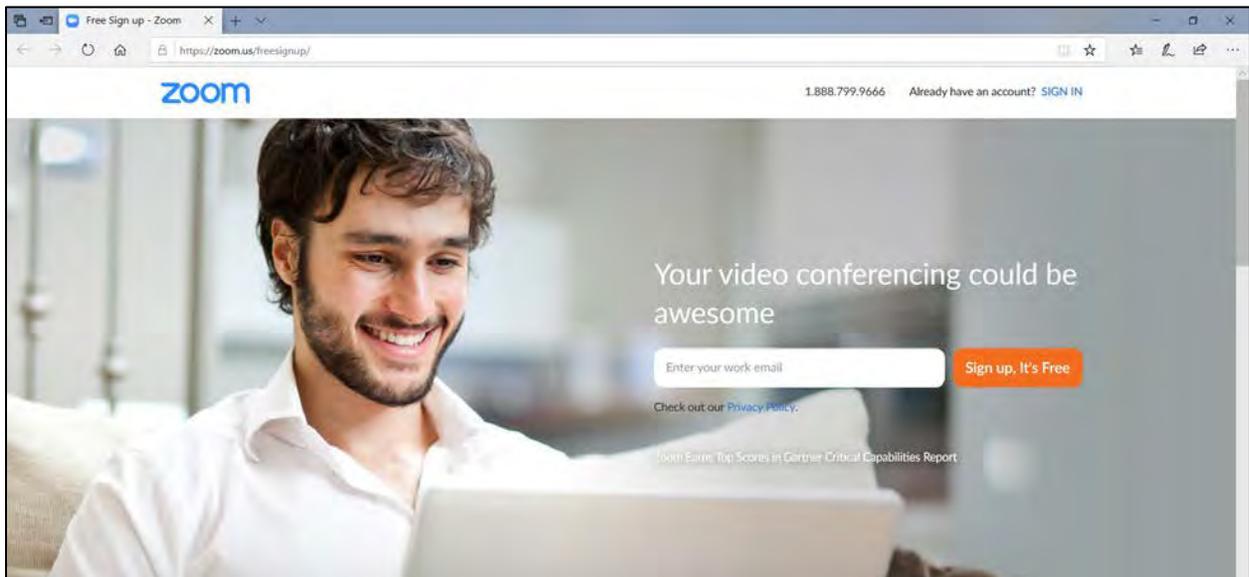


## Getting Started with Zoom for a Virtual Meeting

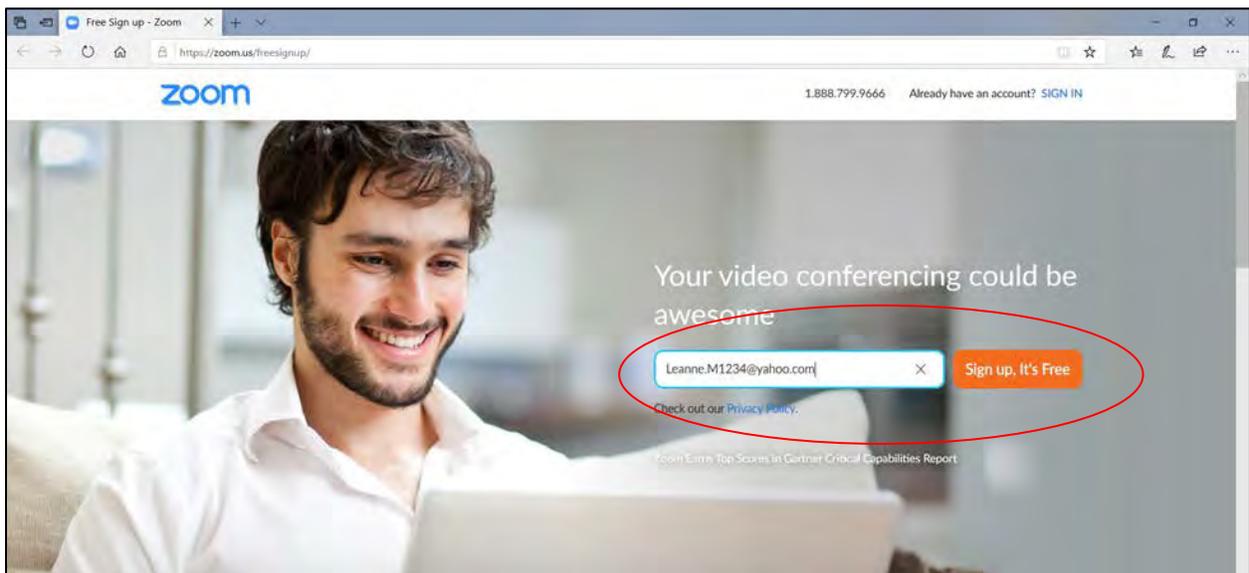
### How to Create a Zoom Account:

*Please Note: You must have a working email address in order to create a Zoom account. If you do not have an email address you can use a friend's or family member's if you have access to it.*

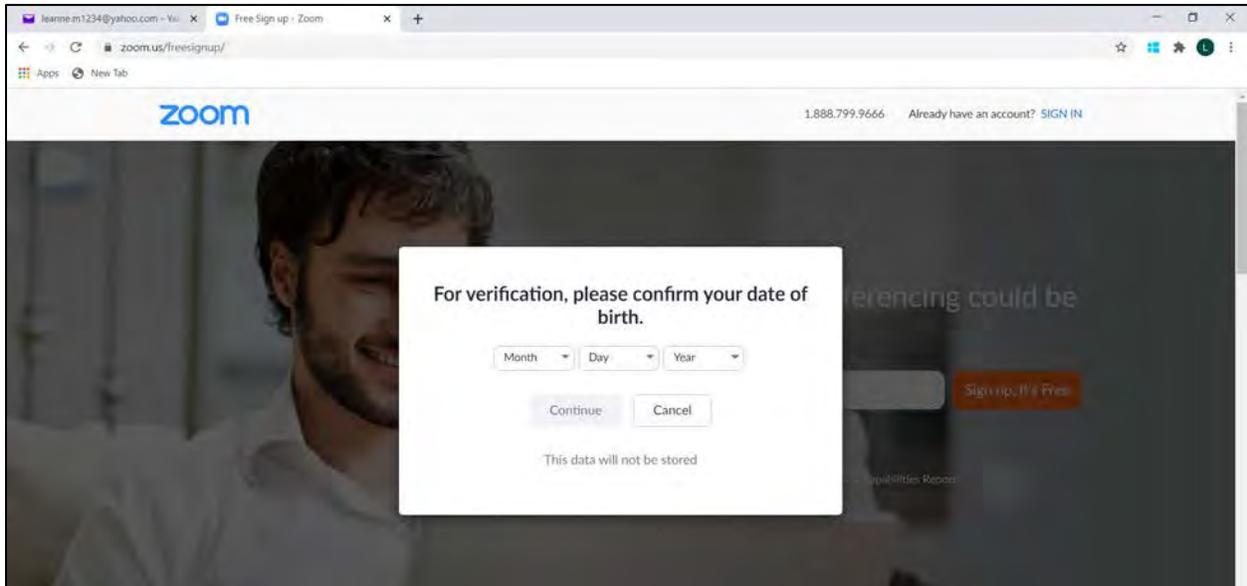
**Step 1: To get started, click on this link and it will take you to the free sign up page (below).**  
<https://zoom.us/join>



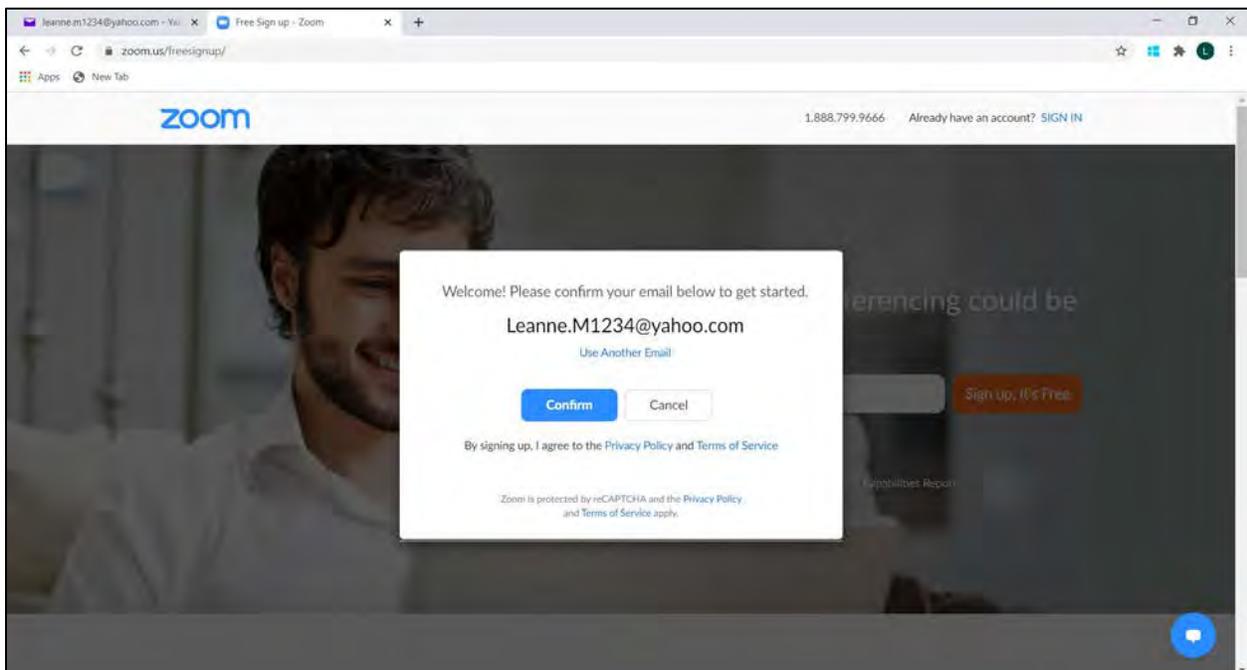
**Step 2: Enter your email address and click “Sign up, It’s Free”.**



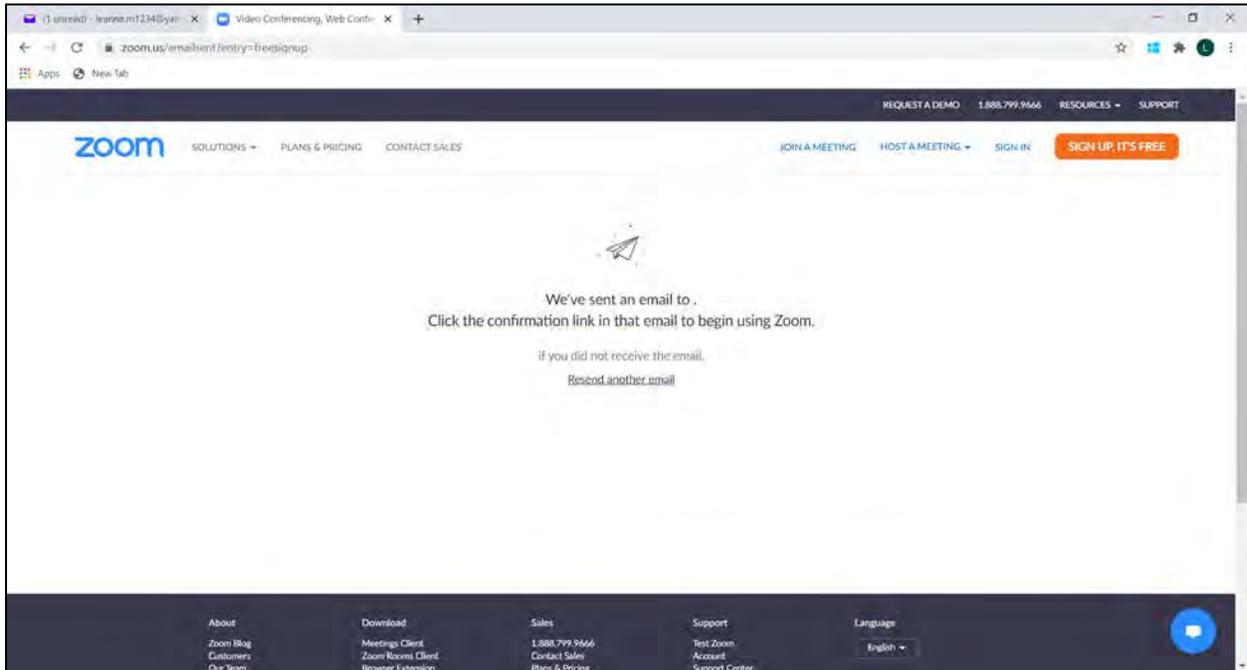
**Step 3: If prompted, enter the birthday for whom the email belongs for verification purposes. The information will not be stored. Then, click “Continue”.**



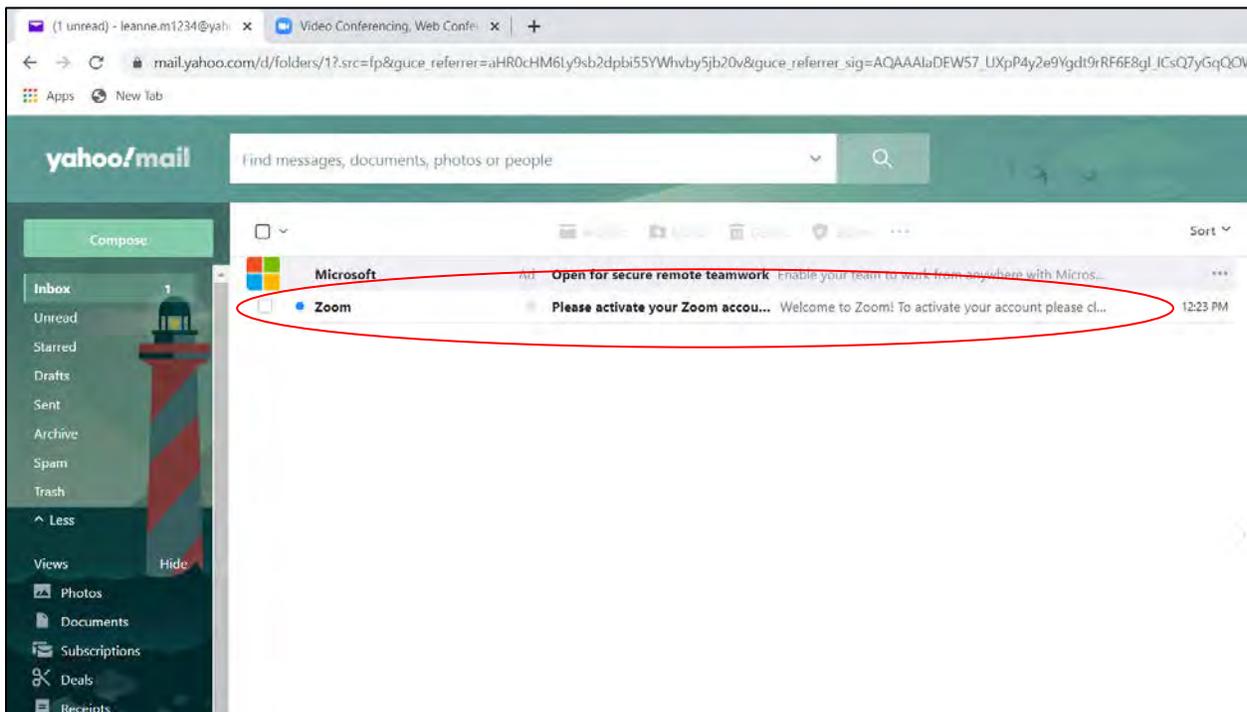
**Step 4: You will then be showed the Welcome screen below. Make sure the email you will be using is correct and click “Confirm”.**



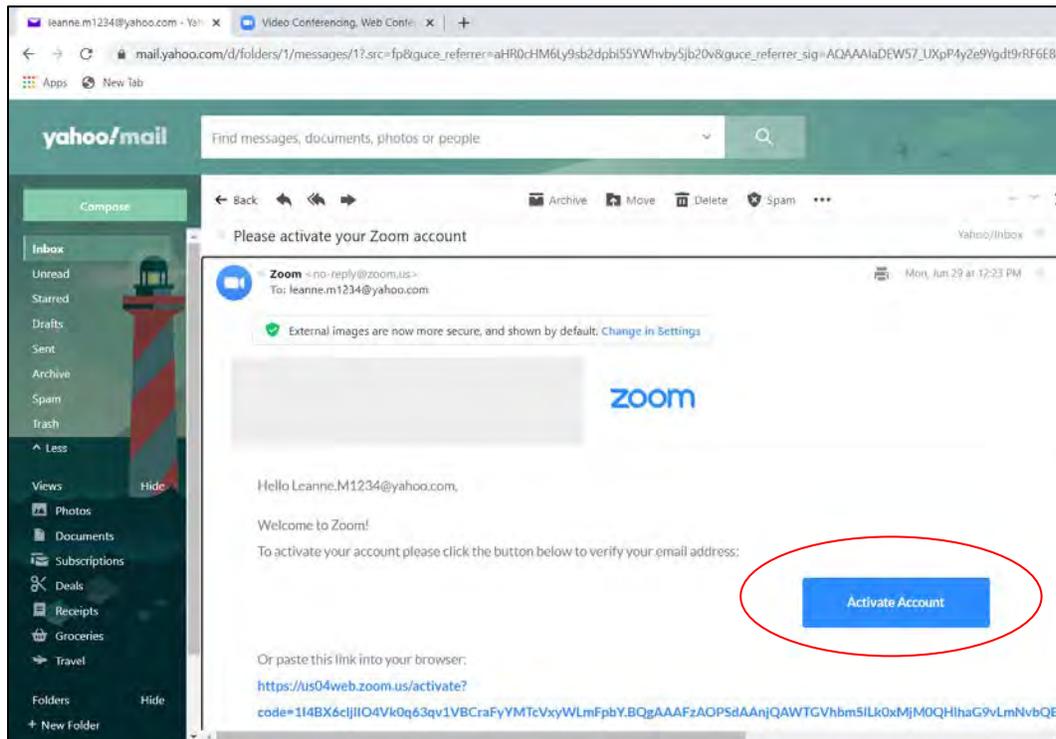
**Step 5: You will be transferred to the page below and prompted that you have been sent a confirmation email to the email address used to create the Zoom account.**



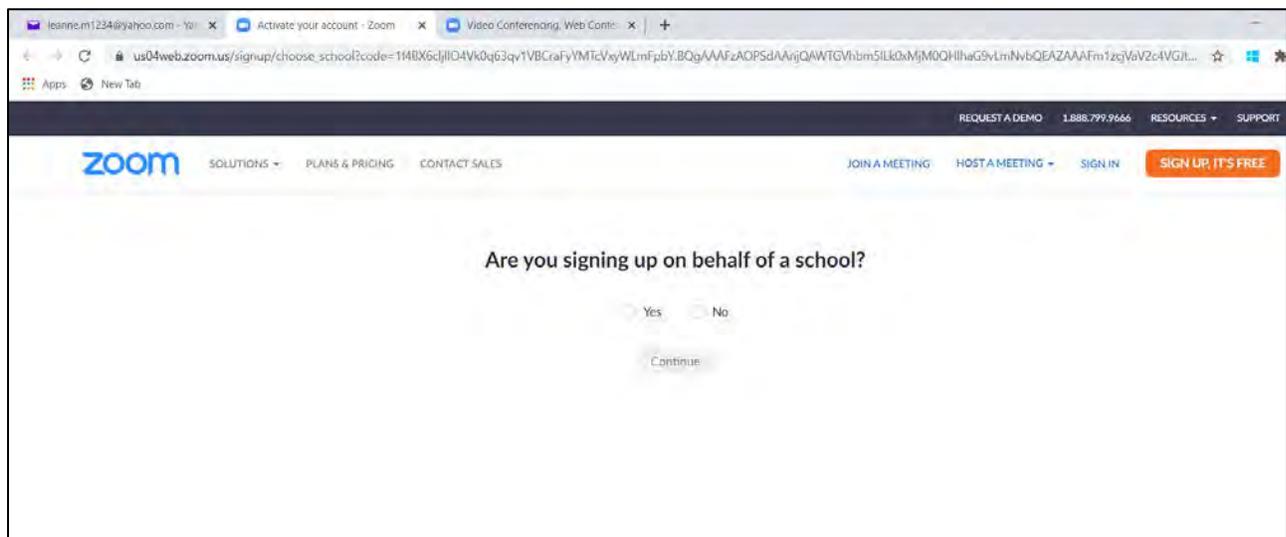
**Please login to your email. You will have a Zoom email waiting for you there. This example is using Yahoo!mail. Click on the “Zoom” email.**



**Step 6: After clicking on the “Zoom” email, you will be asked to activate the account by clicking the “Activate Account” button in blue. Circled below.**

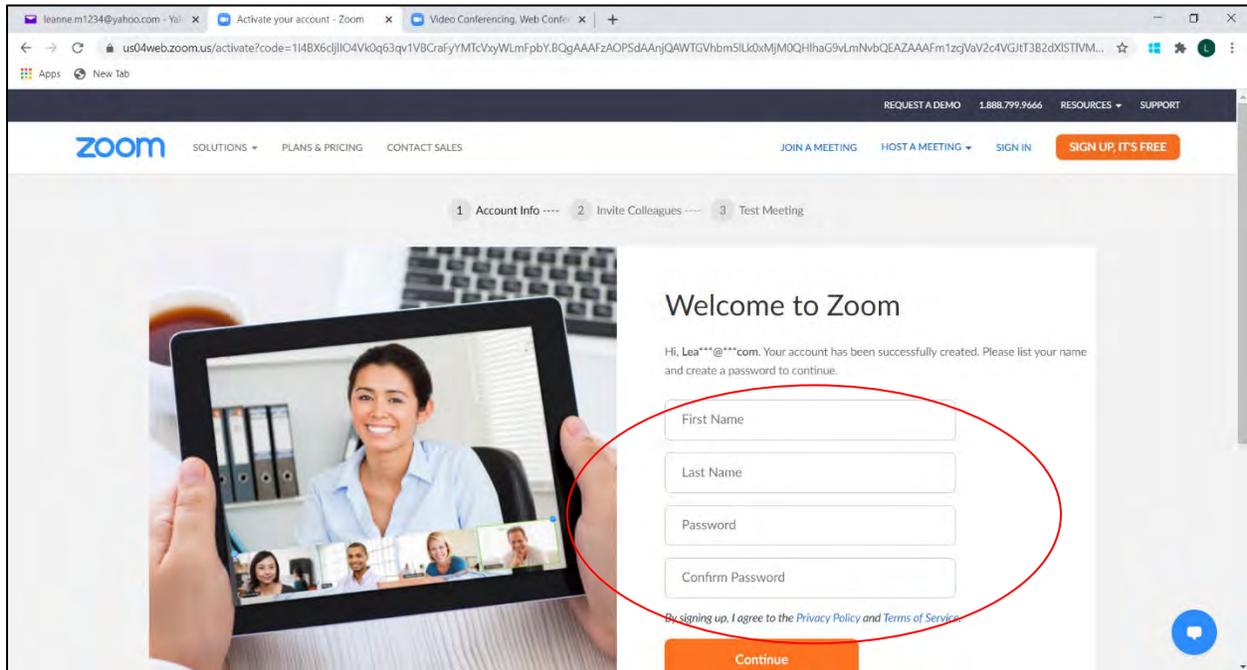


**Step 7: Next, you will be directed to the page below where you will be asked if you are signing up for Zoom on behalf of a school. Click “No” and then click “Continue”.**



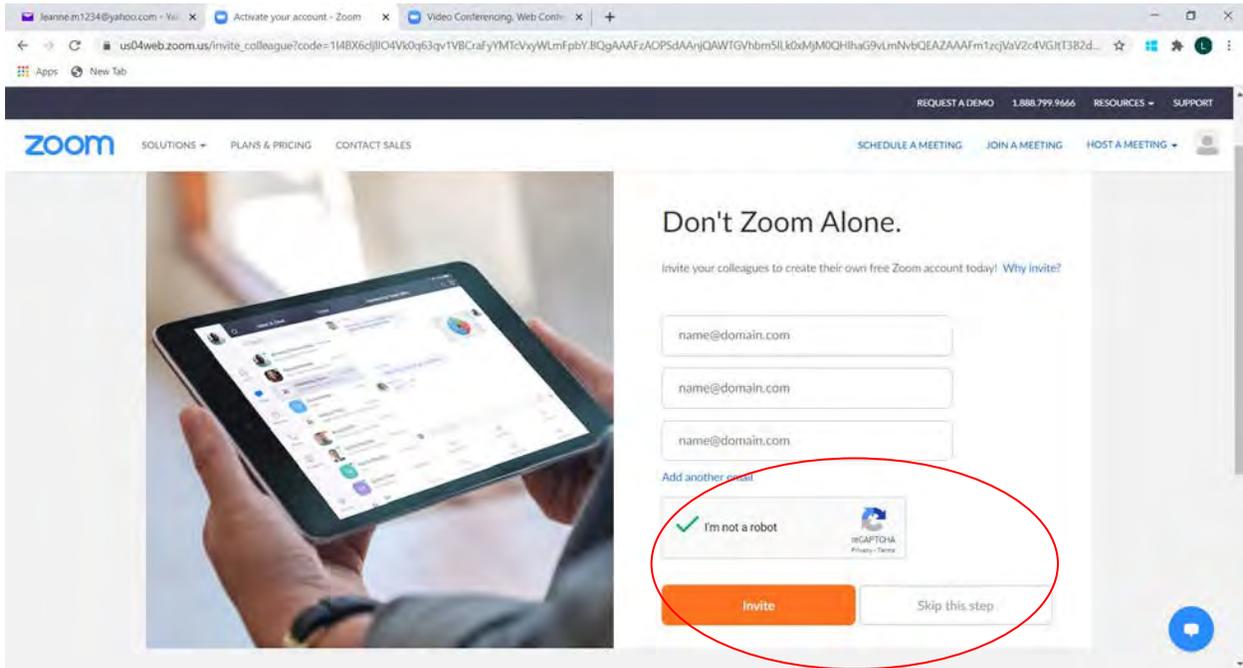
**Step 8: Next, you will be directed to the page below where you will be asked fill in your name and create a password. Then click “Continue”. Make sure to write down your account information somewhere safe! Your password will need to include the following:**

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both uppercase and lowercase characters



The screenshot shows the Zoom account activation page. The browser address bar displays the URL: [us04web.zoom.us/activate?code=1148B6cJl1O4Vk0q63qy1VBcraFYMTcVvyWlMfpyY.BQgAAAFzAOPsdAAAnjQAWTGVhbmSilk0xMjM0QHhaG9vLmNvbQEAZAAAFm1zqVaV2c4VGHT3B2dXISTIVM...](https://us04web.zoom.us/activate?code=1148B6cJl1O4Vk0q63qy1VBcraFYMTcVvyWlMfpyY.BQgAAAFzAOPsdAAAnjQAWTGVhbmSilk0xMjM0QHhaG9vLmNvbQEAZAAAFm1zqVaV2c4VGHT3B2dXISTIVM...). The page features the Zoom logo and navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP, IT'S FREE. A progress indicator shows three steps: 1 Account Info, 2 Invite Colleagues, and 3 Test Meeting. The main content area is titled 'Welcome to Zoom' and includes a message: 'Hi, Lea\*\*\*@\*\*\*.com. Your account has been successfully created. Please list your name and create a password to continue.' Below this message are four input fields: First Name, Last Name, Password, and Confirm Password. A red circle highlights the Password and Confirm Password fields. At the bottom of the form is a 'Continue' button. A small blue chat icon is visible in the bottom right corner.

**Step 9: You can skip this next step; it is not necessary. Click the “I’m not a robot” box and then click, “Skip this step”.**



**Step 10: Next, you will be directed to this page where you'll find the personal meeting url! Facilitators can use to set up a virtual meeting. “Go to My Account” and you're all set up!**

