Creating a Zoom Account

1. Access the Zoom website by typing www.zoom.us into the browser address bar:

2. On the homepage, click on the blue “SIGN UP, IT’S FREE” button:

3. On the next page, type in your preferred email address and click the “Sign Up” button:
4. Zoom will send you an email to the email address entered above. You will see a similar message as below in your browser window:

![Image of email confirmation message]

5. Go to your email and open the email from Zoom, which will look like the below image. Follow the instructions in the email by either clicking on the “Activate Account” button or copy and pasting the provided link into your browser:

![Image of email in browser]

Hello [Username]

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

[Activate Account]

Or paste this link into your browser:

https://zoom.us/activate?code=-QD3AQyEWT0P9IfWiW_yC2Qhlxk-68GAAgVMUtfOzAbg.BQgAAAFw7ePQcQAnjQAWZJXrdXRLbmnJhY2hAbWNjbmVILmVkdQEAZAAAFr=RWtUS25JUnJdUdCUKJVNk4tSkEAAAAAAAAAA&fr=signup

Questions? Please visit our Support Center.

Happy Zooming!
6. A similar page as below will launch. Fill out the information as required by Zoom (First Name, Last Name, Password – this is a new password which you are creating) and click the “Continue” button:

7. You can skip the next step by clicking on the “Skip this step” button:
8. Next, Zoom will take you through a test meeting which will look as follow. You can practice using Zoom and setting up your device during this time. The following images will indicate with a red arrow where to click to get to the test meeting. (You can skip this part, but it is highly recommended that you complete it to ensure you know how to use Zoom):
Congratulations on hosting your first Zoom meeting!

For a faster and easier way of scheduling a meeting, you can download our integration below:

**Zoom Add-in for Microsoft Outlook**

The Zoom Scheduler Add-in allows you to easily add a Zoom meeting to any new or existing Outlook calendar event on the web.

Add

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<table>
<thead>
<tr>
<th>Meeting Topic:</th>
<th>Personal Meeting Room:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host:</td>
<td></td>
</tr>
<tr>
<td>Invitation URL:</td>
<td><a href="https://zoom.us/j/8637213199">https://zoom.us/j/8637213199</a></td>
</tr>
<tr>
<td>Participant ID:</td>
<td>25</td>
</tr>
</tbody>
</table>

Use your invitation URL to invite others to your meeting if you want to host a meeting.