Using Zoom to Schedule a Meeting or Meet "Face to Face"
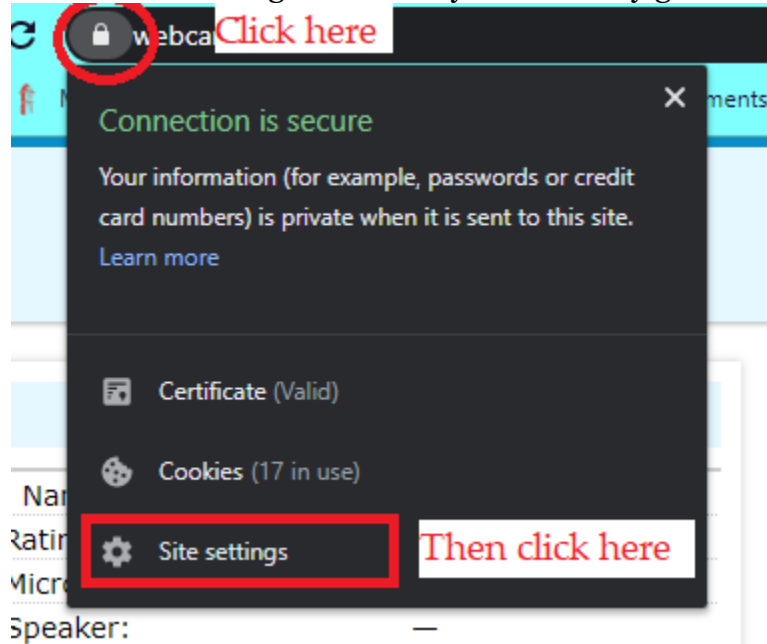
I recommend using Chrome as you can easily get into site settings here:

To make sure your camera and microphone work choose "Allow" for both camera and microphone.

If you do not have Google Chrome, you can access it here: https://google.com/chrome

Here is the link to schedule a meeting for the future, which will provide your attendees with a meeting ID.

https://calu.zoom.us/meeting/schedule

If you want to join a meeting or log in and host a meeting on the fly you just go to https://calu.zoom.us

Log in with your VIP credentials.

For meeting setup options I would do
Registration: - Unchecked
Meeting ID – generate automatically
Meeting password – unchecked
Video – Personal preference
Audio – Both
Enable join before host – checked

Mute participants upon entry – unchecked
Enable waiting room – unchecked
Only authenticated users can join – unchecked
Record the meeting – personal preference for later referral.