**How to Use Zoom – Instructions for Workers and Unions**

In the midst of the global COVID-19 pandemic, the task of organizing workers is made harder but it is all the more important. Since in-person meetings are not possible at the moment, alternative means must be used to continue meeting and discussing the actions that must be taken by the working class to come out of this crisis alive and thriving.

For meetings by videoconference, Zoom can be easily used by doing the following:

**1. The videoconference moderator should schedule the meeting** at <https://zoom.us/meeting/schedule>

**2. All participants should download the Zoom app and register:**

-for Android cell phones go to <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

-for iPhones or iPads go to <https://apps.apple.com/us/app/id546505307>

-for computers go to <https://zoom.us/download>

**3. The moderator should share the unique link that is generated when a meeting is scheduled.** Text or e-mail this link to all participants.

**4. When the meeting is set to start, all participants should click on the unique meeting link.** This will open the Zoom app or page on your phone or computer. Confirm that you want to join the meeting and you will enter as a participant.