SENIOR PLANET
Aging with Attitude

Getting Stared with Zoom

Ready to start hosting your own Zoom gatherings? While you can join any Zoom meeting without having an account, you will need to sign up for an account to start hosting. The good news is accounts are free! Free accounts have limited features, including a 40 minute time limit on gatherings of 3 or more people. Check out https://zoom.us/pricing for more information on Zoom's plans and pricing.

Here's how to get started with a free account:

1 Go to **zoom.us** and locate the sign up icon in the top, right hand corner of the screen.

SIGN UP, IT'S FREE

2 Enter your email address to begin signing up. Then click **Sign Up**. Note: you do not have to use a "work" email address.

Your work email address

Zoom is protected by reCAPTCHA and the **Privacy Policy** and **Terms of Service** apply.

Sign Up

Already have an account? Sign in.

3 Once you enter your email click **Sign Up**, you'll be prompted to check your email for a verification link from Zoom. You may see a message that looks like the image below.

We've sent an email to nczoomacct12@gmail.com.
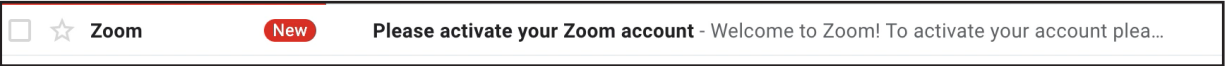Click the confirmation link in that email to begin using Zoom.

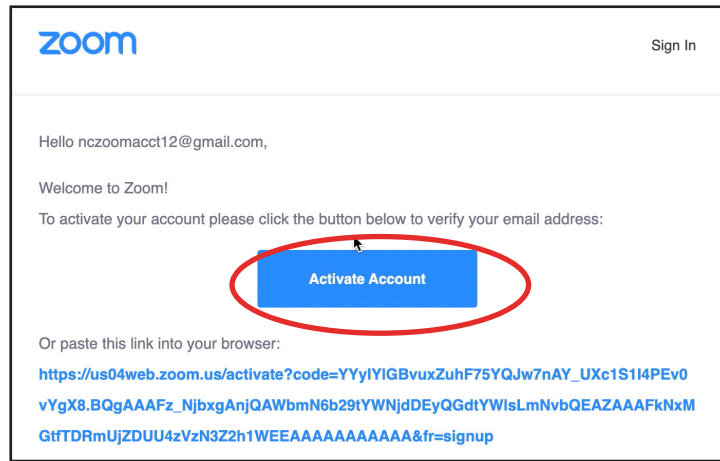if you did not receive the email,
Resend another email

Powered by
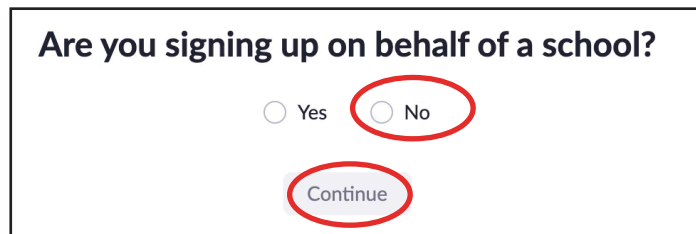**OATS** | OLDER ADULTS TECHNOLOGY SERVICES™

4 Go to your email inbox and look for an email from Zoom.

| ☐ ☆ **Zoom** | New | **Please activate your Zoom account** - Welcome to Zoom! To activate your account plea... |

5 When you open the email, click on blue **Activate Account** link.
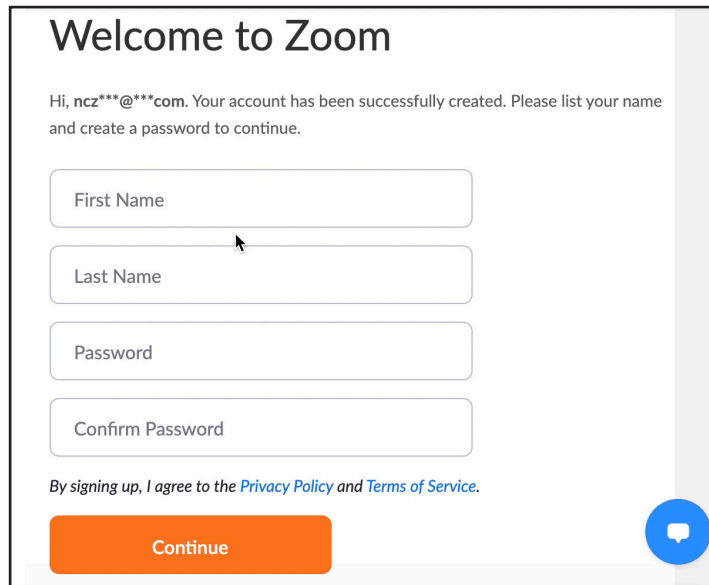

6 Answer the prompts that follow.

Welcome to Zoom!

7 Complete the requested fields. Write down your username (the email you used to sign up) and your password in the space below. When choosing a password, make sure it includes the following:

- 8 characters
- At least 1 letter
- At least 1 number
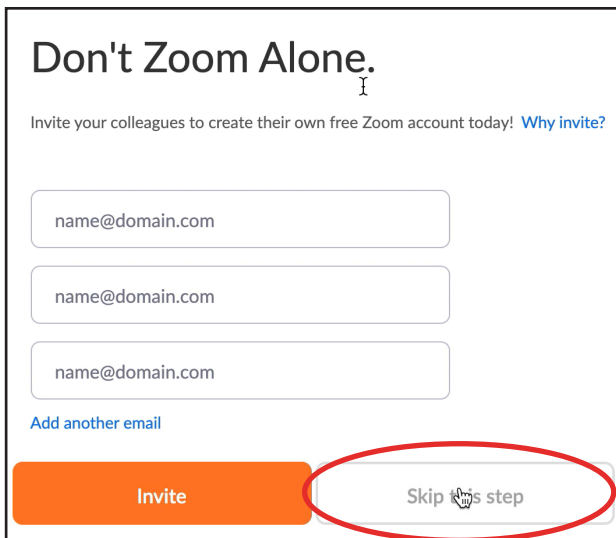- Both uppercase and lowercase letters

Username (email): _____

Password: _____

8 Next, you'll be prompted to enter the email addresses of your "colleagues" or contacts so that they can open their own Zoom accounts. This is not a required step of the sign up process. Simply click **Skip this Step**.

Don't Zoom Alone.

Invite your colleagues to create their own free Zoom account today! Why invite?
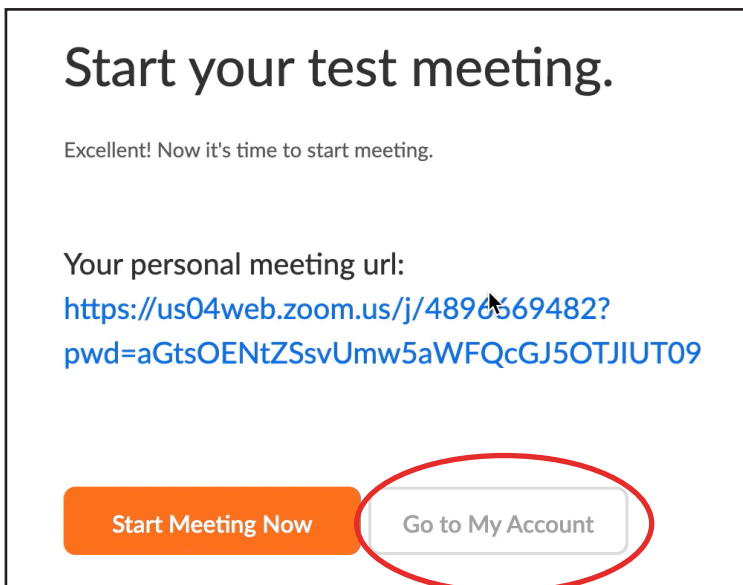
| name@domain.com |
| name@domain.com |
| name@domain.com |

Add another email

| Invite | Skip this step |

9 On the next screen, you'll receive your **Personal Meeting URL**. This is the link that participants will receive to join your Zoom gatherings. You do not have to start a test meeting. Instead, you can go to your account.

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:
https://us04web.zoom.us/j/4896569482?
pwd=aGtsOENtZSsvUmw5aWFQcGJ5OTJIUT09
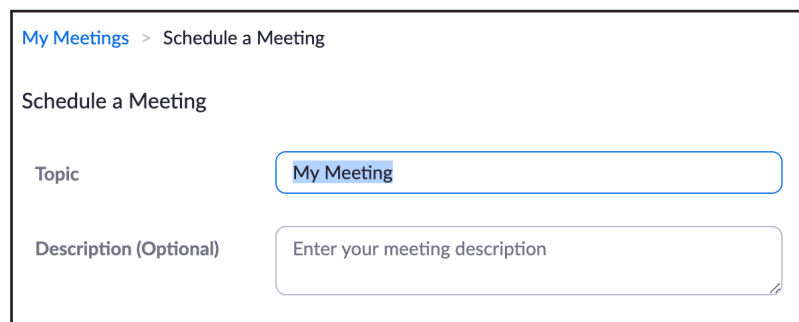
| Start Meeting Now | Go to My Account |

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10 From the dashboard, you'll be able to schedule meetings, update your profile information, review plans & pricing for upgrading your Zoom account and much more!
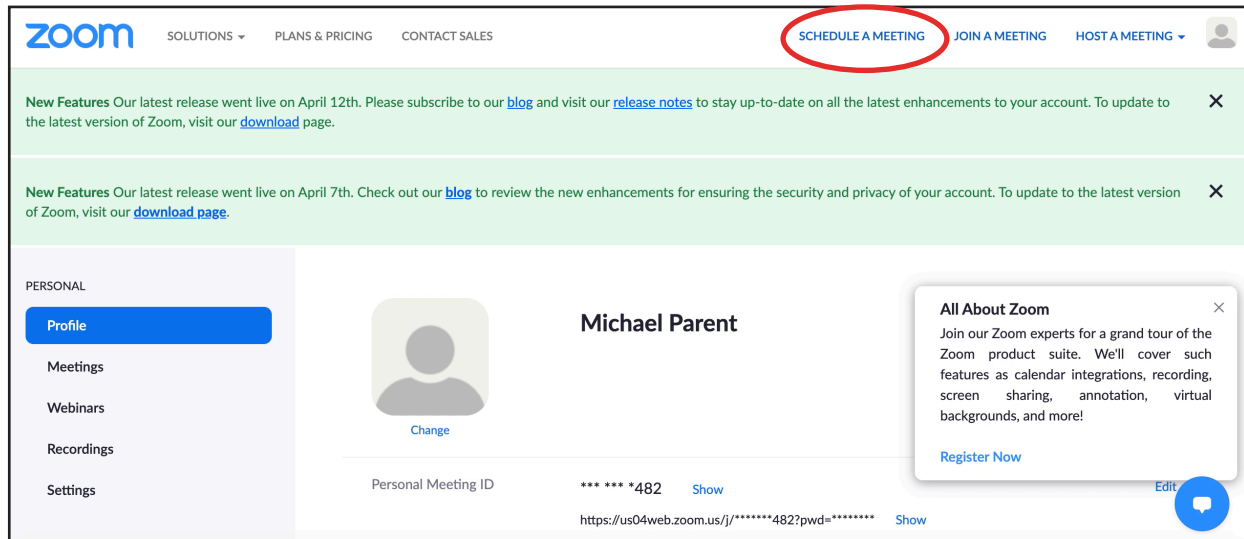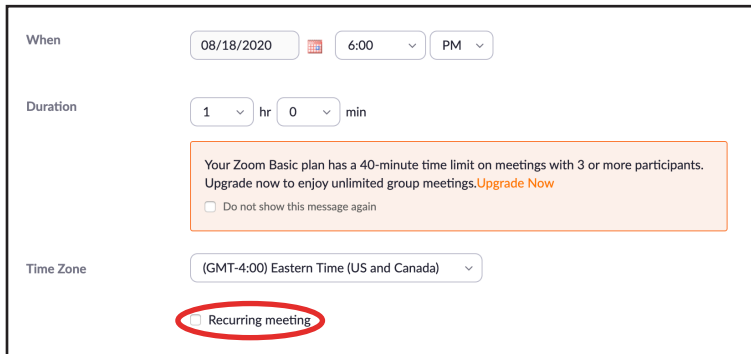
Schedule a Meeting

1 From the dashboard, select **Schedule a Meeting** at the top of the screen.

2 Let participants know what the meeting is about by entering a meeting topic and description.

3 Next, enter the important details of when your meeting will take place. You'll be prompted to enter the date, time, duration, and time zone. If this is a recurring meeting, be sure to check that box.

4 Next, you'll be prompted to decide the following:
- Use your **Personal Meeting ID** or an automatically generated ID
- Enable **Passcode**
- Enable **Waiting Room**
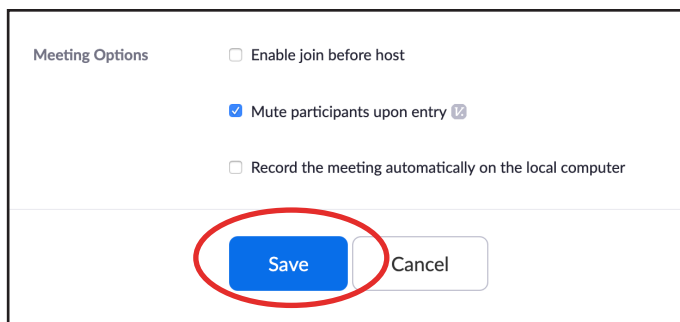- Video **On** or **Off** upon beginning the meeting for both host and participants

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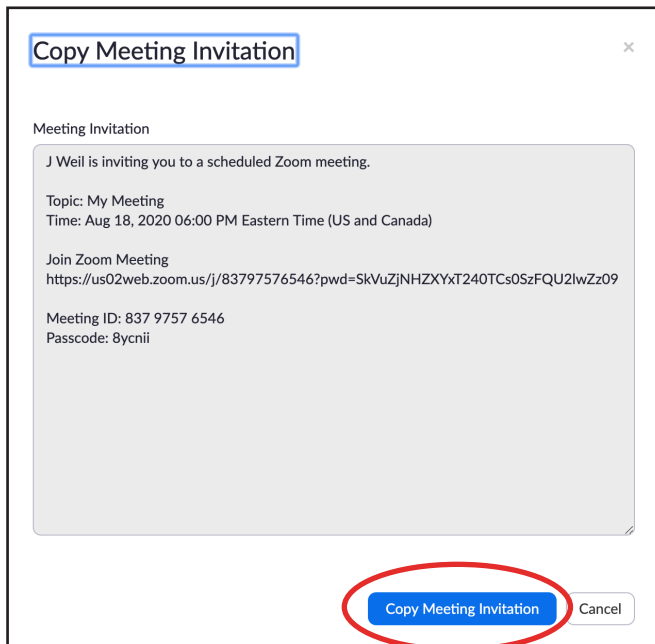**5** The final step in scheduling a meeting is to set your meeting options. Decide if you want to allow participants to be able to join the meeting before you, if you want to mute all participants upon entry (best practice), and if you want to record the meeting to your computer. Recording to your computer will take up a lot of memory on your computer. When you've made your selections, click **Save**.

6 Once you hit **Save**, you'll be prompted to copy your meeting invitation details. Select **Copy Meeting Invitation**. Then paste the meeting invitation in an email or calendar invite and send to participants.
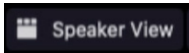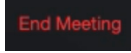
Speaker and Gallery View

You can easily toggle between Speaker and Gallery views during your meeting.

Gallery view is when you can see all participants in a small window. If there are many participants, there may be multiple windows. You'll see a small arrow on the right side of your screen. Click on it to see additional windows of participants.

Speaker view shows only the view of the person speaking.

Switch between these views by finding the thumbnail icon ▦ Speaker View in the top, right hand corner of the screen.

As host, when ending the meeting you'll first select **End Meeting** End Meeting in the bottom, right corner. If the meeting has ended, select **End Meeting for All**. If you're using a free Zoom account, your meeting is likely limited to 40 minutes.