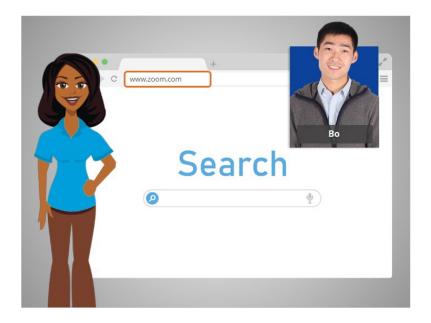


## **Basics of Video Conferencing** Creating and Managing a Zoom Account



In the last lesson, Bo learned how to use the features in a Zoom online meeting. In this lesson Bo learns how to create an account. In today's example Bo is using Zoom on a Windows 10 computer.

First, Bo must go to the Zoom home page. He opens his internet browser, types in www.zoom.com into the address bar, and then presses enter on his keyboard.





From the Zoom home page, Bo clicks on the orange button that says "Sign Up" in the upper right-hand corner of the page.

						REQUEST A DEMO	1.888.799.9666	RESOURCES -	SUPPORT
ZOC	SOLUTIONS - P	PLANS & PRICING	CONTACT SALES		JOIN A MEETING	HOST A MEETING +	SIGN IN	SIGN UP, IT	'S FREE
	Verification								
	For verification, please confirm	your date of birth							
			Month v	Day ~	Year ~				
				Continue					
			This da	ata will not be stor	ed				
About	Download		Sales		Support	Langua	-		•
Augut	Download		Salles		Subbout	Langua			

Bo will follow prompts to verify he is 18 years or older.

Provided by AT&T Connected Learning + Public Library Association



ZOOM SOLUTIONS - PLANS & PRICING CONTACT SALES	REQUEST A DEMO 1 ABL 799 9446 RESOLACES + SUPPORT JOIN A MEETING HOST A MEETING + SIGN IN SIGN UP, IT'S FREE
SIGN UP FREE         Meetings and Chat for free         Meetings and chat for free	Enal address La young 1992 Aganati com Sign Up Up

He then enters his email address. In today's example Bo is using his Gmail account.

Then, he clicks on the "Sign Up" button.

					REQUEST A DEMO	1.888.799.9666	RESOURCES -	SUPPORT
zoom	SOLUTIONS -	PLANS & PRICING	CONTACT SALES	JOIN A MEETING	HOST A MEETING	<ul> <li>SIGN IN</li> </ul>	SIGN UP, IT	'S FREE
		Act	tivation	Email Se	ent!			
	CI			oo.young1992@gi that email to beg		om.		
				receive the email,		1,		
					E	7 -		
				1				
				(				0
-				N.				

To confirm Bo is the person who signed up for an account, an activation code is sent to the email used to create the account. Bo goes to his email and clicks on the confirmation link.

Provided by AT&T Connected Learning + Public Library Association



	REQUEST A DEMO	1.888.799.9666 RESOURCES - :
Solutions - Plans & Pricing Contact Sales	JOIN A MEETING HOST A MEETING	SIGN IN SIGN UP, IT'S
	First Name	
Welcome to Zoom	Bo	
Hello! To get started with Zoom we need a few details from you to create your free account.	Last Name	
	Young	
· · · · · ·	Password	۲
	Confirm Password	
		0
	For Educators: Select this option signing up on behalf of a school organization that provides educ to children under the age of 18	or other
	Continue	
	By signing up, I agree to the Zoom's P Terms of Service.	rivacy Statement and

Bo is then asked to enter his name and create a password for his account.

It is important to remember your username and password. You need it to access your account later. It's a good idea to write them down and keep them in a safe place until you have memorized them and avoid sharing your password with others.

Solutions - Plans & Pricing Contact Sales	REQUEST A DEMO	1.888.799.9666 RESOURCES - SIGN IN SIGN UP, IT'S
	First Name	
Welcome to Zoom	Bo	
Hello! To get started with Zoom we need a few details from you to create your free account.	Last Name	
	Young	
	Password	
	••••••	Ð
	Confirm Password	
	•••••	(9)
	For Educators: Select this option signing up on behalf of a school organization that provides educa to children under the age of 18	or other
	Continue By signing up, I agree to the Zoom's Pri	Dent and
	Terms of Service.	MS .

Bo clicks "Continue" to finish the registration process.

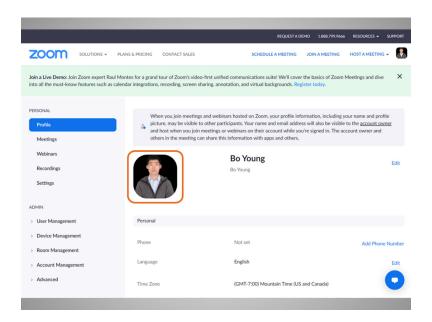
Provided by AT&T Connected Learning + Public Library Association



		REQUEST A DEMO 1.888.799.966	6 RESOURCES - SUPPOR
SOLUTIONS -	PLANS & PRICING CONTACT SALES	SCHEDULE A MEETING JOIN A MEETING	HOST A MEETING +
		at unified communications suite! We'll cover the basics of Zoom g, annotation, and virtual backgrounds. Register today.	Meetings and dive X
RSONAL Profile Meetings	picture, may be visible to ot and host when you join me	d webinars hosted on Zoom, your profile information, including her participants. Your name and email address will also be visible titings or vebinars on their account while you're signed in. The a are this information with apps and others.	e to the account owner
Webinars		Bo Young	_
Recordings Settings		Bo Young	Edit
DMIN			
User Management	Personal		
Device Management	Phone	Not set	Add Phone Numbe
Account Management	Language	English	Edit

Bo has successfully created his account!

Bo can update his account information on the Profile page by clicking Edit.



He can set a profile picture which displays in Zoom when his camera is turned off.

Provided by AT&T Connected Learning + Public Library Association



		REQUEST A DEMO 1.888.799.9666	RESOURCES - SUPPOR	
ZOOM SOLUTION:	S	SCHEDULE A MEETING JOIN A MEETING H	OST A MEETING +	
	Personal			
	Phone	Not set	Add Phone Numb	
	Language	English	Edit	
	Time Zone	(GMT-7:00) Mountain Time (US and Canada)	Edit	
	Date Format	mm/dd/yyyy Example: 12/29/2021	Edit	
	Time Format	Use 12-hour time (Example: 02:00 PM)	Edit	
	Meeting			
	Personal Meeting ID	https://us0/swb.zom.us/j/******780?	Edit	
		pwd=T1RjZWRGK1RrM2tVWmF1ajhYZXluQT09 × Use this ID for instant meetings	C	
	Host Key		Edit	

If he scrolls down the page, he can also select his time zone,

			REQUEST A DEMO 1.888.799.9666	RESOURCES - SUPPOR
zoom	SOLUTIONS -	PLANS & PRICING CONTACT SALES	SCHEDULE A MEETING JOIN A MEETING	HOST A MEETING -
		Personal		
		Phone	Not set	Add Phone Numbe
		Language	English	Edit
		Time Zone	(GMT-7:00) Mountain Time (US and Canada)	Edit
		Date Format	mm/dd/yyyy Example: 12/29/2021	Edit
		Time Format	Use 12-hour time (Example: 02:00 PM)	Edit
		Meeting		
		Personal Meeting ID	****** 780 Secon us/j/*****780? https://us05web.zoom.us/j/*****780? pwd=T1RjZWRGK1RrM2tVWmF1ajhYZXluQT09	Edit
			$\boldsymbol{x}$ Use this ID for instant meetings	C
		Host Key	hut	Edit

his preferred language, update his password and more.

Provided by AT&T Connected Learning + Public Library Association





In this lesson Bo created an account. In the next lesson, he will schedule a video conference meeting.

## Provided by AT&T Connected Learning + Public Library Association