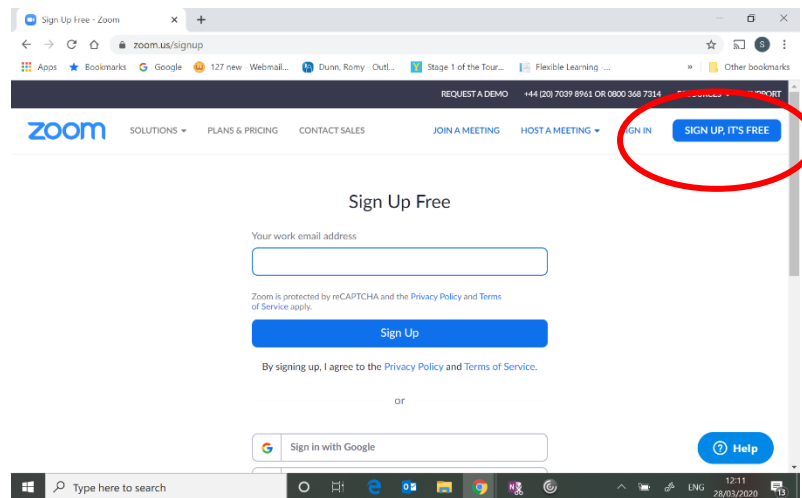


# Getting started with Zoom - part 1

If you are going to be initiating your own Zoom meetings you need to set up an account. A free account allows you unlimited meetings up to 40minutes with up to 100 people. If you simply want to **join** a meeting you don't need an account.

1: Create an account with zoom – type zoom.us in your browser – click on the button top right [Sign up, Its free](#)



Fill in your email address (it doesn't have to be work!) and complete the registration forms. You will need to be able to access your email to complete the activation process.

Eventually you will reach this screen.

## Welcome to Zoom

Hi, [robert@zoom.com](#). Your account has been successfully created. Please list your name and create a password to continue.

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

Continue

Make sure you use a secure password – test how safe it is on 'howsecureismypassword.net'

You will now be asked to make a few initial choices – you don't have to complete them initially but you might prefer to.

**Invite your colleagues** – this is to encourage other people to register for their own zoom account. You are not obliged to do this so click Skip this step.

## Start your test meeting

This is the best place to familiarise yourself with the controls – I'll put those on a separate sheet as you might want to refer to them for your first few meetings.

### Meeting codes:

These are allocated when you initiate a meeting. Each one is different but you also have a '*personal meeting code*' which doesn't change. Use this with caution! It would be suitable for family or office chat where people can drop in or out of your meeting but if you use it for say, a book club, you may well find your book club members suddenly appearing in your office chat.



## Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:  
<https://us04web.zoom.us/j/2652519366>

Start Meeting Now

Go to My Account

You give a meeting code to those people you want to join the meeting. This can be sent to them by email or any other private means. The full web address is needed for anyone who has never used zoom before, otherwise joiners just need the numbers at the end.

Save time by scheduling your meetings directly from your calendar.

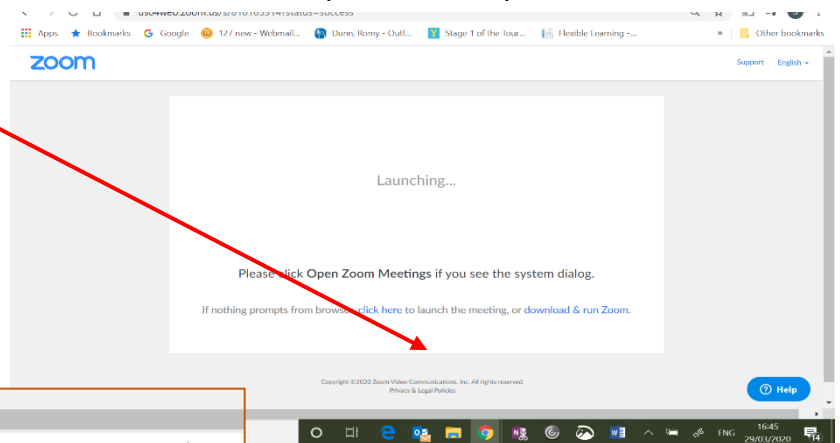


Microsoft Outlook Plugin  
Download

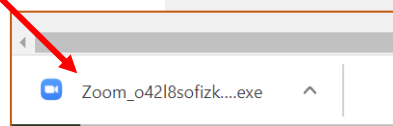


Chrome Extension  
Download

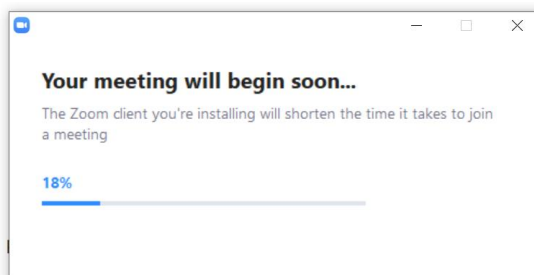
Click **Start Meeting Now** – you will see this screen, as this is your first use you need to download Zoom. Click here



And then here when zoom has downloaded to install and open the app.



Nearly there...



Click on **Join with computer video** and  
**Join with computer audio**

And the next page will tell you what you're looking at 😊