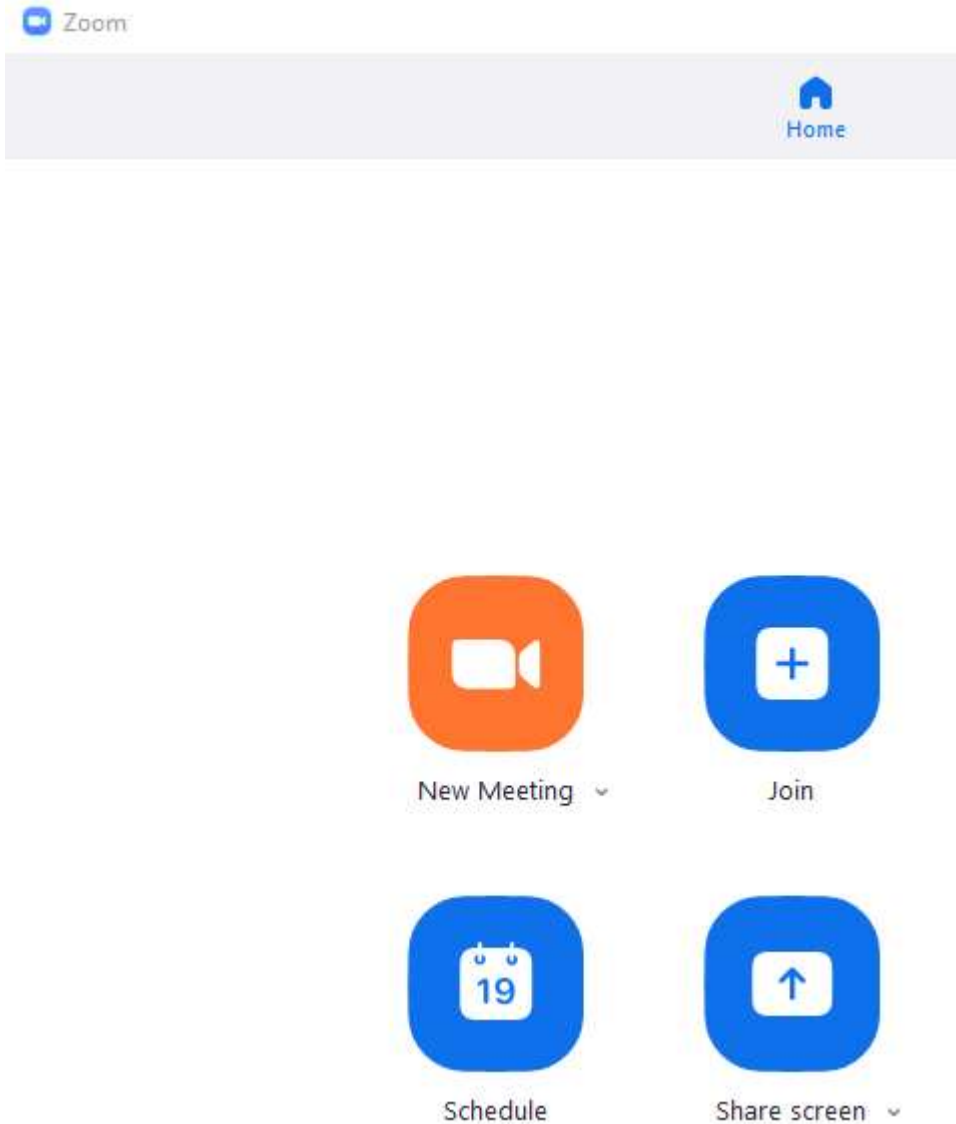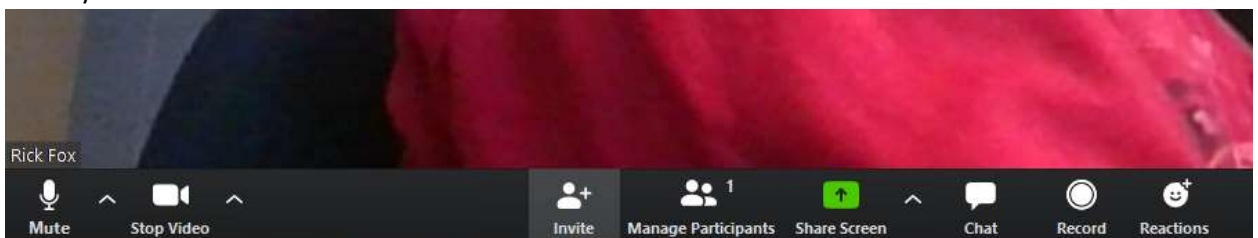1) Download the zoom client for meetings application it doesn't work very well integrated with the internet browser.
   https://zoom.us/download#client_4meeting

2) Open the application and create an account
3) Once you have an account and are logged in click on New Meeting

4) Move your mouse to the bottom of the window and click invite

5) Also at the bottom you can turn on and off your mic and video. It will often default to muted.

6) In the invite window you can email or click Copy URL and send the email through your normal email

Invite people to join meeting 214-364-710

| Contacts | Email |

Type to filter

Copy URL   Copy Invitation   Meeting Password: **920859**

7) The free account is limited to 40 min meetings but you can start another meeting after and I've had a couple meetings this week where they extended the meeting for free.