

Quick Start Guide

You want to attend a meeting – never used Zoom before

- You must have received an email – this email will contain a link to the meeting
- You will be asked to either download Zoom or join through the web browser
- Then you will be taken into the meeting.
- See instructions in the [CRA Zoom Users Guide for First Time or Infrequent Users](#)

You want to attend a meeting – have used Zoom before

- You must have received an email – this email will contain a link to the meeting
- Clicking the link will take you into the meeting
- See instructions in the [CRA Zoom Users Guide for First Time or Infrequent Users](#)

You want to host a small group meeting (board or small chapter meetings) for more than 40 minutes

- You need to have a Zoom Pro license – this is reimbursable by Chevron Retirees Association
 - To purchase, go to <https://zoom.us/pricing> and click on the Buy Now button under Pro
- You need to set up your meeting settings
- You need to create the meeting – Schedule a Meeting
- Use the **Small Meeting** Guide – Go to [CRA Zoom Users Guide for Hosting Small Meetings](#)

You want to host a medium sized meeting (under 100 participants) lasting more than 40 minutes

- You need to have a Zoom Pro license – this is reimbursable by Chevron Retirees Association
 - Go to <https://zoom.us/pricing> and click on the Buy Now button under Pro
- You need to set up your meeting settings
- You need to determine if you want to do Zoom registration or not
- You need to create the meeting – Schedule a Meeting
- Use the **Medium and Large Meeting** Guide – Go to [“CRA Zoom Users Guide for Hosting Medium and Large Meetings”](#)

You want to host a large meeting (over 100 participants)

- You need to have a Zoom Pro license – this is reimbursable by Chevron Retirees Association
 - Go to <https://zoom.us/pricing> and click on the Buy Now button under Pro
- You need to add a large meeting plan to your account.
 - Go to <https://zoom.us/pricing>
 - Scroll down until you see “Large Meetings” and click on the “Buy Now” button.
- You need to set up your meeting settings
- You need to determine if you want to do Zoom registration or not
- You need to create the meeting – Schedule a Meeting
- Use the **Medium and Large Meeting** Guide – Go to [“CRA Zoom Users Guide for Hosting Medium and Large Meetings”](#)
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