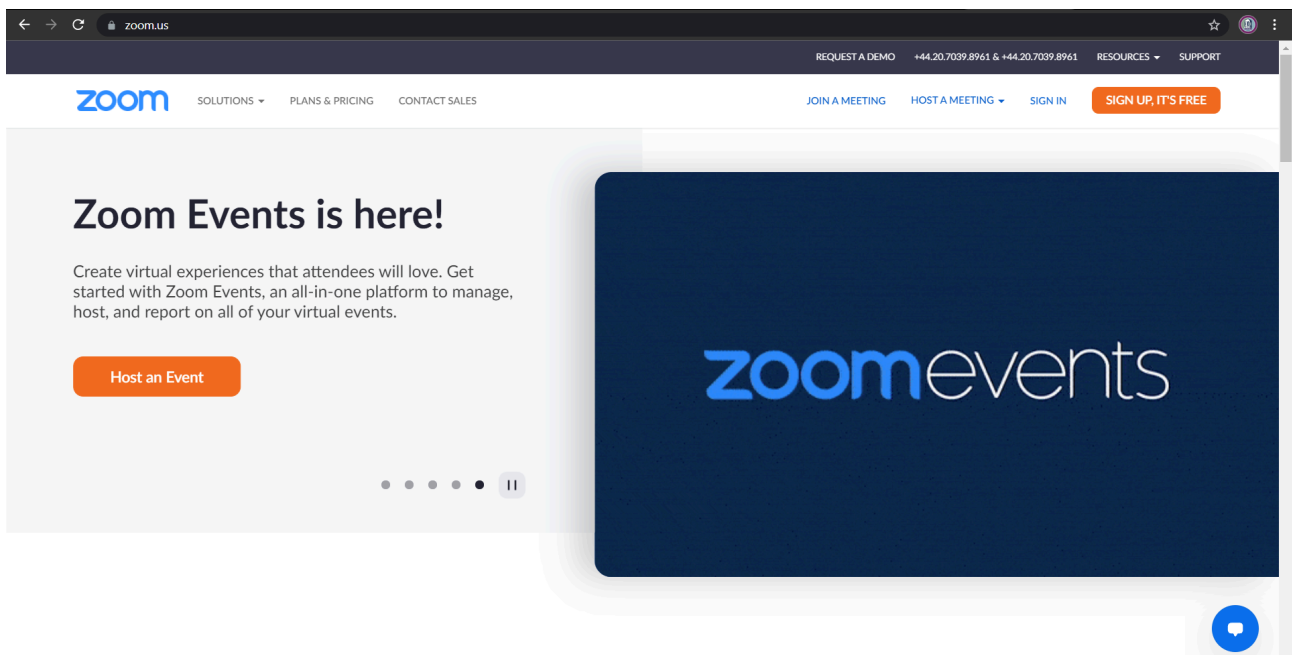
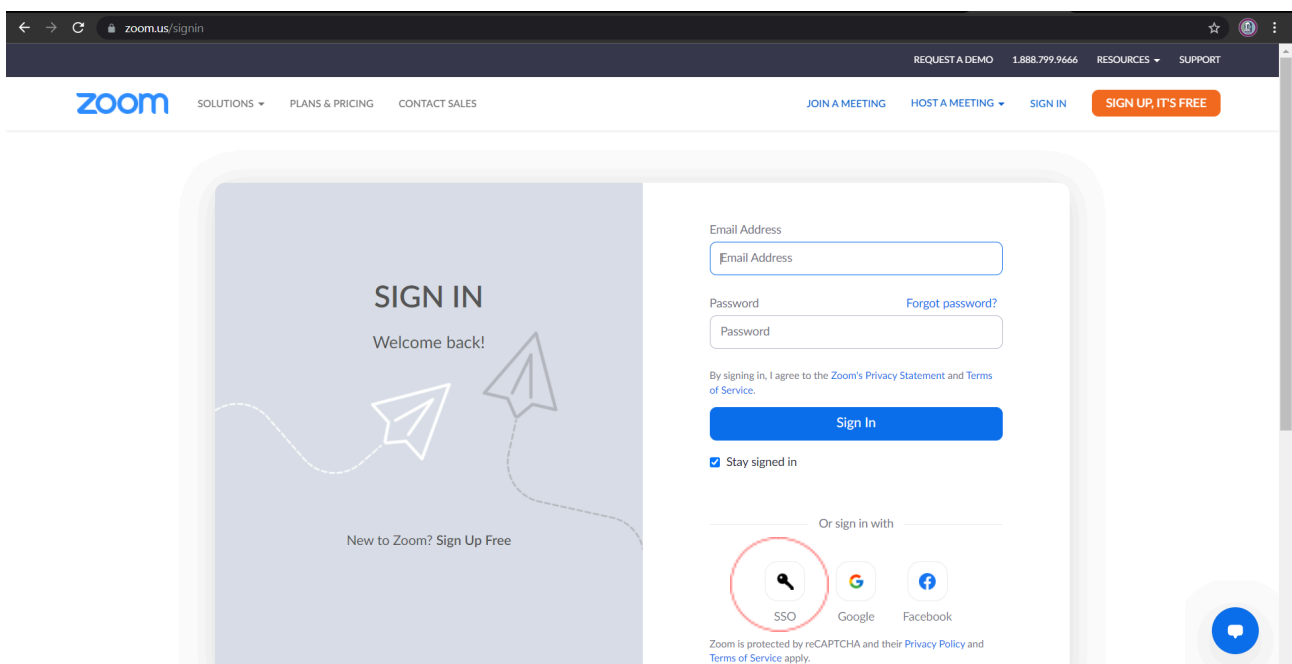


To create a Zoom Meeting & Link for your Society's online event you'll need to do the following steps

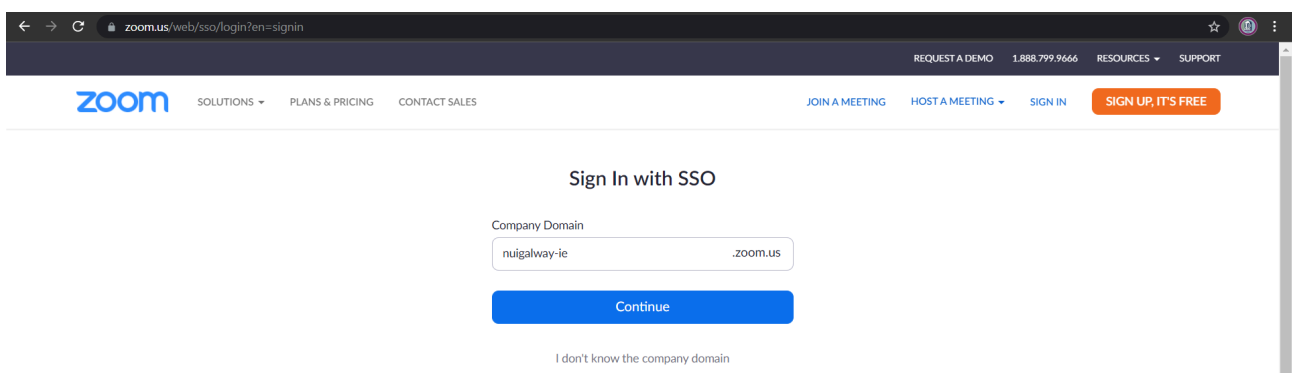
- 1) Go to Zoom.us, see the screenshot below.



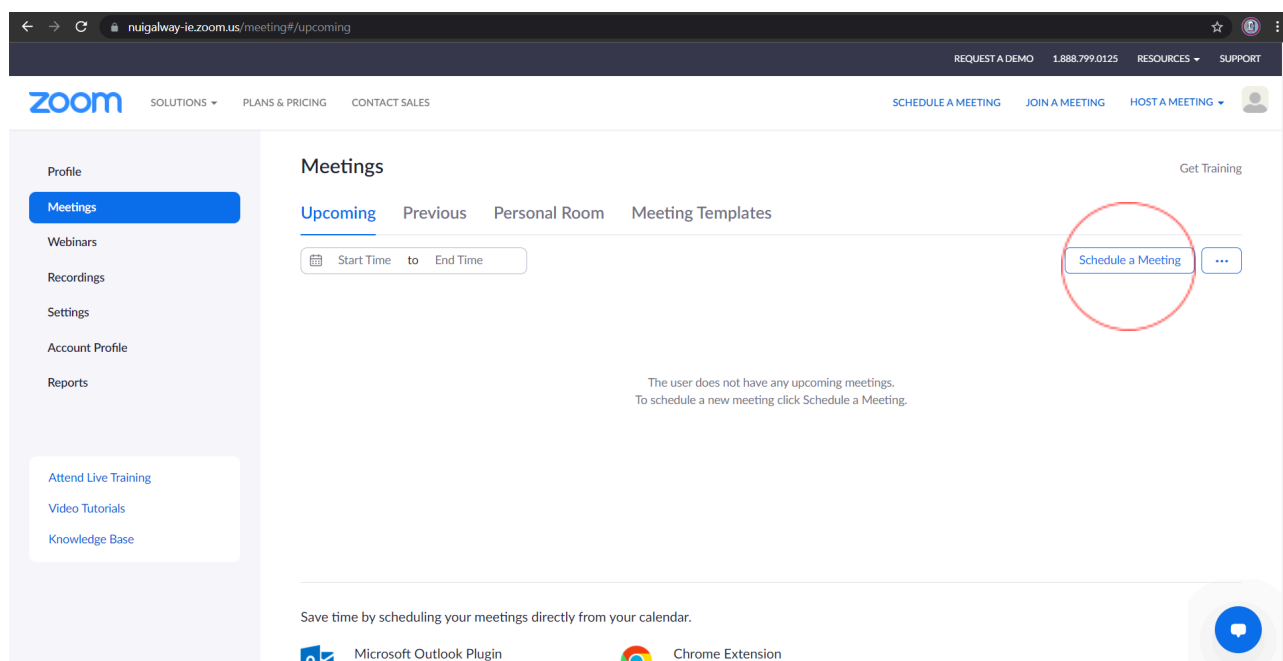
- 2) Click the sign in option to be taken to the below screen.
From here click the SSO option (circled in red below)



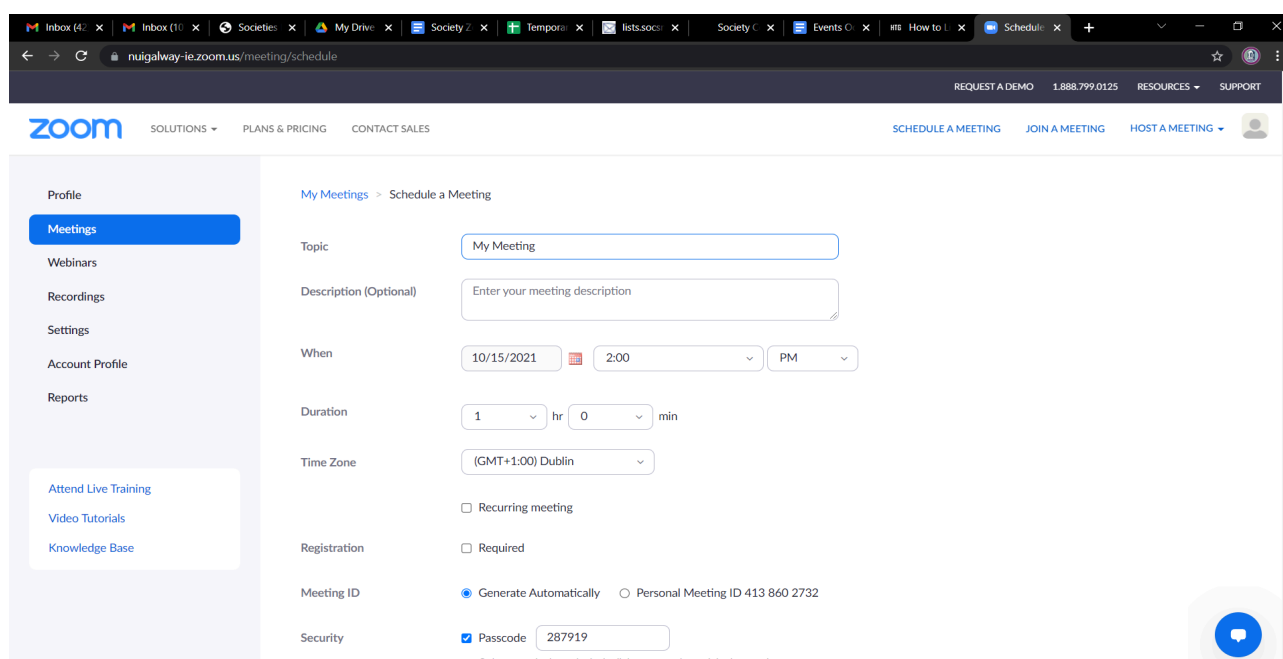
- 3) In the field asking for your company domain type nuigalway-ie



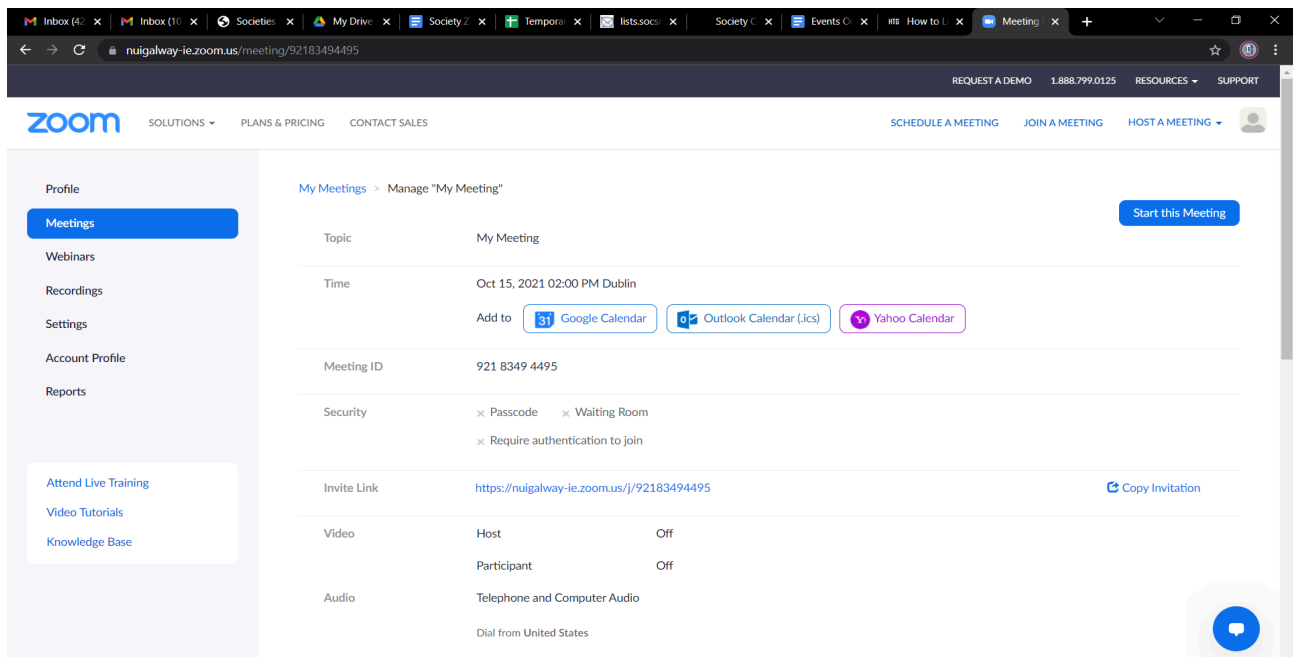
- 4) After hitting continue you will be prompted to sign in with your student email and password
- 5) After hitting enter you will be asked to verify your account by either receiving a call or text, choose whichever option you prefer and follow the instructions. (You can choose to stay signed in which will reduce the frequency with which you have to do this verification)
- 6) Once logged in click on Meetings to see the below screen



- 7) Click on the “Schedule a Meeting” button (circled in red above) to be taken to a screen where you can fill in the details about your event. This screen is where you will enable options like breakout rooms, waiting rooms, passcodes and more.



8) After creating your meeting you will be taken to the following screen



The Invite link is the link that you will be sending to The Socsbox and afterwards out to your members.

Note: Don't put this link directly onto social media as it makes your event a prime target for Zoom Bombings (Where random attendees pile into your meeting for the sole purpose of disrupting the event).

If you wish to shorten the link before sending it use a service like Bitly or ask Socsbox to help!

9) That's it, you're ready to go! When the time for your event comes (or more likely before your event) click the Start Meeting button to allow people to start joining your meeting.