



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.

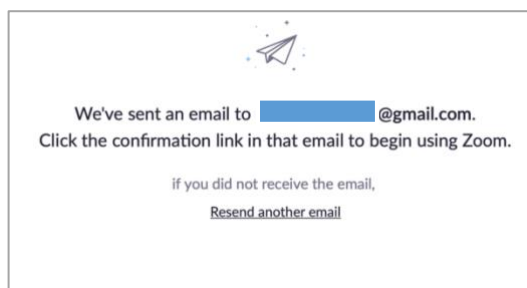
SIGN UP, IT'S FREE

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**.

STEP 4

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

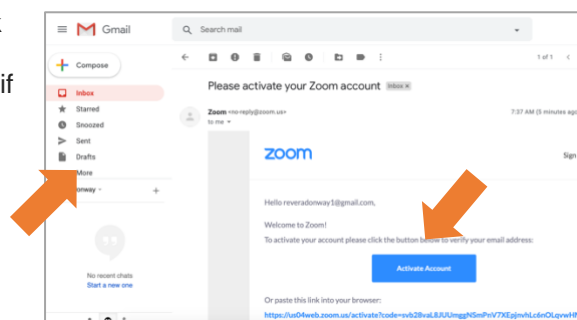


STEP 5

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

Select **Activate Account**.

Check Junk folder if not within Inbox.



STEP 6

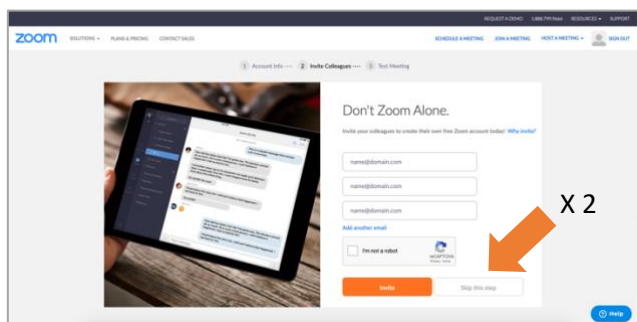
You will be brought back to the Zoom website or Zoom App depending on to how you started with Step 1. Complete basic account information, such as, **First Name**, **Last Name** and you must create a **password** and type it out twice. Then select **Continue**.

Write your password down somewhere safe!



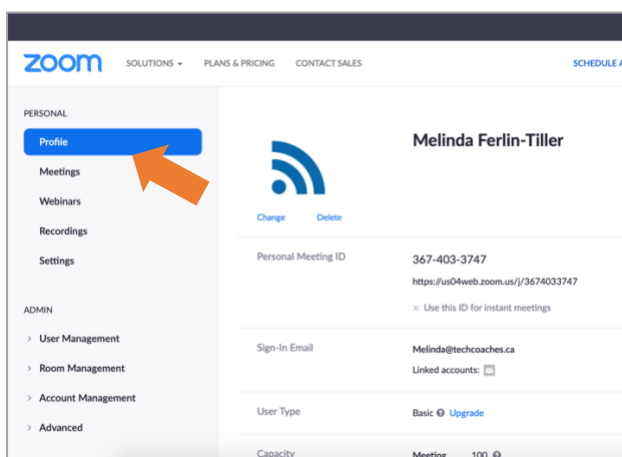
STEP 7

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.



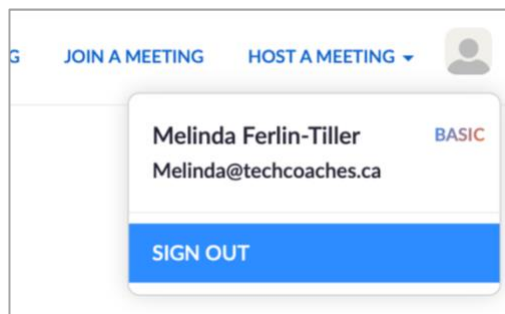
STEP 8

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.



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**.

