How to Set Up a Zoom Account or a Zoom Session
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A. HOW TO CREATE A ZOOM ACCOUNT

1. Open your web browser (Chrome, Firefox, etc.) and go to https://zoom.us
2. Click the **SIGN UP, IT'S FREE** orange button at the top right corner of your screen.
3. Enter your birthdate and click **Continue.**
4. Enter your email address and click **Sign Up**.
5. Open your email account and click to activate your new Zoom account.
6. Enter info on subsequent screens.

> *A Basic Zoom account (free) has more limitations than a Pro Zoom account. For details, go to https://zoom.us and click PLANS & PRICING near upper left portion of the screen.*

B. HOW TO USE YOUR ZOOM ACCOUNT TO SET UP AN ONLINE SESSION

1. Open your web browser and go to https://zoom.us
2. Click **Sign In** near the top right corner of your screen and enter account information.
3. Click **My Account** near the top right of the screen.
4. Click **Meetings** on the left side of the screen.
5. Click **Schedule a New Meeting**.
6. Enter the topic of the meeting.
7. Enter the date, time, and duration for the meeting.
8. Confirm that the time zone is set for your location.
9. Note: Most of the remaining options on this screen are optional and are discussed in an excellent YouTube video at https://tinyurl.com/y9exngh9
10. Click **Save** at the bottom when done.
11. Scroll down and click **Copy this Invitation** on the right side of the screen.
12. Click **Copy Meeting Invitation** at the bottom of the details about the invitation.
13. Open your email account and click in the body of a new email message.
14. Press **CTRL+V** (or **CMD+V** on an Apple) to paste this invitation into an email message.
15. Click **Send** (or similar wording) after completing other fields in the email message.

C. HOW TO START YOUR SCHEDULED ZOOM ONLINE SESSION

1. Repeat Steps B1 through B4 above.
2. Click on the topic name of the meeting.
3. Click **Start This Meeting**.

D. HOW TO MAKE CHANGES TO A SCHEDULED ZOOM ONLINE SESSION

1. Repeat Steps B1 through B4 above.
2. Click on the topic name of the meeting you want to change and follow directions on the screen.