### **HOW TO SIGN UP FOR ZOOM**

### Step 1: type in your web browser: www.zoom.us/signup Sign Up Free Your work email address You will see this form: Step 2: enter your email address Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply. Step 3: Click "Sign Up" Sign Up By signing up, I agree to the Privacy Policy and Terms of Service. or Alternative: G Sign in with Google If you have Facebook you simply Sign in with Facebook click here instead After clicking "Sign Up" the page We've sent an email to will refresh to show this screen: Click the confirmation link in that email to begin using Zoom. if you did not receive the email, Resend another email Welcome to Zoom! **Step 4:** Go to your email account, To activate your account please click the button below to verify your email address: open the email from Zoom, and click "Activate Account" Or paste this link into your browser: https://zoom.us/activate?code=NDNco\_qsbNkfS7mg\_XaPbnLlbJDtpK5K Questions? Please visit our Support Center.

Happy Zooming!

## CREATING YOUR ZOOM ACCOUNT

After clicking "Activate Account" in your Welcome to Zoom email you will be directed to this page: Your account has been successfully created. Please list your name and create a password to continue. First Name Last Name Password Step 1: Enter your First Name, Last Password must: · Have at least 8 characters Name, and choose your password. · Have at least 1 letter (a, b, c...) Have at least 1 number (1, 2, 3...) · Include both Upper case and Lower case characters Password must NOT: Contain only one character (11111111 or aaaaaaaa) Contain only consecutive characters (12345678 or abcdefgh) Confirm Password By signing up, I agree to the Privacy Policy and Terms of Service. Step 2: Click "Continue" Invite Your Colleagues After clicking "Continue" the Invite your colleagues to create their own free Zoom account today! Why invite? page will refresh to show this screen: name@domain.com name@domain.com name@domain.com Add another email I'm not a robot Step 3: Click "Skip this step" Skip this step Start your test meeting. Excellent! Now it's time to start meeting.

You're Done! At this point you can choose to try a test meeting, go to your account homepage, or simply close your web browser!

Your personal meeting url:
https://zoom.us/j/8282845734

Start Meeting Now Go to My Account

### HOW TO ATTEND A MEETING

Meeting Invitations will arrive by email, and will include the topic and time.

Click on the invitation link to go directly to the meeting.

#### Zoom Meeting



is inviting you to a scheduled Zoom meeting.

Topic: Meeting with

Time: Mar 27, 2020 10:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

https://zoom.us/j/961839111?pwd=dXlneHJOM

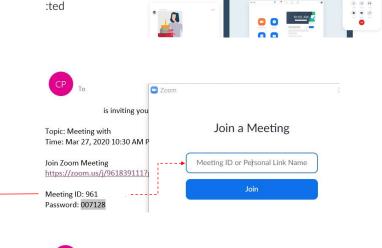
#### Link not working?

Go to the Zoom homepage at: www.zoom.us

Step 1: Click "Join a Meeting"

in the top righthand corner.

# Step 2: Enter the Meeting ID from the email and click "Join"



is inviting you

Topic: Meeting with Time: Mar 27, 2020 10:30 AM P

Join Zoom Meeting

Meeting ID: 961

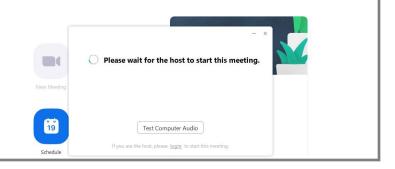
Password: 007128

https://zoom.us/j/961839111?

# Step 3: Enter the Password from the email

After joining you will be directed to wait on this screen until the meeting begins.

When the meeting begins please join with **both computer audio and video.** 



**Enter meeting password** 

Meeting password