How To Create a Free Zoom Account & Join a Zoom Meeting

For Laptop or Desktop PC

#1. Open Internet Browser on your computer.
(for example: Google, Internet Explorer, Firefox...)

#2. Type into your browser: Zoom.us
Hit Enter (this will open Zoom page)

#3. Click on: Sign Up for Free
Orange button, upper right corner

#4. You will be asked to enter your birthdate
*Helpful tip: Select the year first!
Click Continue

#5. Enter your email address
*it will say work email, but just enter your personal email. You will be asked to confirm you've entered your email correctly. Click Continue

#6. You will see this message:
"We've sent an email to [your email address]. Click the confirmation link in that email to begin using Zoom."
Open the message from Zoom in your email and click on the link to confirm your account.

#7. You now have a Zoom Account!
However, you still need to set a Zoom account name (use your email for account name) and personal password for Zoom.

To Join a Zoom Meeting:

1. Open the email that contains the Zoom meeting link and Meeting ID.

2. Click on the Meeting Link. This will bring you to the Zoom page. You should then see a space to enter the **Meeting ID.** Enter the ID and click Join **Meeting.**

Important: *If you see a message that says "this is an internal meeting only..." Enter your Zoom account name (your email address) and your Zoom account personal password. CLICK Join Meeting.*

For smart phone or tablet

#1. Download the Zoom Meeting App
(in the App Store for iPhone and iPad; Google App store for android phones/tablets

#2. You will be prompted to set up your account with email and password
You may be asked to enter your birthdate, if so, enter it.

#3. You will see this message:
"We've sent an email to [your email address]. Click the confirmation link in that email to begin using Zoom."
Open the message from Zoom in your email and click on the link to confirm your account.

#4. You now have a Zoom Account and the App installed on your cell phone and tablet.

To Join a Zoom Meeting:

1. Open the email that contains the Zoom meeting link and Meeting ID.

2. Click on the Meeting Link. This will open your Zoom App. You should then see a space to enter the **Meeting ID.** Enter the ID and click **Join Meeting.**

Important: *If you see a message that says "this is an internal meeting only..." Enter your Zoom account name (your email address) and your Zoom account personal password. CLICK Join Meeting.*