

## Setting Up a Free Zoom Account

**Overview:** Zoom is a real-time web conferencing application much like Skype. Zoom can be downloaded and installed easily, and is available on Windows, PC, iOS and Android devices.

1. Navigate to <https://www.zoom.us>, enter your email address, and click on the “Sign Up it’s Free” button.
2. Verify that your address is correct and click Confirm.
3. Click on the “Activate Account” button in the email message send to the account you specified.
4. Continue the Zoom setup by entering your name and selecting a password. Please note the password requirements listed in red.
5. There will be a prompt to invite others to join Zoom and another to setup a test meeting. Neither of these steps are mandatory.

**Please Note :** Your Zoom account user name is your email address. Free Zoom accounts have a 45-minute limit on meetings.

## Download & Install Zoom

**Windows & Mac :** <http://zoom.us/download> (*download the Zoom Client for Meetings*)

Run the downloaded program to install it on your computer.

**iOS (iPhone):** <https://itunes.apple.com/us/app/id546505307> or Find “ZOOM Cloud Meetings” in the App Store

**Android:** <https://play.google.com/store/apps/details?id=us.zoom.videomeetings> or Search for “Zoom Meetings” in Google Play

## Join a Meeting

**Join Using a Link:** If you were sent a link to join a Zoom meeting, or if you found it posted online, just click the link and follow the on-screen instructions.

### Join Using a Meeting ID

1. Open the Zoom Application
2. Click the blue “Join” button
3. Enter the 9 or 10 digit Meeting ID given to you and your name. Click Join

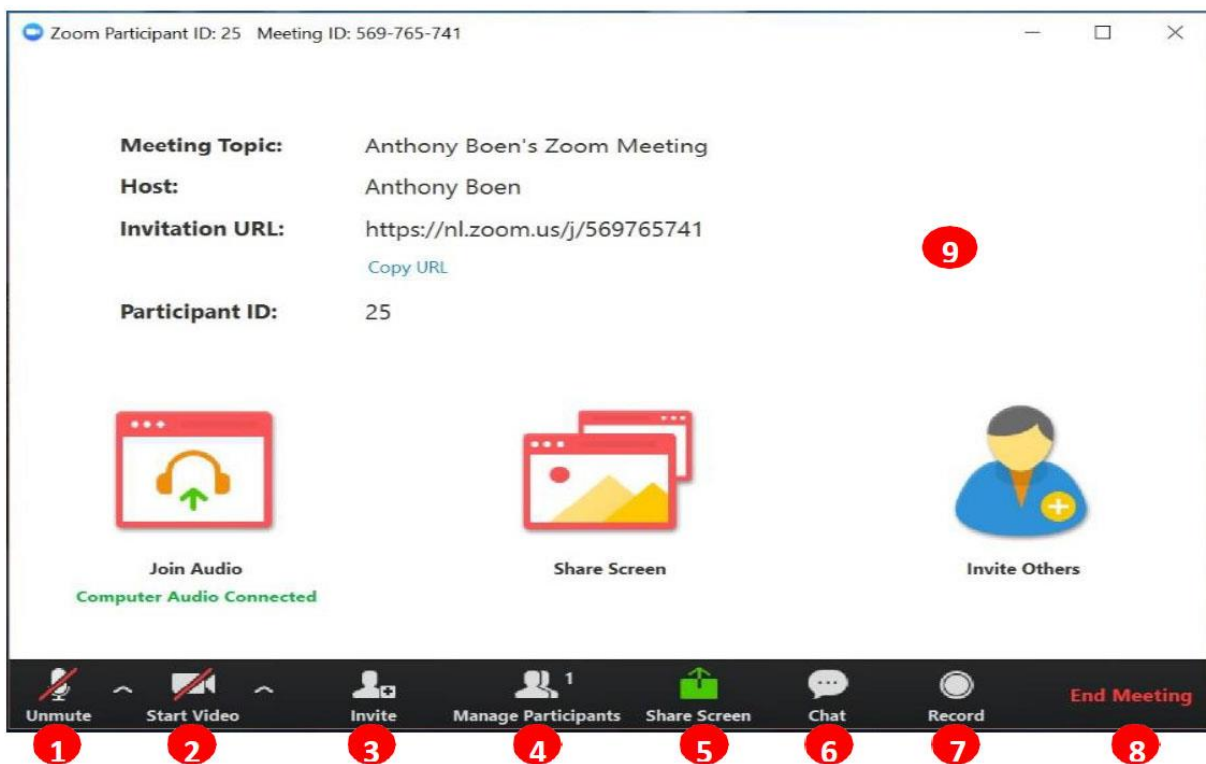
### Create a Meeting

1. Open the Zoom Application
2. Click the New Meeting button
3. Click the invite button and invite your participants by Email or by Contact if they are already in your address book
4. Your invitees will receive an email with a link to your meeting

## Quick Tips for Using Zoom

- If you are using an external camera and/or microphone be sure to plug them in before opening the Zoom application. We recommend using a headset if possible.
- Only 1 microphone and speaker system should be active per physical location. Otherwise the 2 systems may cause a loud screeching sound.
- Be sure to mute yourself when you are not speaking.
- Use the Chat feature to ask questions without interrupting the speaker.
- You cannot record unless you are the meeting host, or the meeting host allows you permission to record.
- Zoom sessions without a Zoom Pro user signed in will be limited to 45 minutes.

## Zoom User Interface



1. Mute or unmute your microphone
2. Start or stop your video feed
3. Invite participants to the meeting
4. Manage or view a list of meeting participants
5. Share your screen
6. Open the Chat window
7. Record the meeting
8. Leave the meeting
9. Video Area

For more detailed support documentation visit the Zoom support website:

<https://support.zoom.us/hc/en-us>

For a detailed explanation regarding Zoom accounts please go to

<https://support.zoom.us/hc/en-us/articles/201363173-Account-Types>