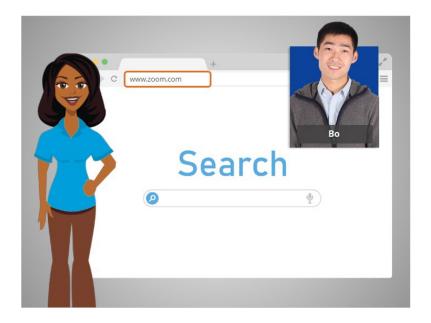


Basics of Video Conferencing Creating and Managing a Zoom Account



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.

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

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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.

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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.

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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	
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	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	
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	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.

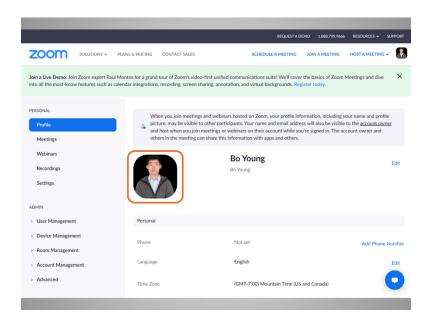
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		at unified communications suite! We'll cover the basics of Zoom g, annotation, and virtual backgrounds. Register today.	Meetings and dive X
RSONAL Profile Meetings	picture, may be visible to ot and host when you join me	d webinars hosted on Zoom, 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	_
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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.

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	Time Format	Use 12-hour time (Example: 02:00 PM)	Edit	
	Meeting			
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		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 -
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his preferred language, update his password and more.

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

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