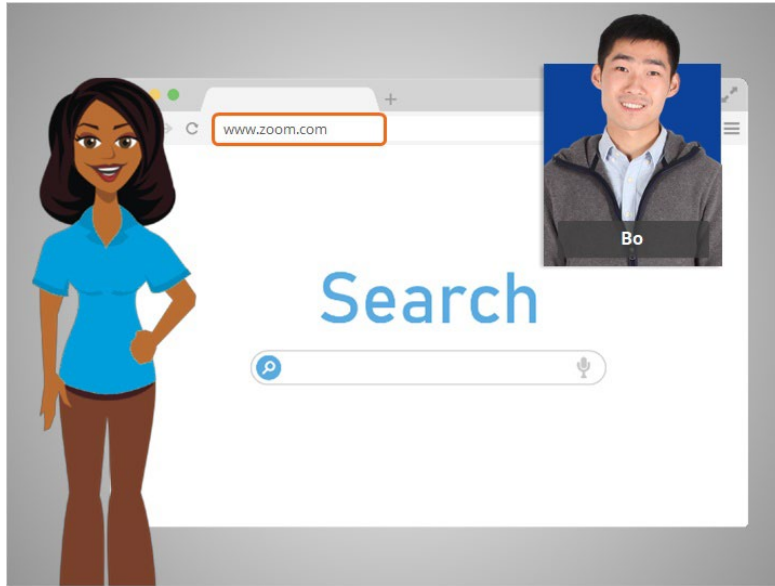


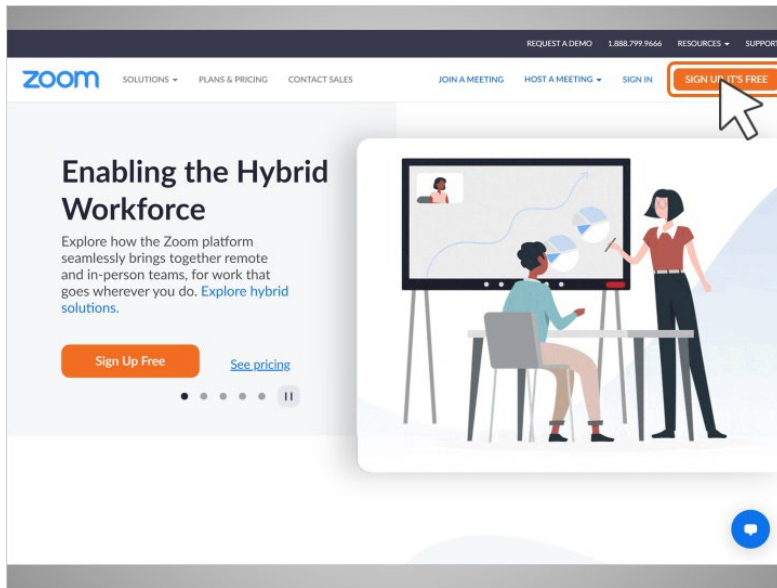
# Basics of Video Conferencing

## Creating and Managing a Zoom Account

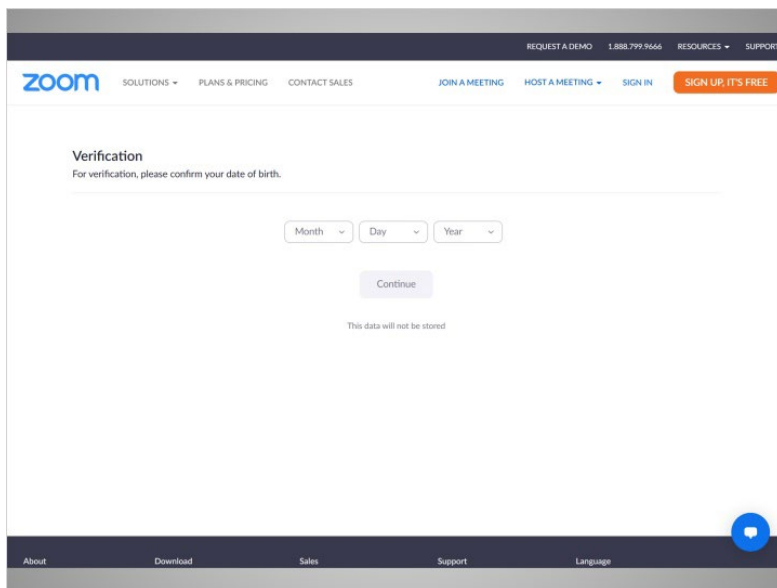


In the last lesson, Bo learned how to use the features in a Zoom online meeting. In this lesson Bo learns how to create an account. In today's example Bo is using Zoom on a Windows 10 computer.

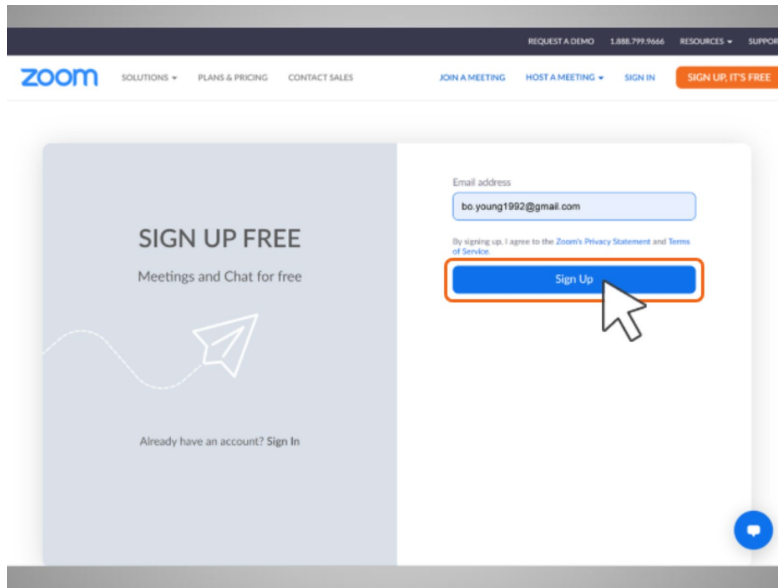
First, Bo must go to the Zoom home page. He opens his internet browser, types in [www.zoom.com](http://www.zoom.com) into the address bar, and then presses enter on his keyboard.



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

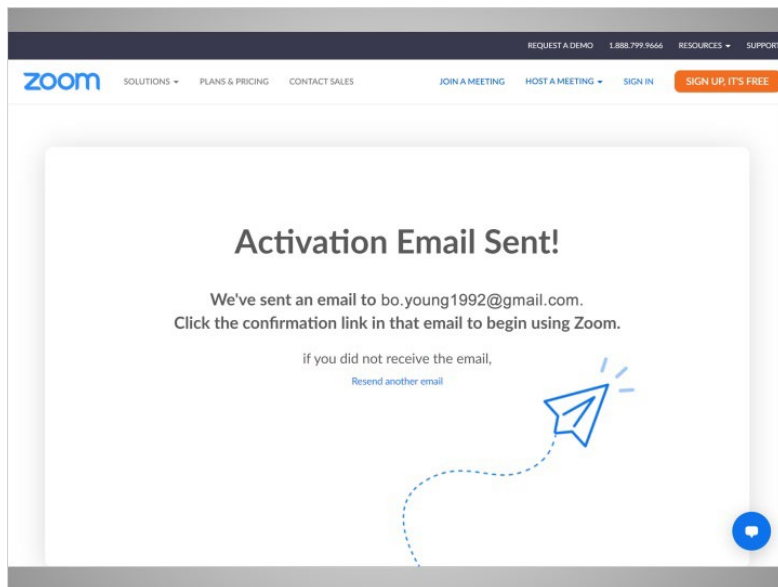


Bo will follow prompts to verify he is 18 years or older.

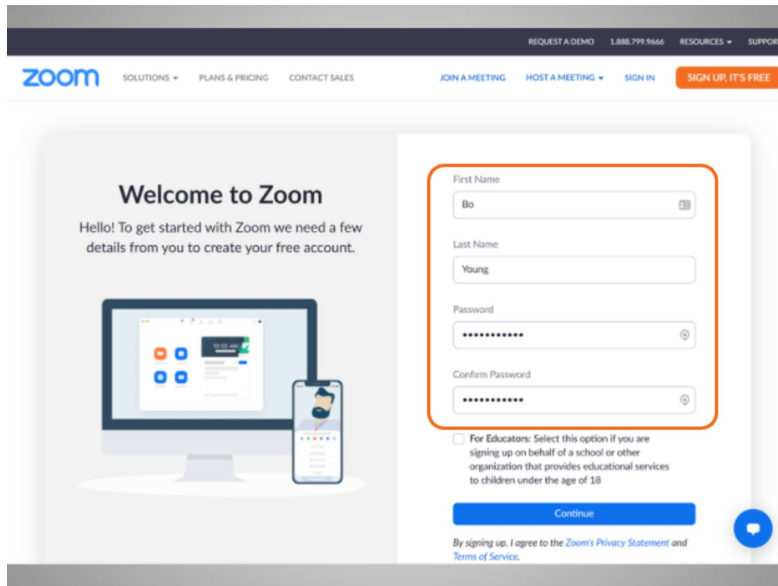


He then enters his email address. In today's example Bo is using his Gmail account.

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

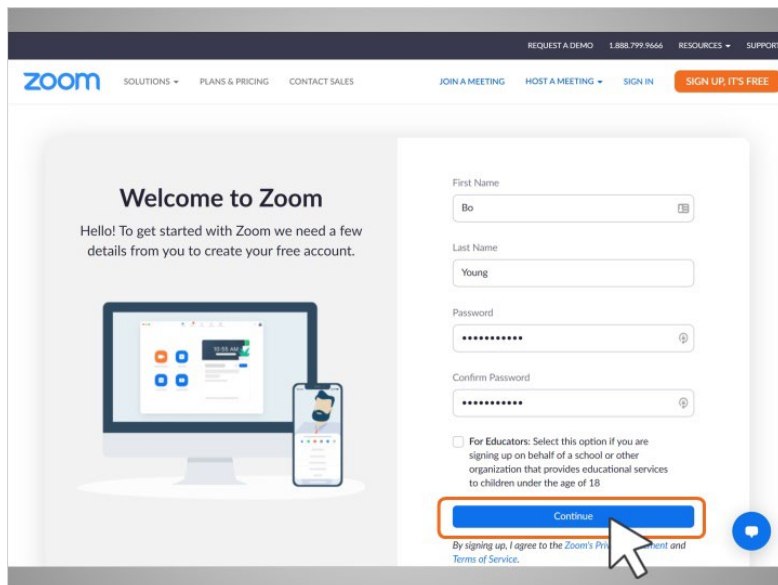


To confirm Bo is the person who signed up for an account, an activation code is sent to the email used to create the account. Bo goes to his email and clicks on the confirmation link.

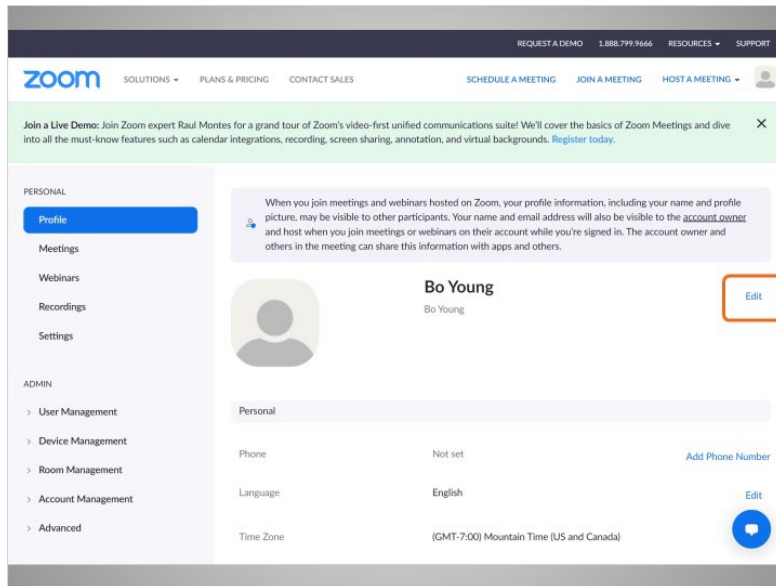


Bo is then asked to enter his name and create a password for his account.

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.

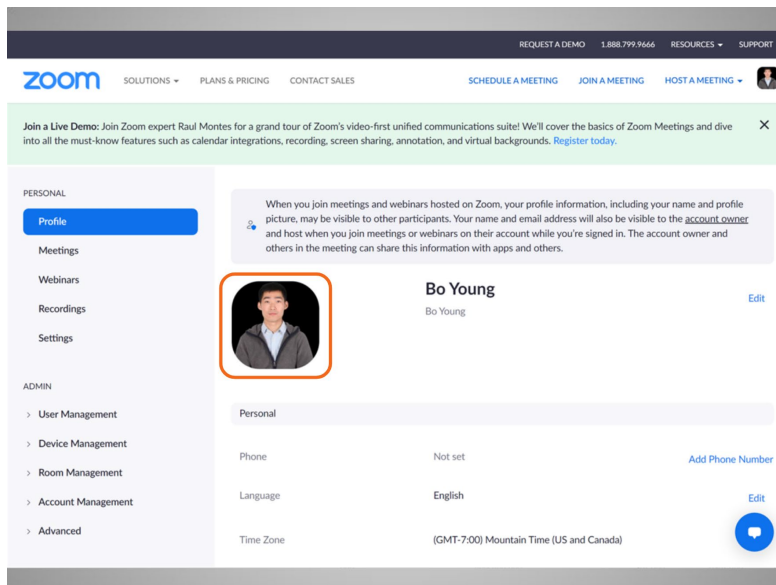


Bo clicks "Continue" to finish the registration process.

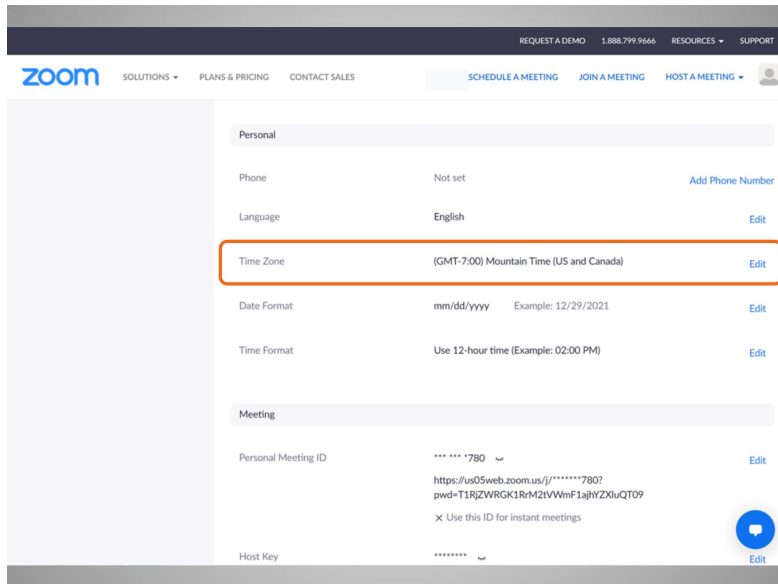


Bo has successfully created his account!

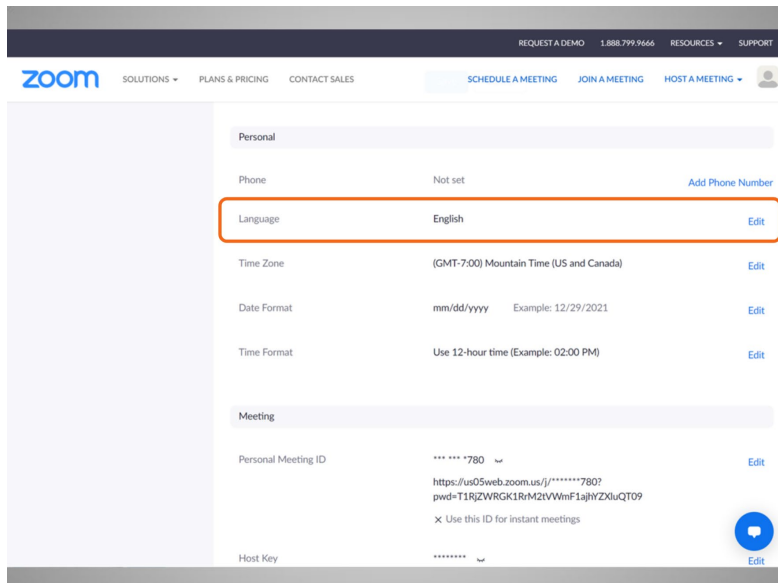
Bo can update his account information on the Profile page by clicking Edit.



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



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



his preferred language, update his password and more.



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