



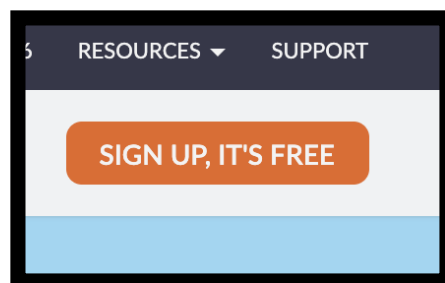
## Making a Zoom Account

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.

### Creating a Zoom Account

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.”

A screenshot of a verification form. At the top, it says "For verification, please confirm your date of birth." Below this, there are three dropdown menus labeled "Month", "Day", and "Year", each with a small downward arrow. To the right of these is a "Continue" button. At the bottom of the form, it states "This data will not be stored".



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.

A screenshot of the Zoom "Sign Up Free" form. The title "Sign Up Free" is centered at the top. Below it is a text input field labeled "Your work email address" with a vertical cursor. Underneath the input field is a line of small text: "Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply." At the bottom of the form is a prominent blue button with the text "Sign Up" in white.

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.”

A screenshot of an email from Zoom. The text reads: "Welcome to Zoom!" followed by "To activate your account please click the button below to verify your email address:". Below this text is a blue button with the text "Activate Account" in white.A screenshot of a confirmation dialog box. The question "Are you signing up on behalf of a school?" is centered at the top. Below the question are two radio button options: "Yes" and "No". At the bottom of the dialog is a button labeled "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.

A screenshot of the Zoom account creation interface. The title is "Welcome to Zoom". Below the title, it says "Hi, kei\*\*\*@\*\*\*com. Your account has been successfully created. Please list your name and create a password to continue." There are four input fields: "First Name", "Last Name", "Password", and "Confirm Password". Below the fields, there is a link: "By signing up, I agree to the Privacy Policy and Terms of Service." At the bottom, there is an orange "Continue" button.A screenshot of the Zoom "Don't Zoom Alone." screen. The title is "Don't Zoom Alone." Below the title, it says "Invite your colleagues to create their own free Zoom account today! Why invite?". There are three input fields for email addresses, each containing "name@domain.com". Below the fields, there is a link: "Add another email". There is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. At the bottom, there are two buttons: an orange "Invite" button and a white "Skip this step" button.A screenshot of the Zoom "Start your test meeting." screen. The title is "Start your test meeting." Below the title, it says "Excellent! Now it's time to start meeting." There is a section for "Your personal meeting url:" with a blue link: "https://us04web.zoom.us/j/3801558133?pwd=OU9sZC9ZWVhVIMGhwOERJZ2F4QXNnQT09". At the bottom, there are two buttons: an orange "Start Meeting Now" button and a white "Go to My Account" button.