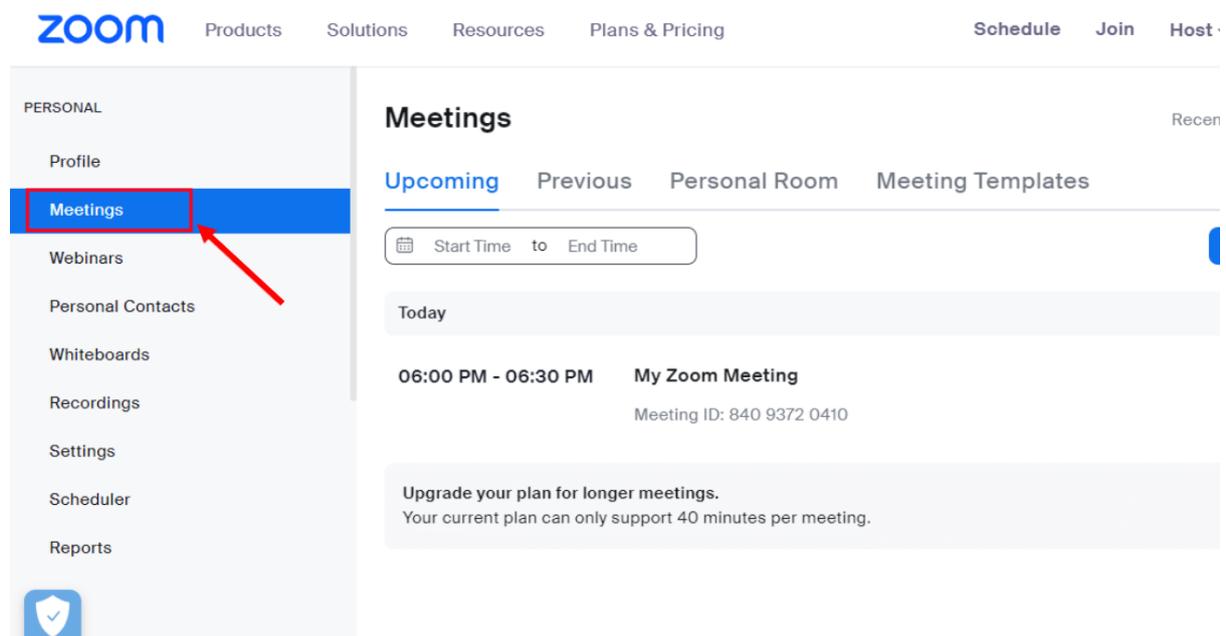


Instructions for setting up a Zoom session

Zoom is a free computer application that enables video communication between two or more people. The Zoom application allows you to hold meetings, training sessions, webinars, and the like, and during the session you can share documents, photos, and videos. It is also possible to record audio and video of the communication, share the screen, and use the whiteboard for writing and presenting. The application is free, easy to use, and facilitates remote communication.

To schedule a Zoom session through the web interface, you need to follow these steps:

- Log in to the Zoom web portal (<https://zoom.us>).
- In the navigation menu, click **Meetings** , then **Schedule a Meeting** .
- Enter **the topic** or **name of your meeting** .
- Set **the date** and **time of the meeting** .
- (**Optional**) Add attendees by entering their name, email, or phone number. You can also invite others to your meeting after scheduling it.
- Select **meeting options** .
- Click **Save** to complete the scheduling.



When it comes to meeting options via Zoom, they are numerous and are described in detail at the link:

- https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0060700#mcetoc_1ir8snksdl

The most important options are the security options, such as passwords, waiting room settings, connection encryption and the like (study them in detail because they enable, in addition to security protection, the privacy of all participants).