

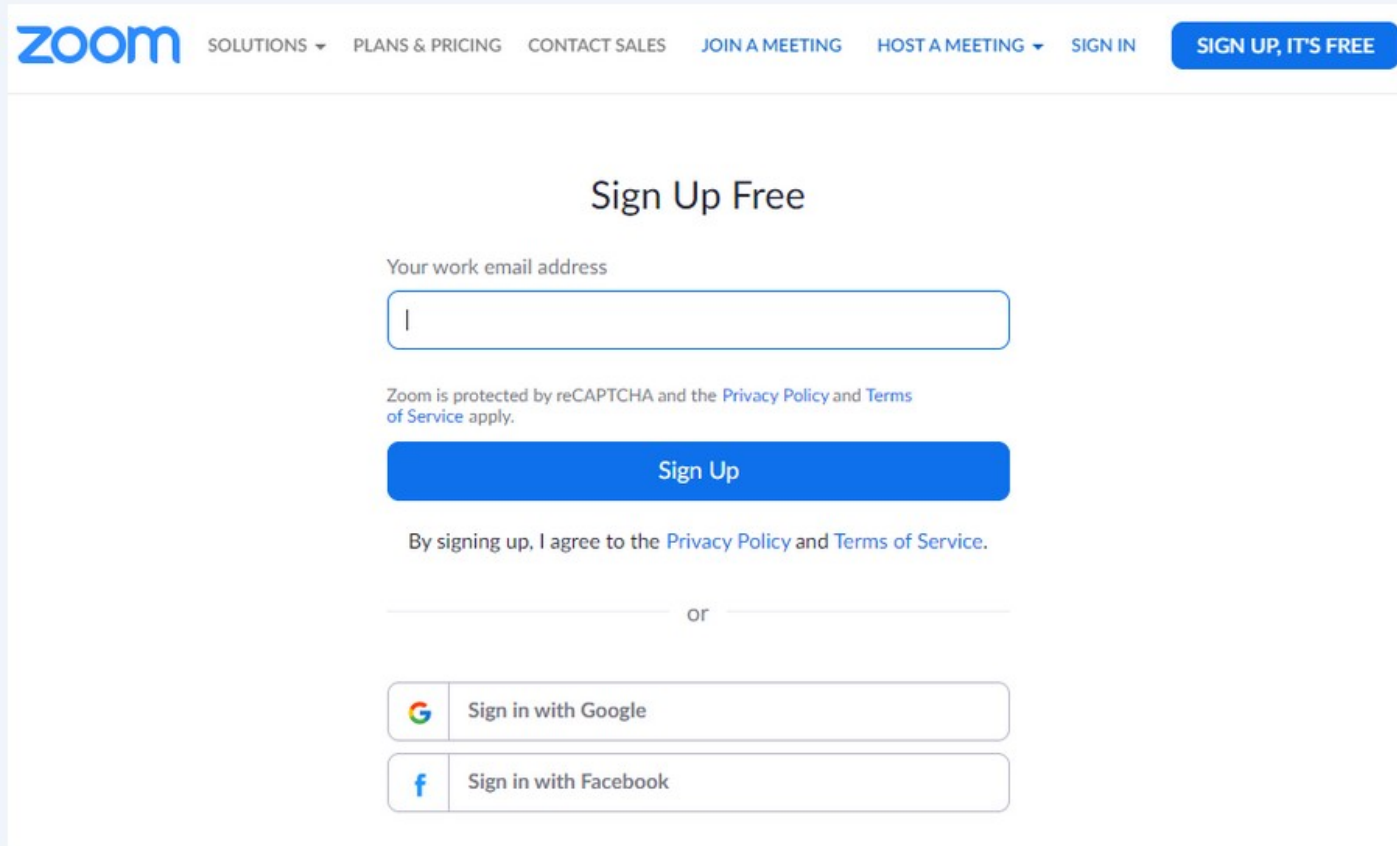
# How To Sign Up With Zoom

1

Direct your browser to zoom.us

At the top of the screen, click on SIGN UP IT'S FREE

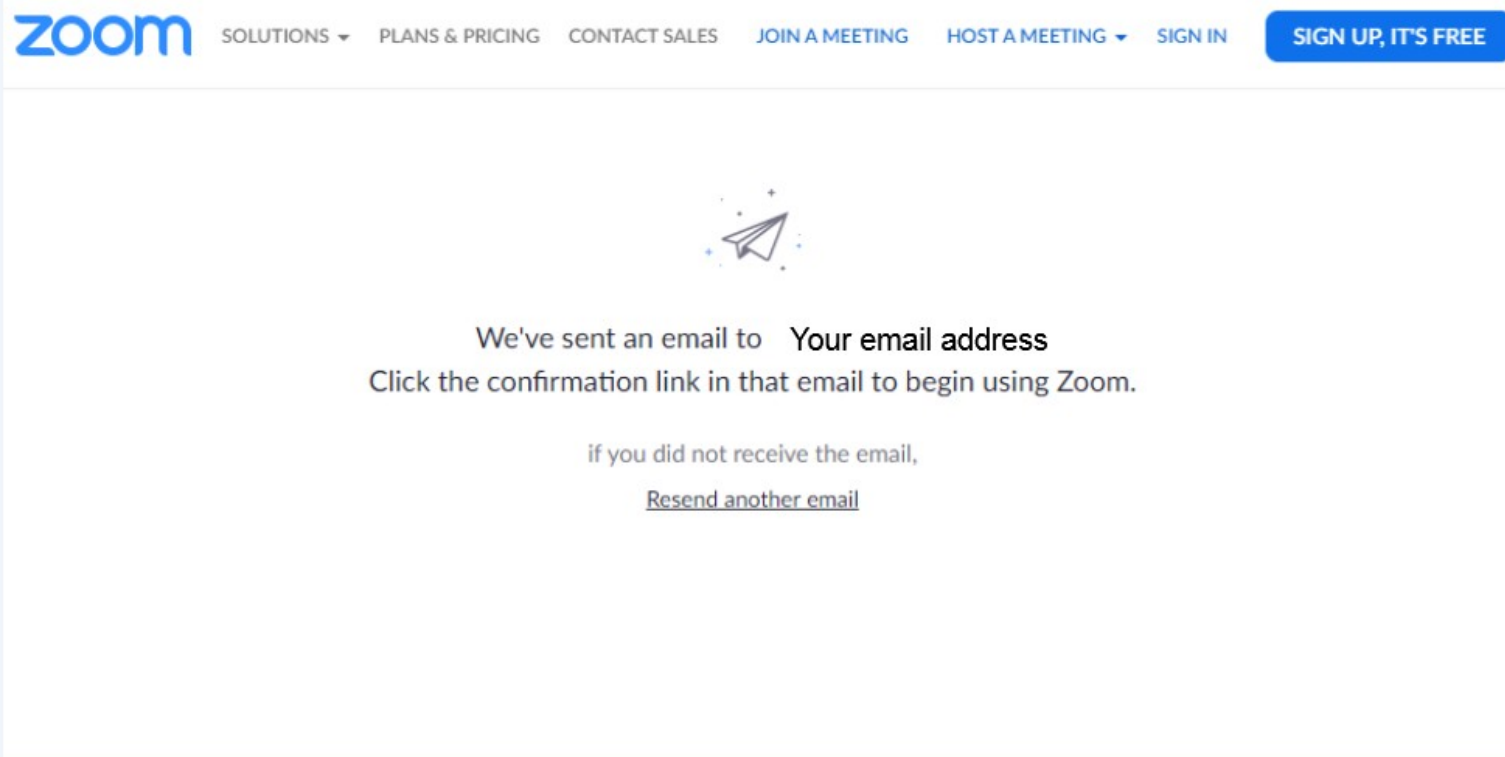
Begin the sign-up process by entering your email address



The screenshot shows the Zoom website's sign-up page. At the top left is the Zoom logo. To its right are navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN. On the far right is a blue button labeled "SIGN UP, IT'S FREE". The main content area has a heading "Sign Up Free". Below this is a text input field labeled "Your work email address" containing a single vertical bar. Underneath the input field is a line of small text: "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." Below that is a large blue button labeled "Sign Up". Under the button is a line of text: "By signing up, I agree to the Privacy Policy and Terms of Service." Below this is a horizontal line with the word "or" in the center. At the bottom are two buttons for social login: "Sign in with Google" (with the Google logo) and "Sign in with Facebook" (with the Facebook logo).

2

You will see this next



The screenshot shows the Zoom website's sign-up confirmation page. At the top left is the Zoom logo. To its right are navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN. A blue button labeled "SIGN UP, IT'S FREE" is on the far right. The main content area features a paper airplane icon with stars, followed by the text: "We've sent an email to **Your email address**. Click the confirmation link in that email to begin using Zoom." Below this, it says "if you did not receive the email," and provides a link: [Resend another email](#).

3

Go to your email

Open the message from Zoom

Click on Activate Account

Zoom <no-reply@zoom.us>  
to me ▾

7:34 AM (1 minute ago)



Hello dave@rizomatik.net,

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

[Activate Account](#)

Or paste this link into your browser:

<https://zoom.us/activate?code=yP3r172izfLr0LEqsNRF1e5n5D5vJxEOrwxiKmKDI AFxIOwFXQAnjQASZGF2ZUByaXpvbWF0aWsubmV0AQBkAAAWMGliQ0hwUC:zdGIjVDkxdwAAAAAAAAAAAA&fr=signup>

Questions? Please visit our [Support Center](#).

Happy Zooming!

4

You will be sent back to your browser to complete the sign-up process - Remember, it is free  
Fill in all the fields and click Continue

The screenshot shows the Zoom website's sign-up page. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN. A prominent blue button says "SIGN UP, IT'S FREE". Below the navigation bar is a progress indicator with three steps: "1 Account Info", "2 Invite Colleagues", and "3 Test Meeting". The main content area features the heading "Welcome to Zoom" and a message: "Hi, dave@rizomatik.net. Your account has been successfully created. Please list your name and create a password to continue." Below this message are four input fields: "First Name", "Last Name", "Password", and "Confirm Password". At the bottom of the form is an orange "Continue" button. A small note at the bottom of the form reads: "By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#)."

5

When you see this, click Skip this step

zoom SOLUTIONS ▾ PLANS & PRICING SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Invite Your Colleagues

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

name@domain.com

name@domain.com

name@domain.com

[Add another email](#)

I'm not a robot reCAPTCHA Privacy • Terms

Invite

Skip this step

6

Click either Start Meeting Now or HOST A MEETING (doesn't matter which)

zoom

SOLUTIONS ▾

PLANS & PRICING

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



1 Account Info ----

2 Invite Colleagues ----

3 Test Meeting

## Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://zoom.us/j/6984903847>

Start Meeting Now

Go to My Account

# 7

The download of the Zoom app/program to your computer will start

When the download is complete, follow the process you usually use to install a new app/program on your computer

The Zoom app has to be installed on your computer before you can participate in meetings

zoom Support English ▾

A download should start automatically in a few seconds.  
If not, [download here](#).

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Privacy & Legal Policies

Click Zoom ... .exe.

Help

Zoom\_003c86f58e...exe Show all ×



# 8

The test meeting you have created as host will pop up on your screen

Join the meeting you have created with both Audio and Video

**Meeting Topic:** David W. Barr's Personal Meeting Room  
**Host:** David W. Barr  
**Invitation URL:** <https://zoom.us/j/6984903847>

[Copy URL](#)

Participa



Join A

Join Audio

**Join with Computer Audio**

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting



Others



# 9


This exercise was only necessary to provide you with a Zoom account and install the Zoom app  
You are not actually going to host a meeting, so click on End Meeting


**Meeting Topic:** David W. Barr's Personal Meeting Room


**Host:** David W. Barr

**Invitation URL:** <https://zoom.us/j/6984903847>  
[Copy URL](#)

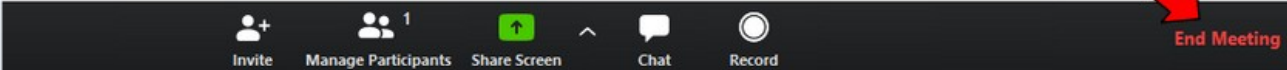
**Participant ID:** 37

 **Join Audio**

 **Share Screen**

 **Invite Others**

Computer Audio Connected

 **End Meeting**

# 10

OK. Now you have completed all the necessary steps to prepare for participating in a Zoom meeting

You can now go back to any other work you are doing on your computer

Just wait for an email sent by the host of a meeting you have agreed to attend

What to do after you receive that email is the subject of the next set of instructions