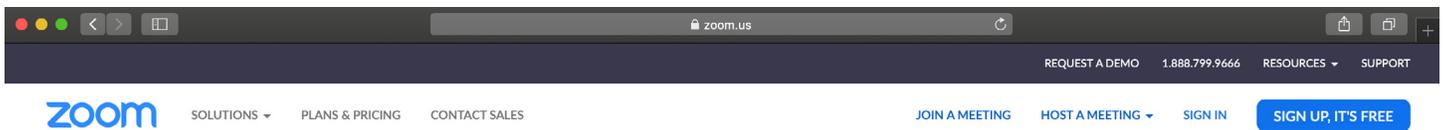


# Education Guide: Getting Started on Zoom

## 1. How to Sign Up for the First Time

1. Start by going to [zoom.us](https://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

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

- 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

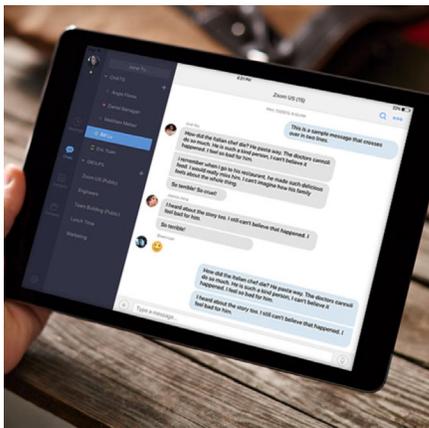
Password

Confirm Password

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

[Continue](#)

- 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?](#)

[Add another email](#)

I'm not a robot 

[Invite](#) [Skip this step](#)

- You're good to go!

## 2. How to Download the Zoom Client



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[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)

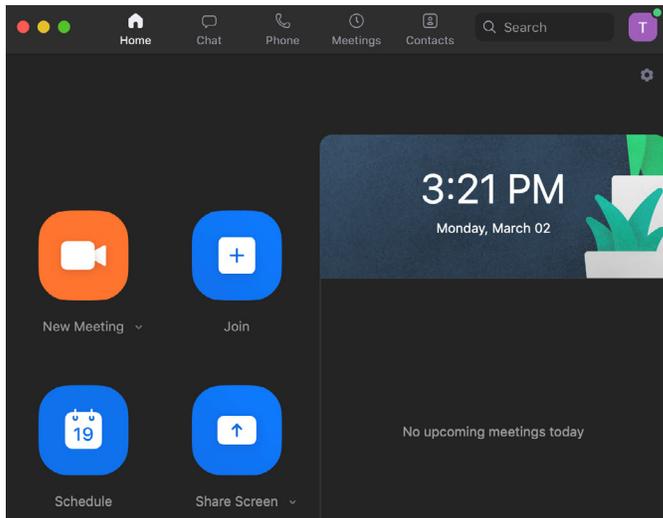
- Start by going to <https://zoom.us/download>.
- Click the blue "Download" button under Zoom Client for Meetings to access the installer.
- Open the Zoom installer from your Downloads folder and follow the on-screen steps to set up your Zoom Client.



### 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>

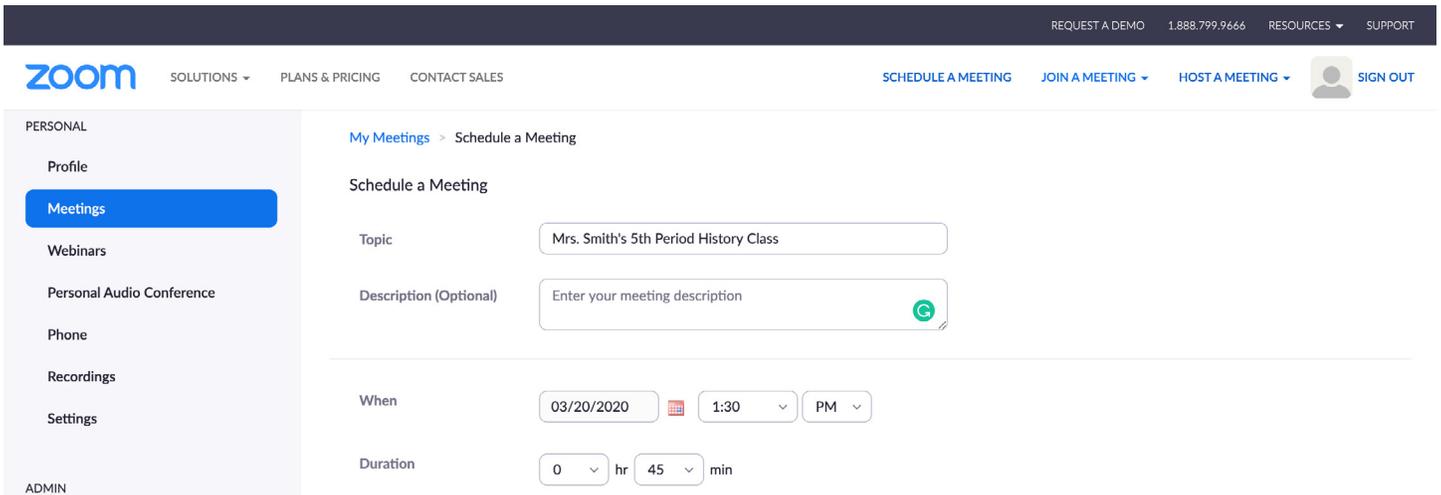
A screenshot of the Zoom meeting scheduling form. The form is dark-themed and contains the following sections:

- Topic:** A text input field containing 'Mrs. Smith's 5th Period History Class'.
- Date:** Two date pickers set to '3/20/2020' and two time pickers set to '1:30 PM' and '2:15 PM', separated by 'to'. Below this is a checkbox for 'Recurring meeting' (unchecked) and a 'Time Zone' dropdown set to 'Pacific Time (US and Canada)'.
- Meeting ID:** Two radio buttons: 'Generate Automatically' (selected) and 'Personal Meeting ID 555-634-5789'.
- Password:** A checkbox for 'Require meeting password' (unchecked).
- Video:** Two sets of radio buttons: 'Host' (selected 'On') and 'Participants' (selected 'On').
- Audio:** Three radio buttons: 'Telephone' (unchecked), 'Computer Audio' (unchecked), and 'Telephone and Computer Audio' (selected). Below is a link for 'Dial in from United States'.
- Calendar:** Four radio buttons: 'iCal' (unchecked), 'Google Calendar' (selected), 'Outlook' (unchecked), and 'Other Calendars' (unchecked).
- Advanced Options:** A section with three checked checkboxes: 'Enable Waiting Room', 'Enable join before host', and 'Mute participants on entry'.

At the bottom right, there are 'Cancel' and 'Schedule' buttons.

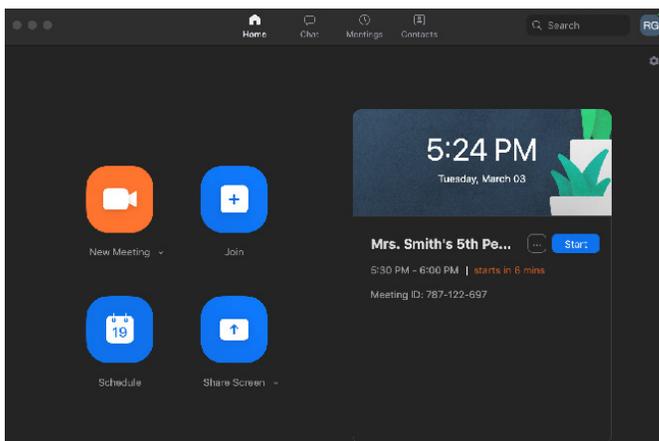
- **Option 2: Scheduling online**

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>



#### 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 you 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](https://support.zoom.us) to access topics, videos, trainings, and to contact one of our support specialist or email [support@zoom.us](mailto:support@zoom.us).

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