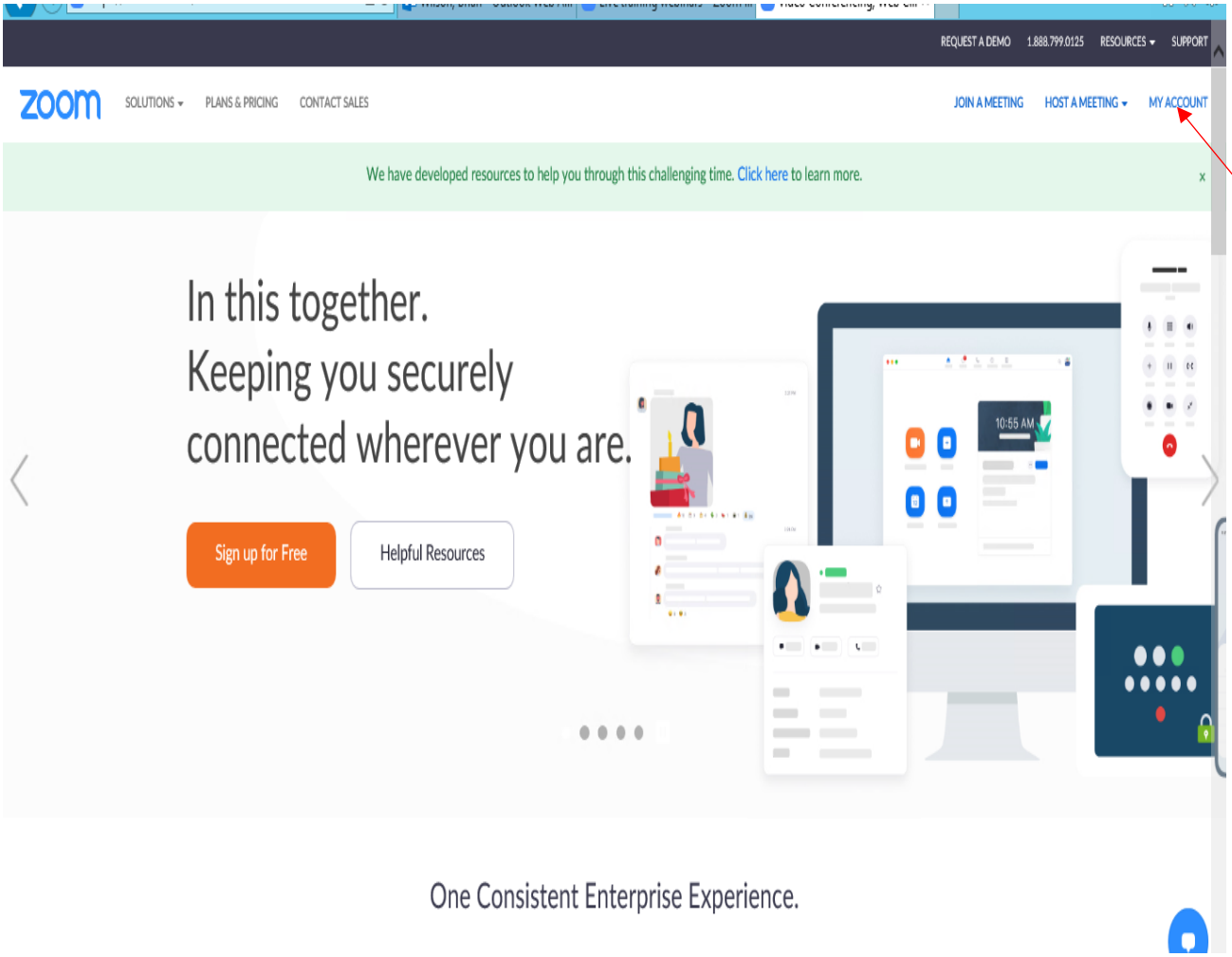
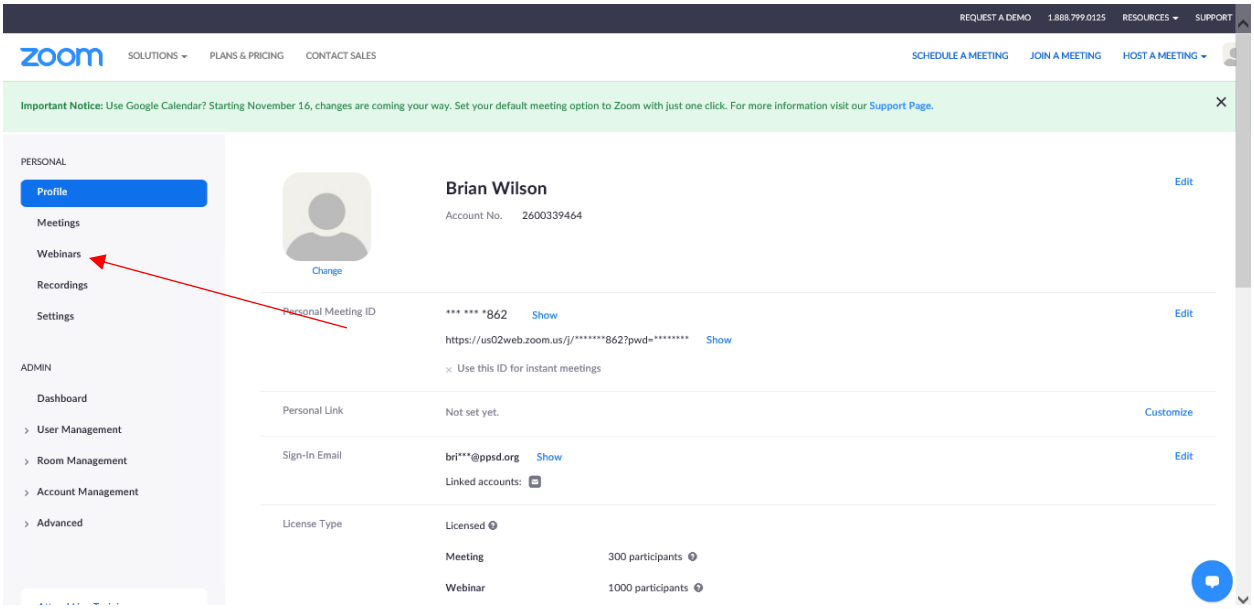
Zoom Guidance and How To Guide

Zoom PPSD paid accounts are available for district administrative staff and school Principals only. All other PPSD staff should use Zoom's free version or Google Meets.

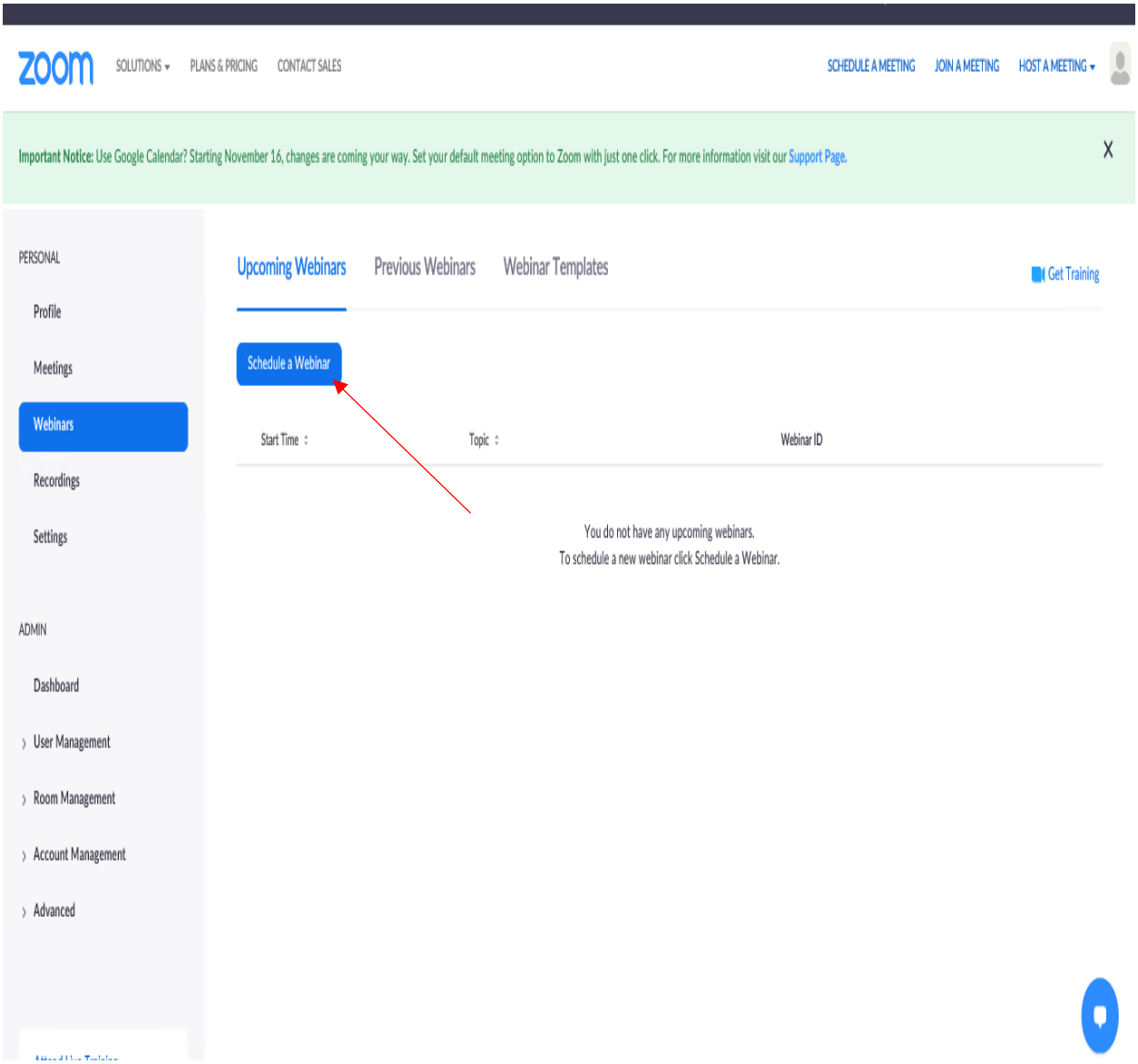
1. **To schedule a webinar, first log in to your Zoom account**



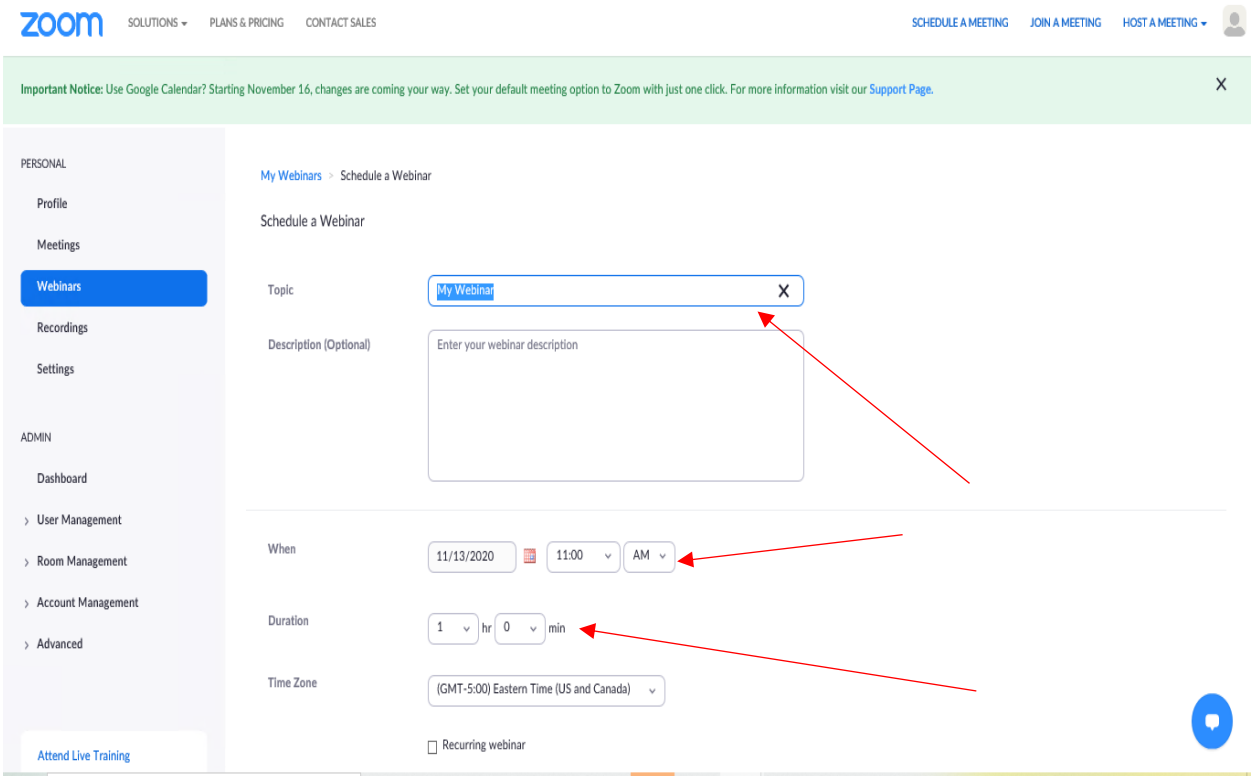
2. **After you are logged in, click on the "Webinars" heading on the menu on the left side of the screen**

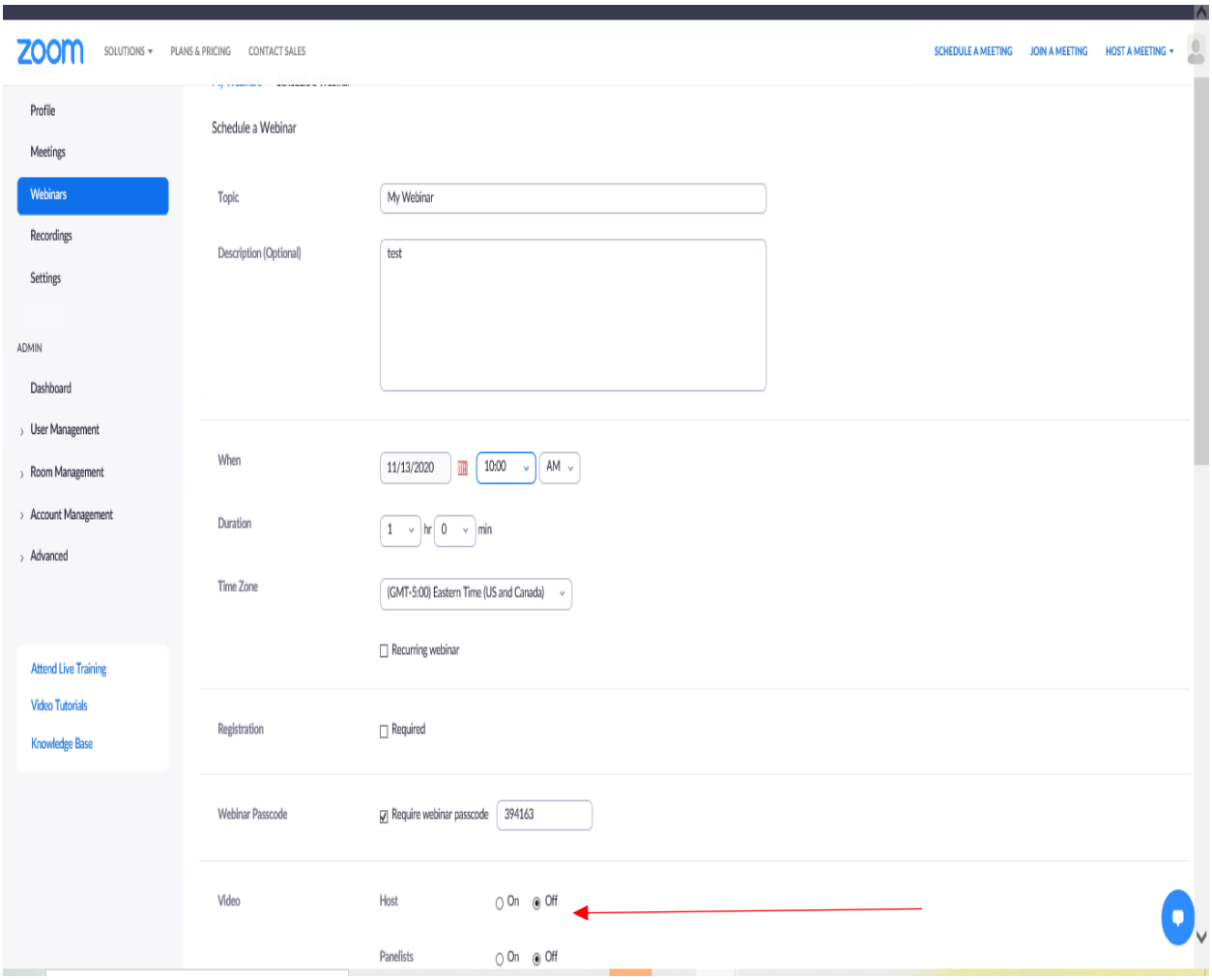


3. **Click on the Webinars menu to view the “Schedule a Webinar” menu**



4. **Select the day, time and Topic of the webinar. On this menu, you can also choose your desired settings for the webinar.**

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min
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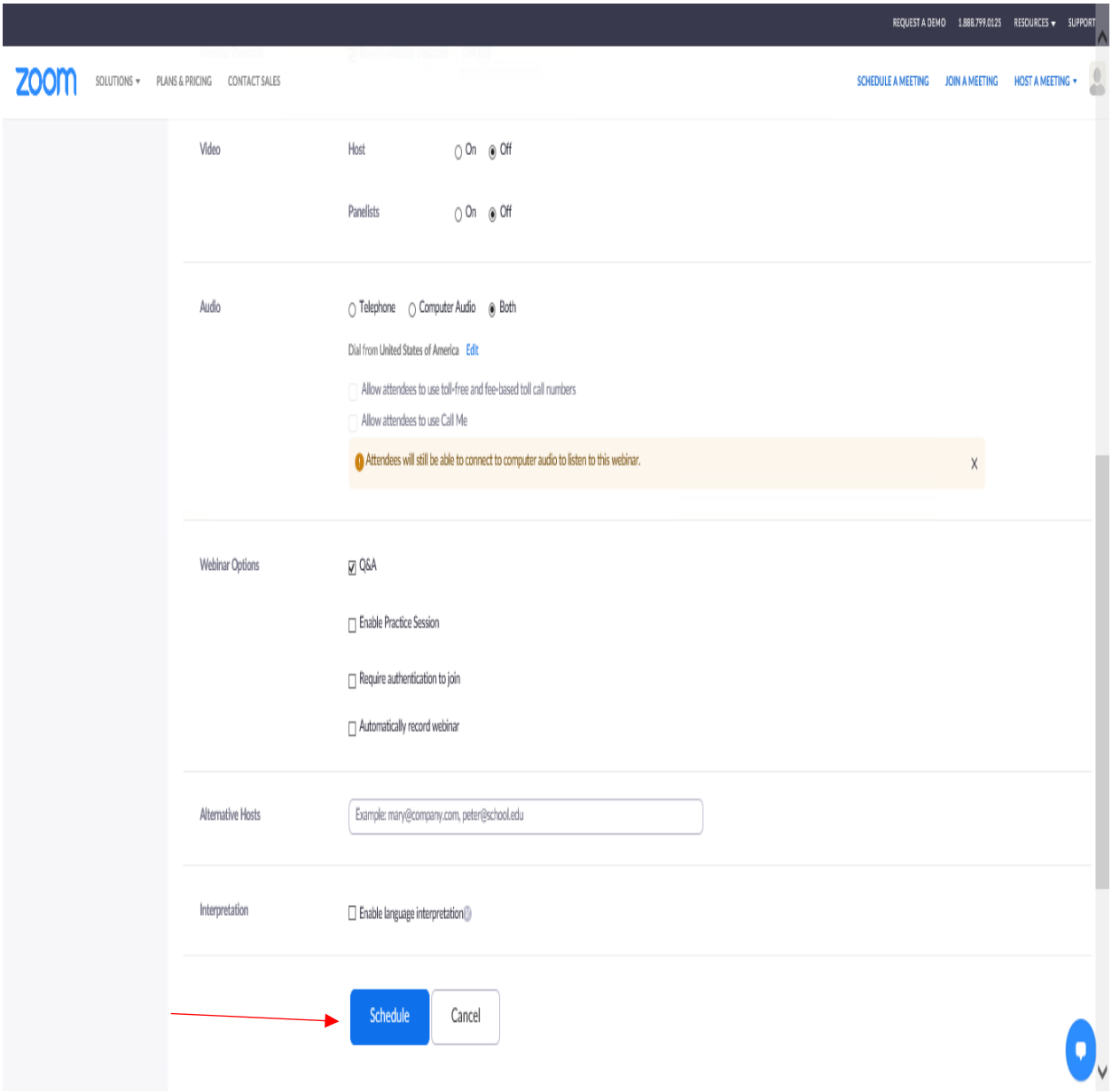
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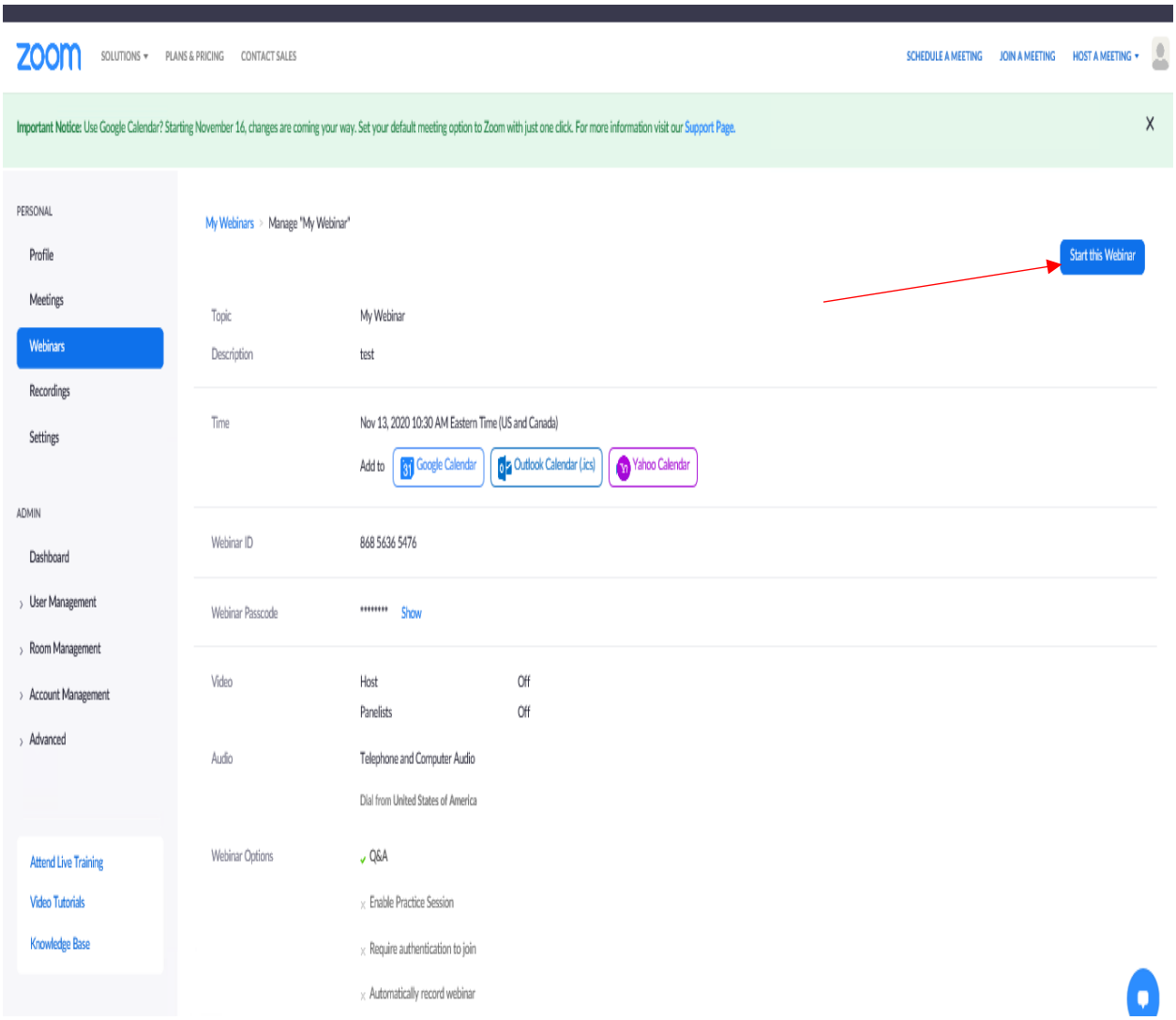
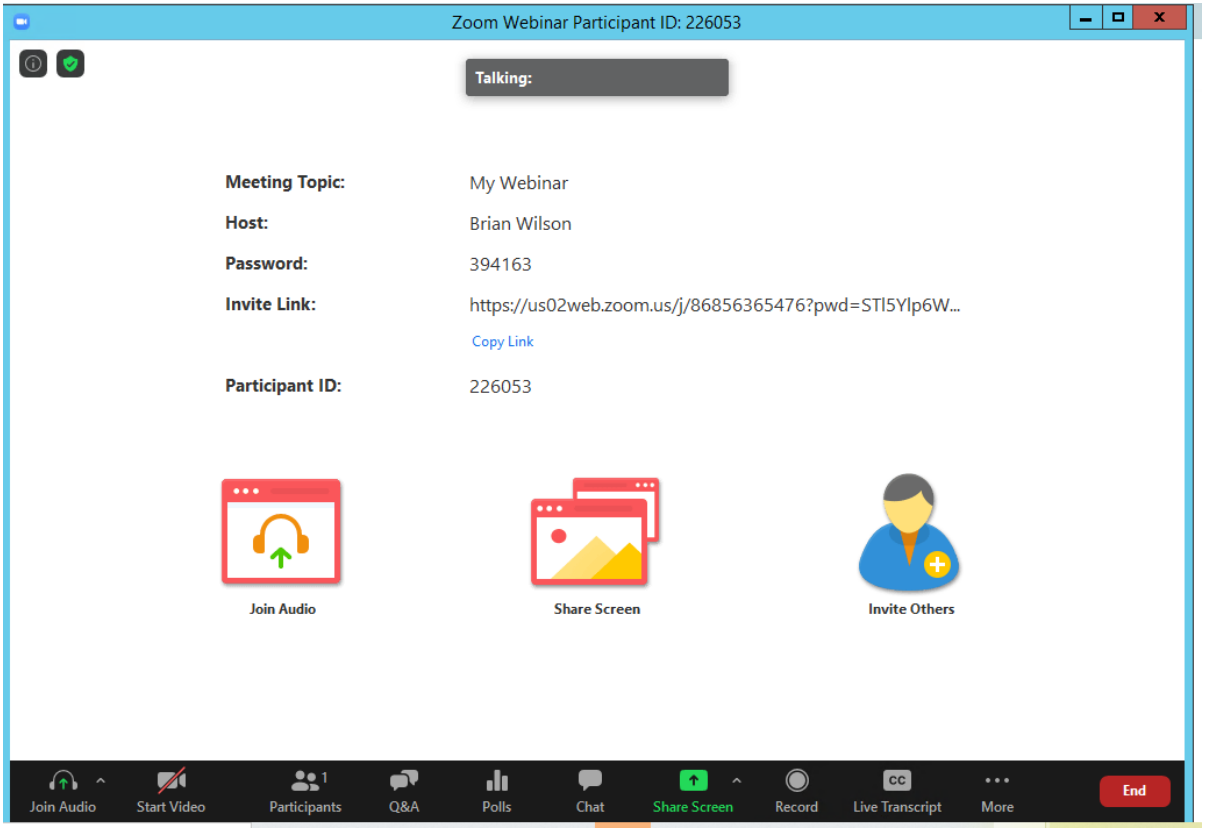
5. **Now your webinar is scheduled, and will appear in the "Webinars" menu. To start the webinar, click on the "Start the Webinar" button.**



6. **After starting the webinar, you will see the standard Zoom meeting buttons, and other functions. Participants that join the Webinar will be muted.**