

Creating a Zoom Account

1.

WWW.ZOOM.US

Go to the zoom homepage on your computer or laptop (you need to have a device with a built in camera)

2.

SIGN UP IT'S FREE

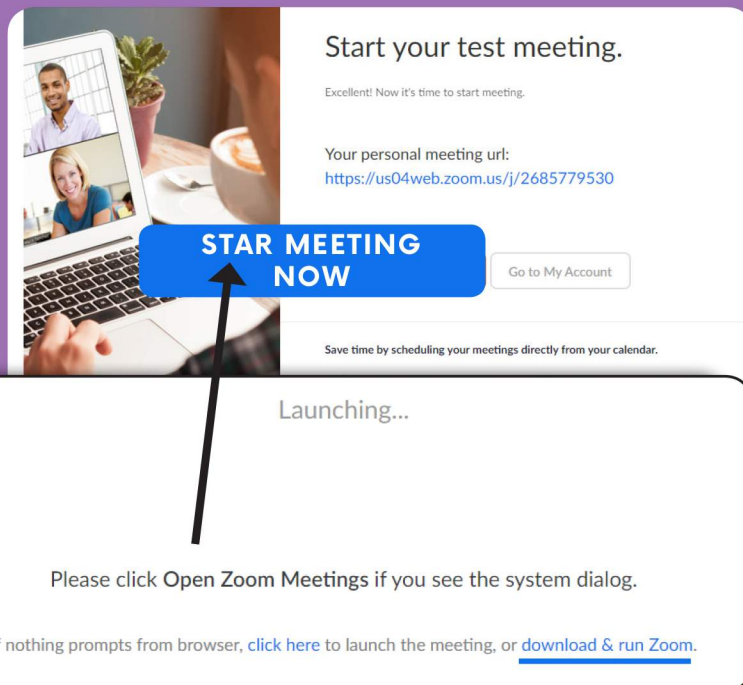
- Click the free button in the top right corner
- Enter your preferred email address and then click Sign Up
- a verification email will be sent to your chosen email address

3.

ACTIVATE ACCOUNT

- Sign up with your name and a safe password then click continue, It will bring up a "Don't Zoom Alone page, skip this step! (you can add people later)

4.



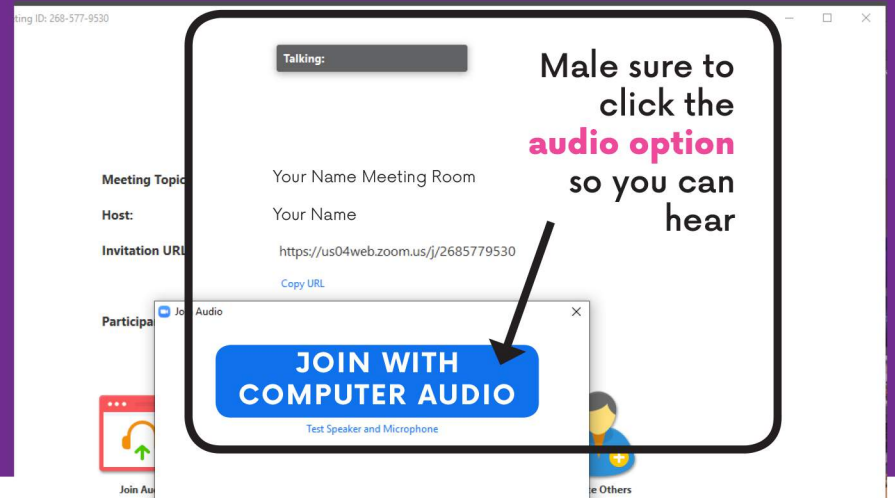
Click 'start your test meeting' and a launch box will appear as well as an **zoom.exe** file in the bottom left corner of your browser

Zoom_o42l8sofizk....exe

CLICK ME

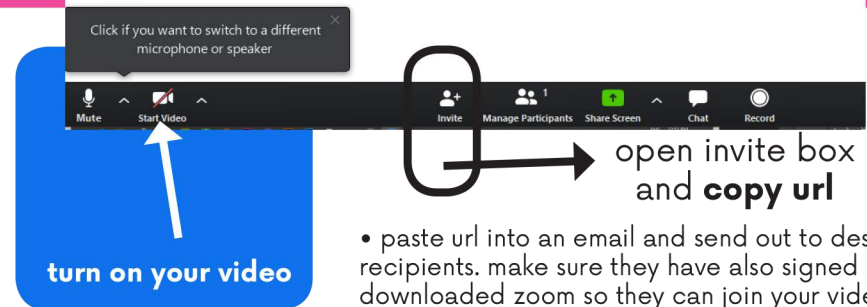
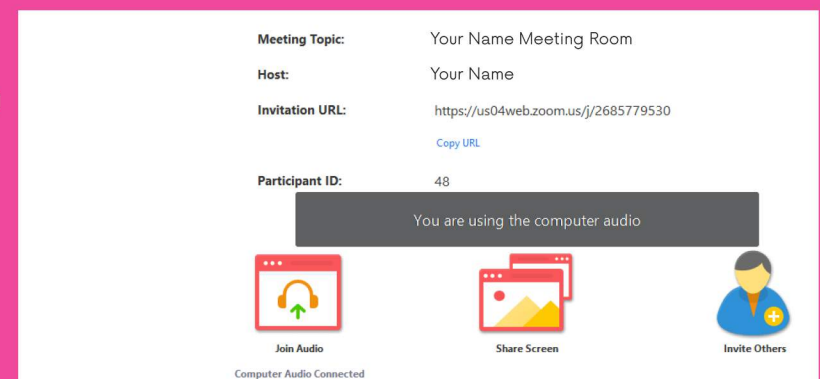
5.

once downloaded, you will see this screen...



GETTING STARTED

6.



- paste url into an email and send out to desired recipients. make sure they have also signed up and downloaded zoom so they can join your video chat !



Schedule

CREATE A MEETING THAT REQUIRES A PASSWORD

1. Open your zoom app and log in
2. Click on the Schedule icon.
3. Under Meeting Options, tick '**Require meeting password**'
4. Choose meeting time, Click 'Schedule'.
5. Save Schedule meeting info to clipboard
6. Email out to your customers.



Accepting a Zoom Invite

1.

SIGN UP

Go to the zoom homepage on your computer or laptop and sign up.

www.zoom.us

(you need to have a device with a built in camera)

2.

ACCEPTING AN INVITE

Before your live class starts you will be sent an email invite...

- Click the link to accept
- If a password is required copy and paste the one sent to you into the password box

Email:

Join Zoom Meeting

Click Link:

<https://zoom.us/j/720516666?pwd=MjhBKzJHZG5PV3ArTm-R1NXJld2pyZz09> (Example)

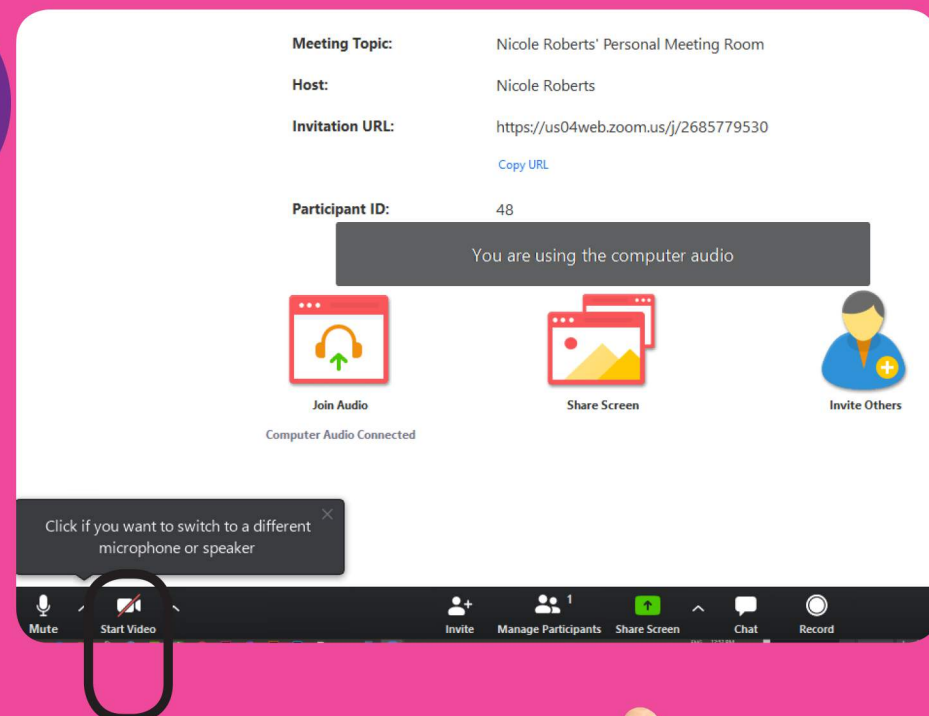
Enter Meeting Id and password (if required)

Meeting ID: 720 516 666 (Example)

Password: 017087 (Example)

A window will launch - click **"Open Zoom"**

3.



Turn on your camera and wait for your virtual class to start

You can also download the Zoom app to your mobile devices and tablets through your app store

PC's, Laptops offer stronger visuals with bigger screens

