

Tips for hosting a virtual film screening via Zoom

1. Schedule a [Zoom Meeting](#):

- a. Before the date of your viewing party, use a desktop to schedule a meeting.
- b. Log into the Meeting Tab on the left side of the screen
- c. Click on Schedule a New Meeting, and you'll be prompted to enter all the information about the meeting (date, time, location, and topic)
- d. Copy invitation link and send to attendees

**if scheduling the Zoom meeting through a smartphone, download the Zoom app, press the Schedule icon represented by a calendar, enter all required information and press Done when finished.

2. Joining a Zoom Meeting:

- a. Click URL from Zoom invitation that was sent out
 - i. Join through the link or by logging onto your Zoom account (if you have one)
- b. Select *Join A Meeting*
- c. Enter the Meeting ID

3. Hosting a Zoom Meeting:

- a. Log into your Zoom account
- b. Play documentary from your device and share your screen
 - i. If you're sharing your screen from your desktop, go to the menu at the bottom of your Zoom screen
 - ii. Once you're in your video call, click *Share Screen*. This will prompt a pop-up that asks you which screen you want to share. Click the window that's playing the documentary.
 - iii. Also remember to check the box "*Share computer sound*" at the bottom of the window.
 - iv. Press play and enjoy