Start an Instant (ad-hoc) Zoom Meeting

Once signed in, Host a meeting by clicking on **New Meeting**.

If for some reason this meeting ends or disconnects, you will have to start a new meeting and send the meeting ID or the meeting invite again.
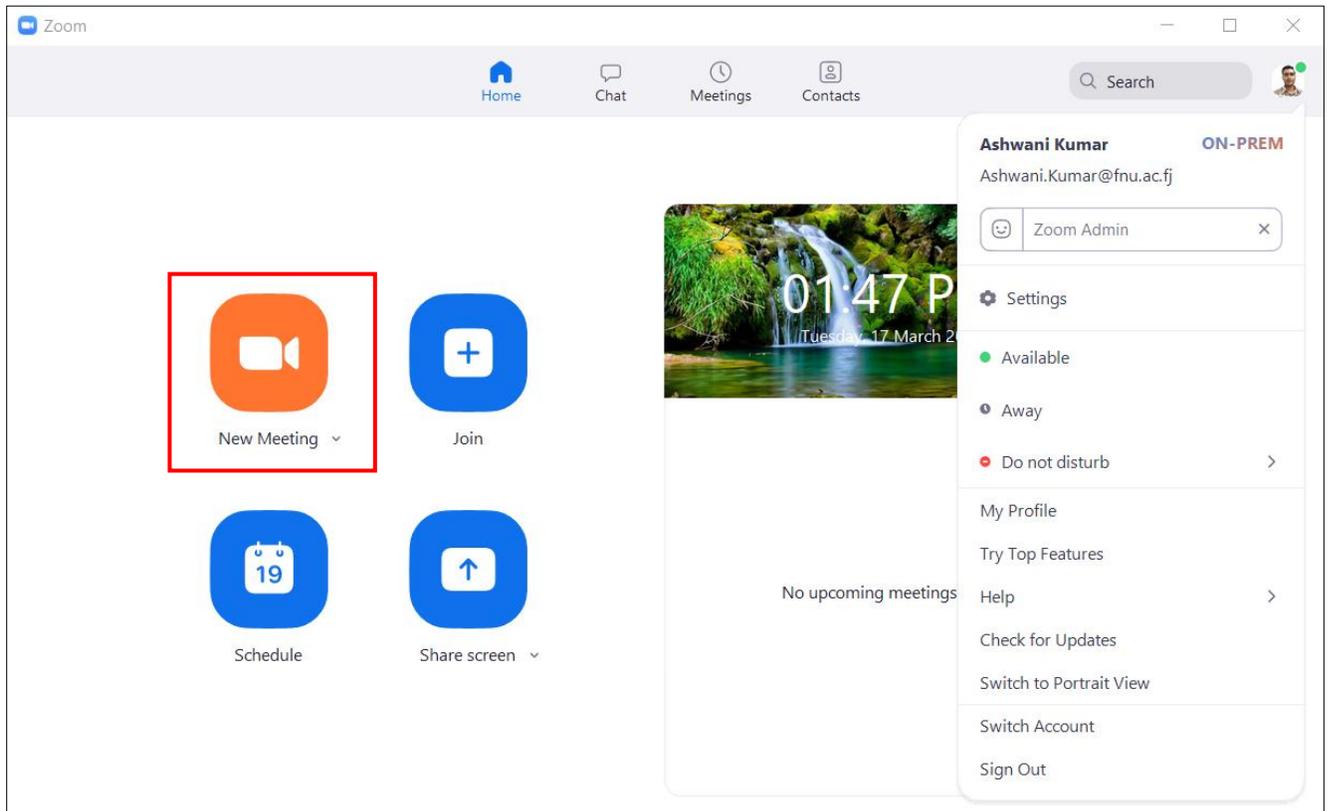
Your meeting will initiate as you click on New Meeting. You will get the **meeting ID** from the top left of the Zoom screen which if needed you can email to your participants.

Click on **Test Speaker and Microphone**
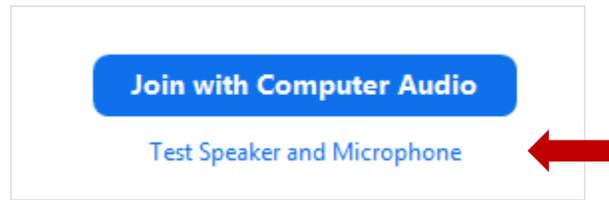
Test your Speaker. In case you don't hear anything click on the small drop down arrow to select or change your speaker. Click **Yes** and Test your Microphone
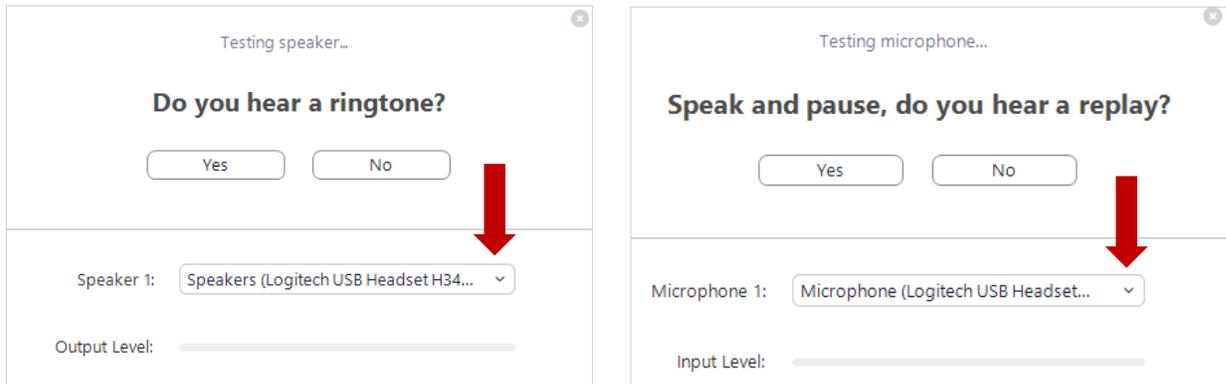
Once you have tested your Speaker and Microphone, click on **Join with Computer Audio**.
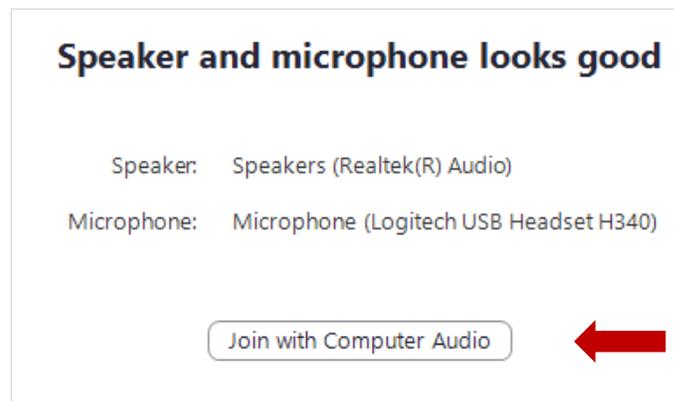
Again click on **Join with Computer Audio**
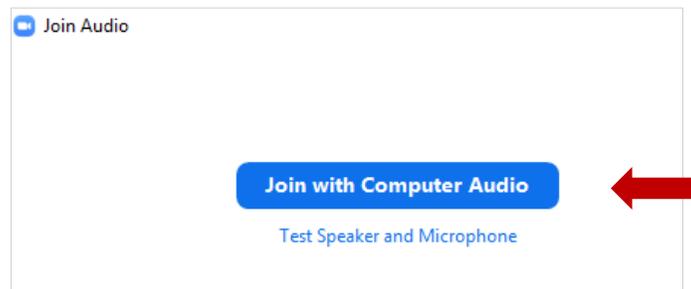
Meeting Password and Invite participants.

Click on the circle on the top left corner of the Zoom window for the invitation link
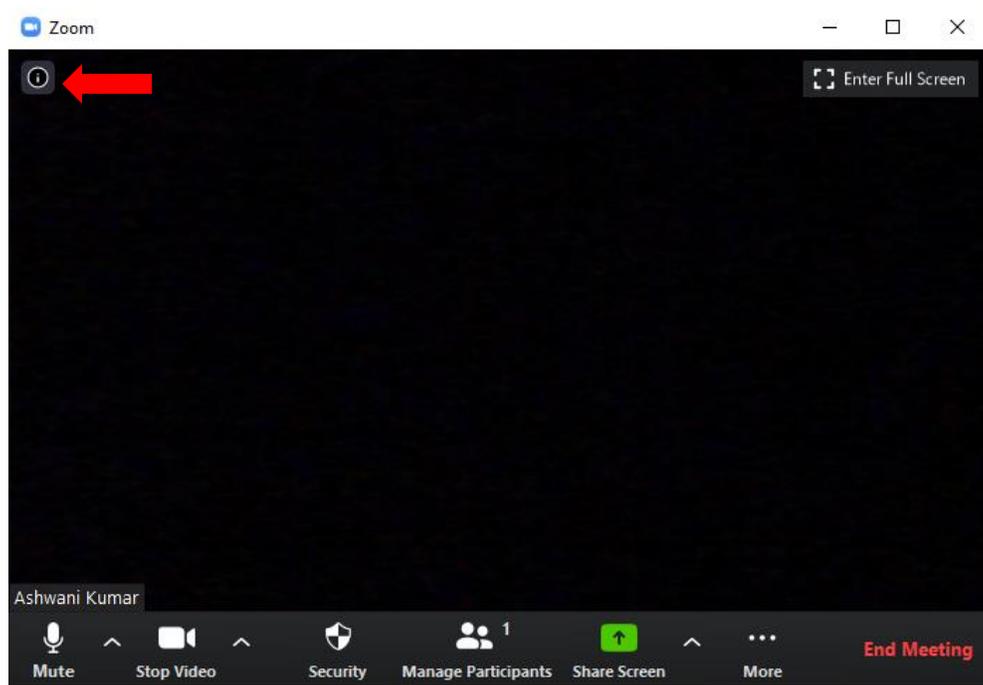
Click on "Copy URL" to copy the invitation URL/link and email it to the required participants using FNU email address. Password is stated separately