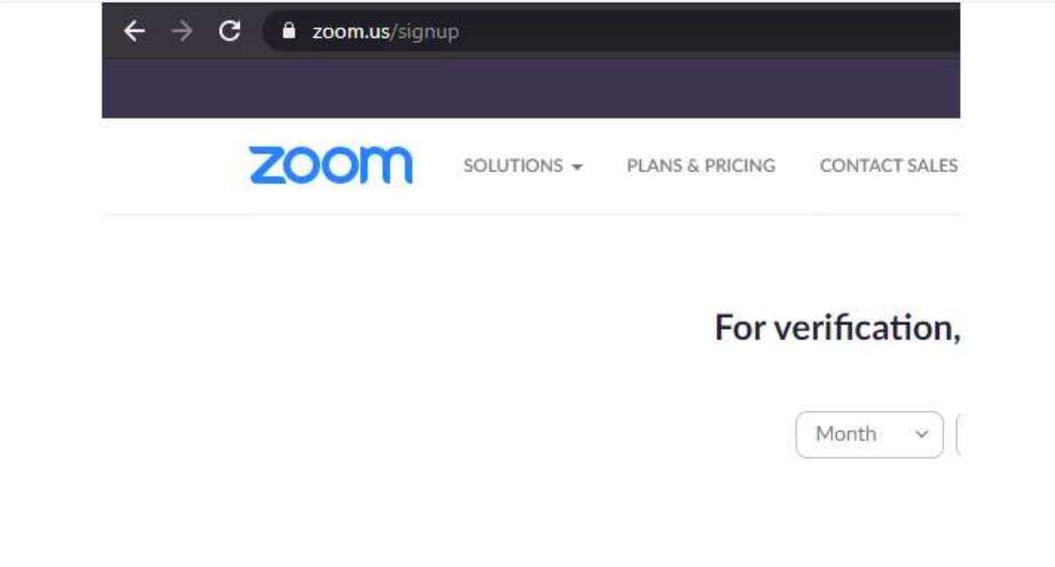# **ZOOM**

Zoom is a super easy software program to use and will be a great tool for Bill Van Oss to meet all of us particularly due to Covid-19 and social distancing issue.

Creating your own account

To sign up for your own free account, visit www.zoom.us/signup and enter your email address.

You do not need to pay for your Zoom account in order to participate in a Zoom meeting (there is a monthly fee subscription if you want to create your own Zoom meetings that are longer than 40 minutes, want more advanced options ie for recording and having more than 100 people in your room etc).

For verification, please confirm your date of birth.

| Jan ⌄ | 1 ⌄ | 2000 ⌄ | **Continue** |

This data will not be stored

⚑ Helpful?

2 **Enter your date of birth.** You will need to select the month, day and year you were born in using the drop-down menu provided on the page.

- It's recommended that you enter your actual birthday, but if you're uncomfortable with doing that for privacy reasons, you can come up with a birthday similar to your real one.

Sign Up Free

Your work email address

example@example.com|

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

Sign Up

Already have an account? Sign in.

🏴 Helpful?

3 **Enter your email address.** This is the email address that will be used to sign in later.

- Ensure you use a legitimate email address, otherwise you will not be able to complete the sign up process.
- It may be helpful to double check that you've entered the right email address before continuing.
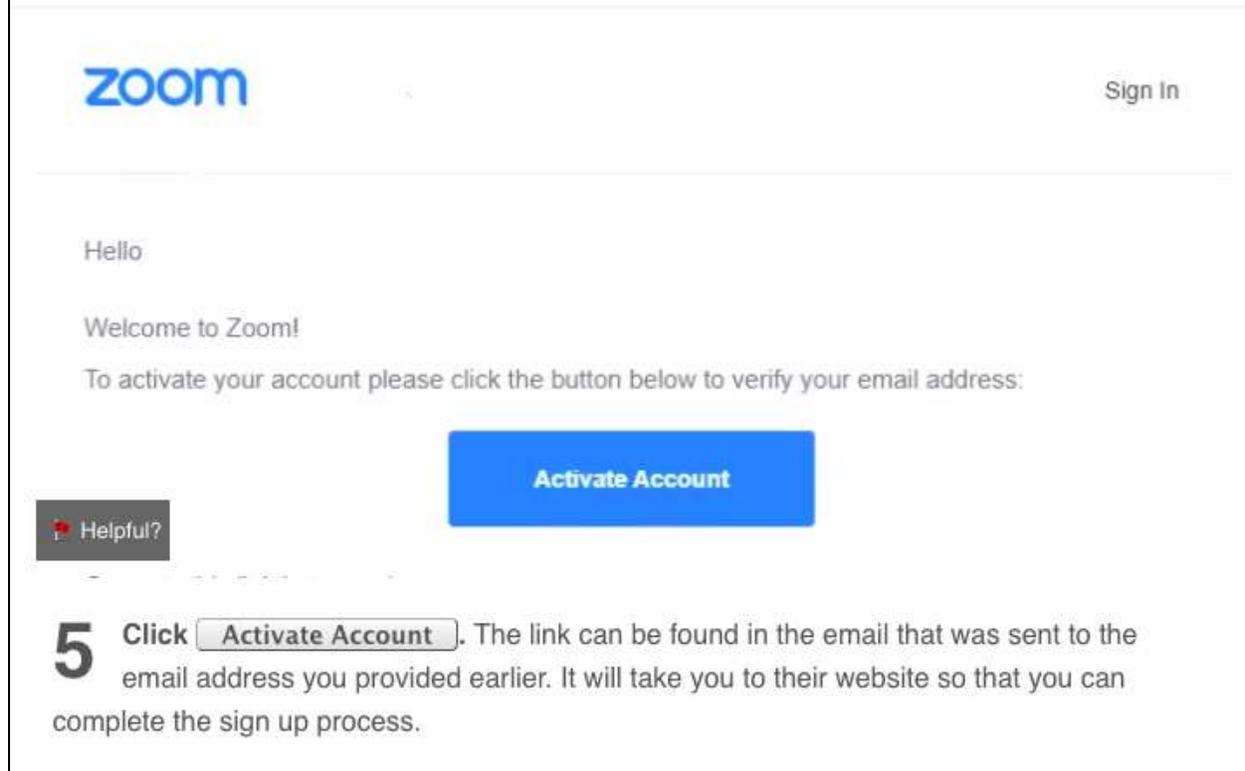
We've sent an email to **example@example.com**.
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

Resend another email

4 Click [**Sign up**]. Zoom will send a confirmation link to that email address. Check your email to find it.

- If you're having trouble finding the confirmation email, check your spam folder.
- If you still haven't received an email from Zoom, click [Resend another email] to try again.

Steps

zoom   Sign In

Hello

Welcome to Zoom!

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

Activate Account

🚩 Helpful?

5 Click [**Activate Account**]. The link can be found in the email that was sent to the email address you provided earlier. It will take you to their website so that you can complete the sign up process.

You will receive an email from Zoom (no-reply@zoom.us). In this email, click **Activate Account**.

Steps

Are you signing up on behalf of a school?

○ Yes   ○ No

Continue

6   **Indicate whether or not you are signing up on behalf of a school.** There are two options - [Yes] or [No].

- If you are using Zoom for educational purposes (e.g. to engage in online classes), click [Yes].
- If you are using Zoom for personal reasons (e.g. to video call friends), click [No].

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

7 **Fill out your name and password.** This password will be used to sign in later, so be sure to remember it. You may like to write it down somewhere if you tend to forget things easily. Also ensure that you create a strong password so others can't hack into your account. Your password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both upper case and lower case characters

Once you have registered download the Zoom app software on your laptop, Cell phone, or iPad, Otherwise, you will be prompted to download and install Zoom when you click a join link.
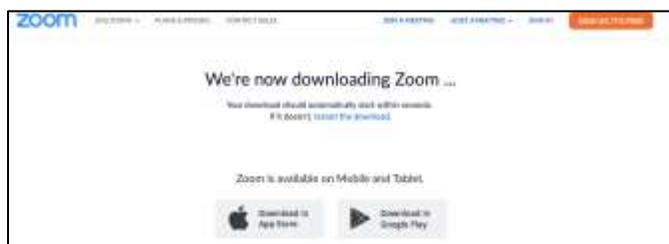

Once you have you created your account and downloaded the software you are ready to use Zoom. You will receive an email invite with the Zoom link and all you have to do is click on that link in the mail and you will be in the meeting.
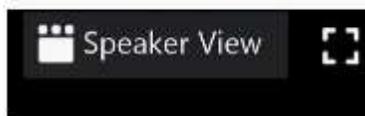
ZOOM ICONS

Once in your Zoom meeting here are some simple icons to know that will help make your Zoom experience easier.
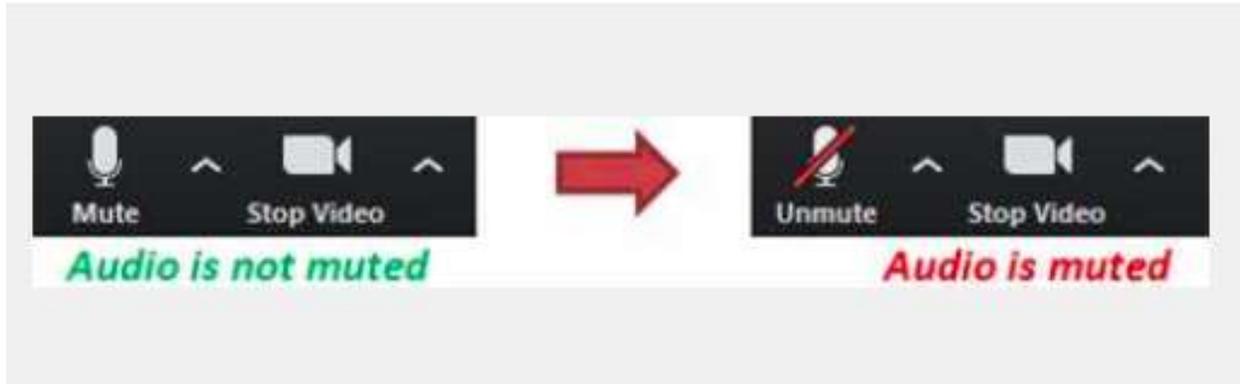

Speaker View vs Gallery View
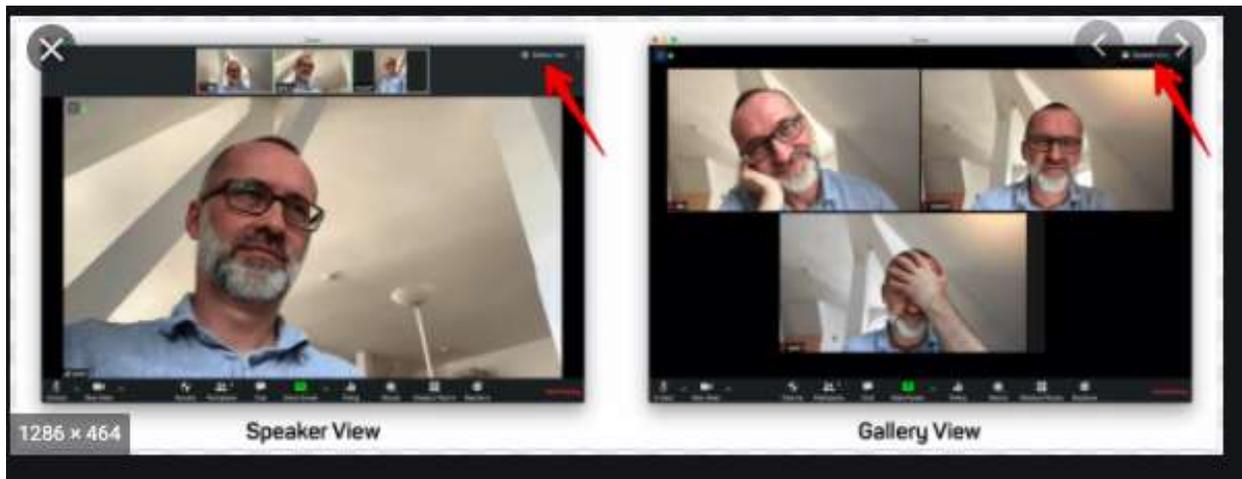
If you only want to see the speaker and no one else you will click on Speaker View located in upper right corner. The icon looks like this.

If you click on Speaker View icon again it will show you Gallery view where you will see everyone who is in the room and there will be a yellow box around the one whom is speaking.

Microphone Icon

Microphone icon is located in the lower left corner. This picture shows you muted vs unmuted. If you are not speaking it is best to keep yourself on mute as this helps prevent others from hearing background noise and bio feedback. If you want to speak all you have to do is click on the Unmute button and talk into your computer.

Video Icon

Video icon allows you to show your face or not show your face in the Zoom meeting. It is located next to the microphone icon. If you click on the icon it will start or stop your video.

Participants
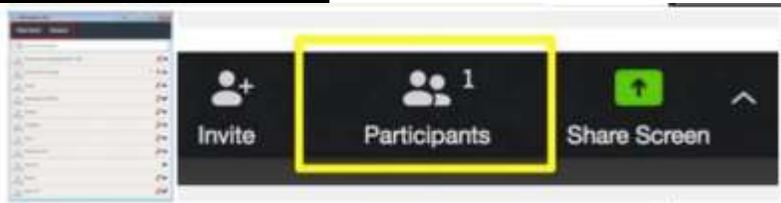
This icon if you click on it will show you who participating in the call. If you click on it it will show you the names.

Share Screen Icon

The share screen icon allows you to share your screen with everyone on the call. If you want to share a document with everyone to see while on the call.

Chat Icon

The Chat icon allows you to send a private message to anyone or everyone whom is in the room. Once you click on the icon a separate box will pop up with all the names of whom is in the room. You can either click on that one name or click on everyone and type your message and that individual or others would be able to read it. Chat icon is great for when wanting to submit questions to the speaker without interrupting them.

Leave Meeting
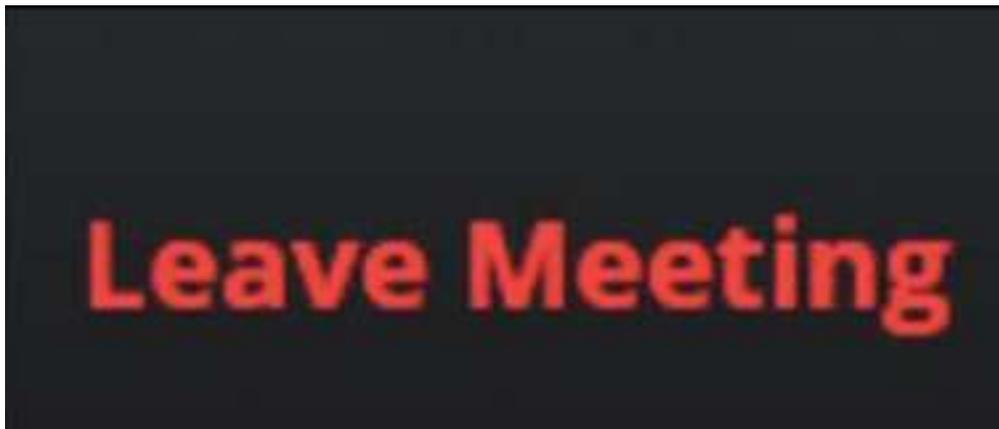
Leave meeting will allow you to leave the meeting if it is still in progress. This is located in lower right corner.