

ZOOM SET-UP & JOINING MEETINGS

SIGNING UP FOR A FREE ZOOM ACCOUNT

A short video explaining this is [here](#). The steps it takes you through are below.

1. Go to <https://zoom.us/signup> and enter your work email.
2. You will receive a confirmation email from Zoom.
3. Open the email and click the link to activate your account.
4. Enter in your name and new password.
5. Skip the step to invite people.

DOWNLOAD ZOOM

1. Before your meeting you can download Zoom here:
<https://zoom.us/download>
2. Click on the download box under Zoom Client for Meetings

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](#).



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1. Click on the file that was downloaded in order to install it. If you do not do this, you will be prompted to when you attempt to join your first meeting.

To JOIN A ZOOM MEETING

1. Follow along [with this short video](#).
2. On the day of your meeting you will receive an email with a subject starting with "Please join Zoom meeting."
3. Open the email and click on the link under "Join Zoom Meeting." After clicking the link you'll be asked to join Zoom.
4. You will be prompted to download Zoom if you have not done so already.
5. Once you have launched Zoom you may need to wait for the host to start the meeting.

INSIDE THE MEETING

1. Click on the microphone icon in the bottom left hand corner in order to mute and unmute yourself.
2. Click on its neighbor video icon in order to turn off and on video.

