Creating an account

1   Go to https://zoom.us/signup

2   Fill in **"Your email address"** and click **"Sign Up"**

Sign Up Free

Your work email address

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

Sign Up

By signing up, I agree to the Privacy Policy and Terms of Service.

3   Go to your email, select Zoom email and click on **"Activate Account"**

zoom   Sign In

Hello

Welcome to Zoom!

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

Activate Account

4   Fill out your details on **"Welcome to Zoom"** and click **"continue"**

Welcome to Zoom

Hi,   Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the Privacy Policy and Terms of Service.

Continue

5   Fill out your colleague emails to invite them, if not, click **"Skip this step"**

6   **Optional:** Click **"Starting Meeting Now"** to have a look around

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:
https://us04web.zoom.us/j/3506054896
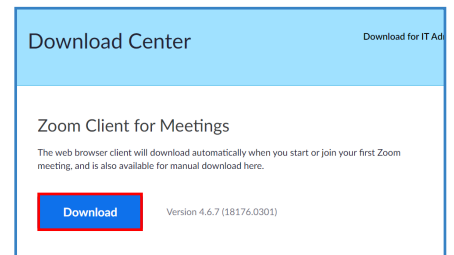
Start Meeting Now   Go to My Account

Zoom Help Guide

How to download Zoom

1 Go to https://zoom.us/download

2 Under **"Zoom Client for Meetings"** click **"Download"**

Download Center
Download for IT Ad

Zoom Client for Meetings
The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download   Version 4.6.7 (18176.0301)

3 Click on the downloaded file and follow the prompts to install

Zoom Client for Meetings
The web browser client will download automatica meeting, and is also available for manual downloa

Download   Version 4.6.7 (181

Zoominstaller.exe
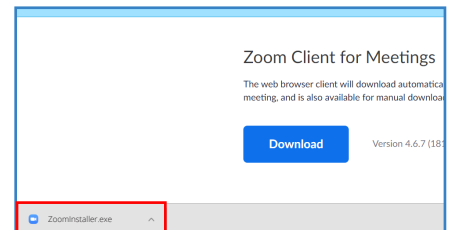
4 Open Zoom, enter your **"email"** and **"password"** and click **"Sign in"**

Zoom Cloud Meetings

Sign In
Sign Up Free

Enter your email

Enter your password   Forgot?

or   Sign In with SSO

Keep me signed in   Sign In

< Back

Zoom Help Guide
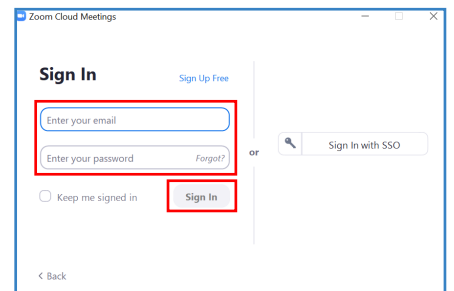
How to join a meeting

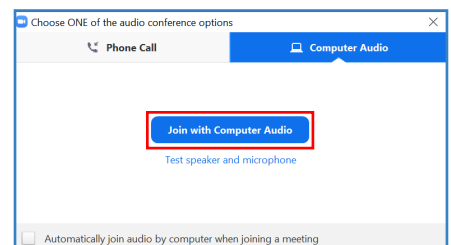| **1** | Open your email invite and click on "Join Zoom meeting" |

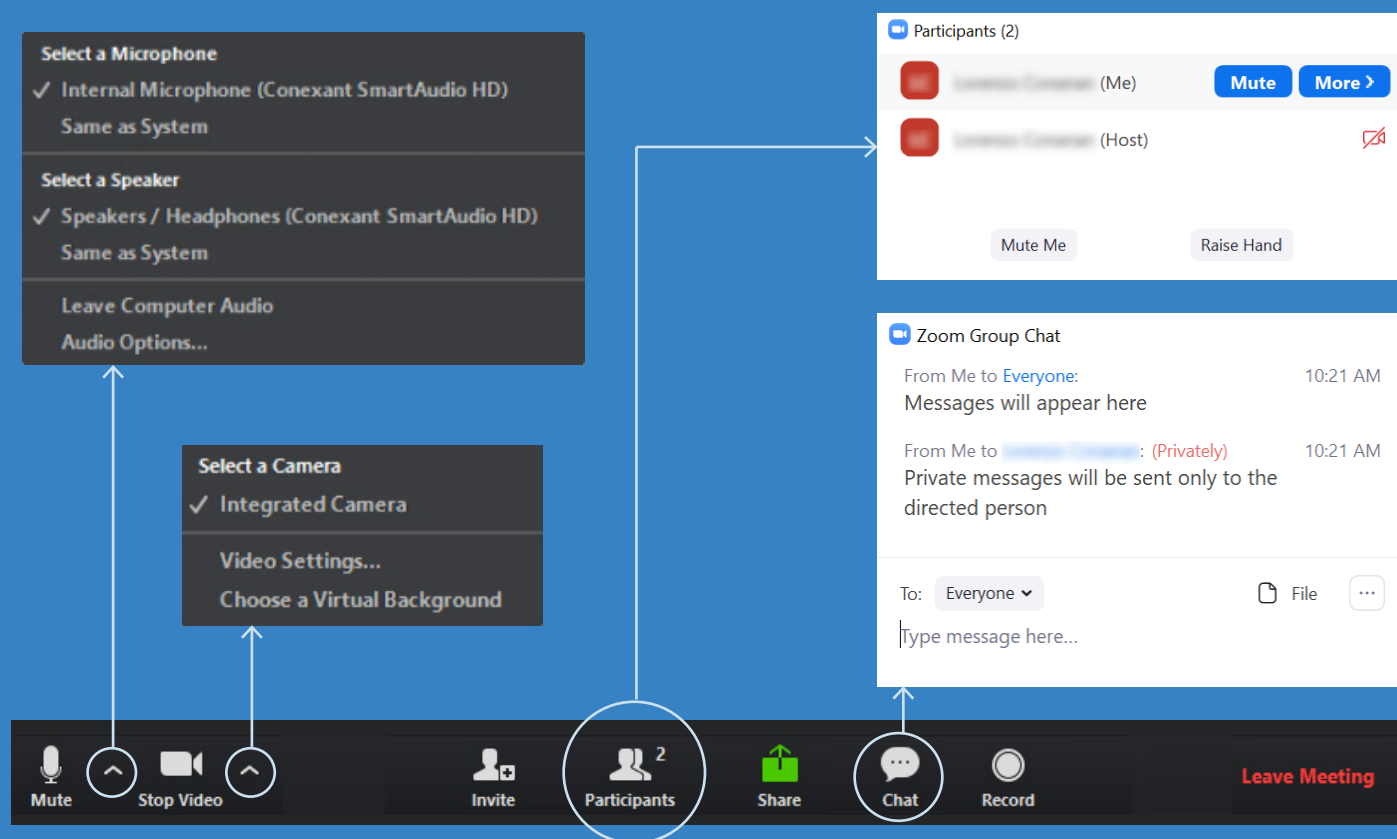| **2** | Click on "Open Zoom Meetings" |

| **3** | Click on "Join with Computer Audio" |
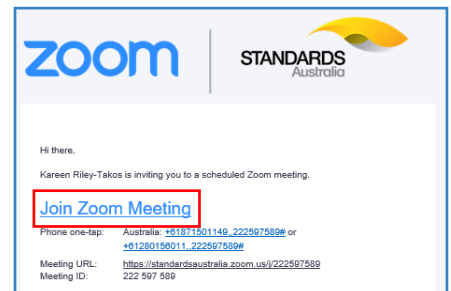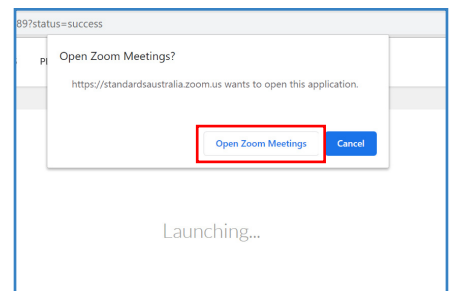
Attendee Controls in a Meeting

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.

🎤 Mute

Mute and unmute your microphone.

Audio controls allows you to change the microphone or speaker, switch to phone audio by clicking 'Leave Computer Audio', or access the full audio settings.

📹 Video

Turns your camera on or off.

Video controls allow you to change camera (if you have multiple), select a virtual background (if enabled), or access your full video settings.

👤 Invite

Invite others to join your meeting.

👥 Participants

See who's currently in the meeting.

'Raise Hand' to notify the host that you have a question or suggestion.

📤 Share Screen

Start a screen share (if enabled by the host). You will be able to select the desktop or application you want to share.

💬 Chat

Access the chat window to chat with all the participants or privately.

⏺ Record

Start or stop a local recording (if enabled by the host).

Leave Meeting

Leave the meeting while it continues for the other participants. Only the host can end the meeting.

How to test a meeting

Join a test Zoom meeting to familiarise yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting.

1. Visit http://zoom.us/test.

2. Click the Join button.

3. Click Open Zoom Meetings. If you don't have Zoom installed on your computer, follow the prompts to download and install Zoom.

4. A ringtone will play to test your speakers. If you don't hear the ringtone, use the drop-down menu to switch the speaker or click No.
   Click Yes to continue to the microphone test.

5. Speak aloud to hear an audio replay of your voice. If you don't hear an audio reply, use the drop-down menu to change the microphone or click No.
   Click Yes when you hear the replay.

6. Click Join with Computer Audio to confirm your settings.

7. Click Join with Computer Audio both times the button appears, to join the test meeting with the selected microphone and speakers.

Join Meeting Test

Test your internet connection by joining a test meeting.

Join

If you are unable to join the meeting, visit Zoom Support Center for useful information.

Testing speaker...

Do you hear a ringtone?

Yes   No

Speaker 1:   Headset Earphone (Sennheiser SC70 USB f ▾

Output Level:

Testing microphone...

Speak and pause, do you hear a replay?

Yes   No

Microphone 1:   Headset Microphone (Sennheiser SC70 US ▾

Input Level:

Speaker and microphone looks good

Speaker: Headset Earphone (Sennheiser SC70 USB for I

Microphone: Headset Microphone (Sennheiser SC70 USB fo

Join with Computer Audio

📞 Phone Call   💻 Computer Audio

Join with Computer Audio

Test speaker and microphone

☐ Automatically join audio by computer when joining a meeting