

Video Conferencing - Zoom

Sign Up

GETTING READY

1. Devices

In order to have a video conference you need to have one of the following devices that connects to the internet:

- Computer (desktop/laptop)
- Tablet (iPad or other)
- Smart phone (not a flip phone)

2. Connections



You need to make sure your internet connection is working, and your device is connecting in one of the following ways:

- **Wi-Fi** (also called wireless)
- **Router** (a cable that plugs into your computer from the modem)
- **Data** - most mobile phones and tablets have what is called a 'data plan' that connects the phone to the internet even if the phone is not connected to Wi-Fi or a router. This is why you can use the phone to search on google even if you are sitting in your car or walking in the market.

3. Browsers

The browser is the program on your device that helps it connect to the internet. You will need to use your browser to connect to the Zoom website.

The most common browsers on all devices are:

- **Chrome** 
- **Safari**  (only on Apple devices like macbooks, iPhones, iPads)

Other browsers are:

- Internet Explorer  Firefox  Edge 

Another way to connect to Zoom

Or you can connect with the Zoom application (commonly called an *app*) that directly connects you to the Zoom website. If you want to use the Zoom App - click this link for the directions

[Video Conferencing Zoom App Installation On Windows 10 PC.pdf](#)

You will find your browser on the:

- **Desktop** or
- **Taskbar** (usually a grey bar with icons locate at the bottom or side of your screen)

[CHANGE the visual below to have 2 side by side options:](#)

1. Showing the browser on the desktop with the click button - where it is an icon amongst many other icons on a desktop (as this is how most desktops are: *messy*)
2. Showing highlighted grey taskbar and highlight the browser icons in the taskbar with the click button
3. On all the images showing 'clicks', let's make the arrow pointing onto the actual thing they will have to hover over and click. The red 'click' button can be to the side a bit as is - just to express/reinforce the sound and action (basically the user should not think that a red click button will appear on the screen)



Click on the browser icon.
A window will open up that covers most of your desktop.



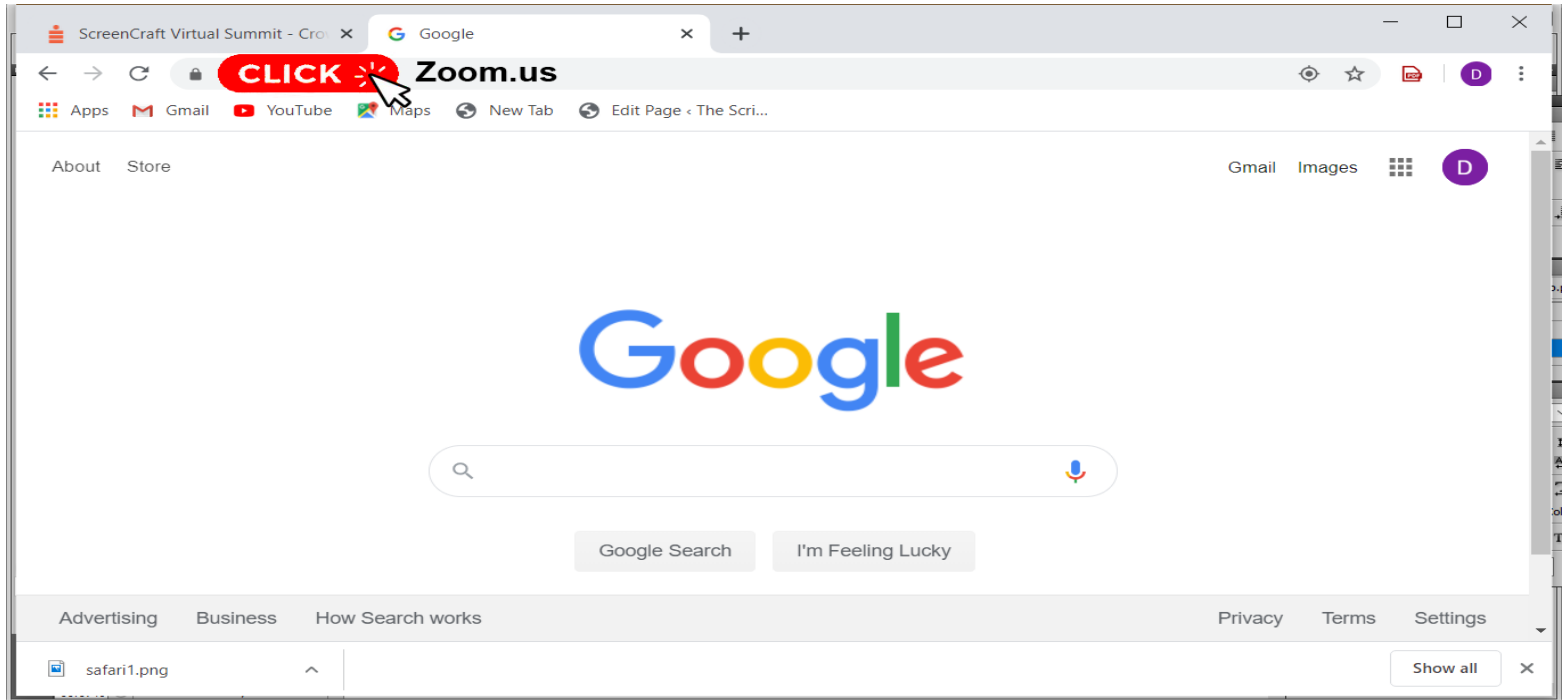
SIGNING-UP FOR ZOOM

Now you are ready to sign up for ZOOM.

1. Going to the Zoom Website

At the top of the window is a grey or white bar.

In the bar type **zoom.us**

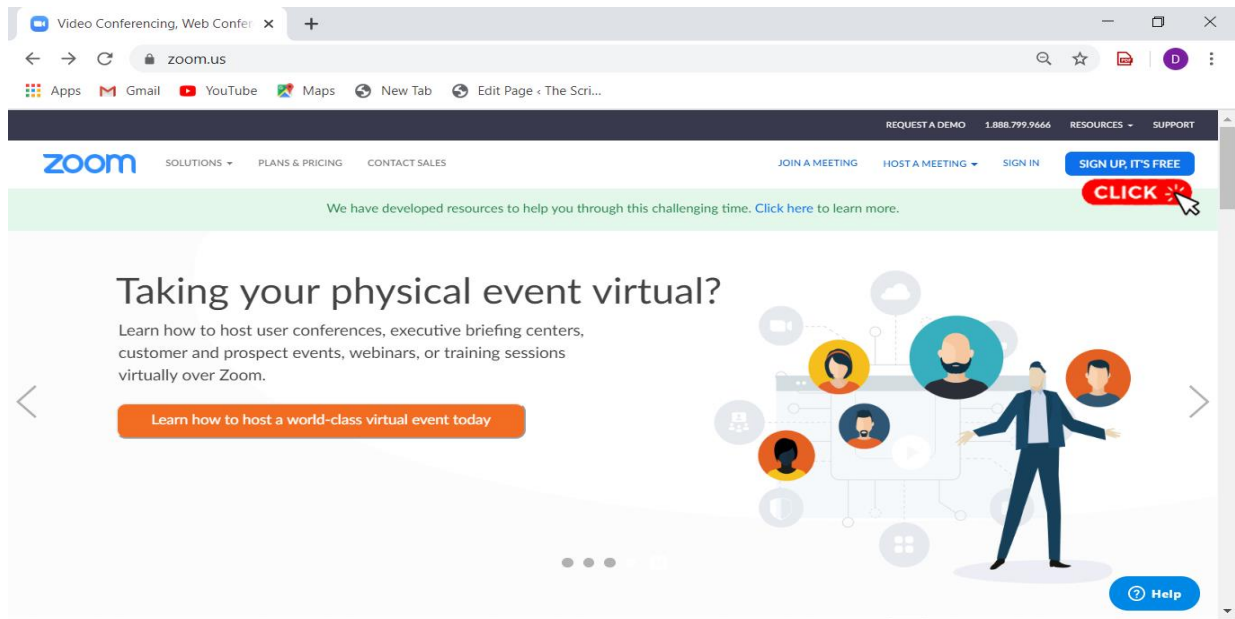


2. Registration Process

This is the window that you will see next.

On this window is a blue button in the upper right-hand corner which reads **‘SIGN UP, IT’S FREE’**.

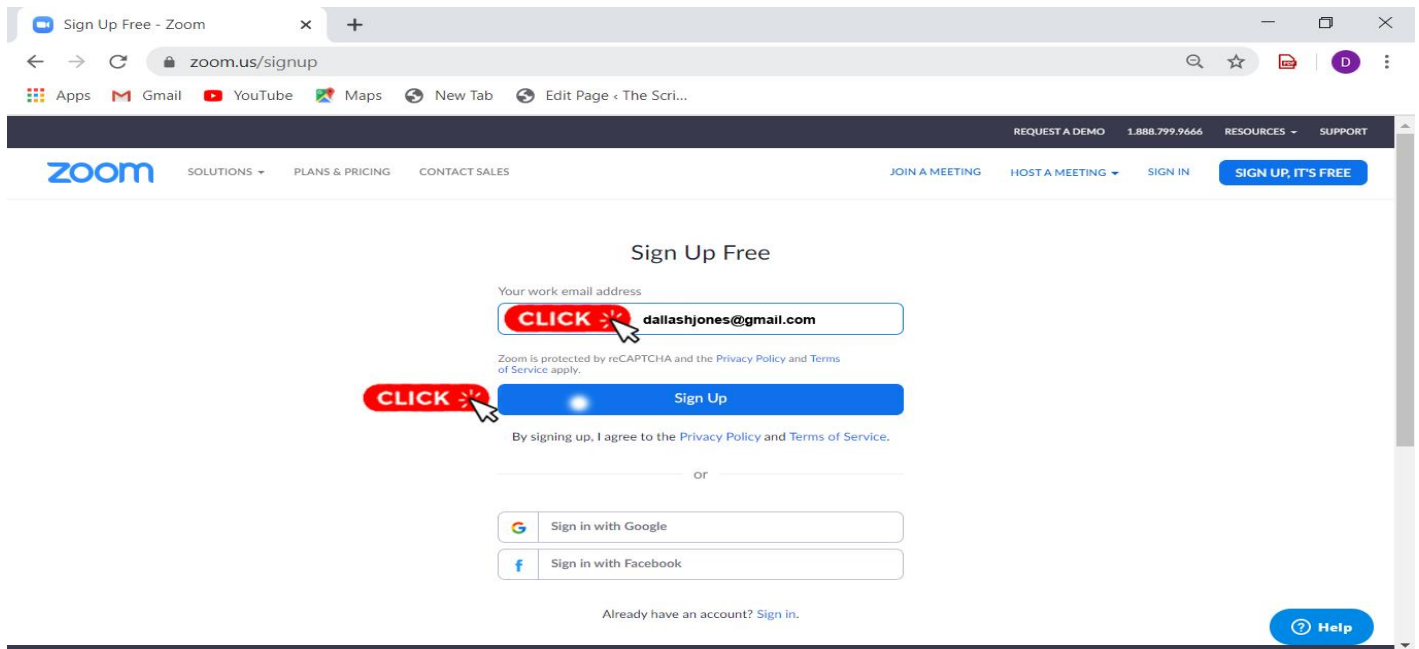
- **CLICK** on this button to start the registration process.



3. Entering your email id

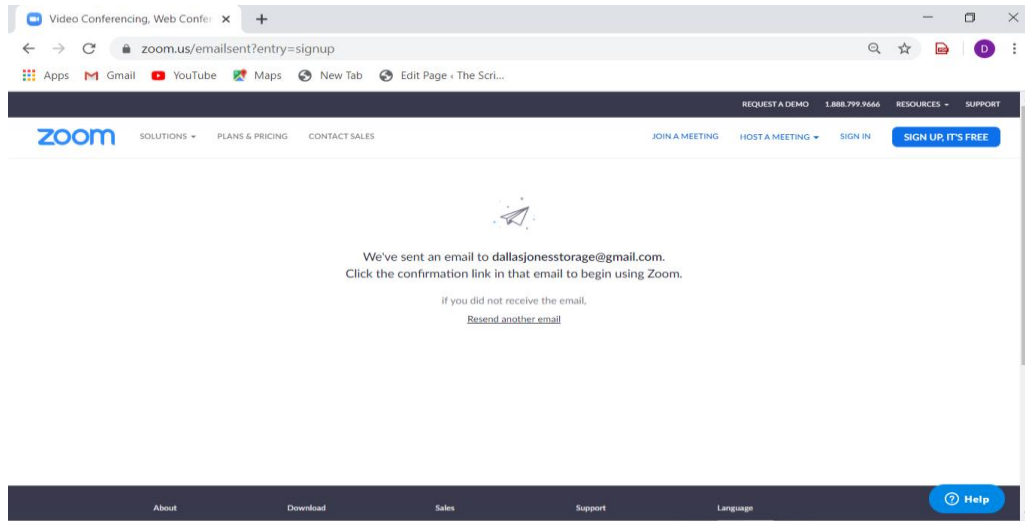
Next, the following window appears.

- **CLICK** into the blank area below **'Your Work Email'** and enter your email that will be associated with your account. For example: maryjones@gmail.com
- **CLICK** on the blue button below that line, in the middle of the window, that reads **'Sign Up'**



A new window pops up that reads:

We've sent an email to *'youremail@email.com'*
Click the confirmation link in that email to begin using Zoom



This window means that Zoom has sent an invitation to create a zoom account to your email. Please do not close this window. That means

- **DO NOT** press X to close it.
- **DO NOT** press the back button.
- **DO NOT** type new words into the grey bar at top that says *zoom.us/emailsent?entry=signup*.
- **DO** minimize the browser window by clicking on the - sign, [SHOW browser minimizing screen here.](#)
- **OR** you can open a new window in the browser (also called a tab, like on a file folder) by pressing the + sign (as shown in the next step)

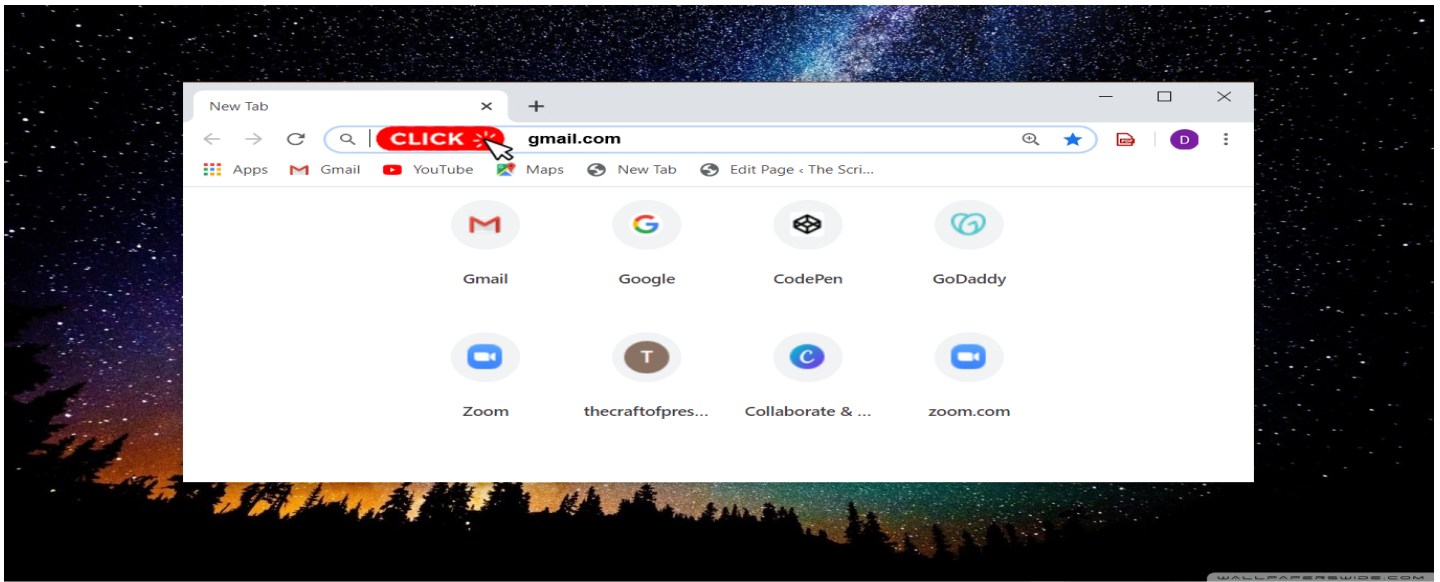
So How do I open email?

CONFIRMING YOUR EMAIL

1. Going from the Zoom website to your email

To start a Zoom account, you will need to open your email the way you always do OR in one of the following ways:

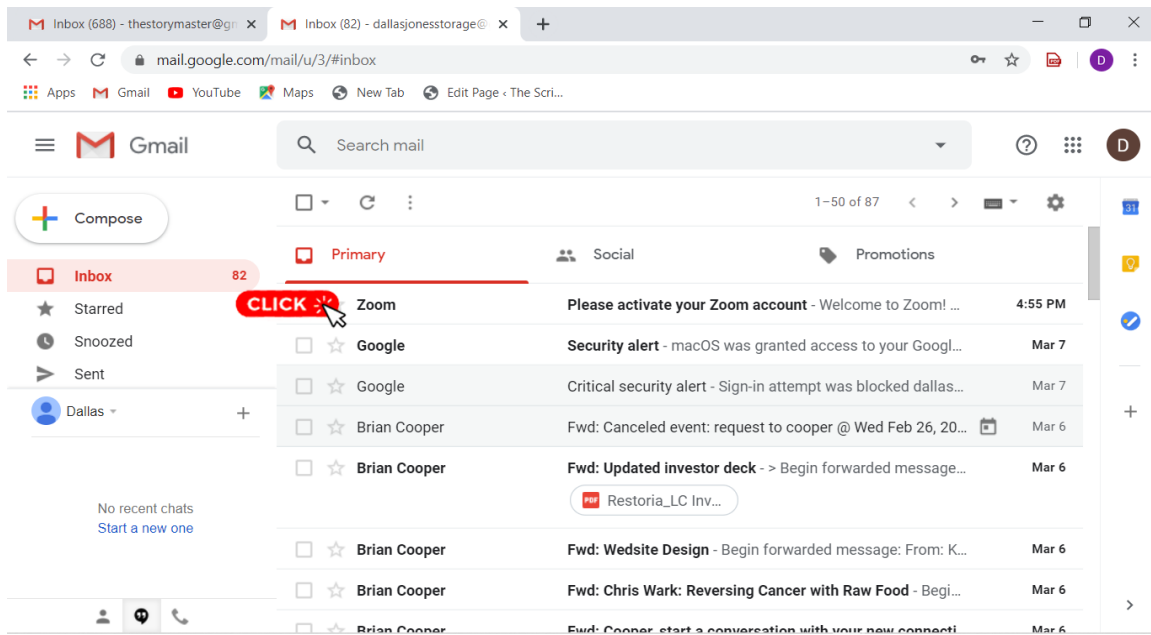
- clicking on your email icon if you use the email program on your apple device [picture of apple envelope icon here](#) usually this is in the taskbar at the bottom of your computer
- open a new tab through your browser by clicking on a + on the very top line of the computer like in the picture below, then click on the mail icon [2 pictures side by side showing opening a tab, and clicking on the gmail link in middle of page](#)



2. Opening your email

Now you will need to open the email that Zoom sent to you:

- **CLICK** on the email link that reads *Zoom – Please activate your Zoom account*



What do I do if I don't see the email from Zoom in my box?

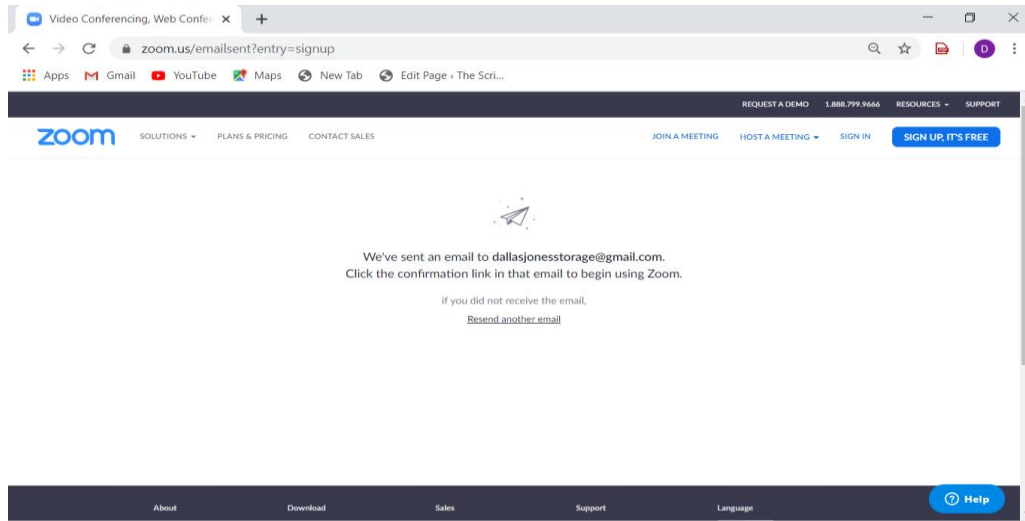
If you don't receive an email, first check your 'Junk' and 'Spam' folder in your email. If it's not there, then come back to the screen where you first searched for Zoom.

- **CLICK** on the browser icon that was minimized before, OR
- **CLICK** on the tab at the top of the screen that shows the blue Zoom icon [\[put icon here\]](#)

Show two screens side by side with each of the above options

When you see the Zoom screen

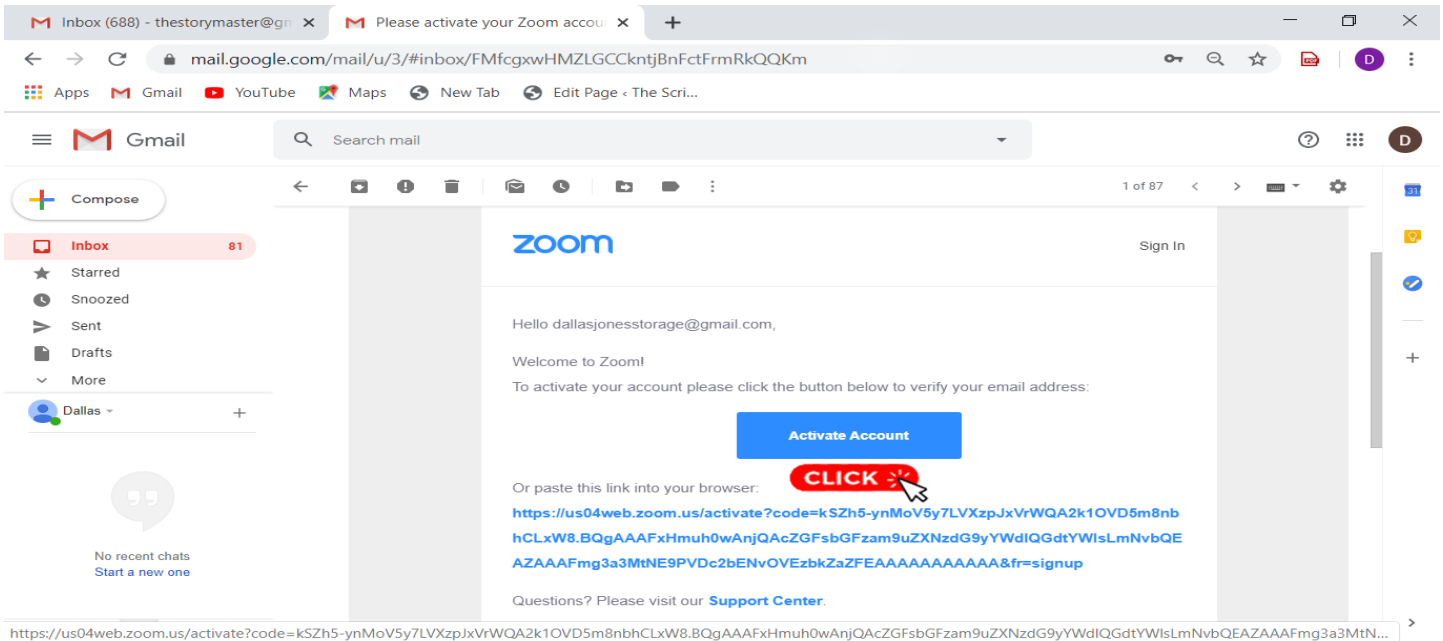
- **CLICK** on the small link that reads:
'Resend another email'



3. Reading the Zoom email

Zoom is opened you will see a blue button which reads: **‘Activate Account’**

- **CLICK** on the blue button or on the numbers or letters below that (this is the ‘link’).



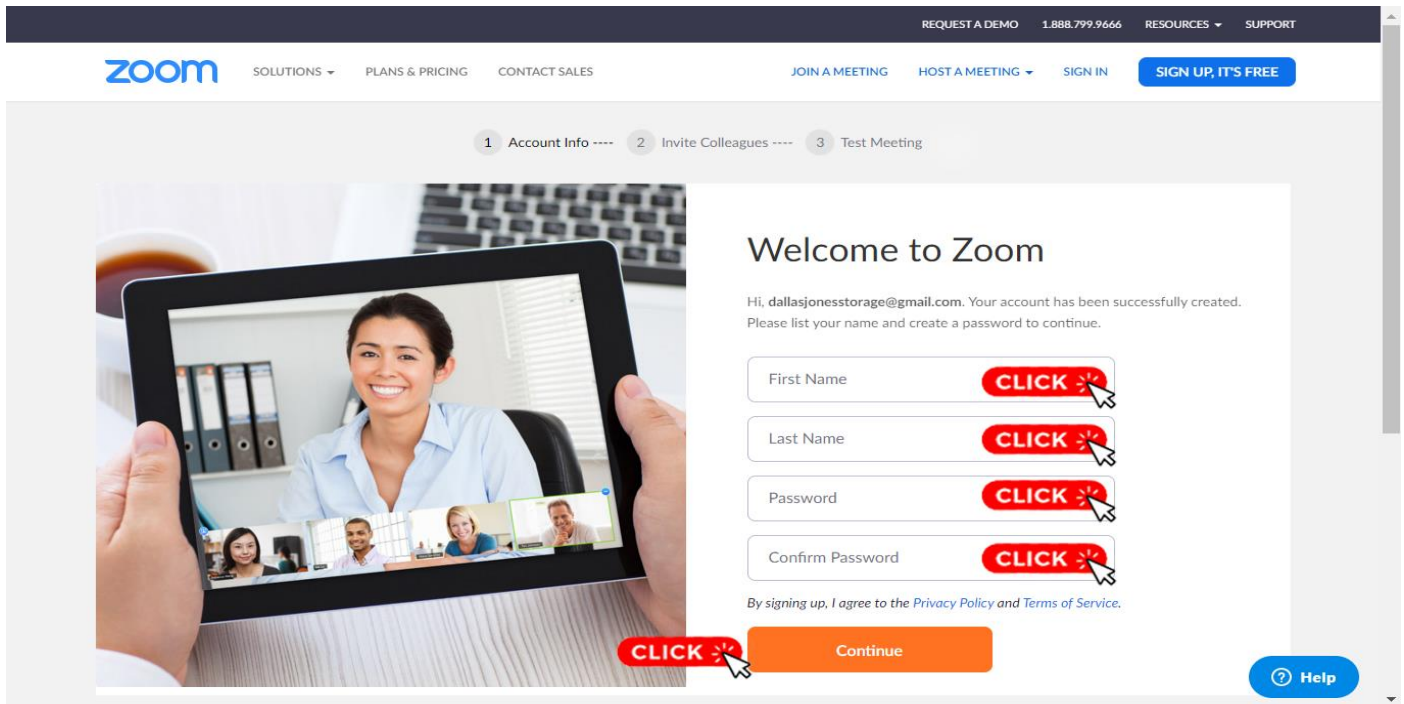
Following the above directions will take you to a registration screen which you must fill out.

COMPLETING THE ZOOM REGISTRATION

Yeah! You are here! Your Zoom account is created with your email address.

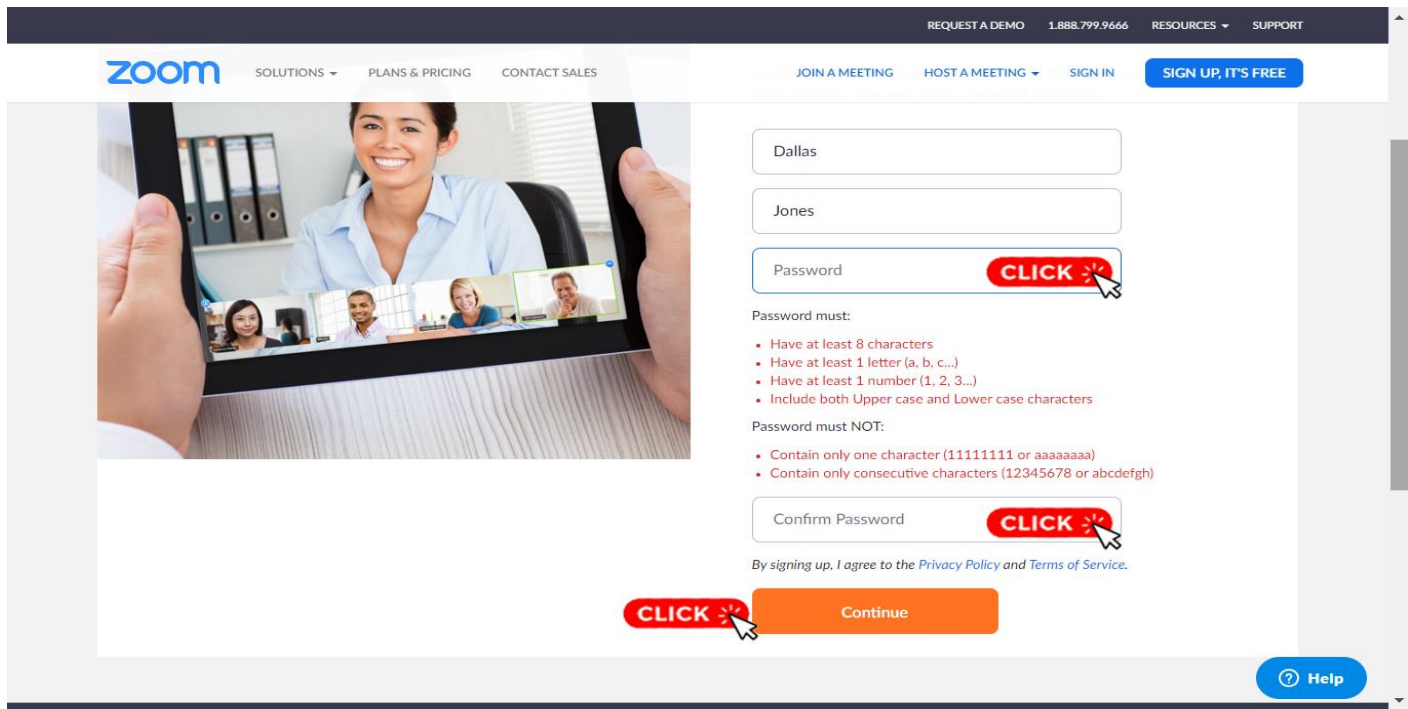
1. Name and Password

Now you need to fill out your name and create a password on the following screen:



- type in your first name
- type in your last name
- type in your password that has all the numbers and letters required by Zoom (you can use a password that you already use). The password must include:
 - ❖ at least 8 characters long
 - ❖ at least 1 letter (a,b,c,...)
 - ❖ at least 1 number (1,2,3,...)
 - ❖ both lowercase and uppercase letters
- type in your password AGAIN where it says CONFIRM password

STOP! Be sure to write down your EMAIL ADDRESS and your PASSWORD for future reference.

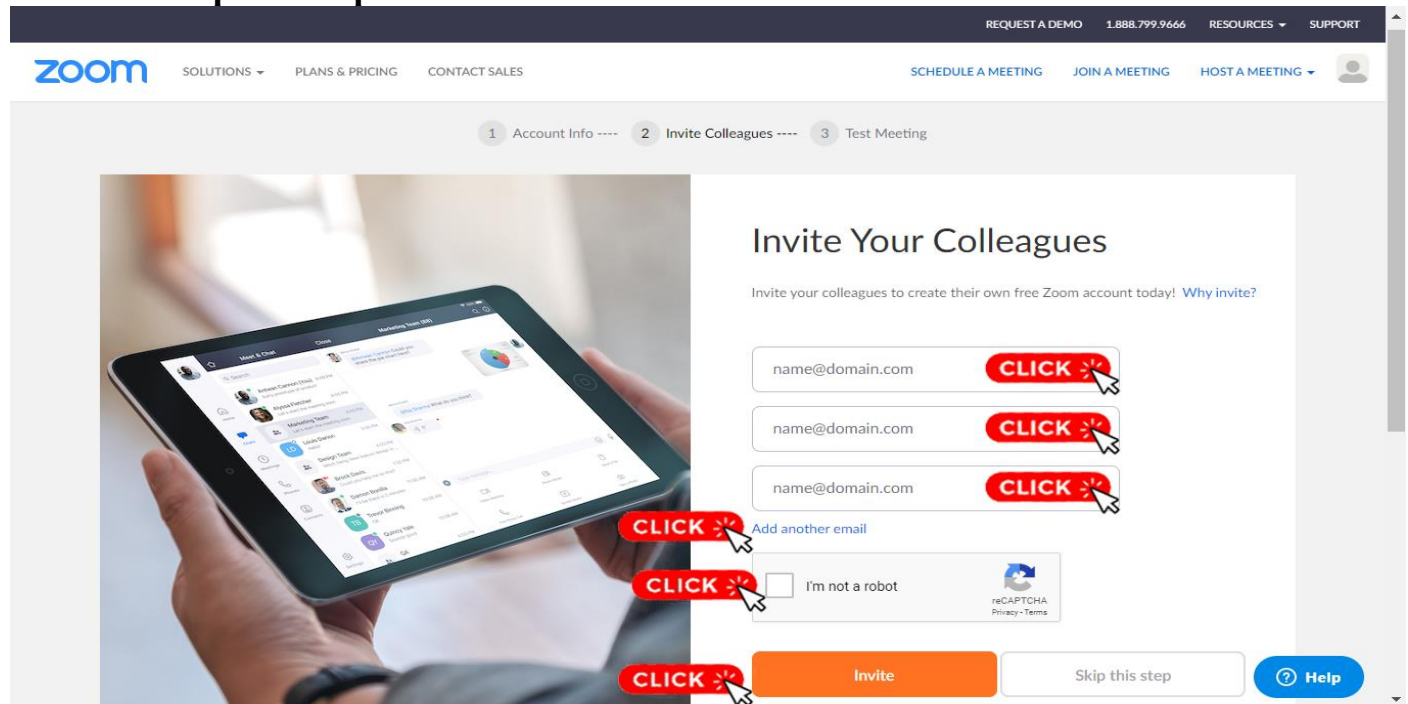


Now **CLICK** on the ‘**CONTINUE**’ button.

2. Your Last Step to registration

When you click continue the next screen will encourage you to invite people to Zoom. You do not have to do this NOW. In fact, we encourage people to explore their zoom account and set up a profile first, and then learn how to do things like hosting, scheduling and inviting others to Zoom meetings. The next window encourages friends to also sign-up for Zoom.

- **CLICK ‘Skip this step’**



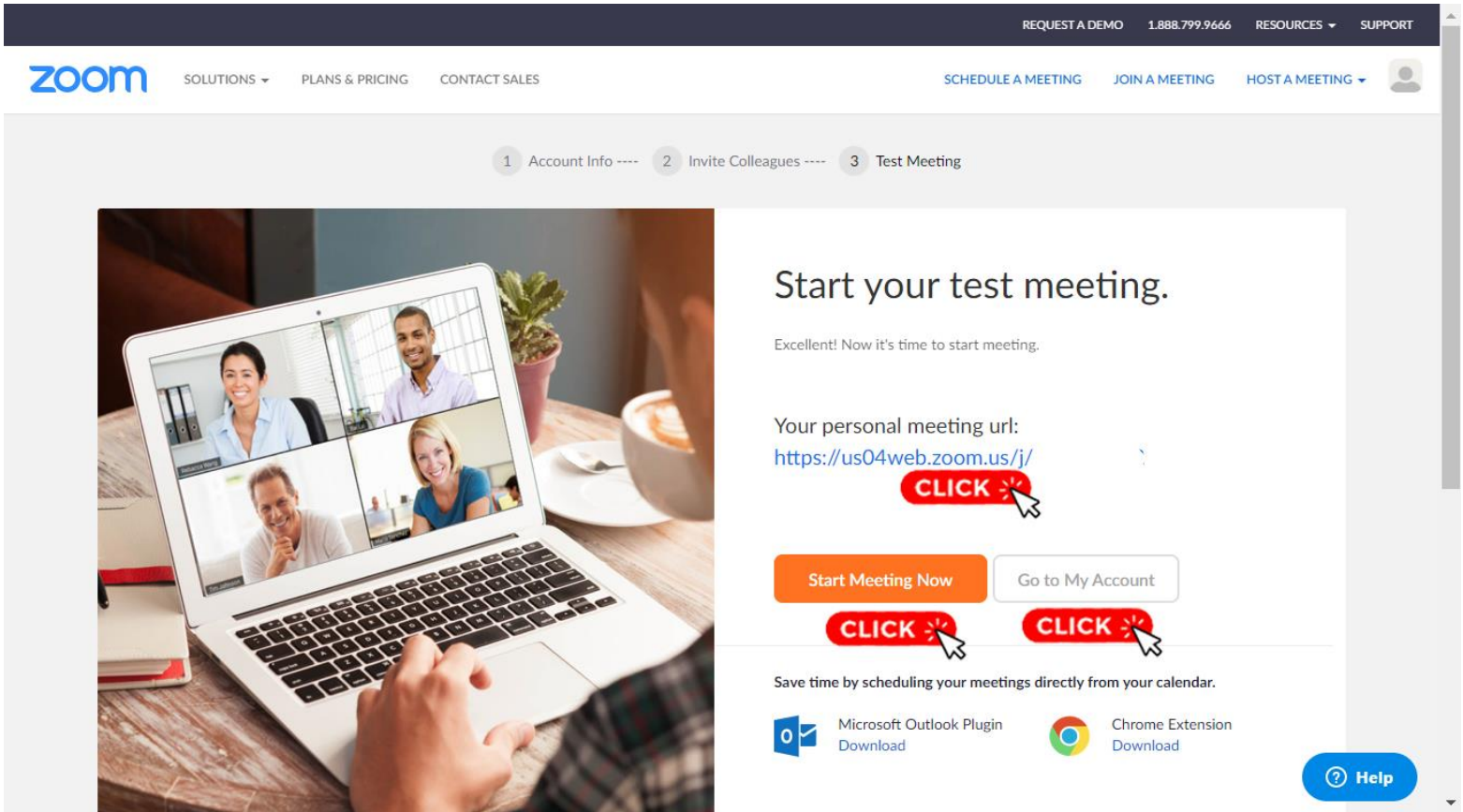
Your account is now set up. There are a few different actions you can take. You can start to schedule a meeting right now, or you can go to my account and set up a profile. Here is the last step that will take you towards either of those options...

Now your screen will ask you to start a test meeting and send emails to invite friends.

- CLICK on the orange **Start Meeting Now** button OR

When you do not want to start a meeting right now you can:

- CLICK on the **Go to My Account** button and finish setting up your account.



For further information on either of these please visit our next tutorials

[Start Zoom Meeting Now \[link\]](#)

[Creating my Zoom Profile \[link\]](#)

[This will be the beginning of the next tutorial]

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zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES 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://us04web.zoom.us/j/>

CLICK

Start Meeting Now Go to My Account

CLICK CLICK

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin Download Chrome Extension Download

Help

If you have CLICKED on 'Start Meeting Now' you will get the following window.

Assuming you want to start a meeting, you will CLICK on the blue link that reads '**Open Zoom Meetings**'

Open Zoom Meetings?

https://us04web.zoom.us wants to open this application.

Open Zoom Meetings

Cancel

CLICK

Launching...

Please click Open Zoom Meetings if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

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Help

On Opening a Zoom Meeting, you will go to a screen that allows you **Share your screen, Adjust your Computer Audio, Invite Others to this meeting.**

You can also **CLICK** the blue link that reads **'Copy URL'**. This URL is a link to the meeting that you can also save or paste into an email and invite others to the meeting.

Zoom Meeting ID: 492-200-1320



Talking: Dallas Jones

Meeting Topic: Dallas Jones' Personal Meeting Room

Host: Dallas Jones

Invitation URL: <https://us04web.zoom.us/j/>

CLICK Copy URL

Participant ID: 19



Join Audio

Computer Audio Connected

CLICK



Share

CLICK



Invite Others

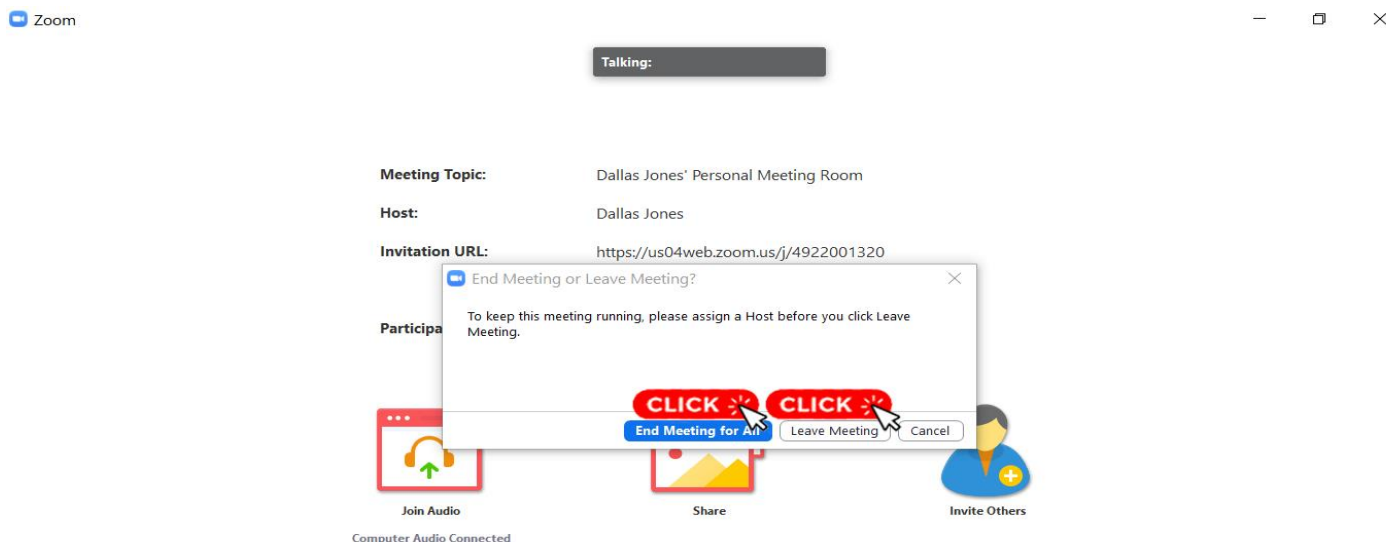
CLICK



End Meeting

When you as a HOST CLICK **‘Leave Meeting’** you must assign a new HOST if you wish others to continue the meeting without you else the meeting will terminate for all.

If you CLICK to **‘End Meeting For All’** the connection to the meeting is canceled for everyone.



I hope you found this tutorial useful in ‘Signing Up’ for Zoom. You can find dozens of others being created on our website <http://ConnectingNowOnline.com> or contact us at ConnectingNowOnline@gmail.com so we can help you navigate the world of Video Conferencing.