



Virtual Party Technical Instructions

Some of these tips may be easy for you if you are well versed in using Zoom, however, if you have any party guests that are having trouble, it can be helpful to send them the instructions for joining the Zoom below.

Setting up your virtual Zoom party- follow the step by step instructions below for setting up your virtual Zoom party.

1. Go to zoom.us
2. Click “Sign up, it’s free” and follow the prompts to set up your account
3. Follow the set up instructions that are emailed to the email address you used to set up your account
4. Log in to Zoom
5. Click on “Schedule a Meeting”
6. Add details about your party onto the schedule a meeting page
 - a. I recommend using the name/theme of your party as the meeting topic and describe what the party will be for and consist of in the description block.
 - i. Tell your guests what you’ll be celebrating, the flow of the party, if there will be games, if the guest of honor will be opening presents, if there will be cake or a toast, etc.
7. Add date and time of your party using the drop down menus
8. For the duration of your party, the default time is 1 hour
 - a. The free Zoom plan only allows a 40 minute meeting. If you would like to remain on the free plan, then at the 40 minute mark of your party all guests would have to log off and then log back in using the same link and the 40 minute timer would start again
 - b. You can upgrade to have unlimited time for a Zoom meeting for \$14.99 per month.

- i. If you don't want guests to have to log off and back on, you can upgrade to the unlimited account and then cancel it before the end of your month.
9. Adjust your time zone if necessary.
10. Leave "Meeting ID" on the default setting
11. Add a meeting password if you'd like
 - a. I'd avoid using this as it's another step for guests to have to use to log on to the party.
12. For the video settings
 - a. I'd recommend changing the host option to "on" and leave the participant option on "off".
 - b. When guests log on to the party they will have to manually turn their video on if they would like to be seen.
13. For the audio settings
 - a. Leave the default setting on "Both"
14. For Meeting Options
 - a. I recommend selecting "mute participants upon entry" it makes it much less chaotic with a lot of people attending at one time.
15. Click Save
16. On the next page click "Copy the Invitation" near the middle on the right hand side.
17. Click "Copy Meeting Invitation" on the pop up screen.
18. Then past that information into an email that you will send to all of your party guests.
 - a. I also recommend including the following in your email:
 - i. The Date/Time of the Party
 - ii. All of the Zoom login information
 - iii. I recommend you ask party guests to join on their computer as it will allow guests to comment on the chat thread throughout the party.
 - iv. Your party invitation that's included in this party plan
 - v. Any information about sending gifts if appropriate
 - vi. What the party will consist of: games, a toast, opening gifts, singing happy birthday, etc. This helps guests know what to expect
19. Send reminders about your party via email, text, Facebook message, etc, a week prior to the party.

Starting your Zoom Virtual Party- follow the instructions below on party day

1. A few minutes before the party is set to begin, start the meeting by following these instructions.
 - a. Login to Zoom.com
 - b. Click on My Account
 - c. Click on Meetings on the left side menu
 - d. Click start on the meeting that is listed for your party
 - e. The meeting will automatically start
 - i. You may have to click the bottom left options to join the audio or to start your video
2. As guests join be sure to tell them to mute themselves if they aren't already muted.
 - a. They can do this by clicking on the microphone option in the lower left side of the Zoom screen.
 - b. As the host you can mute everyone by clicking on Manage Participants at the bottom of the Zoom screen and then clicking Mute All in the pop up on the side.
 - c. Recommend to guest to click on Gallery View in the top right corner so that they can see all of the party guests.
3. To end the meeting
 - a. As the host you can click on End Meeting in the bottom right corner of the Zoom screen and then can end the meeting for all guests.

If you have any other questions you can find a lot of very helpful video [tutorials here](#) on the Zoom website resource center.