



## Starting with Zoom

To help improve your student groups' online offer, our Activities Team has set up a shared Zoom account. For login account details please email [activities@gre.ac.uk](mailto:activities@gre.ac.uk)

New to Zoom? You can have a look at this [Getting Started with Zoom Guide](#). We have also put together some guidance on hosting and promoting your Zoom meeting.

**Step 1** - Advertise the Event/meeting/exercise call via your socials and on the GSU website, and ask people to book a free ticket to the event you've created so you can send them the meeting link before it begins.

**Step 2** - Tag the GSU social media accounts, so GSU know to advertise it for you too!

**Step 3** - Write your quiz or plan your event/exercise class.

**Step 4** - Create a presentation with all of your event content on to run alongside the speaker. If it's a long one, try to incorporate a mini break half way through.

**Step 5** - Send everyone the meeting link on the day of the event/exercise class, and get set up on Zoom using the 'share your screen' feature, so everyone can participate.