Tips for hosting a virtual film screening via Zoom

1. Schedule a Zoom Meeting:
   a. Before the date of your viewing party, use a desktop to schedule a meeting.
   b. Log into the Meeting Tab on the left side of the screen
   c. Click on Schedule a New Meeting, and you’ll be prompted to enter all the information about the meeting (date, time, location, and topic)
   d. Copy invitation link and send to attendees

   **if scheduling the Zoom meeting through a smartphone, download the Zoom app, press the Schedule icon represented by a calendar, enter all required information and press Done when finished.

2. Joining a Zoom Meeting:
   a. Click URL from Zoom invitation that was sent out
      i. Join through the link or by logging onto your Zoom account (if you have one)
   b. Select Join A Meeting
   c. Enter the Meeting ID

3. Hosting a Zoom Meeting:
   a. Log into your Zoom account
   b. Play documentary from your device and share your screen
      i. If you’re sharing your screen from your desktop, go to the menu at the bottom of your Zoom screen
      ii. Once you’re in your video call, click Share Screen. This will prompt a pop-up that asks you which screen you want to share. Click the window that’s playing the documentary.
      iii. Also remember to check the box “Share computer sound” at the bottom of the window.
      iv. Press play and enjoy

To access tips and resources for hosting a healthy air film screening through the Healthy Air Activist Toolkit, visit Lung.org/activist-toolkit.