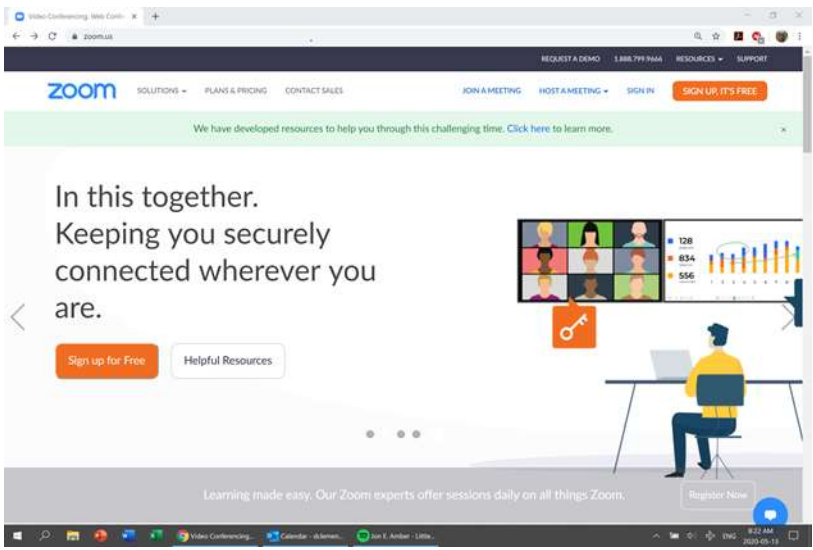
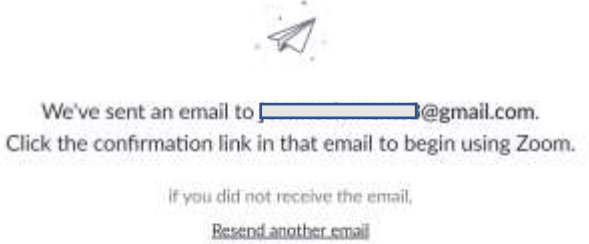
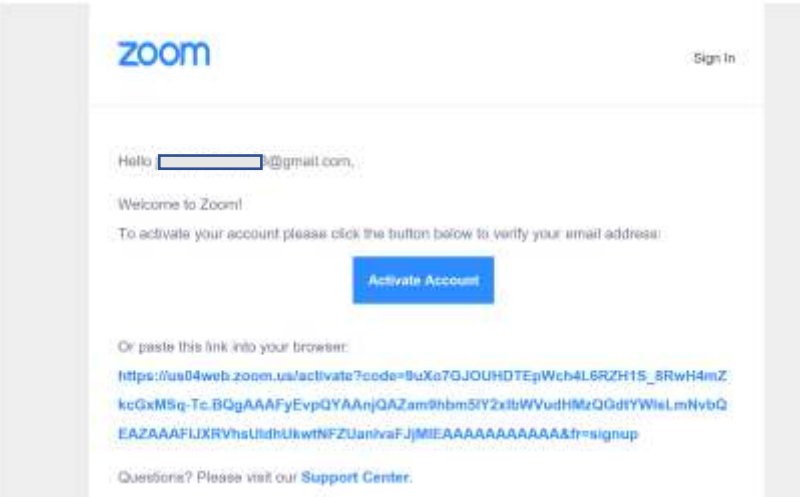
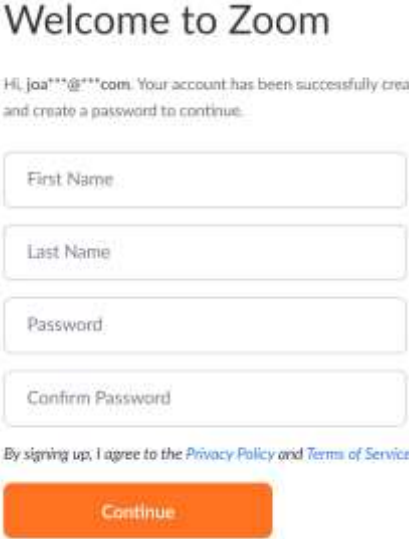


# ZOOM Create an Account

May 14, 2020

1		<p>Creating a ZOOM account is free and is required to be able to host your own ZOOM meetings.</p> <p>Visit <a href="https://zoom.us">zoom.us</a></p> <p>In the top right corner, click on <b>SIGN UP, IT'S FREE</b></p>
2	<p><b>For verification, please confirm your date of birth.</b></p> <p>Month <input type="text"/> Day <input type="text"/> Year <input type="text"/> <input type="button" value="Continue"/></p> <p>This data will not be stored.</p>	<p>Enter your birthdate, note that this is not stored by ZOOM.</p> <p>Click on <b>Continue</b></p>
3	<p>Your work email address:</p> <input type="text"/> <p>Zoom is protected by reCAPTCHA and the <a href="#">Privacy Policy</a> and <a href="#">Terms of Service</a> apply.</p> <input type="button" value="Sign Up"/> <p>Already have an account? <a href="#">Sign in.</a></p> <p>or</p> <p><input type="button" value="Sign in with SSO"/></p> <p><input type="button" value="Sign in with Google"/></p> <p><input type="button" value="Sign in with Facebook"/></p> <p>By signing up, I agree to the <a href="#">Privacy Policy</a> and <a href="#">Terms of Service</a>.</p>	<p>Enter your email address (ignore the 'work' indication) and click on <b>Sign Up</b>.</p>
4		<p>After you see this message, you will find an email from ZOOM in your inbox, see the next step to continue.</p> <p>You have now completed this section of creating an account. You can close this browser window.</p>


5	 <p>Welcome to Zoom! To activate your account please click the button below to verify your email address.</p> <p>zoom <span style="float: right;">Sign In</span></p> <p>Hello [redacted]@gmail.com,</p> <p>Welcome to Zoom!</p> <p>To activate your account please click the button below to verify your email address:</p> <p style="text-align: center;"><a href="#">Activate Account</a></p> <p>Or paste this link into your browser:  <a href="https://us04web.zoom.us/activate?code=9uXa7GJOUHDTEpWcb4L6RZH1S_8RwH4mZkcGxH8q-Tc.B0gAAAFyEvpQYAAjQAZam9hbm5Y2xibWVudHMzQGdtYWxlLnNvbGUAZAAAFjXRVhsUldhUkwtNFZUanVhFjMlEAAAAAAAAAAAA&amp;fr=signup">https://us04web.zoom.us/activate?code=9uXa7GJOUHDTEpWcb4L6RZH1S_8RwH4mZkcGxH8q-Tc.B0gAAAFyEvpQYAAjQAZam9hbm5Y2xibWVudHMzQGdtYWxlLnNvbGUAZAAAFjXRVhsUldhUkwtNFZUanVhFjMlEAAAAAAAAAAAA&amp;fr=signup</a></p> <p>Questions? Please visit our <a href="#">Support Center</a>.</p>	<p>You will receive an email with the subject 'Please activate your Zoom account'.</p> <p>In this email simply click on the blue <b>Activate Account</b> button.</p>
6	<p><b>Are you signing up on behalf of a school?</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p style="text-align: center;"><a href="#">Continue</a></p>	<p>A new browser window will open with this question, select No and click on <b>Continue</b></p>
7	 <p><b>Welcome to Zoom</b></p> <p>Hi, joa***@***.com. Your account has been successfully created. Please first your name and create a password to continue.</p> <p>First Name</p> <p>Last Name</p> <p>Password</p> <p>Confirm Password</p> <p><small>By signing up, I agree to the <a href="#">Privacy Policy</a> and <a href="#">Terms of Service</a>.</small></p> <p style="text-align: center;"><a href="#">Continue</a></p>	<p>Enter your first and last name.</p> <p>Enter and confirm an account password. This is a password that is only for you, it is NOT used by anyone joining a meeting that you are hosting. Make sure to make a record of it.</p> <p>Your account password must:</p> <ul style="list-style-type: none"> <li>Have at least 8 characters</li> <li>Have at least 1 letter (a, b, c...)</li> <li>Have at least 1 number (1, 2, 3...)</li> <li>Include both Uppercase and Lowercase characters</li> </ul> <p>Click on <b>Continue</b></p>

8

## Don't Zoom Alone.

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

[Add another email](#)

 I'm not a robot   
reCAPTCHA  
Privacy - Terms

Click on 'I'm not a robot' and then click on **Skip this Step**

9

## Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://us04web.zoom.us/j/6053448243?pwd=NDNoM0VnMHlIU2N1MC9TNUhjRXRvQT09>

Save time by scheduling your meetings directly from your calendar.



Microsoft Outlook Plugin  
[Download](#)



Chrome Extension  
[Download](#)

Your account is now setup and you can host your own ZOOM meetings.

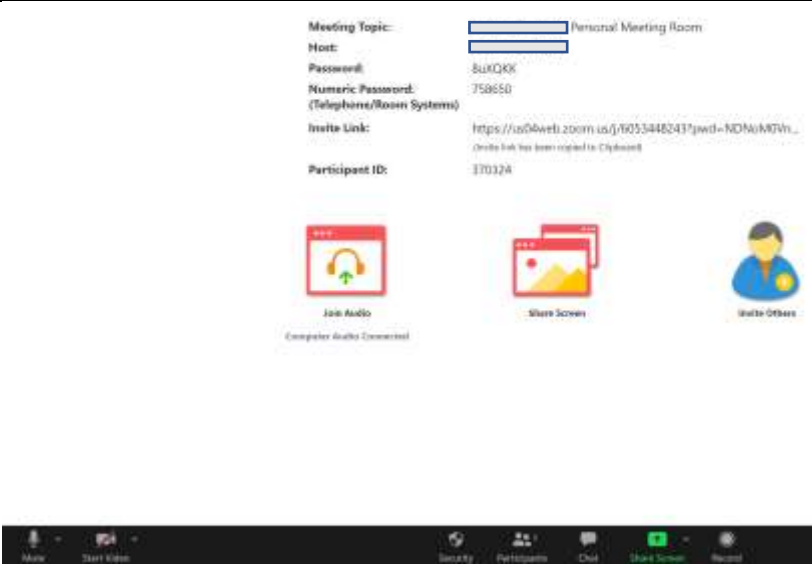

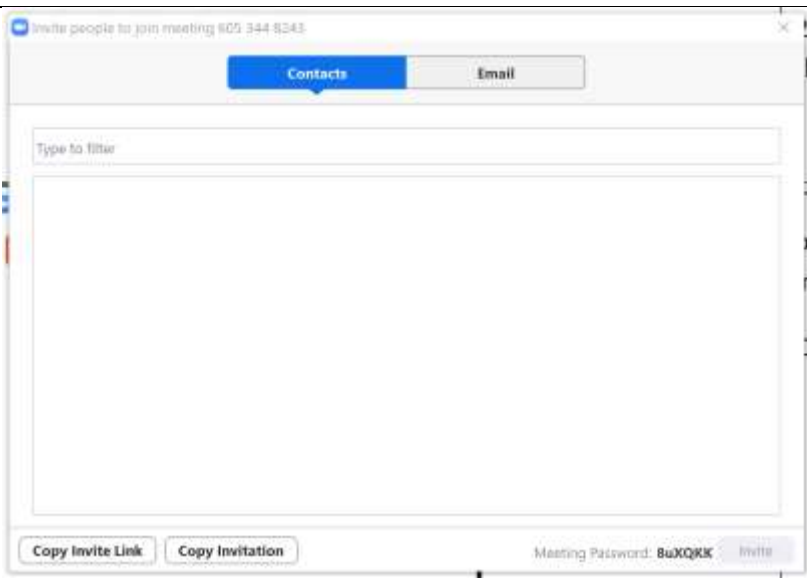
Your personal meeting url:

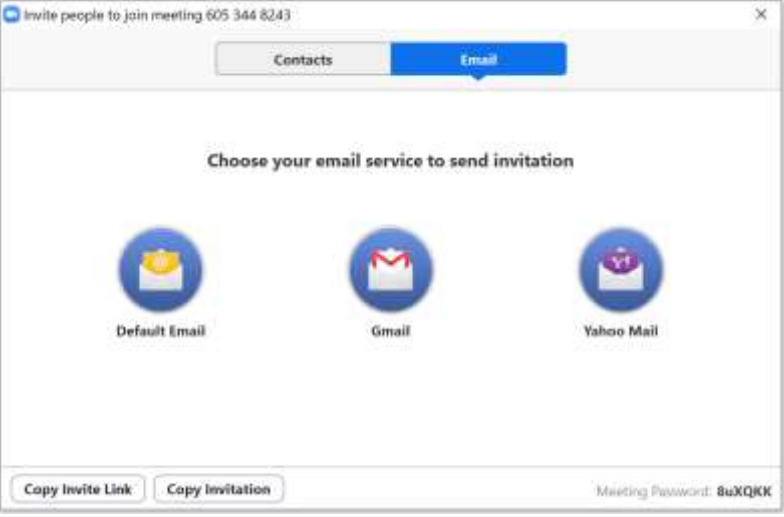
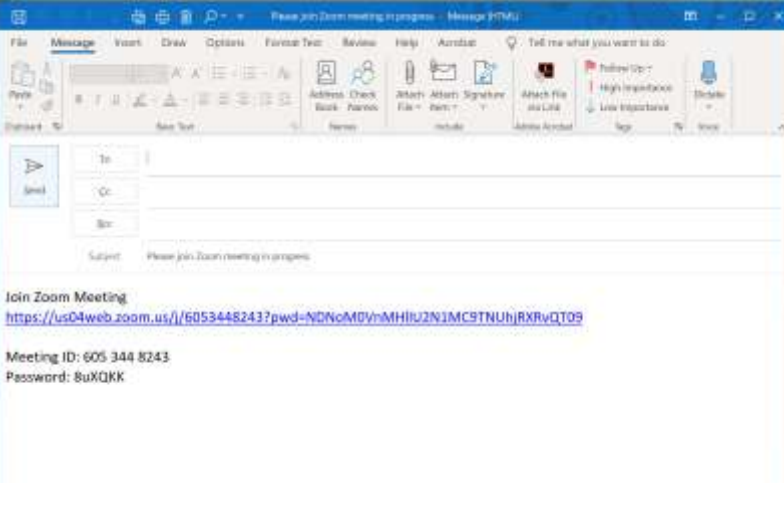
This long link that you should send to anyone that you want to invite to join your ZOOM meeting.

Since it will be the link you will likely always use for your invitees, you should copy and paste it into a note, contact or draft email so its easy to send to anyone.

Click on the link (or the **Start Meeting Now** button) to start your meeting.

If you use Microsoft Outlook on Windows 10 for email, consider installing the ZOOM calendar Plugin at a later time, this does not have to be done now. [More information about the Outlook Plugin.](#)

10	 <p>The screenshot shows the Zoom meeting information screen. At the top, it displays the Meeting Topic as 'Personal Meeting Room', Host as 'BuXQKK', Password as '5UXQKK', and Numeric Password as '758650'. The Invite Link is provided as 'https://us04web.zoom.us/j/8253448243?pwd=NDAuMTVh...'. The Participant ID is '170324'. Below this information are three icons: 'Join Audio' (with a note 'Computer Audio Connected'), 'Share Screen', and 'Invite Others'. At the bottom, a black control bar contains icons for Mute, Start Video, Stop Video, Participants, Chat, Share Screen, and Record.</p>	<p>ZOOM displays a summary of your new meeting.</p> <p>Password: Write down the meeting password that ZOOM has assigned. This password will be needed by any guests who wish to join your meeting. It is recommended to change this to something easier to use, see the ZOOM Account Settings for instructions.</p> <p>In the black bottom control bar:</p> <ol style="list-style-type: none"> <li>1) click on <b>Start Video</b> to see yourself on camera.</li> <li>2) click on <b>Participants</b> to display the Participants screen below</li> </ol>
11	 <p>The screenshot shows the 'Participants' window in Zoom. It displays a list of participants, currently showing one participant: 'JC [redacted] (Host, me)'. At the bottom of the window, there are three buttons: 'Invite', 'Mute All', and 'Unmute All'.</p>	<p>This shows a list of all meeting participants and allows you easily invite someone else.</p> <p>Click on <b>Invite</b> to send an invitation to someone.</p>
12	 <p>The screenshot shows the 'Invite people to join meeting' dialog box in Zoom. It has two tabs: 'Contacts' (selected) and 'Email'. Below the tabs is a search field labeled 'Type to filter'. At the bottom, there are two buttons: 'Copy Invite Link' and 'Copy Invitation'. The Meeting Password 'BuXQKK' is also visible at the bottom right.</p>	<p>ZOOM can store contact information, not needed at this time. Click on <b>Email</b> to advance to the next step.</p> <p>Options at the bottom:</p> <p>Copy Invite Link – allows you to paste your url meeting connection to an email or elsewhere</p> <p>Copy Invitation - allows you to paste a more attractive and complete url meeting connection information to an email or elsewhere.</p>

13		<p>Click on one of these buttons:</p> <p>Default Email – try this first to see if an email is automatically generated for you.</p> <p>Gmail – try this only if you use Gmail and the Default Email above did not work for you.</p> <p>Yahoo Mail – try this only if you use Yahoo Mail and the Default Email above did not work for you.</p>
14		<p>The previous step should create an email like this for you automatically.</p> <p>Just add the email address you want to send it to and it's ready to send to anyone you want to join your meeting.</p> <p>Add any additional text you wish and you're all set.</p>
15	<p><b>Congratulations</b>, you are finished setting up your ZOOM account. It is highly recommended that you adjust your Account Settings right away, to improve your ZOOM experience.</p> <p>You will get a Welcome to ZOOM! email from ZOOM, with links to some Let's Get Started videos. It is highly recommended to watch all of these videos.</p>	