Winthrop University | Instructional Technology Center
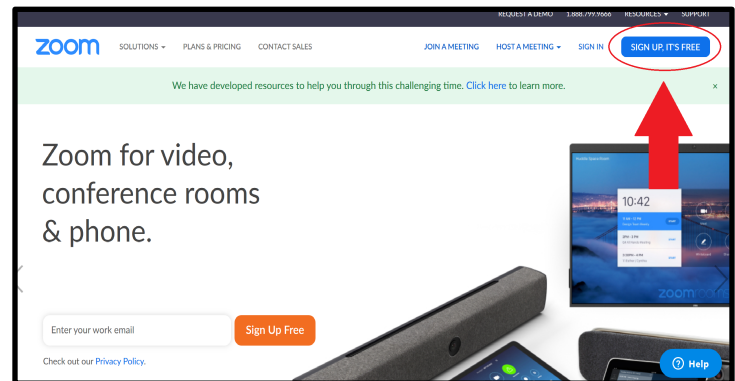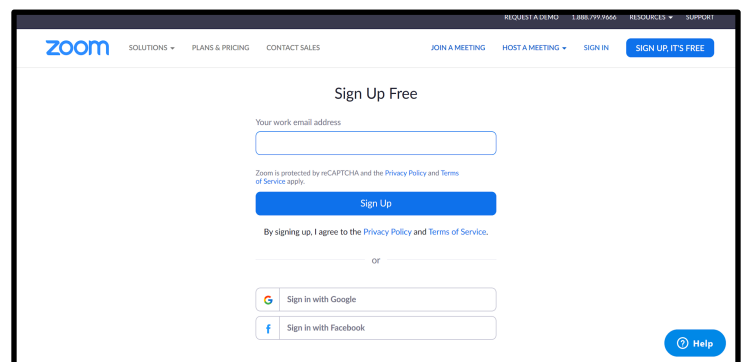www.winthrop.edu/itc

This is a guide regarding how to create a Zoom Meeting Account. If you need assistance with hosting a meeting, please see the tutorial on hosting a meeting.
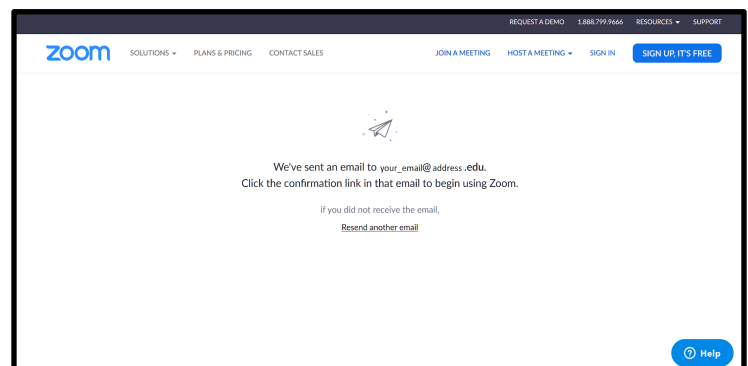
1. Go to www.zoom.us and click on "Sign Up, It's Free" in the upper right corner of the website.

2. Input the email address you would like to use, and click the blue "Sign Up" button. If you are using Zoom to teach virtual classes, we recommend using your Winthrop email address.
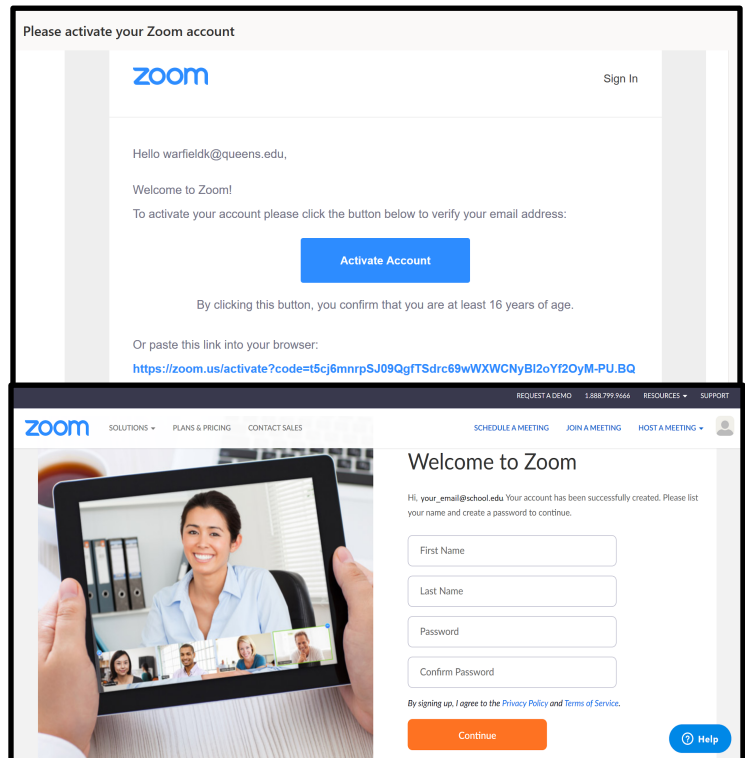

3. You will be brought to this screen showing that Zoom has sent you an email and needs you to activate your account.
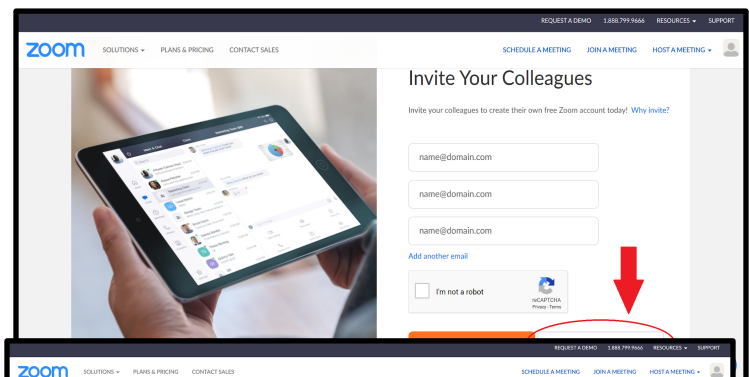

4. Check your email - you will receive a message that looks similar to this message. You can click on the blue button that says "Activate Account" or copy and paste the hyperlink into your browser.

If you do not receive a message within a few minutes, go back to the page that came up during Step 3 and click "Resend Another Email". You may want to check and make sure that your email address was typed in correctly.
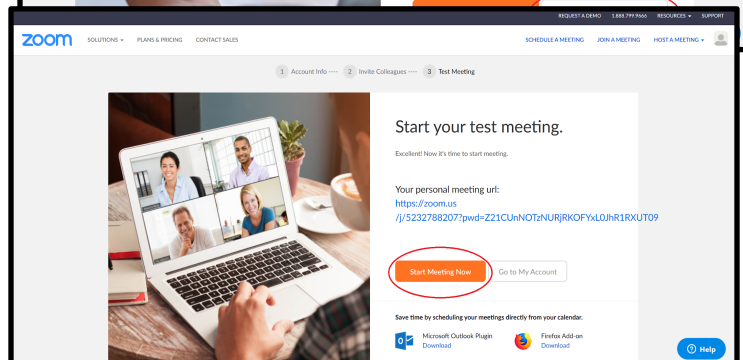
5. Once you click the "Activate" button or copy and paste the activation hyperlink in your browser, you will be brought to this page.
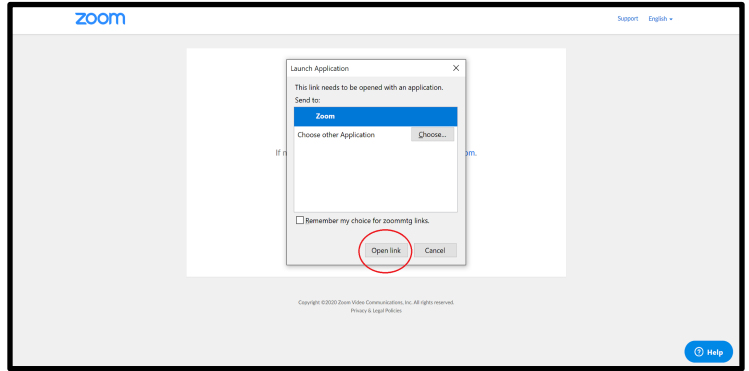You will need to fill out your name and choose a password, and then click "Continue".

6. Next you will be brought to this screen. It will ask you to invite colleagues. This is optional, and your students or colleagues do not have to have a Zoom account to attend a meeting or a class. You may just click "Skip this Step".
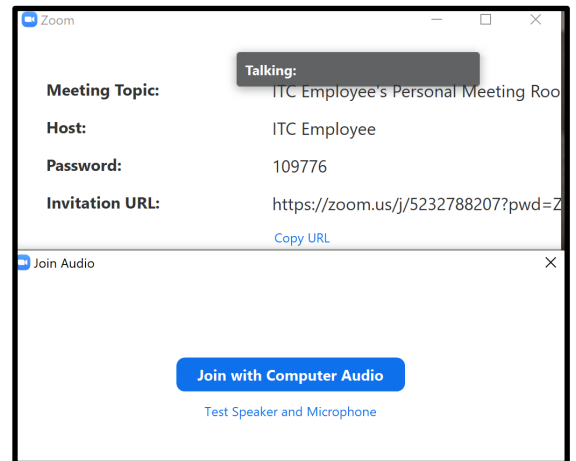
7. Next, you will be asked to test your meeting. This is a good idea to do, just to ensure that your webcam and microphone are working. You should have a webcam and microphone on your laptop already if it is a Winthrop issued computer. Just click the orange button that says "Start Meeting Now".

8. Your screen will change and a pop-up will appear. Make sure that the word "Zoom" is highlighted in blue (like it is here in this photo) and click on "Open Link". If your browser is set to block pop-ups, you may be asked to allow pop-ups from this website - click "yes" if you are asked to do this.
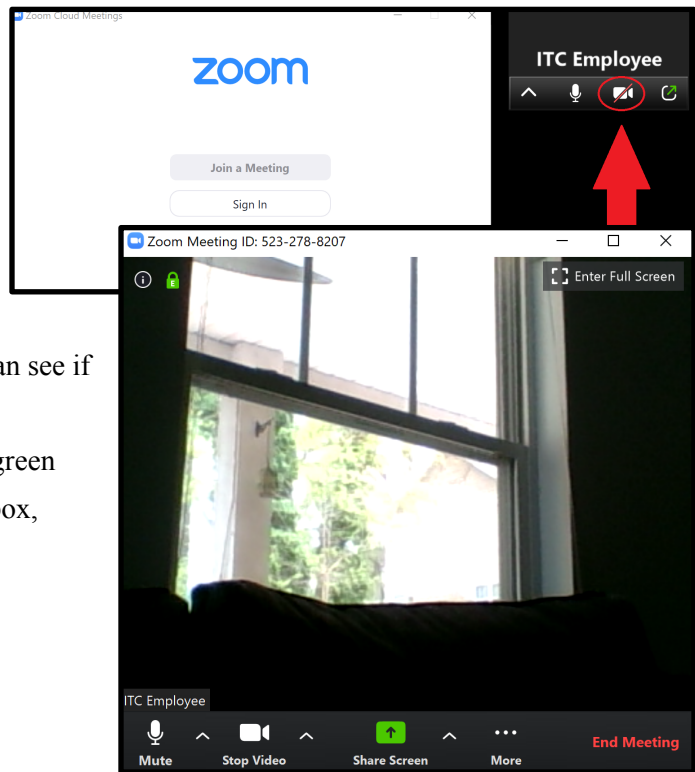
9. Zoom will open with a couple of pop-ups now, one will be the meeting and one will ask to join with computer audio. Click the blue button that says "Join with Computer Audio". This will allow Zoom to use your microphone so others may hear you speak.

10. A small black square with your name will appear (mine says ITC Employee as an example).
    - If you click the little camcorder shape with the red line through it, this will allow Zoom to use your webcam. Your face will pop up in the small black square so that you can see if your webcam is working.
    - If you click the square with the green arrow in the right corner of the box, your picture will enlarge.

- You can mute the microphone by clicking on the microphone shape. A red line will appear through the microphone symbol.
- You can end the meeting by clicking "End Meeting". If you click "End Meeting" a pop-up will appear asking if you want to "End Meeting for All", "Leave Meeting" or "Cancel". Click on "End Meeting for All" since we are just testing this. If you want to leave a meeting but allow colleagues or students to continue meeting or talking, you can click "Leave Meeting" in the future.

11. And you're done! You have set up and tested your Zoom Account! In the next tutorial, you will learn how to conduct a meeting.