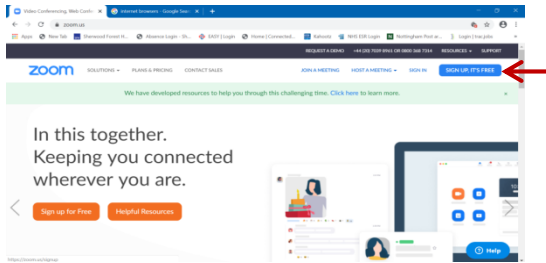# How to create a Zoom account

Zoom is a video conferencing tool that can be used for keeping in touch with friends and family, it lets you host meetings and gathering with up to 100 people, for up to 40 minutes.
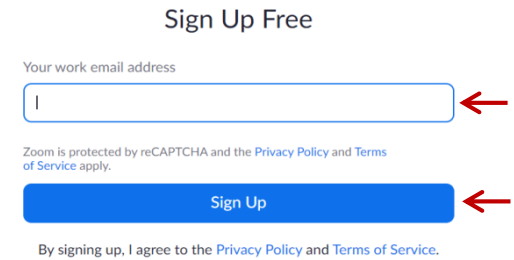
1 Visit https://zoom.us/ or search 'Zoom' via your internet browser. Select the blue 'sign up for free' button in top right corner of the page.

2 Enter your date of birth, this is for verification and your details will not be kept. Once you have done this click continue.
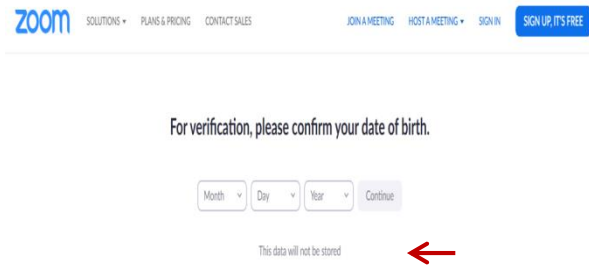
3 Enter your email address in the box and then click 'sign up'.

4 You will be sent an email from Zoom (no – reply@zoom.us) to activate your account. Open up this email and click 'Activate Account'

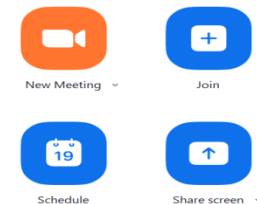**5** After activating your account, enter a few key details: first name, last name and create a password. Press continue once completed.

6 You've now created your Zoom account! You will arrive in your home area, where you can start to organise new video calls.

This is not a Connected Nottinghamshire endorsed product, always remember to keep safe online and use the helpful hints and tips for security and privacy.
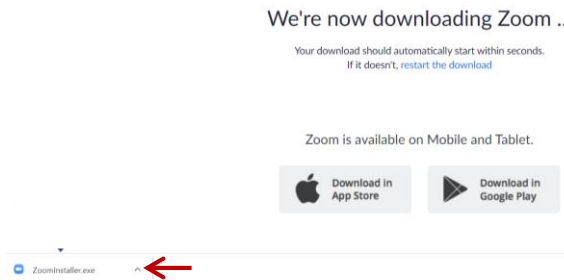
How to download Zoom to your Desktop or Smart Device

Zoom is a video conferencing tool that can be used for keeping in touch with friends and family, it lets you host meetings and gathering with up to 100 people, for up to 40 minutes.

Desktop

1 Once you have created a Zoom account, the Zoom app should download automatically to your computer. If not, please go to step 2.

2 Visit https://zoom.us/support/download or search download Zoom via your internet browser. Select Zoom Installer to open the zoom app onto your computer.

We're now downloading Zoom ...

Your download should automatically start within seconds. If it doesn't, restart the download

Zoom is available on Mobile and Tablet.

Download in App Store

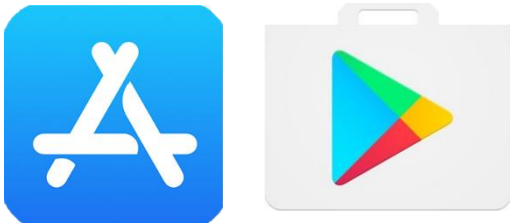Download in Google Play

ZoomInstaller.exe

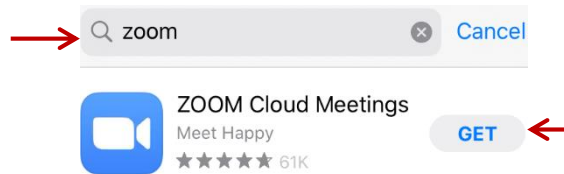**3** Once installed, Zoom will appear on your desktop as an app.

Smartphone or Tablet

1 To download Zoom onto your smart phone or tablet, go to your App Store on iPhones or iPads or Play Store on your android device.

2 Search for Zoom and select 'Get' to download the app.

zoom   Cancel

ZOOM Cloud Meetings
Meet Happy
★★★★★ 61K   GET

3 Once the download has completed, you will be able to find the app on you smart phone or tablet.
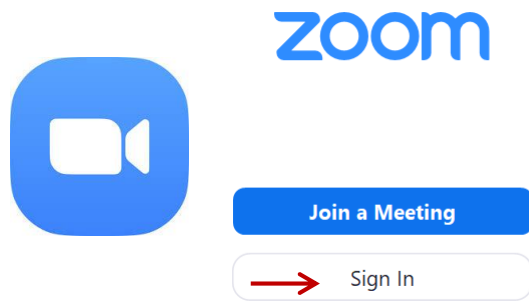
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How to join a Zoom call

Zoom is a video conferencing tool that can be used for keeping in touch with friends and family, it lets you host meetings and gathering with up to 100 people, for up to 40 minutes.

1 Open the Zoom app on your device and select sign-in.

2 Select Join to gain access to the arranged meeting.

3 Enter in the meeting code and your name. Then enter in the meeting password. Both the meeting code and password would be provided by the meeting organiser.

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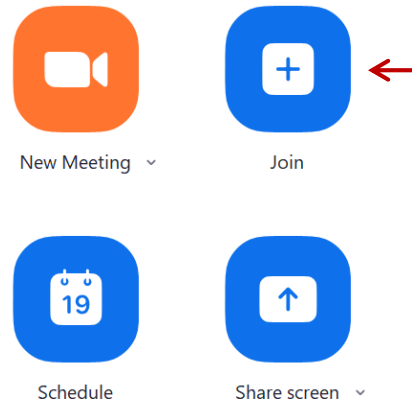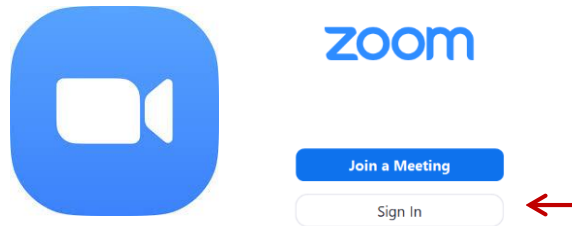
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How to set up a Zoom call

Zoom is a video conferencing tool that can be used for keeping in touch with friends and family, it lets you host meetings and gathering with up to 100 people, for up to 40 minutes.
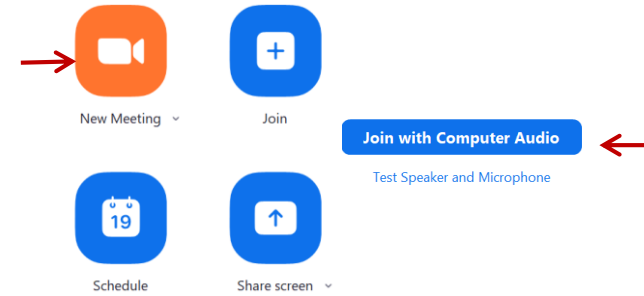
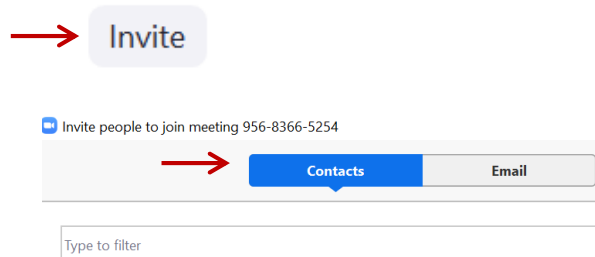**1** Double click the Zoom app on your desktop, smartphone or tablet.

zoom

Join a Meeting

Sign In

2 Enter your email address and password you used when you created your Zoom account.

Sign In

Enter your email

Enter your password   *Forgot?*

☐ Keep me signed in   Sign In
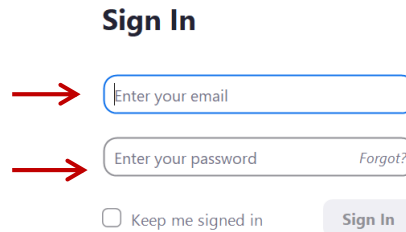
3 Select new meeting and the call will begin. Select join with computer audio to be able to speak.

New Meeting   Join

Schedule   Share screen

Join with Computer Audio

Test Speaker and Microphone

4 To add family and friends to the call, select Invite on the right-hand side of the screen

Invite

📷 Invite people to join meeting 956-8366-5254

Contacts   Email

Type to filter

5 If you don't have any contacts to the call, go to the home page and select contacts.

Home   Chat   Meetings   Contacts
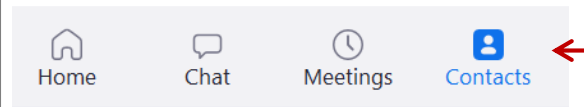
6 Select the + and add contact. Then, enter in the email address of the contact you would like to add and add contact.
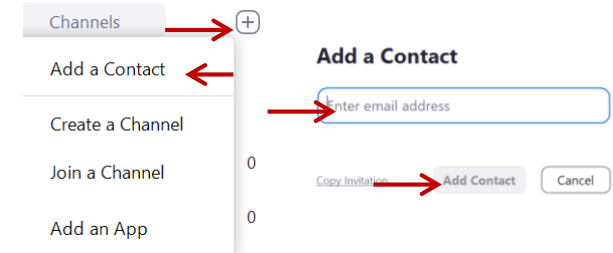
Channels   ⊕

Add a Contact

Create a Channel

Join a Channel

Add an App

Add a Contact

Enter email address

Copy Invitation   Add Contact   Cancel

This is not a Connected Nottinghamshire endorsed product, always remember to keep safe online and use the helpful hints and tips for security and privacy.

Zoom security Hints and Tips

Privacy and security is a top priority for Zoom, all users can find resources and features on how Zoom secures your data and protects your privacy. Here are just a few hints and Tip to get you started.

Pre-Meeting

Zoom has a set of robust pre-meeting features you can se to secure your meeting before it even begins:

- **Waiting Rooms**: IT Admins can enforce waiting rooms at the account, group, or user level. You can also require them for all participants, or just for guests not included in your account.
- **Passwords**: Passwords can be set at the individual meeting level or can be enabled at the user, group, or account level for all meetings and webinars. Account owners and admins can also lock password settings, to require passwords for all meetings and webinars on their account.
- **Join by Domain**: Only authenticated users can join meetings which requires individuals to sign into a zoom account and/or ensure their e-mail address is on an approved list before allowing them to join.

In-Meeting

You can make sure your Zoom meeting is secure and disruption free through some simple controls:

- **Toolbar security options:** Meeting hosts have a Security icon in the toolbar for quick access to essential in-meeting security controls.
- **Lock the meeting**: When a host locks a Zoom Meeting that's already started, no new participants can join, even if they have the meeting ID and password.
- **Remove participants**: From that Participants menu, you can mouse over a participant's name, and several options will appear, including "Remove".
- **Mute participants**: Hosts can mute/unmute individual participants or all of them at once. Hosts can block unwanted, distracting, or inappropriate noise from other participants. You can also enable "Mute Upon Entry" in your settings, which is a good option for large meetings.
- **Disable video**: Hosts can turn someone's video off. This will allow hosts to block unwanted, distracting, or inappropriate gestures on video.
- **Do not allow participants to rename their ID**: The host can disable the ability for participants to rename their onscreen identity.
- **Turn off file transfer**: In-meeting file transfer allows people to share files through the in-meeting chat.

For more advice visit on how to keep your Zoom meetings and gathering safe and secure visit - https://zoom.us/docs/en-us/privacy-and-security.html

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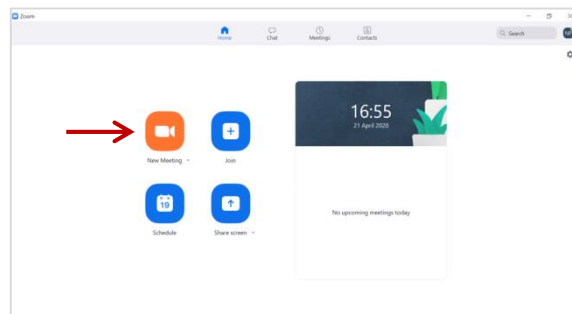
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How to set up a virtual background in Zoom

The virtual background feature allows you to display an image or video as your background during a Zoom Meeting. It works best with a physical green screen and good uniform lighting so your camera can detect the difference between you and your background.
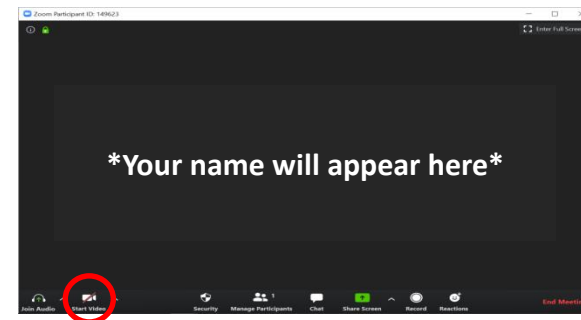
1 Open up the Zoom desktop app that is on your computer's home screen – it might look a little like this


**2** Once this has opened, you will arrive in your home area, select the orange button called 'New Meeting'

3 To turn on your web camera, click on the 'Start Video' button at the bottom of the screen. You should now see yourself on the video camera

Your name will appear here

4 Click on the upwards arrow on the right hand side of the video camera button (that now says 'Stop Video') and some more options will appear
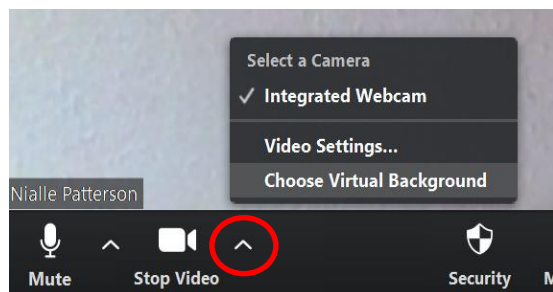
**5** Select option 'choose virtual background'.
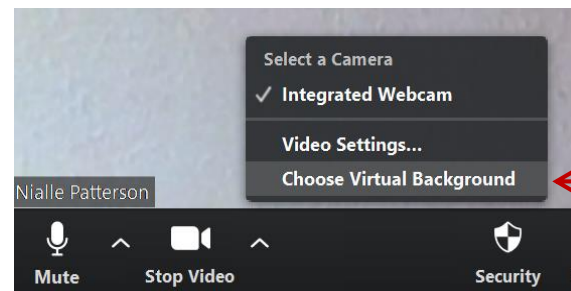
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How to set up a virtual background in Zoom

The virtual background feature allows you to display an image or video as your background during a Zoom Meeting. It works best with a physical green screen and good uniform lighting so your camera can detect the difference between you and your background.

6 A selection of backgrounds that Zoom provides will appear. Select which background you would like to use by clicking on the image
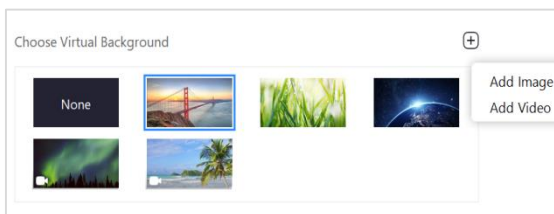

Note:

a. You are also able add your own background of your choice by pressing the plus button on the right, add image and then uploading any pictures or videos you have saved in your files.

b. You will get clearer results when you have a solid colour in the background of your video and there are no objects in the frame e.g. pictures on the wall.

7 You need to choose which colour/ area of own home background you would like the virtual image to display on. Click on the box underneath the images and 'manually pick colour' statement

Manually pick the color of the background if the detected color is not accurate. ⓘ
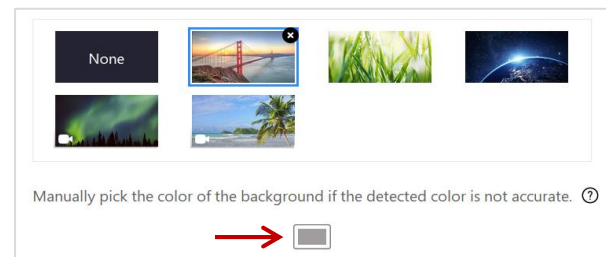
8 An arrow like this will appear on your webcam screen
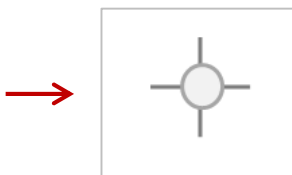
9 Use this to select which area/ colour you would like to place the virtual background image. Click on it and your background will show up on the area you have selected.
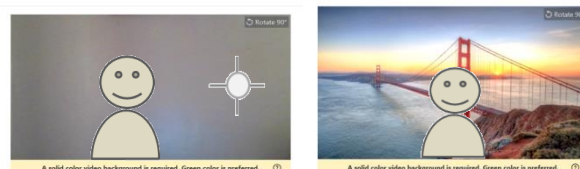
10 You have now successful selected you're the background, exit the tab and return to your meeting where you will find that the background has been set.

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