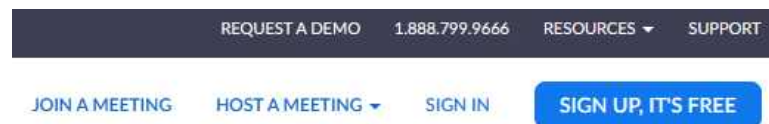# CREATE A FREE BASIC ZOOM TELECONFERENCE ACCOUNT

The *best way to create a Zoom account* is to use a web browser on a personal computer, so you can enter the required data using a physical keyboard. The screen captures in this doc were created on a Windows 10 computer.
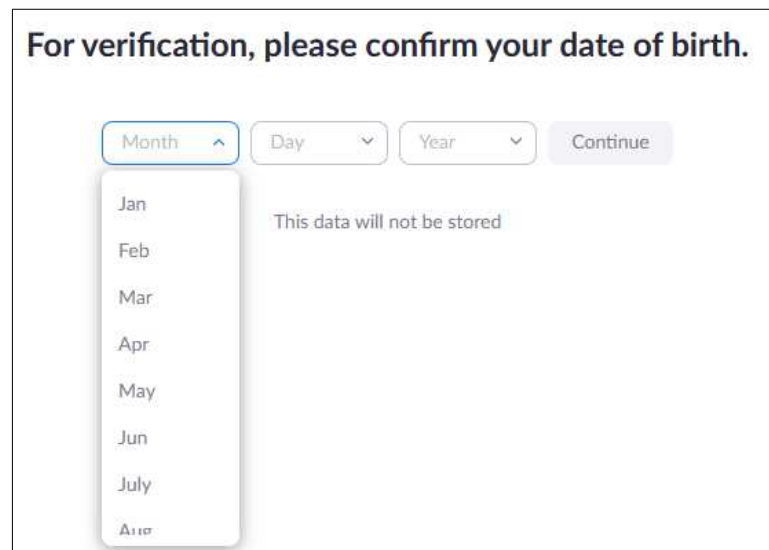
**STEP 1.** Open a web browser and go to **Zoom.us**. As of April 2020, the relevant upper right corner of the home page of that site is depicted in **Illustration 1**.

Click on the **Sign Up, its Free** button.

REQUEST A DEMO   1.888.799.9666   RESOURCES ▾   SUPPORT

JOIN A MEETING   HOST A MEETING ▾   SIGN IN   **SIGN UP, IT'S FREE**

*Illustration 1*

**STEP 2.** The Zoom.us page requests a birth date. You can see the form of the request in **Illustration 2**.
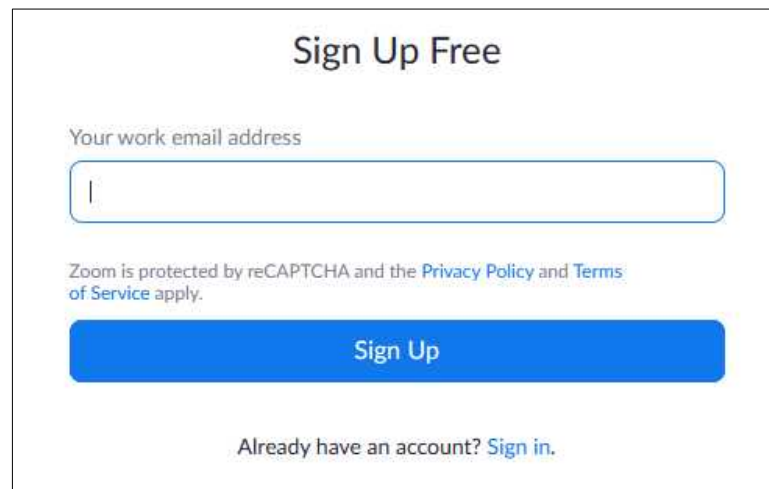
Note that the page reports **"this data will not be stored"**.

Each field contains a drop-down menu. Tap the down-caret character (ᵛ) by the field name to display the drop down menu. in **Illustration 2**, the Month menu is displayed.

Select values for **Month, Day** and **Year**, and click on the **Continue** button.

For verification, please confirm your date of birth.

Month ⌃   Day ⌄   Year ⌄   Continue

Jan
Feb
Mar
Apr
May
Jun
July
Aug

This data will not be stored

*Illustration 2*

**STEP 3.** The web page displays an email address request box, as shown in **Illustration 3**.

Any one of your email addresses will do. **It need not be a work email address.**

Enter your email address, and then click on the **Sign Up** button.

Sign Up Free

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.

*Illustration 3*

**STEP 4**. **Zoom.us** then displays a page indicating that the web site is waiting for you to open your email account and read the new email from Zoom.us. That page is shown in **Illustration 4**.

it is best to open the email account on the *same computer that you use to access the Zoom.us site*. This is because the Confirm button in the email opens the remaining Zoom.us pages for account creation on the same device used for accessing email.

After you access your email account, if the email from Zoom.us has not yet shown up, you can tap the *Resend Another Email* link on the Zoom.us page to force a second email to be sent.

In late March 2020, with the teleconference mania running high in the US, those emails took over an hour to arrive. *Be patient.*



We've sent an email to jkrout@alum.mit.edu.
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

Resend another email

*Illustration 4*

**STEP 5.** After you receive the email from Zoom, and you click the email button labeled Activate Account, a new **Zoom.us** page opens, as shown in **Illustration 5**. This page requires you to identify yourself by name, and to create and confirm a password for access to your new Zoom account.

Make sure you do two things in this step:

a. Choose a password that is secure and unique for you, not like any of your other passwords.

b. Make note of it so you do not forget it. Many password managers provide secure encrypted databases for that purpose.

Fill in those fields, and click on the *Continue* button below the fields.



## Welcome to Zoom

Hi, jl          lu. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the Privacy Policy and Terms of Service.

Continue

*Illustration 5*

**STEP 6.** The next page displayed by **Zoom.us** allows you to **Invite Your Colleagues** to create their own Zoom accounts, as shown in **Illustration 6**. This is entirely *optional*. You do not have to do it immediately, or at all.

I recommend you click on the *Skip This Step* button below the email fields. The arrow in **illustration 6** points to that button.
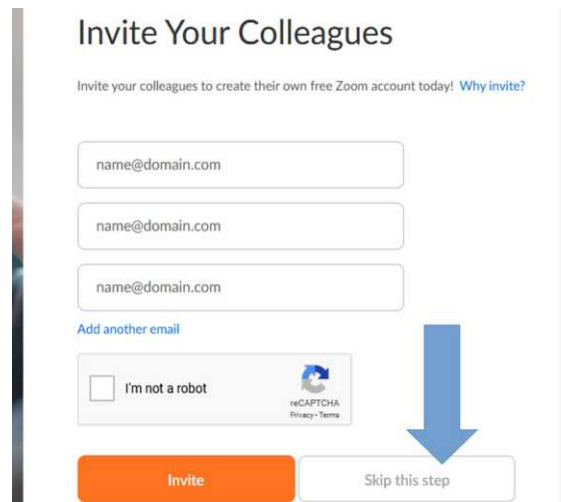


*Illustration 6*

**STEP 7.** The next Zoom.us page, shown in **Illustration 7**, invites you to start a **Zoom Meeting** immediately. One useful part of this page is the URL shown, which *belongs to you*. This is your unique **Zoom Meeting** start page. You should copy it to a permanent document so you can remember it.

It is also a good idea to click on the *Start Meeting Now* button immediately, even if nobody else connects to the Meeting. When you access your **Zoom Meeting** start page for the first time, Zoom will install its compact application on your computer. It is best for you to install the **Zoom for Windows** application for the first time long **BEFORE** you hold a **Zoom Meeting** with others and long **BEFORE** you join a **Zoom Meeting** initiated by others. Installation takes a few minutes. After that is done, it takes only a few seconds to start or join a **Zoom Meeting**.



*Illustration 6*

Another important part of the page show in **illustration 7** is the string of digits after "j/" and before "?" in the ULR. That is your personal **Meeting ID**. It is typically a **10-digit number**. Of course, the one in the illustration belongs to your author, not to you. Yours will be uniquely yours.

When you or others use the Zoom app to connect to a meeting started by you, they can simply type or copy the **Meeting ID** into the app. That will connect them to your meeting quickly.

As of late March 2020, Zoom accounts were in high demand. At that time, Zoom sometimes took over an hour to send the email described in Step 4 above. **Be patient.**