

## CREATE A FREE ZOOM TELECONFERENCE ACCOUNT

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Why create a free Zoom teleconference account for yourself?

The answer is that you use your Zoom account to *initiate teleconferences*, which Zoom calls **Zoom Meetings**. As owner of a free Zoom account, you get a personal URL and a Meeting ID, all you need to initiate **Zoom Meetings**.

When you decide to initiate a **Zoom Meeting**, you can log into the Zoom web site and use it to invite others to your meeting. If they have not previously used Zoom, then they can use that personal URL to connect to the meeting; that Web process will install the compact Zoom app on their computers, which takes a couple of minutes. If they already have the Zoom app on their computers or their portable devices, your **Meeting ID** will enable them to connect using the app in a few seconds after reading the email.

### HOW TO CREATE A FREE ZOOM ACCOUNT

**STEP 1.** Open a web browser and go to **Zoom.us**. As of March 2020, the relevant part of the home page of that site is depicted in **Illustration 1**.

Note that the page includes an email address field and a Sign Up Free button. You can use *any* email address belonging to you; it is NOT required that you use a *work* email address.

After filling out the email field, click on the **Sign Up Free** button.

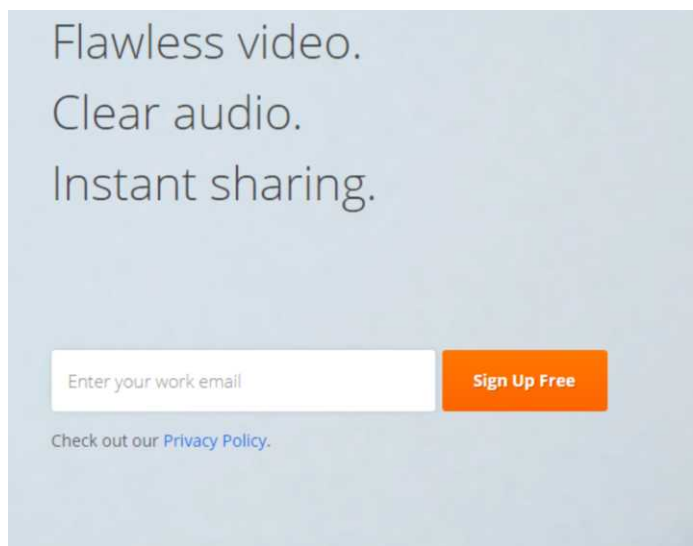
If for some reason this field and button do not appear, then click on the button in the upper right corner of the web page, labeled SIGNUP, IT'S FREE.

**STEP 2.** The web page opens a superimposed email address confirmation box, as shown in **Illustration 2**.

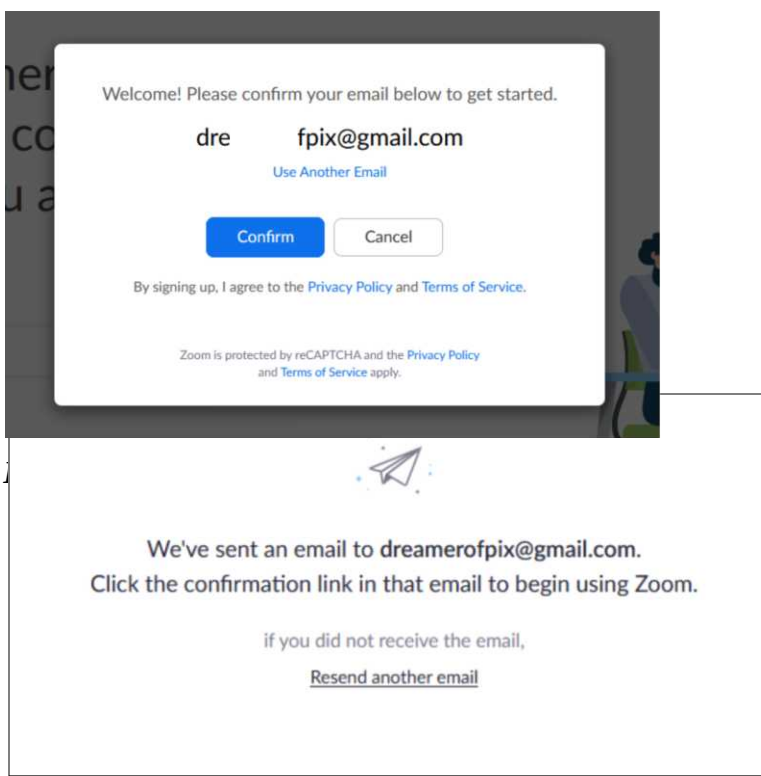
If you have a typo in your email address, then click on the **Cancel** button, and correct the email address that you typed.

If the email address is completely accurate, then click on the **Confirm** button.

**STEP 3.** **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



**Illustration 1**



page is shown in **Illustration 3**.

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.

**STEP 4.** 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 4**. 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:

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

**STEP 5.** The next page displayed by **Zoom.us** allows you to **Invite Your Colleagues** to create their own Zoom accounts, as shown in **Illustration 5**. This is entirely **optional**. You do not have to do it immediately, or at all. You can do it later.

I suggest you click on the **Skip This Step** button below the email fields. The arrow in illustration 5 points to that button.

**STEP 6.** The next Zoom.us page, shown in **Illustration 6**, invites you to start a **Zoom Meeting** immediately. One useful part of this page is the URL shown, which

### Illustration 3

Hi, dreamerofpix@gmail.com. Your account has been successfully created. Please list your name and create a password to continue.

John

Krout

●●●●●●●●

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Password must NOT:

- Contain only one character (11111111 or aaaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)

Confirm Password

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

Continue

### Illustration 4

Invite Your Colleagues

## Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:  
<https://us04web.zoom.us/j/9423451881>

Start Meeting Now    Go to My Account

Save time by scheduling your meetings directly from your calendar.



Microsoft Outlook Plugin  
Download



Firefox Add-on  
Download

*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 do that 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 6** is the string of digits at the end of the URL. 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, and has been obscured. 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 3 above. Be patient.

### **LIMITS OF A FREE ACCOUNT**

If you wish to use your free account to confer with only two other people via the internet, Zoom does not impose a time limit.

You can hold a meeting with up to 100 participants. However, there is a time limit of 40 minutes.

Prior to the March 2020 social distancing, sometimes Zoom would automatically waive the 40-minute time limit. As of late March 2020, It appears that Zoom is strictly enforcing the time limit because Zoom is suddenly significantly more in demand than ever before. All the teleconference provides are being slammed by unprecedented high demand.

Also during the March 2020 social distancing, Zoom has halted voice-only access via phone lines to free-account **Zoom Meetings**. At some point in the future, when the virus is history and we can meet in person again, Zoom may restore dial-up access.

If you want to conduct longer **Zoom Meetings** with as many as 100 participants, or you want guaranteed dial-up access via telephone, you can opt to upgrade to a **Zoom Pro** account, for which Zoom charges a monthly fee.

**Zoom Webinars**, also accessed with the same Zoom app, can be initiated only when using a much pricier Zoom account.

