

Section 1: Getting Started on Zoom

1. How to Sign Up for the First Time

1.1 Start by going to <https://www.zoom.us/signup>

1.2 Enter your date of birth and click “Continue”. Note the data will not be stored

For verification, please confirm your date of birth.

Jan ▾ 2 ▾ 1980 ▾ Continue

This data will not be stored

1.3 Enter your working email address and click “Sign Up”.

Sign Up Free

Your work email address

Enter your Desired / Working Email Address

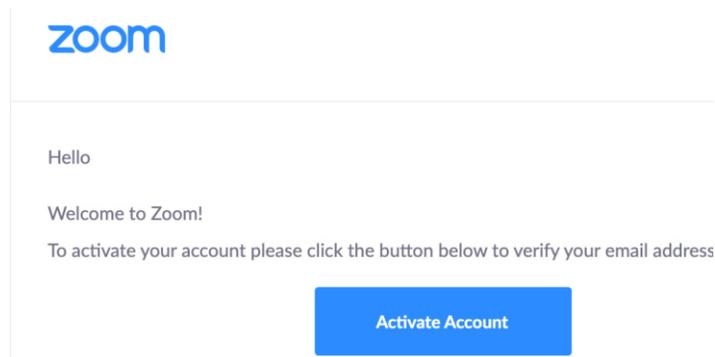
Your email address must be in the format of name@domain.com

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

Sign Up

Already have an account? [Sign in.](#)

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



1.5 You'll be redirected to fill in **your first name, last name, create and confirm 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.

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

Continue

1.6 Please click on **“I am not a robot”** and then 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

1.7 Ignore the below step and proceed to the Email with the meeting invitation and click on the Join Link.

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

[https://us04web.zoom.us/j/6237047766?
pwd=Y2pyN21SUDBncW5kczF2cFN6T1YdzO9](https://us04web.zoom.us/j/6237047766?pwd=Y2pyN21SUDBncW5kczF2cFN6T1YdzO9)

Start Meeting Now

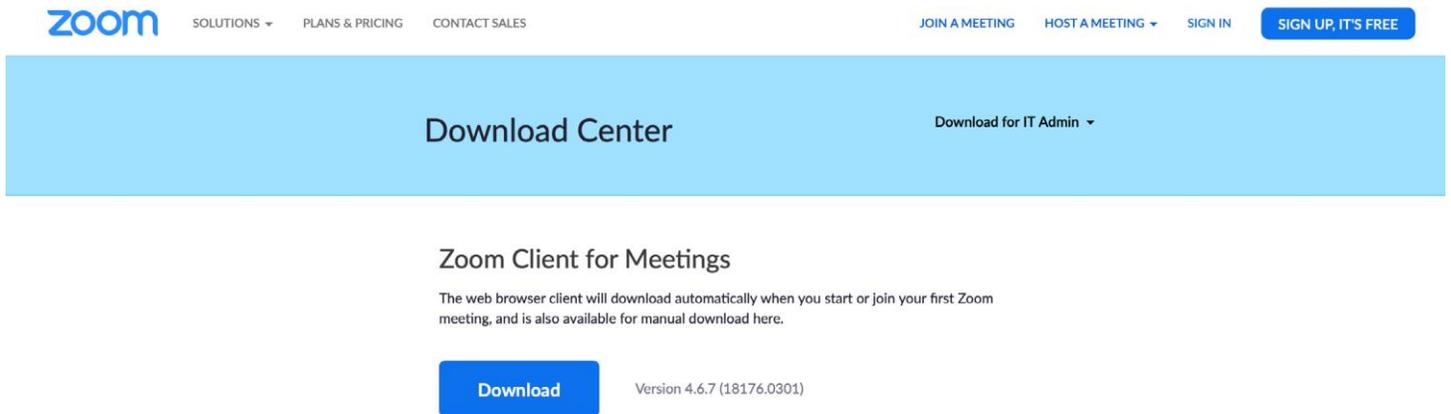
Go to My Account

You're good to go and ready to Join the meeting using the Link provided and Credentials (password).

2. How to Download the Zoom Client

2.1 Start by going to <https://zoom.us/download>.

2.2 Click the blue “Download” button under Zoom Client for Meetings to access the installer.



2.3 Open the Zoom installer from your Downloads folder and follow the on-screen steps to set up your Zoom.

3. How to join a Meeting

Option 1: Join via meeting URL

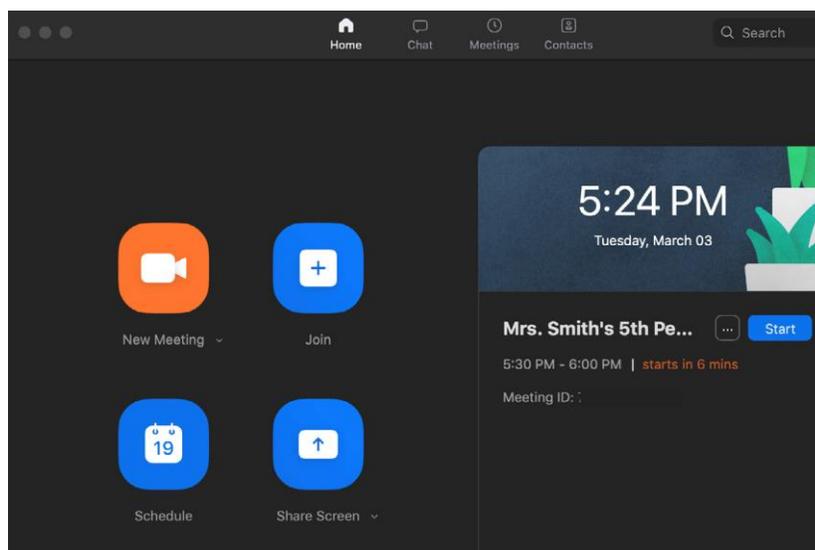
Open the email, calendar invite that contains a link to the pre-scheduled meeting and click the link to join the Zoom Meeting.

Option 2: Join through desktop client using the Meeting ID.

Open the Zoom desktop application installed in step 2 above and Sign In.

Click on the Home Button.

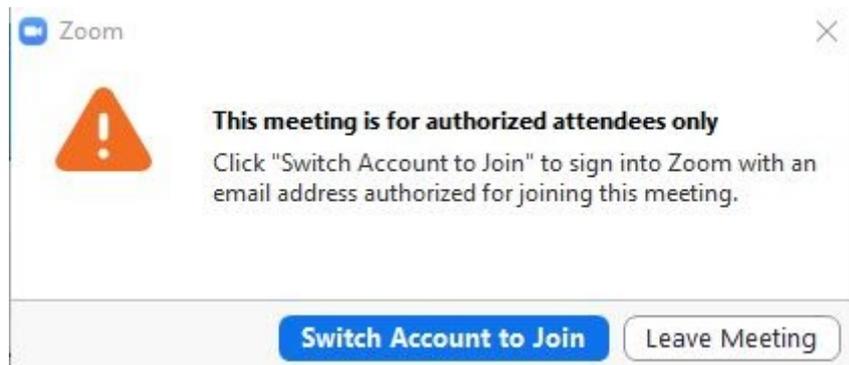
Click Join and type in the provided Meeting ID (found in invitation email) and your name.



Option 3: Join using the Web client/browser by signing in and providing the meeting ID.

- Once you're in the meeting, you may choose to connect audio using computer audio (recommended).

- ❖ In case you are the below screen prompt comes up when signing in to the meeting, please click on the highlighted blue option as captured in the below screen capture;



- ❖ After clicking on the “Switch Account to Join” the following “SIGN IN SCREEN” will come up requesting you to sign in;

- ❖ In the Email Section, please input your **Email Address used for Zoom Sign Up** or You can also sign in with you Gmail account as highlighted above.
- ❖ Then use your password that you used to signing up for the ZOOM account.
- ❖ After successful Login, open the email or calendar invite that contains a link to the virtual meeting joining details and click on the link to proceed the meeting.
- ❖ When requested for the ‘PASSCODE’ please input the corresponding passcode or password indicated together with the Join Zoom meeting Link.