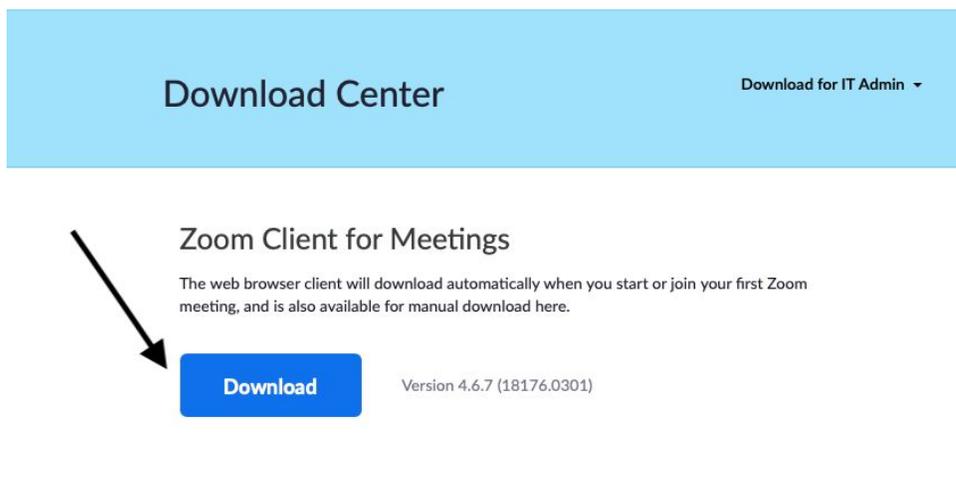


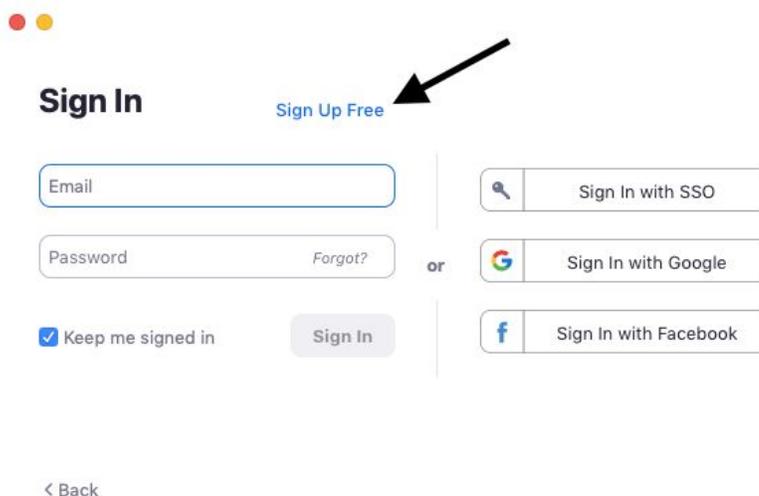
# Downloading the Zoom App on a Computer

Before starting! Make sure to have a functioning computer with working audio (and ideally video)

1. To access the download link, visit [www.zoom.us/download](http://www.zoom.us/download)
2. Click on the “Download” button under “Zoom Client for Meetings” and follow your computer’s instructions for installing the app

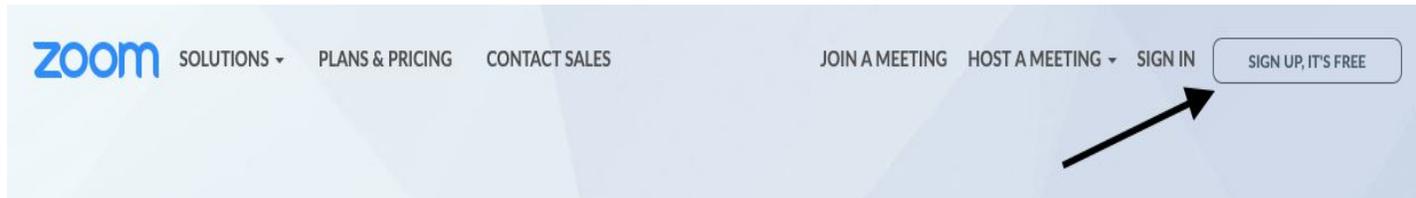


3. Once installed, open to launch the Zoom app and a dialogue box will appear
4. Click on “Sign Up Free” to create your account



# Creating a Zoom Account

1. When you go to zoom.us, click the “sign up it’s free” button and the far right of the top bar.



2. It will take you to this screen, where you will enter in your email address and then click “sign up”.

## Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

[Sign Up](#)

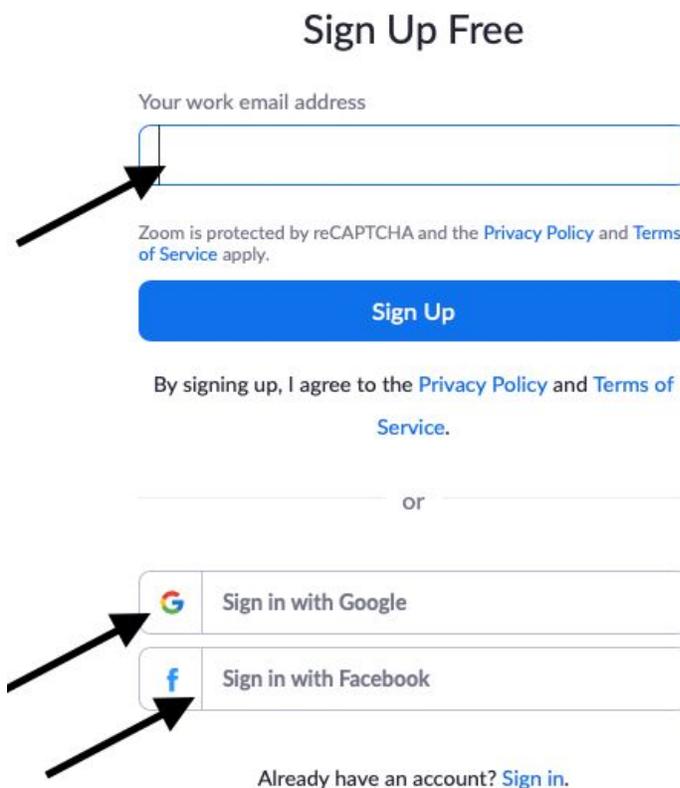
By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

or

[Sign in with Google](#)

[Sign in with Facebook](#)

Already have an account? [Sign in](#).

A screenshot of the Zoom 'Sign Up Free' page. At the top is the heading 'Sign Up Free'. Below it is a text input field labeled 'Your work email address'. A black arrow points to the left side of this input field. Below the input field is a line of text: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' Below that is a blue button with the text 'Sign Up'. Below the button is another line of text: 'By signing up, I agree to the Privacy Policy and Terms of Service.' Below that is the word 'or' centered between two horizontal lines. Below 'or' are two buttons for social login: 'Sign in with Google' and 'Sign in with Facebook'. Two black arrows point to the left side of these buttons. At the bottom of the page is the text 'Already have an account? Sign in.'

3. You will then get this message on your screen and will need to open your email mailbox in another tab of the browser.

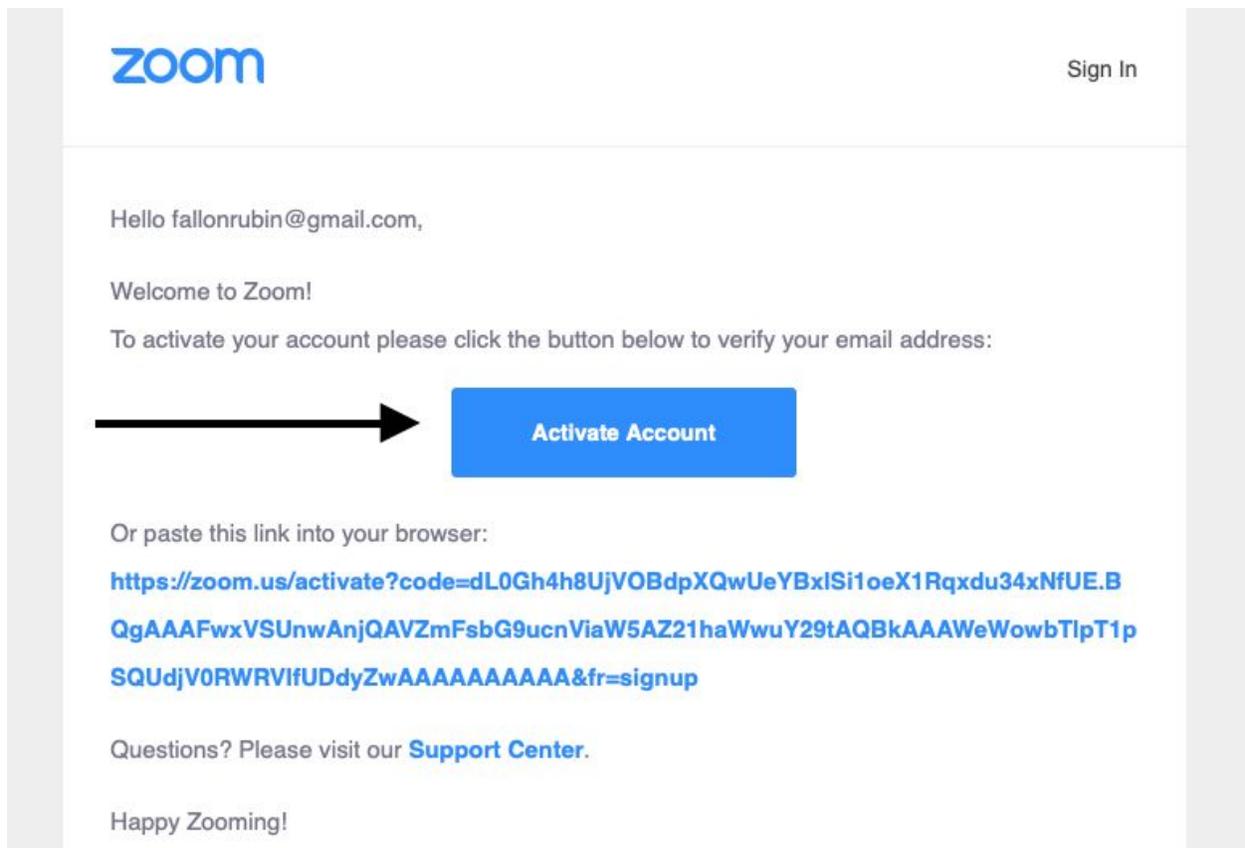


We've sent an email to ██████████@gmail.com.  
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)

4. You will see this email from Zoom in your inbox. Click “activate account” and it will take you back to Zoom to complete the process.



The screenshot shows an email from Zoom. At the top left is the Zoom logo, and at the top right is a "Sign In" link. The main body of the email starts with "Hello fallonrubin@gmail.com," followed by "Welcome to Zoom!". Below that, it says "To activate your account please click the button below to verify your email address:". A large black arrow points from the left towards a blue button labeled "Activate Account". Underneath the button, it says "Or paste this link into your browser:" followed by a long URL: <https://zoom.us/activate?code=dL0Gh4h8UjVOBdpXQwUeYBxISi1oeX1Rqxdu34xNfUE.BQgAAAFwxVSUnwAnjQAVZmFsbG9ucnViaW5AZ21haWwuY29tAQBkAAAWeWowbTlpT1pSQUdjV0RWRVifUDdyZwAAAAAAAAAA&fr=signup>. At the bottom, it says "Questions? Please visit our [Support Center](#)." and "Happy Zooming!"

5. This is what the screen will look like when you are taken back to Zoom. Please fill in all information with an arrow.

1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting

## Welcome to Zoom

Hi, fallonrubin@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

Help

6. These are the password requirements in red. As you type in your password, the requirements will turn green when there is an acceptable password as shown above. The click “continue.”

<input type="password" value="Password"/>	<input type="password" value="....."/>
<p>Password must:</p> <ul style="list-style-type: none"><li>• Have at least 8 characters</li><li>• Have at least 1 letter (a, b, c...)</li><li>• Have at least 1 number (1, 2, 3...)</li><li>• Include both Upper case and Lower case characters</li></ul> <p>Password must NOT:</p> <ul style="list-style-type: none"><li>• Contain only one character (11111111 or aaaaaaaa)</li><li>• Contain only consecutive characters (12345678 or abcdefgh)</li></ul>	<p>Password must:</p> <ul style="list-style-type: none"><li>• Have at least 8 characters</li><li>• Have at least 1 letter (a, b, c...)</li><li>• Have at least 1 number (1, 2, 3...)</li><li>• Include both Upper case and Lower case characters</li></ul> <p>Password must NOT:</p> <ul style="list-style-type: none"><li>• Contain only one character (11111111 or aaaaaaaa)</li><li>• Contain only consecutive characters (12345678 or abcdefgh)</li></ul>
<input type="password" value="Confirm Password"/>	<input type="password" value="Confirm Password"/>
<p>By signing up, I agree to the <a href="#">Privacy Policy</a> and <a href="#">Terms of Service</a>.</p> <p>Continue</p>	<p>By signing up, I agree to the <a href="#">Privacy Policy</a> and <a href="#">Terms of Service</a>.</p> <p>Continue</p>

7. Next it will take you to this screen, you DO NOT have to invite people. You can click to confirm that you are “not a robot” and then you can skip the step.

## Don't Zoom Alone.

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

## Don't Zoom Alone.

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

you can click this even though it looks like you can't

8. A question like this will appear. There are other accessible ways at the bottom, click on the headphones for a listening test instead.

Select all squares with  
**buses**  
If there are none, click skip

Don't Z...

invite your colleague

name@domain

name@domain

name@domain

Add another email

I'm not a robot

Inv...

SKIP

9. Congrats, you have created your own Zoom account!

## Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

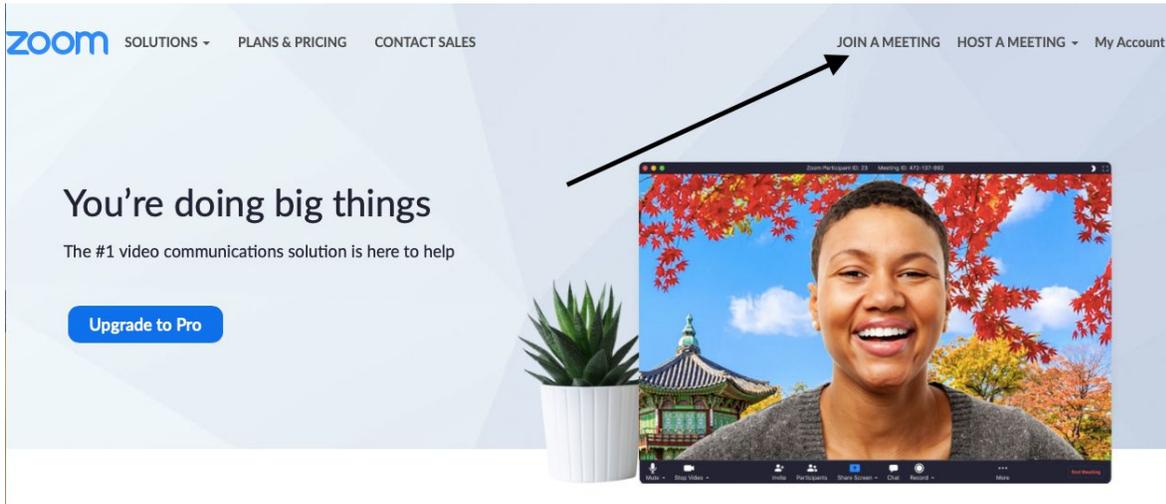
<https://zoom.us/j/3018964453>

Start Meeting Now

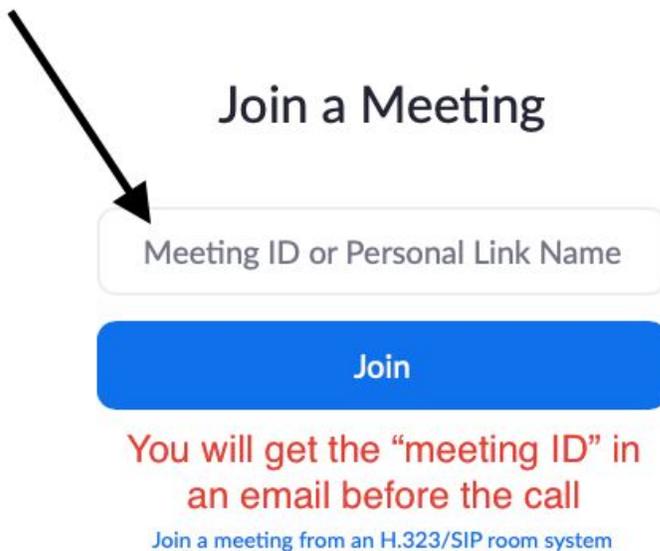
Go to My Account

# How to Join a Zoom Meeting

1. When someone has invited you to a zoom meeting via email, you will get instructions with a link to the meeting. If you click on that link, or call into that phone number, it will automatically bring you to that Zoom meeting via your account. If for any reason that is not working, you can join a call from your Zoom home page.



1. Click “join a meeting” on the top bar to the right.



2. As noted above, you will get the meeting ID in the email, you can put that in here.