Making a Zoom Account

Zoom is a useful tool to stay connected with others, have meetings, and socialize virtually. It is easy to join a Zoom meeting by clicking on a link or inputting the Meeting ID without having your own account. However, if you want to host your own meeting, there are additional steps you need to take, including creating a Zoom account, in order to schedule your Zoom meetings.

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Before you create your Zoom account, be aware that there are different types of Zoom plans offered. The most common plan is the free plan, which allows you to have up to 100 participants. The caveat to the free plan is that meetings are limited to 40 minutes if there are three or more people in the meeting. If your meetings need to be longer than 40 minutes you can consider upgrading your Zoom plan at an additional cost. For the easiest set up process, use a laptop or computer to create an account. This process may seem like a lot of steps, but you will only have to do this once. Follow these steps to set up your Zoom account:

1. Go to the Zoom website: [www.zoom.us](http://www.zoom.us)
2. In the upper right-hand corner of the webpage, click the orange “SIGN UP, IT’S FREE” button.

3. You will then be prompted to enter your date of birth. Enter your information into the corresponding fields marked “Month,” “Day,” and “Year.”

   a. When you are finished, click “Continue.”
4. Next enter the email address you wish to register with Zoom. This email will be used to log into your account.
   a. When you are finished, click the blue “Sign Up” button.

5. Zoom will send you a confirmation to the email address you entered in the previous step.
   a. Log into your email and look for an email from Zoom with the subject line “Please activate your Zoom account.”
   b. Open the email and click the blue “Activate Account” button to verify your email address.
   c. You may be asked if you are signing up on behalf of a school. Click “No” and then “Continue.”

6. Now you will enter your information needed to finish creating your Zoom account.
a. Enter your first name.
b. Enter your last name.
c. Create a password for Zoom.
   i. Follow the password criteria shown in red.
   ii. Write this password down in a safe place as you will need it to log into your account.
d. Retype your password in the field that says “Confirm Password.”
e. Click “Continue.”
f. You may be asked to invite your colleagues. If this shows up, click “Skip this step.”
g. You will be asked if you would like to start a “test meeting.” Click “Go to my Account” to skip this step.