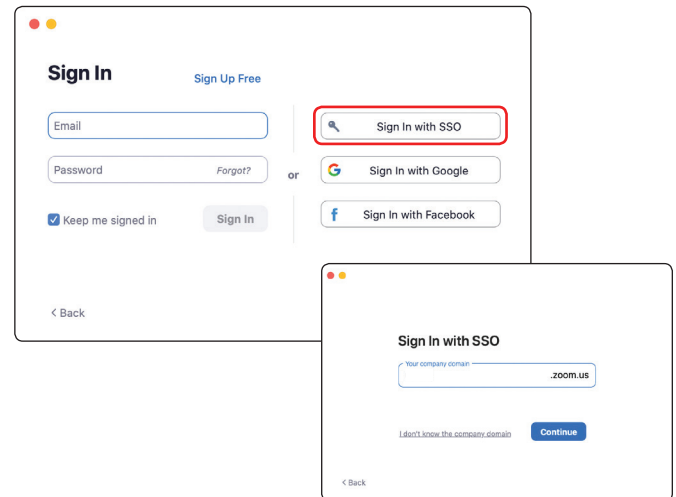


Before the Party

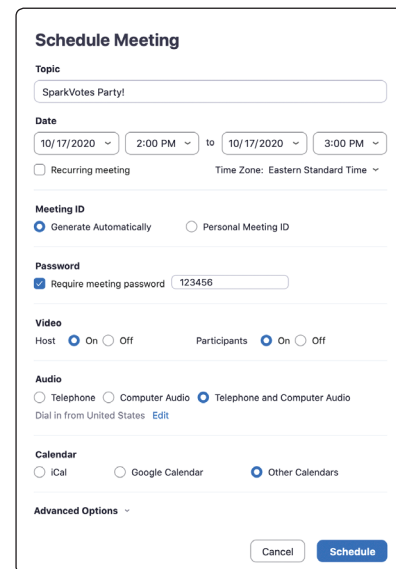
1 Make sure you are connected to your school's Zoom network. To do this, select "Sign in with SSO" and enter your school's Company Domain.



2 In the menu bar, click on zoom.us and find "Schedule Meeting" option.

In the settings, be sure to require a passcode and set the meeting time for whenever you schedule your party.

Before hitting "Save," click on "Advanced Options."



3 Disable the "Join Before Host" option. This will help you maintain your "Host" status and enable you to share your screen and assign breakout rooms during the party.

4 If you're co-hosting, type in your co-host's email address in the "Alternative Hosts" Box.

Hit "Save" and share your Zoom link with your guests!

