



ESTABLISHING A ZOOM MEETING FOR A SMALL GROUP

(updated 3-26-20)

What you will need:

- Internet connection
- Phone or computer with a camera
- Some time and some people

Steps to request a Zoom meeting invitation for your group:

1. Email zoom@redeemerpc.com with the day and beginning and ending time that you would like for your video call. Vicki or Terri will let you know if your request is available. Once a day/time is confirmed, they will send you an invite link with all the information you'll need.
2. Forward that invite to the people you want to meet with.
3. 15 minutes before your scheduled time, follow the link to join your virtual meeting.
4. If you have any problems that require time sensitive help, call Terri at 404-784-5302. If it is not urgent, simply email zoom@redeemerpc.com and we will get back to you.