

Quick How-To: Host a Virtual Gathering Using Zoom

Who is this for?

This guide is for anyone who wants to host a virtual gathering to connect family and friends using zoom.

Step-by-Step Instructions

Step 1: Pick a Date and Time

- Choose a time that works for most of the family or friends you are inviting.
- Avoid overlapping scheduled meetings or local events.

Step 2: Create a Zoom Link

- Use Zoom or another tool to schedule a meeting.
- Write down or copy the link and meeting ID.

Step 3: Invite Family, Friends and Co-workers

- Share the link through family members, text, or Facebook.
- Offer to help them connect if they need it.

Step 4: Host with Kindness and Patience

- Start the call a few minutes early.
- Politely greet each of your guests, keep background noise low, and encourage conversation between guests..

You Did It!

You've brought friends and family together to listen, speak, and reconnect.