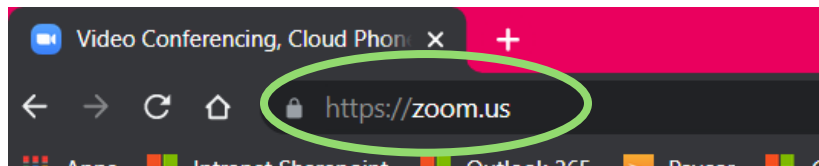


Part 1: Creating a Zoom Account (9 steps)

In order to send Zoom invitations and host meetings, you must first have an account with Zoom.

Follow the steps below to create a Zoom account. You will need to visit the Zoom website to create an account. Pictures are included with each step to provide an example.

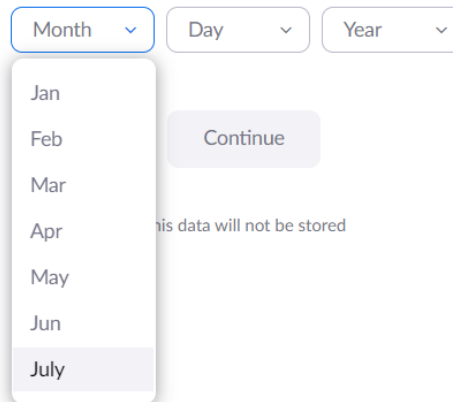
1. Open your web browser and type www.zoom.us into the address bar. Press Enter on the keyboard. You will be directed to the Zoom website.



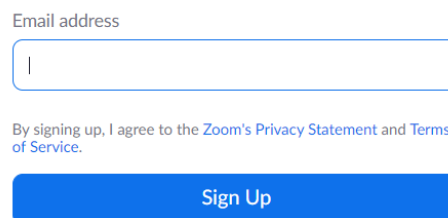
2. Click the orange button that says "Sign Up It's Free" on the upper right corner of the website.



3. Zoom will ask you for your date of birth.

A screenshot of the Zoom date of birth selection form. It features three dropdown menus for "Month", "Day", and "Year". The "Month" dropdown is open, showing a list of months from "Jan" to "July". A "Continue" button is visible to the right of the dropdowns. Below the form, there is a small text line that reads "this data will not be stored".

4. Enter your email address and then click "Sign Up."

A screenshot of the Zoom email address input form. It shows a text input field labeled "Email address" with a cursor inside. Below the input field, there is a line of text: "By signing up, I agree to the Zoom's Privacy Statement and Terms of Service." At the bottom, there is a blue "Sign Up" button.

5. You will see the confirmation below. Check your email for an email from Zoom. You should use your computer to check your email for this step. If you don't see the email in your Inbox, check your Spam and Junk folders too.

Activation Email Sent!

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

if you did not receive the email,
[Resend another email](#)



6. Open the email from Zoom and click on the "Activate Your Account" button in the email.

ACTIVATE ACCOUNT

7. Enter your first name, last name, and choose a password for your account. When finished, click "Continue."

First Name

Please enter your first name

Last Name

Please enter your last name

Password

This field is required.

Confirm Password

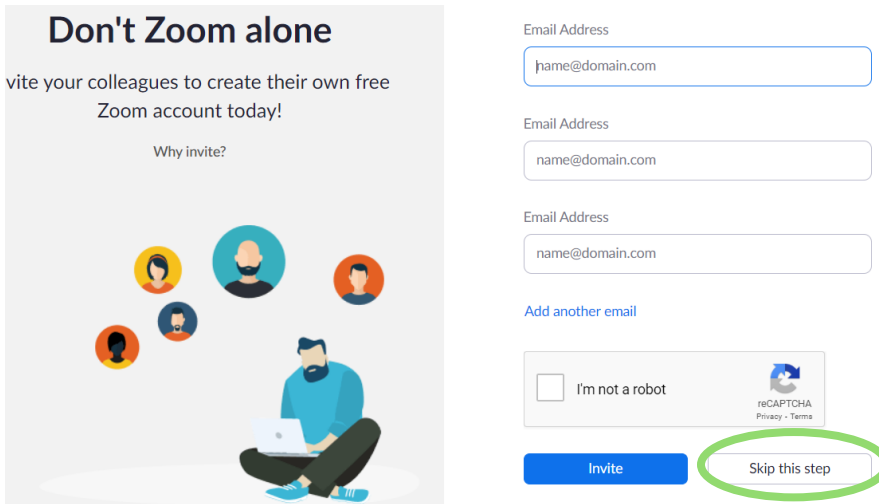
This field is required.

- For Educators:** Select this option if you are signing up on behalf of a school or other organization that provides educational services to children under the age of 18

Continue

By signing up, I agree to the [Zoom's Privacy Statement](#) and [Terms of Service](#).

8. Zoom will ask you if you would like to encourage others to sign up for Zoom. You can either invite other people to make Zoom account, or **Skip this Step** to finish creating your account.



Don't Zoom alone

Invite your colleagues to create their own free Zoom account today!

Why invite?

Email Address
name@domain.com

Email Address
name@domain.com

Email Address
name@domain.com

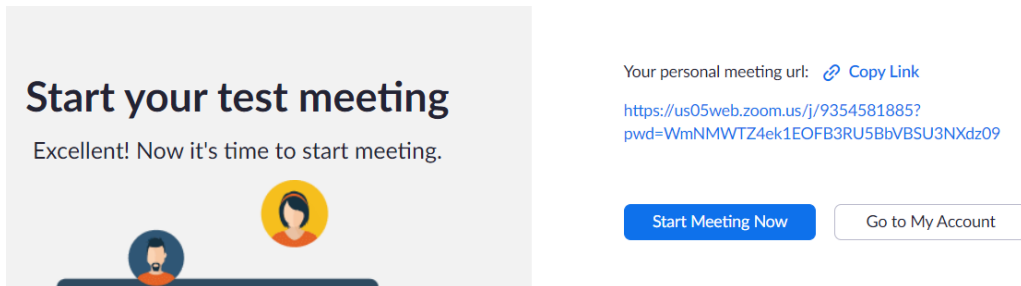
Add another email

I'm not a robot

reCAPTCHA
Privacy - Terms

Invite Skip this step

9. You now have an account with Zoom. You can either test a Zoom meeting or go to your account page. To learn how to create a Zoom meeting and invite others, scroll to the next page for **Part 2: Logging in to the Zoom Desktop App**.



Start your test meeting

Excellent! Now it's time to start meeting.

Your personal meeting url: [Copy Link](#)

<https://us05web.zoom.us/j/9354581885?pwd=WmNMWWTZ4ek1EOFB3RU5BbVBSU3NXdz09>

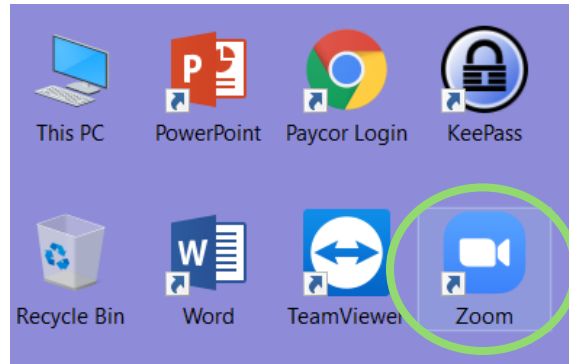
Start Meeting Now Go to My Account

Part 2: Logging in to the Zoom Desktop App (3 steps)

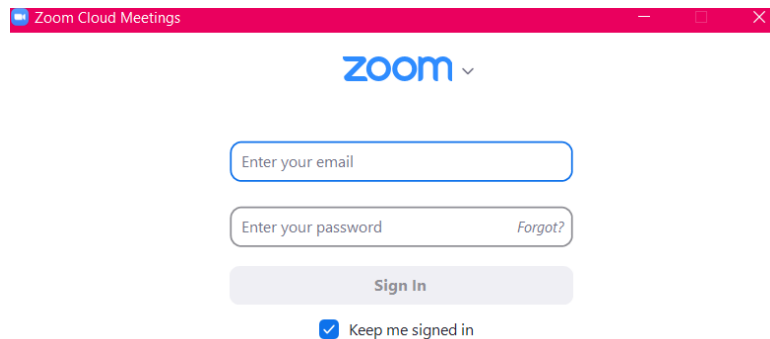
You used the Zoom website to create an account. Now you will learn to use the Zoom desktop app, and can use the desktop app going forward.

Follow the steps below to log in to the Zoom desktop app. You will need your email address and password used to sign up for Zoom in Part 1.

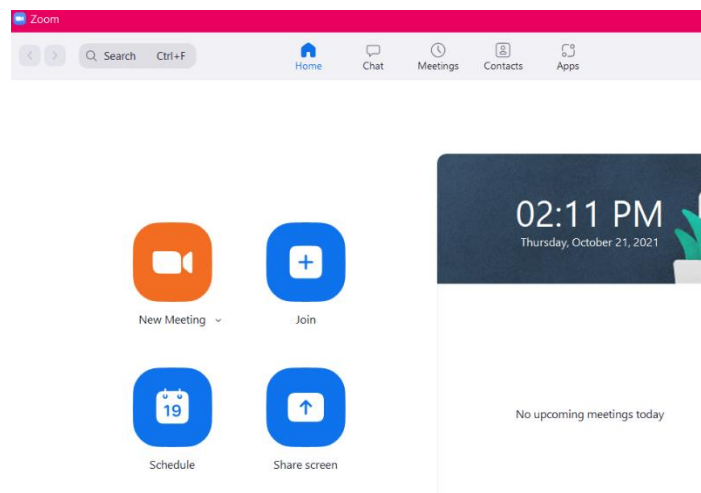
1. Double-click on the Zoom icon on your desktop to open Zoom.



2. Log into Zoom using your email address and password, then click “Sign In” and check “Keep me signed in.”



3. You are now logged into Zoom and should see the screen shown below. Continue to **Part 3: Scheduling a Meeting and Invitations** to learn how to create a meeting and invite others.

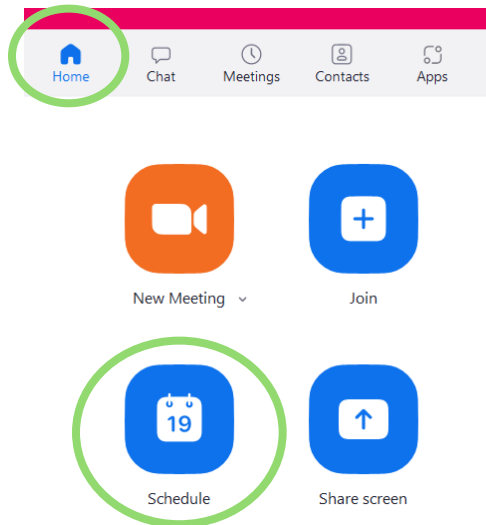


Part 3: Scheduling a Meeting & Invitations (6 steps)

Now that you have an account and are logged in on your computer, you are ready to start hosting your own Zoom meetings. If you aren't already, you should be logged into Zoom desktop app on your computer. Follow steps 1-3 in Part 2 if you are not yet logged in.

Follow the steps below to send a Zoom invitation to someone else.

1. Click on **“Schedule Meeting.”** If you are not seeing the 4 icons below on your Zoom desktop app, be sure you are in the Home tab (tabs are on the top).



2. A new window will pop up. Go through each section to schedule the details of your meeting. Follow steps 2a – 2f.

2a. This is the **title** of your Zoom meeting. You can change it. It will be what other's see as the meeting name.

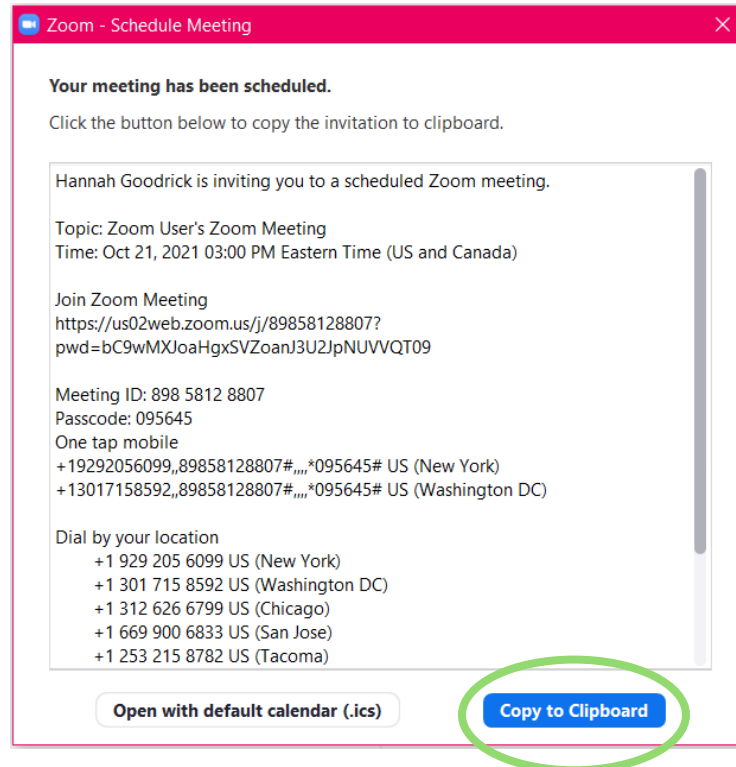
2c. Choose the duration. How long do you expect the meeting to take? Note that hours are separate from minutes.

2b. Choose the **date** and **start time**.

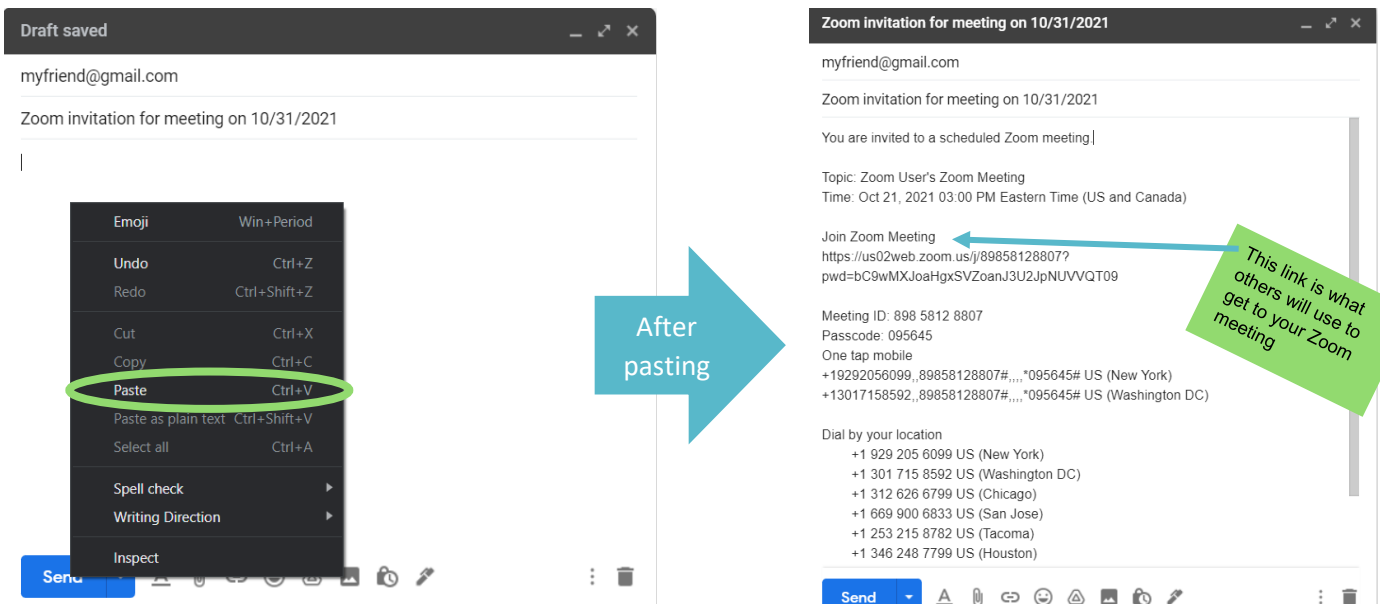
2d. Choose “Other Calendars” from the Calendar options.

2f. Click Save.

3. After clicking Save, another new window will pop up. The information in this window is what you will use to send an invitation to someone else. Click **“Copy to Clipboard.”**

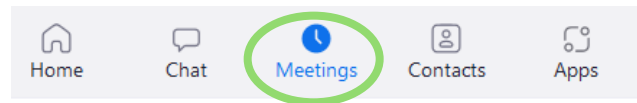


4. Go to your email on your computer. Start a new email to the person(s) you want to send the invitation. In the body of the email, **right click and paste**. The Zoom invitation will paste into the email.



5. Click send. The invitation will be sent to everyone addressed in the email. Follow along to step 6 to learn how to attend your newly scheduled meeting. You are the host, after all!

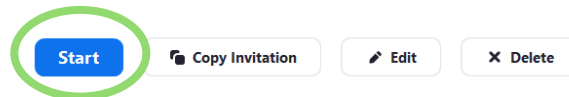
6. Go back to your Zoom desktop app. Click on the “Meetings” tab. You will see your scheduled meeting. To join it at your scheduled time, click on “Start.”



Zoom User's Zoom Meeting

3:00 PM - 4:00 PM

Meeting ID: 898 5812 8807

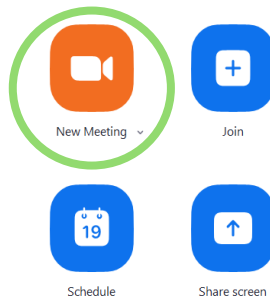


- You can also make changes to your meeting here in “Edit” or copy the invitation again to send to someone else in “Copy Invitation.” To delete your meeting, click “Delete.”

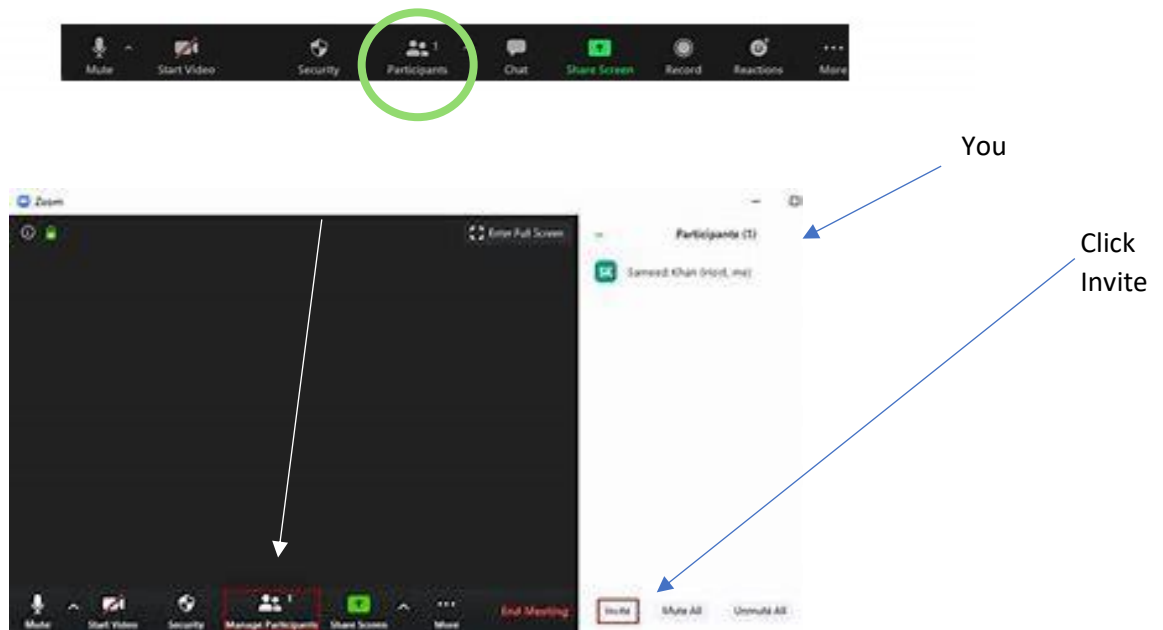
Part 4: Hosting a Meeting without Scheduling

There is a way to initiate an impromptu meeting with someone if you are not needing to schedule a meeting. You will need to use the Zoom desktop app and be logged in to do so.

1. After logging in, you will see the screen below. Click on **"New Meeting."** You will see the meeting screen come up with the Zoom controls task bar.



2. Click on **participants**. A sidebar will come up with your name. Click on at the bottom of the sidebar.



3. You will see a screen with contacts and email tabs. Click on the **email tab** then click **default email**. Type in the person's email you want to Zoom with and then hit send. It will send an email to the participant and they can just click the link.