?

--select an option--

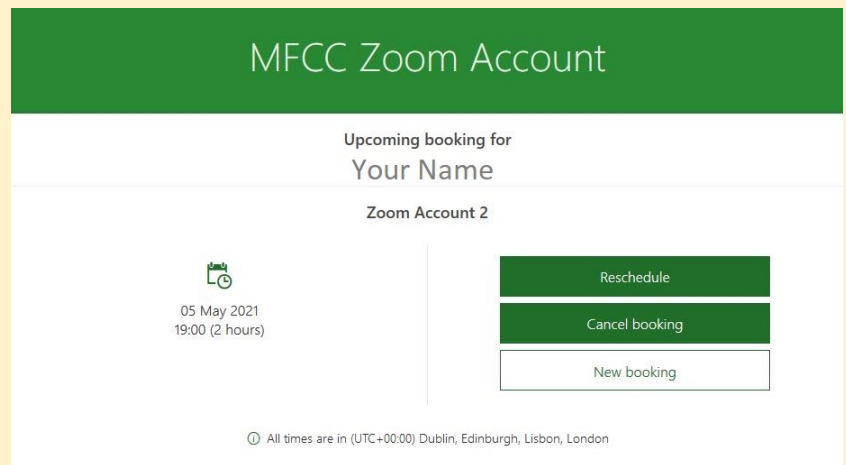
5. You will receive this confirmation message and the promised confirmation email to the address given.

Thank you for booking with us!

You will get a confirmation message in email shortly

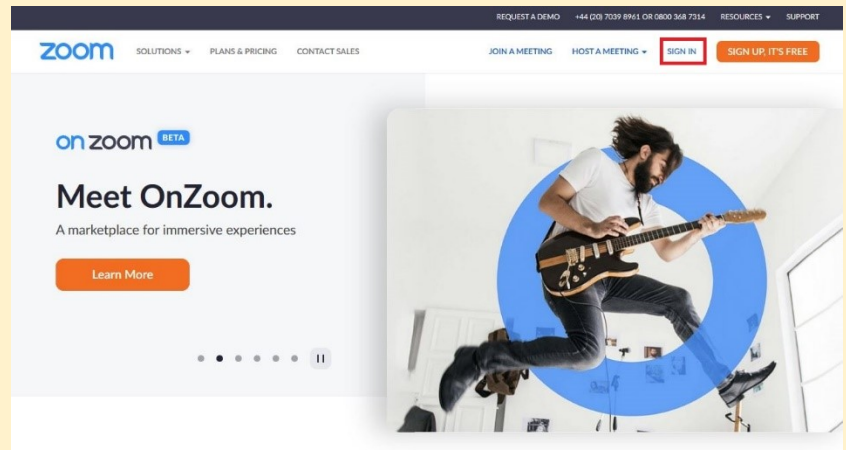
OK

6. You will then be shown this screen, where you can reschedule or delete the booking if you have made a mistake, or you can make another booking. Alternatively, you can just leave the system, the booking has been made.



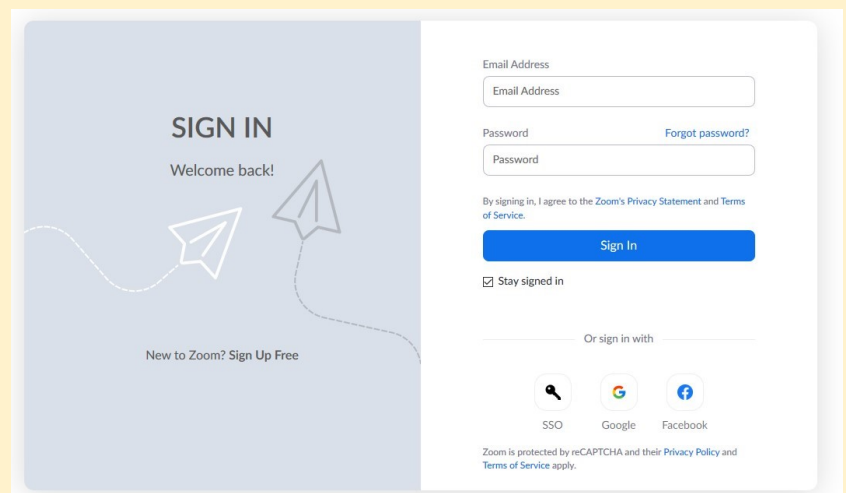
7. You will have been emailed a username and password for Zoom, so now you can log in to Zoom to setup your meeting. Go to Zoom and sign in:

<https://zoom.us/>

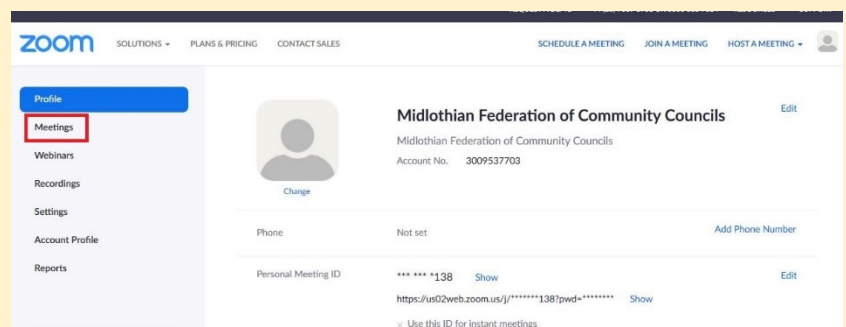


8. Remember to use the same account as the one you just booked (i.e. Account 1 or Account 2).

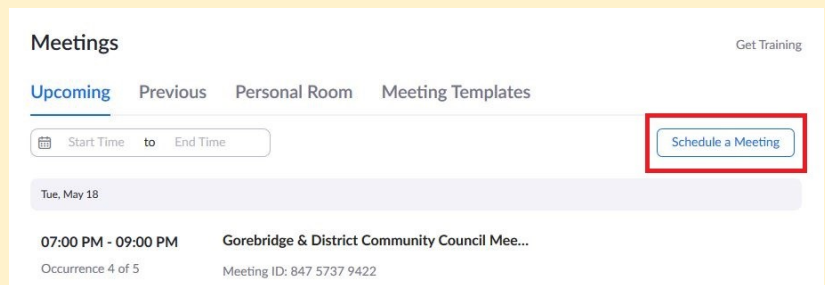
These may change periodically for security, so please take note of the information in that email when it arrives.



9. Once logged in, click on **Meetings** on the left hand side.



10. Here you will see all the meetings that have already been setup. Click on **Schedule a Meeting** to setup your meeting.



Meetings Get Training

[Upcoming](#) [Previous](#) [Personal Room](#) [Meeting Templates](#)

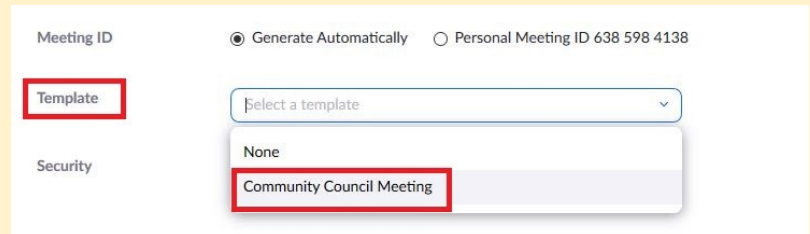
Start Time to End Time Schedule a Meeting

Tue, May 18

07:00 PM - 09:00 PM Gorebridge & District Community Council Mee...
Occurrence 4 of 5 Meeting ID: 847 5737 9422

OPTIONAL TIP:

Use the Community Council Meeting **Template** from the drop down menu as this will partly fill in some of the fields for you on this form.



Meeting ID ☒ Generate Automatically ☐ Personal Meeting ID 638 598 4138

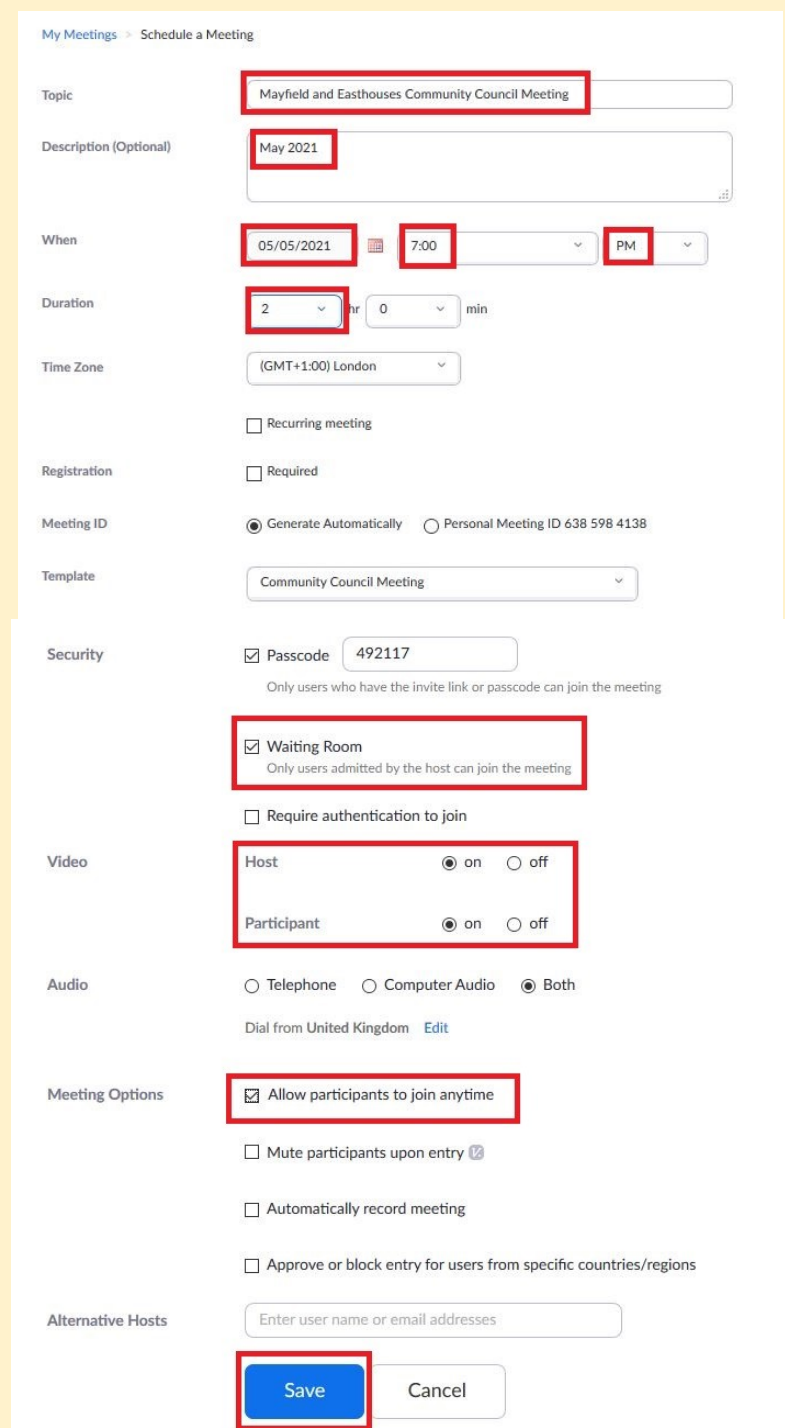
Template

None
Community Council Meeting

Security

11. Fill in details as you please, for help I would suggest the following:

- Identify your CC in the Topic field
- Use the calendar icon to find the date
- Notice the AM/PM drop down menu
- The duration is unimportant, if you choose 1 hr, you will not be cut off after that time.
- Always use the waiting room, for security.
- The rest is personal choice.
- Click **Save** when done.



My Meetings > Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

☐ Recurring meeting

Registration ☐ Required

Meeting ID ☒ Generate Automatically ☐ Personal Meeting ID 638 598 4138

Template

Security ☒ Passcode
Only users who have the invite link or passcode can join the meeting

☒ **Waiting Room**
Only users admitted by the host can join the meeting

☐ Require authentication to join

Video ☒ on ☐ off
 ☒ on ☐ off

Audio ☐ Telephone ☐ Computer Audio ☒ Both
Dial from United Kingdom [Edit](#)

Meeting Options ☒ **Allow participants to join anytime**
☐ Mute participants upon entry [?](#)
☐ Automatically record meeting
☐ Approve or block entry for users from specific countries/regions

Alternative Hosts

Save Cancel

12. The displayed page gives various ways to join the meeting, including the *Invite Link* and the *Meeting ID* and *Passcode*.

SUGGESTION: Click on **Copy Invitation**

The screenshot shows the 'Manage Meeting' page in Zoom. It includes fields for Topic, Description, Time, Add to (Google Calendar, Outlook Calendar, Yahoo Calendar), Meeting ID (830 4566 5850), Security (Passcode, Waiting Room), and an Invite Link. A red box highlights the 'Copy Invitation' button in the bottom right corner.

13. To *copy* all the information that is shown in the Invitation, click on **Copy Meeting Invitation**.

You can then *paste* this into an email ready to send to all your required attendees.

The screenshot shows a 'Copy Meeting Invitation' dialog box. It contains a text area with the following text: 'Meeting Invitation', '+442034815237,,83045665850#,,,814320# United Kingdom', 'Dial by your location', a list of phone numbers, 'Meeting ID: 830 4566 5850', 'Passcode: 814320', 'Find your local number: https://us02web.zoom.us/j/83045665850', 'Join by Skype for Business', and 'https://us02web.zoom.us/skype/83045665850'. A red box highlights the 'Copy Meeting Invitation' button at the bottom right.

OPTIONAL TIP:
You do not need all the information from the invitation. It's extra work to edit it down but if you would like to, the more important information is shown here.

The screenshot shows the 'Join Zoom Meeting' page. It includes the Zoom URL, Meeting ID (830 4566 5850), Passcode (814320), Dial in number (0131 460 1196), and the Skype for Business link. The URL and the Skype link are highlighted with blue boxes.

ON THE DAY OF THE MEETING:
You can log back into the account in Zoom and start the meeting from here. Go to **Meetings** and Click on **Start**.

The screenshot shows the 'Meetings' page in Zoom. It includes a list of upcoming meetings. A red box highlights the 'Start' button for the meeting 'Mayfield and Easthouses Community Council ...'.

OPTIONAL:

Zoom Training - <https://support.zoom.us/hc/en-us/articles/360029527911>