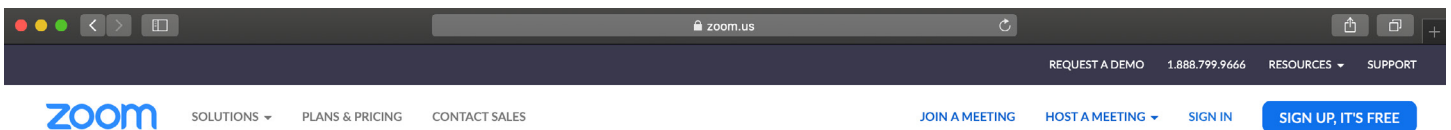


Education Guide: Getting Started on Zoom

1. How to Sign Up for the First Time

1. Start by going to zoom.us.



2. On the top right corner, click on the blue “Sign Up, It’s Free” button.
3. Enter your school email address and click “Sign Up”.

Sign Up Free

Your work email address

school@school.org

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

4. You'll receive an email from Zoom to activate. Go to your email and click Activate Account.

zoom

Sign In

Hello

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

Activate Account

Or paste this link into your browser:

<https://zoom.us/activate?code=>

zoom

5. You'll be redirected to fill in your first name, last name, and create a password.



Welcome to Zoom

Hi, info@diamondmountainoutfitters.com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

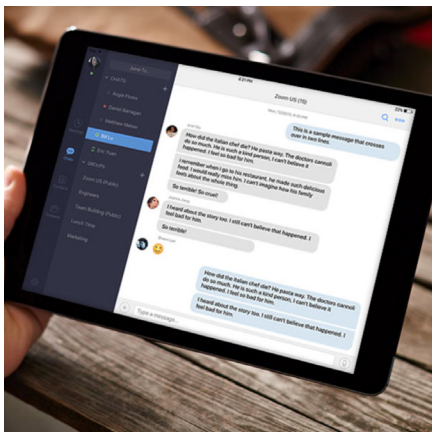
Password

Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

6. If you'd like to invite other administrators or staff members to sign up for their own Zoom accounts, you can enter their email addresses & select the "I am not a robot" checkbox. Otherwise, select "Skip this step".



Don't Zoom Alone.

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

name@domain.com

name@domain.com

name@domain.com

[Add another email](#)

☐ I'm not a robot



Invite

Skip this step

7. You're good to go!

2. How to Download the Zoom Client



SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

JOIN A MEETING HOST A MEETING ▾ SIGN IN

SIGN UP, IT'S FREE

Download Center

Download for IT Admin ▾

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.

Download

Version 4.6.7 (18176.0301)

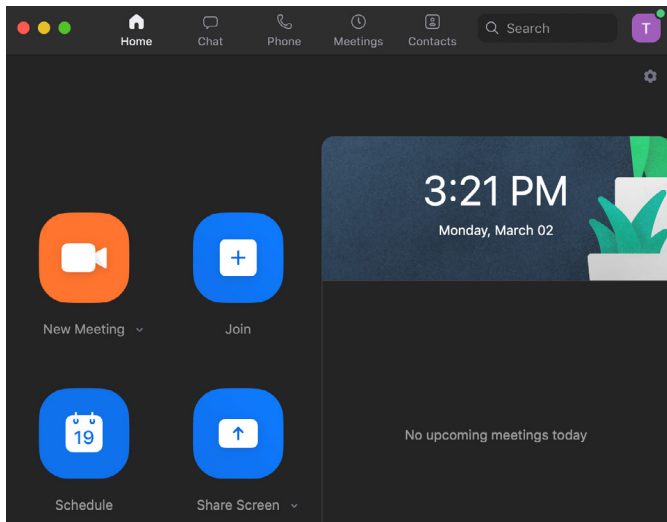
- Start by going to <https://zoom.us/download>.
- Click the blue "Download" button under Zoom Client for Meetings to access the installer.
- Open the Zoom installer from your Downloads folder and follow the on-screen steps to set up your Zoom Client.



3. How to Schedule a Meeting

- **Option 1: Scheduling through the desktop app**

1. Open the Zoom desktop app.
2. Click on the Home button at the top left.

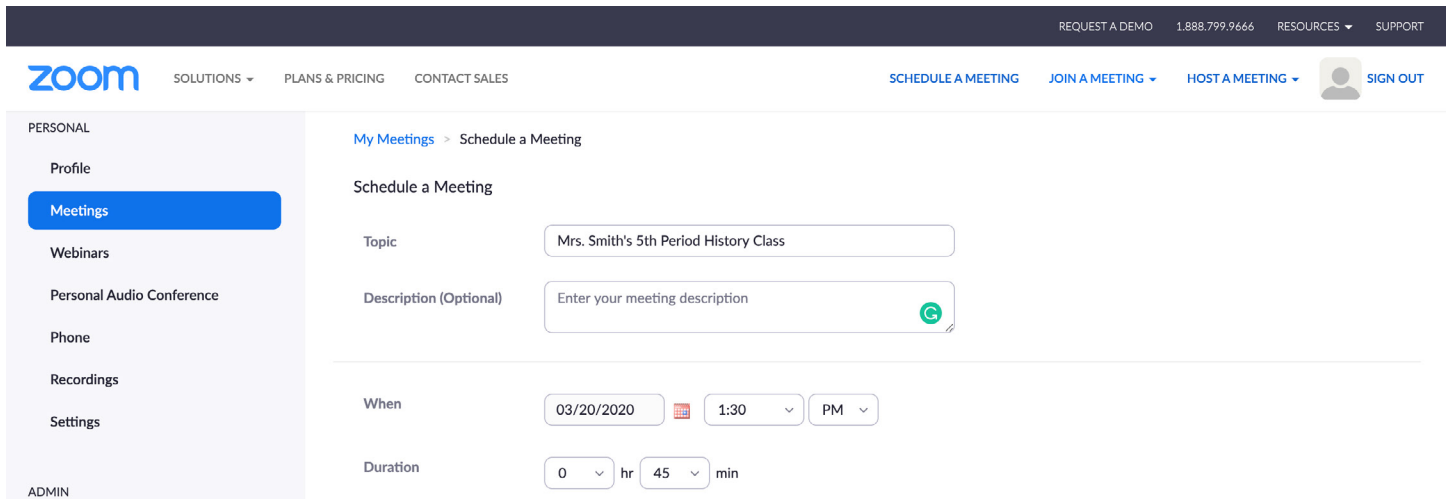


3. Press the Schedule button.
4. Enter in Topic, Date, and other related details and press Schedule. It is recommended that you make Registration required when scheduling a meeting, as that allows you to generate a registration report after the meeting is over. More information can be found here: <https://support.zoom.us/hc/en-us/articles/216378603>

A screenshot of the Zoom meeting scheduling form. The form is dark-themed and contains several sections. The 'Topic' section has a text input field with 'Mrs. Smith's 5th Period History Class'. The 'Date' section has two date pickers set to '3/20/2020' and two time pickers set to '1:30 PM' and '2:15 PM'. There is a checkbox for 'Recurring meeting' which is unchecked, and a 'Time Zone' dropdown set to 'Pacific Time (US and Canada)'. The 'Meeting ID' section has two radio buttons: 'Generate Automatically' (selected) and 'Personal Meeting ID 555-634-5789'. The 'Password' section has a checkbox for 'Require meeting password' which is unchecked. The 'Video' section has two sets of radio buttons: 'Host' with 'On' (selected) and 'Off', and 'Participants' with 'On' (selected) and 'Off'. The 'Audio' section has three radio buttons: 'Telephone' (unchecked), 'Computer Audio' (unchecked), and 'Telephone and Computer Audio' (selected). Below this is a link 'Dial in from United States' and an 'Edit' link. The 'Calendar' section has four radio buttons: 'iCal' (unchecked), 'Google Calendar' (selected), 'Outlook' (unchecked), and 'Other Calendars' (unchecked). The 'Advanced Options' section is expanded, showing three checkboxes: 'Enable Waiting Room' (checked), 'Enable join before host' (checked), and 'Mute participants on entry' (checked). At the bottom right, there are two buttons: 'Cancel' and 'Schedule'.

- **Option 2: Scheduling online**

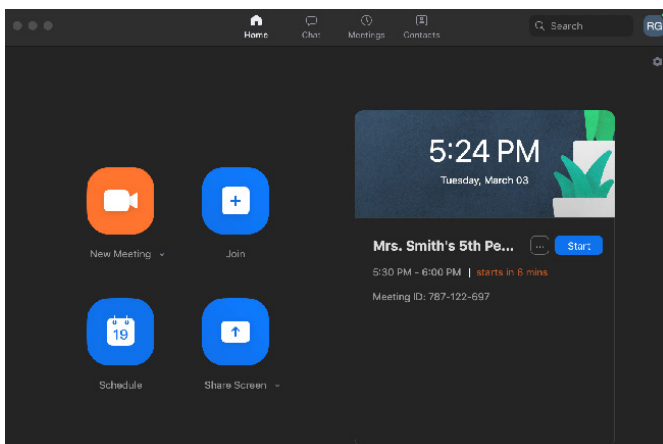
1. Go to <https://zoom.us/meeting> (You may be prompted to sign in but will be redirected to the page after)
2. Click the blue “Schedule a New Meeting” button in the top left corner
3. Enter in Topic, Date, and other related details and press Schedule. It is recommended that you make Registration required when scheduling a meeting, as that allows you to generate a registration report after the meeting is over. More information can be found here: <https://support.zoom.us/hc/en-us/articles/216378603>



The screenshot shows the Zoom web interface. At the top, there's a dark navigation bar with links like 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this is a lighter blue bar with the Zoom logo and navigation links: 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and a 'SIGN OUT' button with a user icon. On the left, a sidebar lists 'PERSONAL' options: Profile, Meetings (highlighted in blue), Webinars, Personal Audio Conference, Phone, Recordings, and Settings. Below this is an 'ADMIN' section. The main content area is titled 'My Meetings > Schedule a Meeting'. It contains a 'Schedule a Meeting' form with fields for 'Topic' (filled with 'Mrs. Smith's 5th Period History Class'), 'Description (Optional)' (with a placeholder 'Enter your meeting description'), 'When' (date '03/20/2020', time '1:30', and 'PM'), and 'Duration' (0 hr, 45 min).

4. How to join a Class/Meeting

- To Join a Zoom Meeting, simply click on the link sent over to you via email or click on the Meetings tab to join a scheduled meeting and you'll automatically be brought into the meeting. More information can be found here: <https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>
- Once you're in the meeting, you may choose to connect audio in three different ways:
 - Using computer audio (recommended).
 - Dialing into a conference bridge from your phone.
 - Have Zoom call you by entering your phone number and your meeting will call your phone.




5. Best Practices while in a Zoom Class/Meeting


- Sign in to the Zoom desktop client and stay signed in.
- Check your internet speed. If you're on free wifi you may need to keep your camera off to improve quality.
- Turn your camera on and have your camera at eye level.
- Stay muted unless you're talking to reduce background noise.
- Make sure you sit in a well lit and quiet place.
- Be mindful of what's going on behind you. Think about having solid wall behind you or turning on the virtual background.
- Be yourself and have fun!


6. Resources


- For additional help, visit support.zoom.us to access topics, videos, trainings, and to contact one of our support specialist or email support@zoom.us.


 **Help Center** SALES PLANS [JOIN A MEETING](#) [Sign in](#)


Popular Topics



Getting Started



Audio, Video, Sharing



Meetings & Webinars



Zoom Phone



Account & Admin


Zoom Rooms

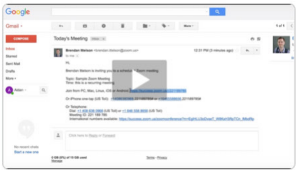

H.323/SIP

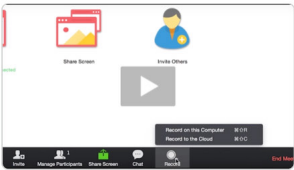

Messaging

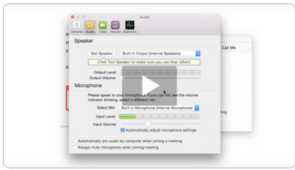

Integration

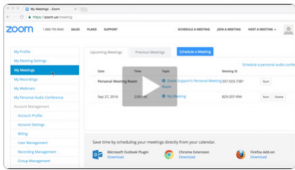

On-Premise

One Minute Video Introductions [Show All Videos](#)



Join a Meeting



Record a Meeting



Joining & Configuring Audio & Video



Scheduling a Meeting with Zoom Website

Get Help

 Zoom Cloud Status

 Live Training

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 **Help**