

# HOW TO CREATE A **ZOOM ACCOUNT**

# Create a Zoom Account

### STEP 1

Visit the website zoom.us If you have already

installed the App open the App.

\*A Zoom account is in order to Host a Zoom Meeting. Attendees do not require an account to join a meeting.

# STEP 2

Select Sign up, It's Free near the upper right corner on a computer or Sign Up near the bottom left corner of the App on a mobile device.

SIGN UP, IT'S FREE

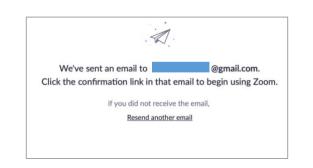
# **STEP 3**

Enter your email address, even if it is a personal one in the field box under Your work email address. Select Sign Up.

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Zoom is protecte of Service apply.	d by reCAPTCHA and the Privacy Policy and Terms

# **STEP 4**

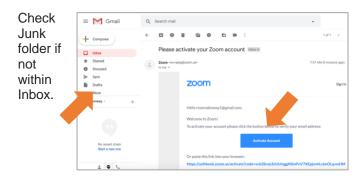
Zoom will then send a one time email to the email address given, go to or sign into your email as you normaly would. That may be throught the website, or if on a mobile device the mail app.



# **STEP 5**

Within your email inbox. Open the email titled Please activate your Zoom Account.

#### Select Activate Account.





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## STEP 6

You will be brought back to the Zoom website or Zoom App depending on to how you started with Step 1. Complete basic account information, such as, First Name, Last Name and you must create a password and type it out twice. Then select Continue.

Write your password down somewhere safe!



### **STEP 8**

If you are on the Zoom website rather than the App when creating your account, you can change account/Profile details found near the left side of the screen.

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PERSONAL Profile Meetings Webinars Recordings	Curge Deter	Melinda Ferlin-Tiller
Settings	Personal Meeting ID	367-403-3747 http://us04web.zoom.us/j/3674033747 × Use this ID for instant meetings
User Management     Room Management	Sign-In Email	Melinda@techcoaches.ca Linked accounts:
<ul> <li>Account Management</li> <li>Advanced</li> </ul>	User Type	Basic O Upgrade
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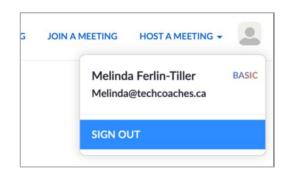
# STEP 7

Zoom would like you to invite others to use Zoom, Skip this step and the next, **Test Meeting** by selecting **Skip this Step** twice when the button appears near the bottom.

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# STEP 9

If you are using a shared computer and do not wish people to access your Zoom account, sign out of your account, by selecting the silhouette in the upper right corner, select **Sign Out**.



If you wish to sign out of the **App on a mobile phone**, tap **Settings** in the bottom right corner, select the **account name**, select **Sign Out** near the bottom. Sign out of **Zoom App on PC** select your **initials** (MF) in the upper right corner, select **Sign Out**.



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