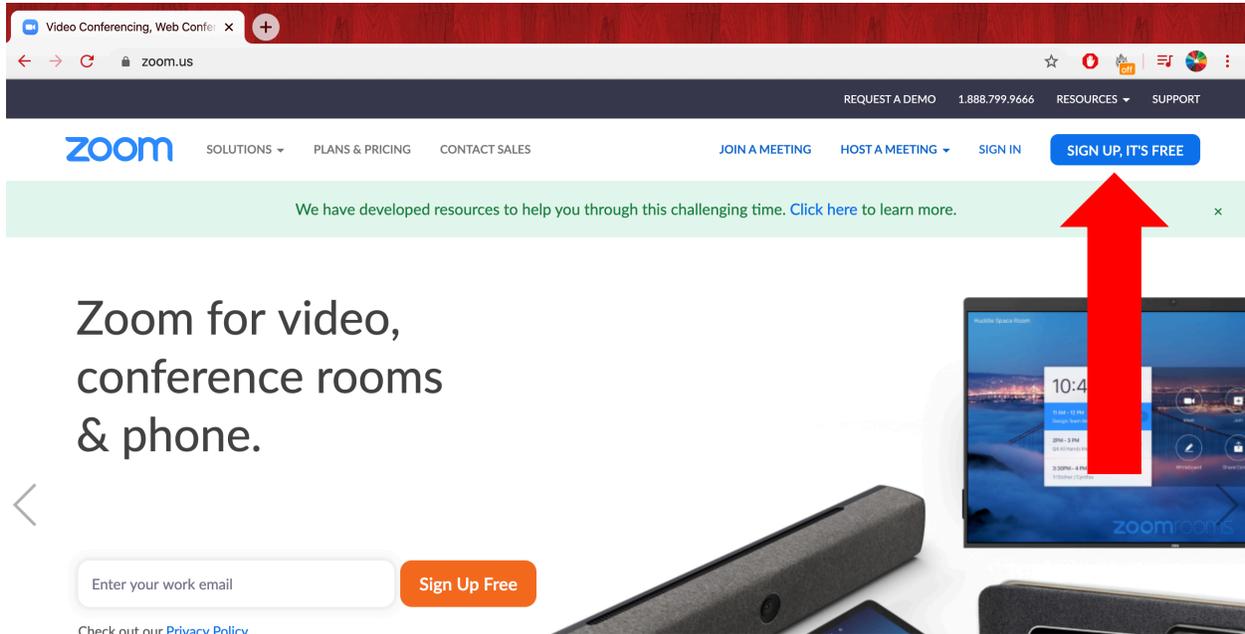


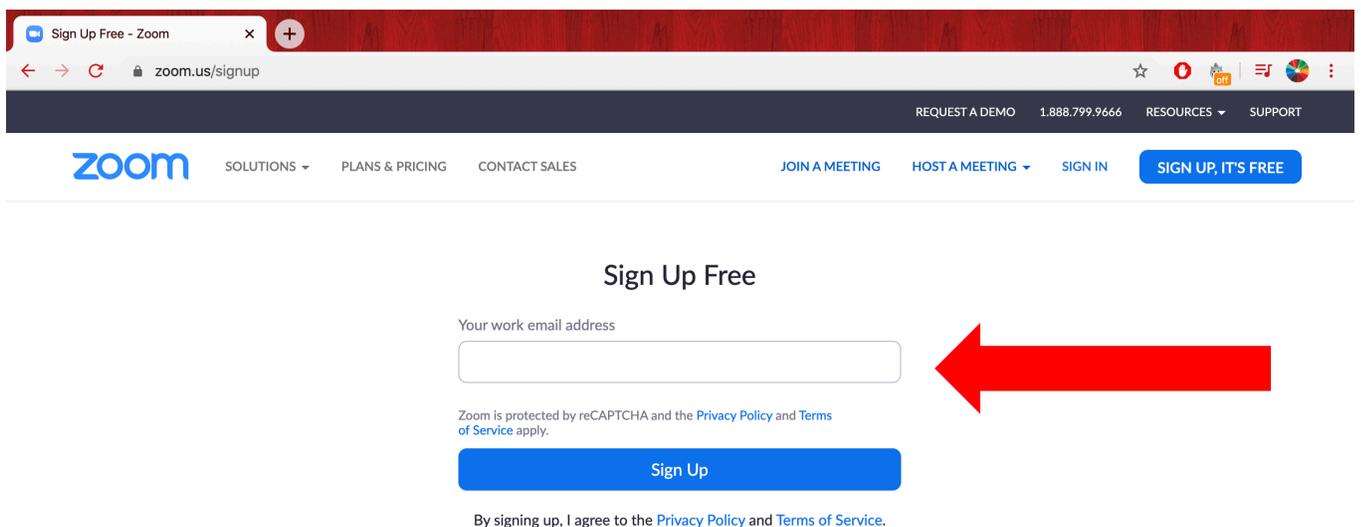
## How to Create a Zoom Account

1. Open your internet browser and type zoom.us into the search bar. You should come to a screen that looks like this:



2. In the upper right corner you will see a blue box that says “sign up, it’s free” (where red arrow is pointing)

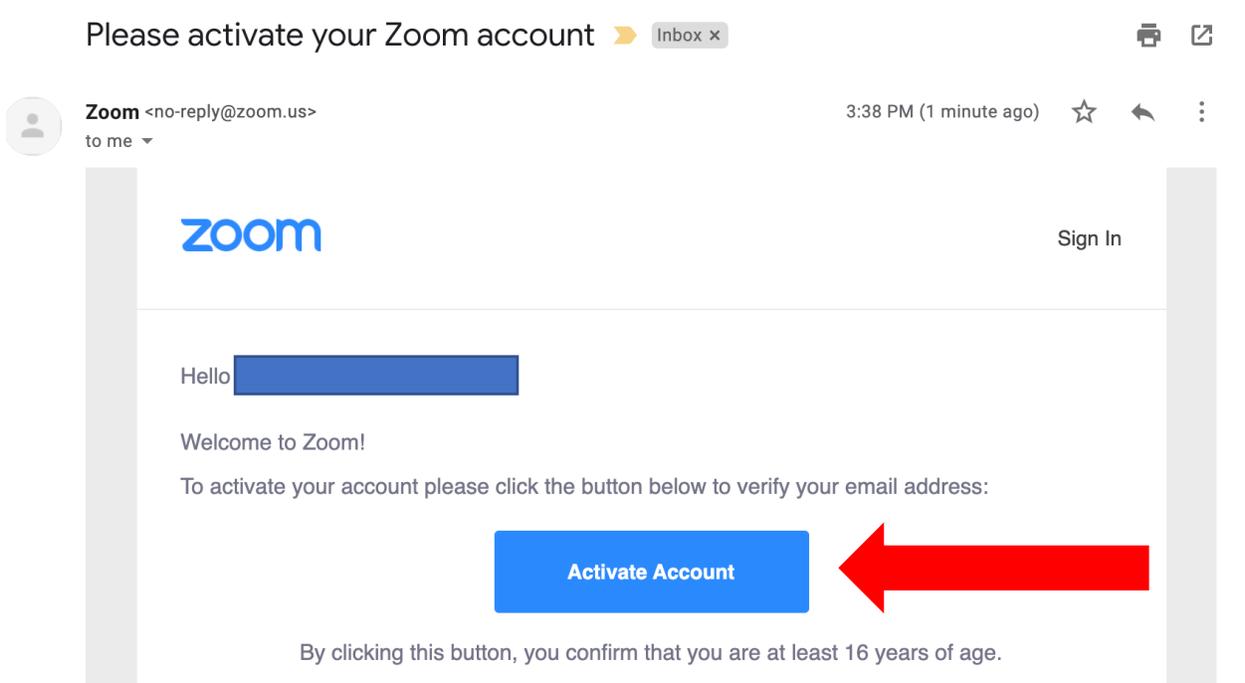
3. The next screen will request your work email (type the email you use most frequently and know the password to)



4. Once you have inputted your email address, you will receive a link in your inbox. Make sure to check your junk mail as it might appear there.



5. Click the blue box that says "activate your account" from the email



6. Next you will need to input your name and choose a password. Click the orange “continue” button when you have completed this step.

us04web.zoom.us/activate?code=FqaqU0sfsmNfCjVf\_cdUMR6PuGki6WbLlynJW44MU.BQgAAAFxLPnUAAAnjQAXc2FyYWhiYXh0ZXI5NUB...

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## Welcome to Zoom

Hi, sarahbaxter95@gmail.com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

7. Skip the next step.

us04web.zoom.us/invite\_colleague?code=FqaqU0sfsmNfCjVf\_cdUMR6PuGki6WbLlynJW44MU.BQgAAAFxLPnUAAAnjQAXc2FyYWhiYXh0Z...

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## 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

Help

## 8. Click “go to my account”

The screenshot shows the Zoom activation page. The browser address bar displays `us04web.zoom.us/signup/skipped?code=FqaqU0sfmNfCjVf_cdUMR6PuGki6WbLynJW44MU.BQgAAAFxLPNpUAAAnjQAXc2FyYWhiYXh0Z...`. The page features a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. A large image on the left shows a laptop displaying a Zoom meeting. The main content area says "Start your test meeting." and "Excellent! Now it's time to start meeting." Below this, it provides the "Your personal meeting url:" as `https://us04web.zoom.us/j/7408063035`. A red arrow points to the "Go to My Account" button. Other buttons include "Start Meeting Now" and "Help". At the bottom, there are links for "Microsoft Outlook Plugin Add Zoom" and "Chrome Extension Download".

## 9. This is what your profile will look like:

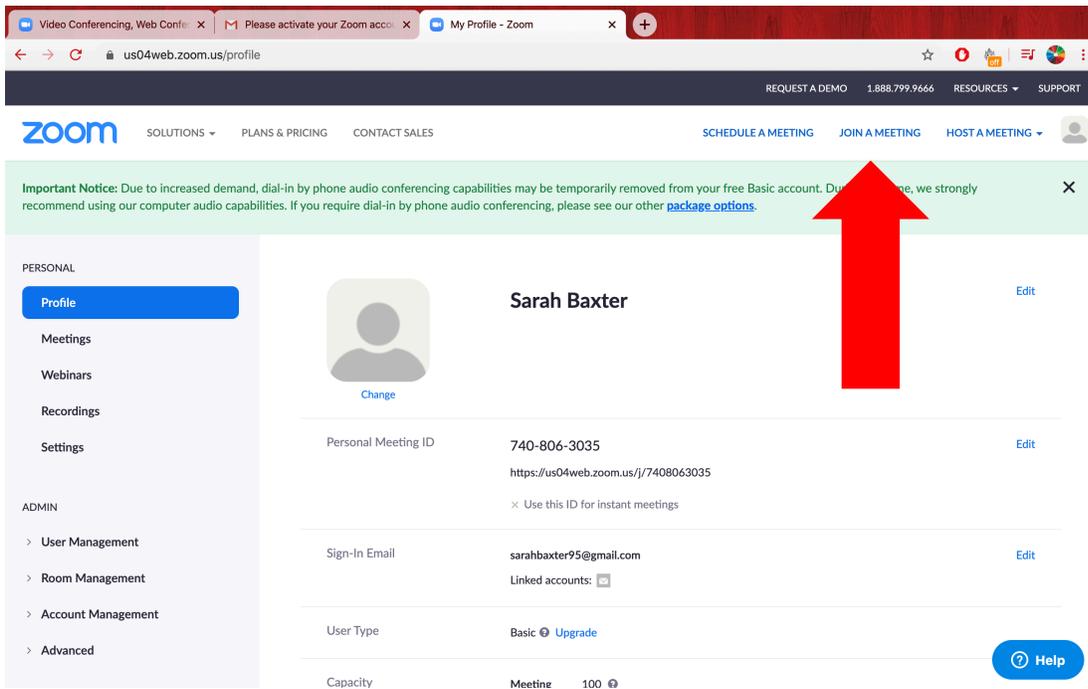
The screenshot shows the Zoom user profile page for Sarah Baxter. The browser address bar displays `us04web.zoom.us/profile`. The page features a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. A green banner at the top contains an "Important Notice" about dial-in capabilities. The profile page is divided into two main sections: PERSONAL and ADMIN. The PERSONAL section includes buttons for Profile, Meetings, Webinars, Recordings, and Settings. The ADMIN section includes links for User Management, Room Management, Account Management, and Advanced. The profile information for Sarah Baxter is displayed as follows:

Personal Meeting ID	740-806-3035 <a href="https://us04web.zoom.us/j/7408063035">https://us04web.zoom.us/j/7408063035</a> × Use this ID for instant meetings	Edit
Sign-In Email	[Redacted] Linked accounts: [Dropdown]	Edit
User Type	Basic <a href="#">Upgrade</a>	
Capacity	Meeting 100	

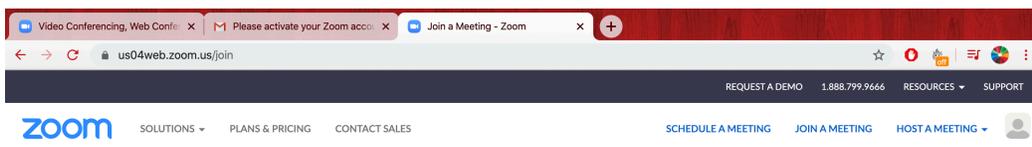
If you ever want to host a meeting you will need your Personal Meeting ID so I recommend writing it down. When somebody hosts a meeting they can invite you via email and you will be sent a link to access to the meeting. Alternatively, the host may send you a 9 digit ID (like a phone number) to allow you access to a meeting.

To join a meeting:

1. Click “join a meeting” in the top right
2. Input the 9 digit ID the host gave you
3. Have a great meeting



A screenshot of the Zoom web interface showing a user's profile. The browser address bar shows 'us04web.zoom.us/profile'. The navigation bar includes 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A red arrow points to the 'JOIN A MEETING' link. The profile for Sarah Baxter is displayed, showing her Personal Meeting ID as 740-806-3035 and her Sign-In Email as sarahbaxter95@gmail.com. A 'Help' button is visible in the bottom right corner.



A screenshot of the Zoom 'Join a Meeting' page. The browser address bar shows 'us04web.zoom.us/join'. The navigation bar includes 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The main content area is titled 'Join a Meeting' and features a text input field labeled 'Meeting ID or Personal Link Name' and a blue 'Join' button.

## Join a Meeting

Join

[Join a meeting from an H.323/SIP room system](#)

