

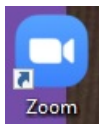
# Creating a Zoom Account

## Introduction

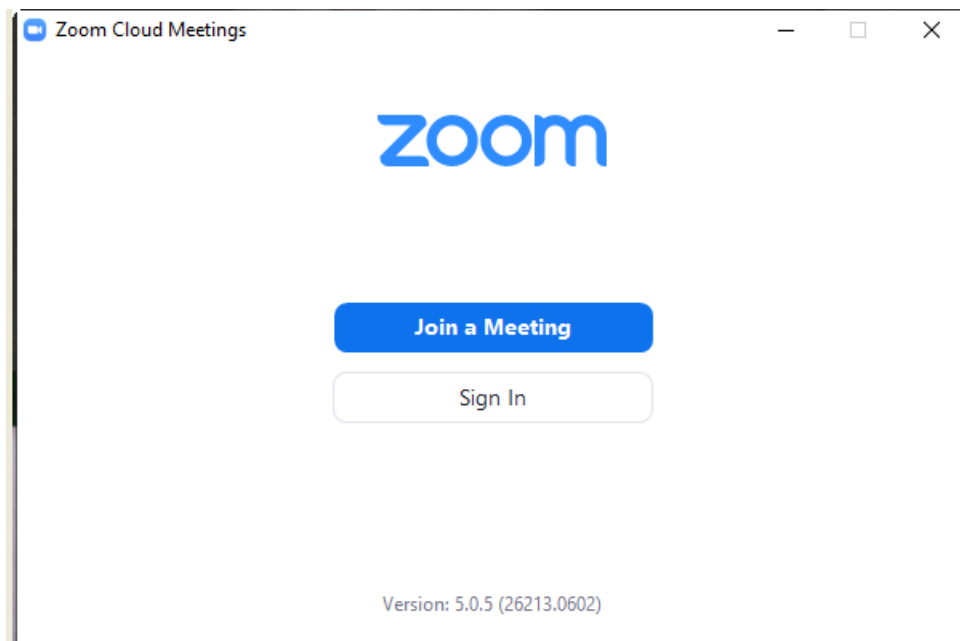
Page details how to set up a free Zoom account for training.

## Details

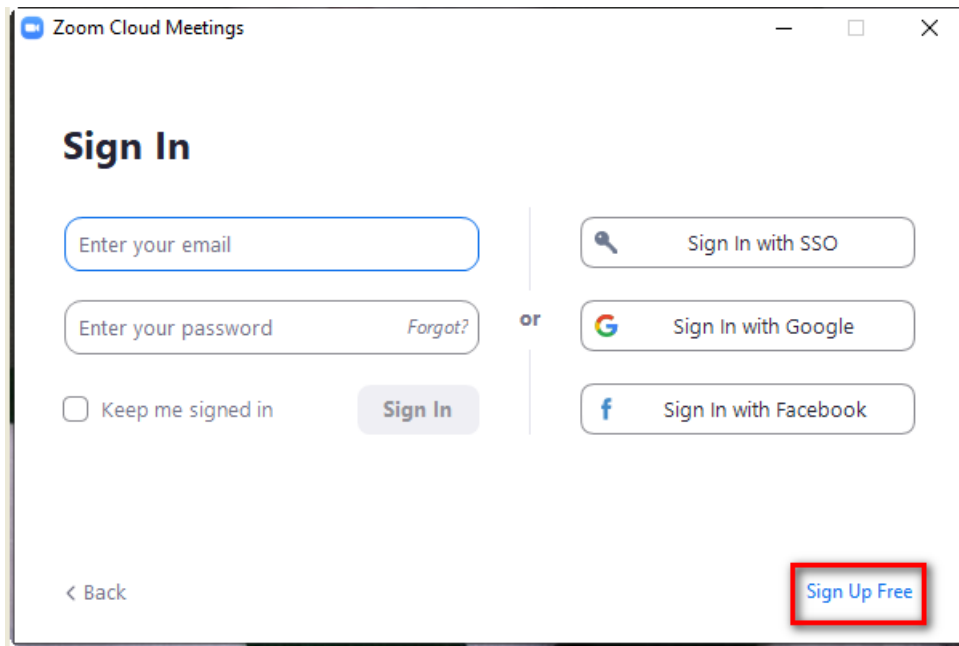
1. Download and Install Zoom from one of the following methods:
  - W@H Agents: Zoom may install as part of the setup process when installing software through SRW, Citrix or VPN.
  - Windows & Mac : <https://qualfon.zoom.us/> & single sign on (download the Zoom Client for Meetings)
  - iOS: <https://itunes.apple.com/us/app/id546505307>
  - Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>
  - Blackberry:
2. Once Zoom is installed double click on the **Zoom** icon on your Desktop.



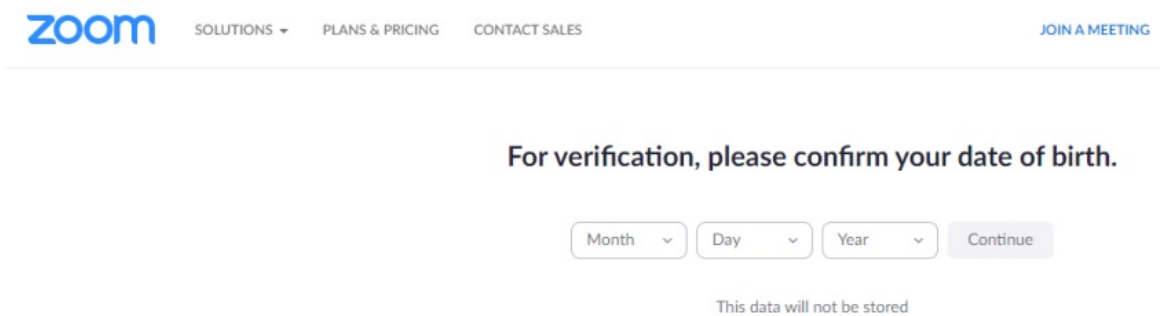
3. Click on **Sign In**.



4. Click on the **Sign Up Free** link.



5. Enter your **date of birth** on the **Verification** screen and click **Continue**.



6. Enter an email address. For W@H agents, enter your **personal email address** and click **Sign Up**.

# 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.](#)

or



Sign in with SSO



Sign in with Google



Sign in with Facebook

7. It will say that an email has been sent to the address that was entered. Open the **Please activate your Zoom account** from your personal mailbox and click on the **Activate Account** button. If it doesn't work then copy and paste the long link in the email into your browser.

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

Activate Account

Or paste this link into your browser:

<https://us04web.zoom.us/activate?code=DD5JMRIQz1LwN2UZ9KiEINaJH3n7wYHzs7Xj4vzMlyQ.BQkAAAF0U-oNJAAnjQATemFydHkxOTk2QGdtYWIsLmNvbQEAZAAAFjdrT2Z0OVpOUlc2TzdqM04ydExLencAAAAAAAAAAAAAAAA&fr=signup>

Questions? Please visit our [Support Center](#).

Happy Zooming!

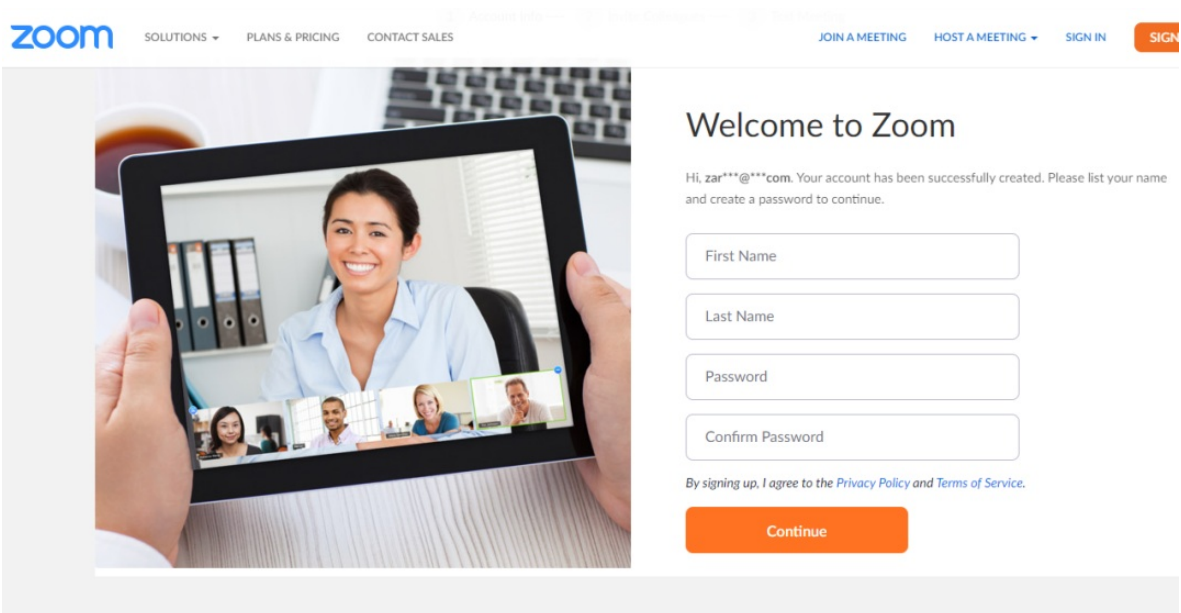
8. Answer **No** to the **Are you signing up on behalf of a school** question. Click **Continue**.

### Are you signing up on behalf of a school?

Yes  No

Continue

9. A **Welcome to Zoom** screen will appear. Enter you **First** and **Last Name**, NO Nicknames please, and enter what you want your Zoom **password** to be. Click on **Continue**.



zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP

## Welcome to Zoom

Hi, zar\*\*\*@\*\*\*com. 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

10. On the **Don't Zoom Alone** screen, click on **Skip this step**.
11. On the **Start your test meeting** screen, click on **Start Meeting Now**.



## Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

[https://us04web.zoom.us/j/7613675207?  
pwd=S3drL1hzbEJtaFV4ZkpuSVR5cytRUT09](https://us04web.zoom.us/j/7613675207?pwd=S3drL1hzbEJtaFV4ZkpuSVR5cytRUT09)

Start Meeting Now

Go to My Account

Save time by scheduling your meetings directly from your calendar.

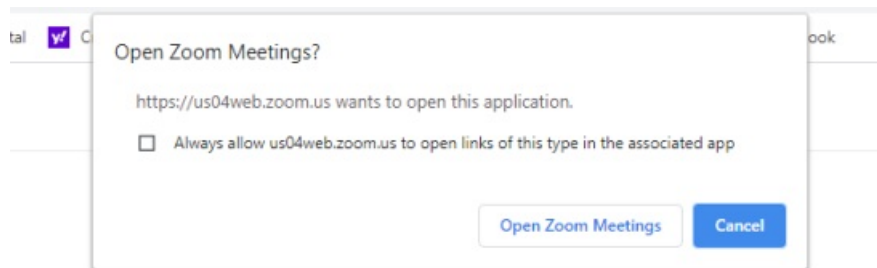


Microsoft Outlook Plugin  
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Chrome Extension  
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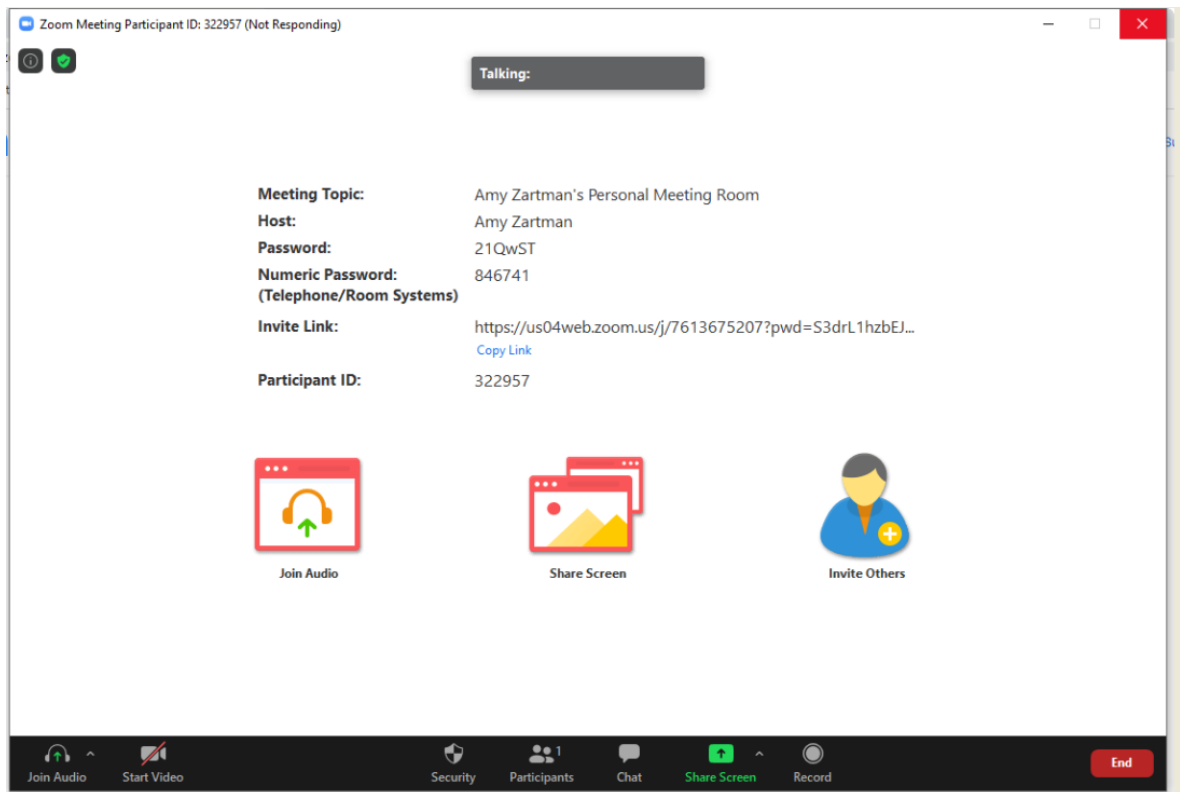
12. On the **Open Zoom Meetings?** screen click on the **Open Zoom Meetings** button.



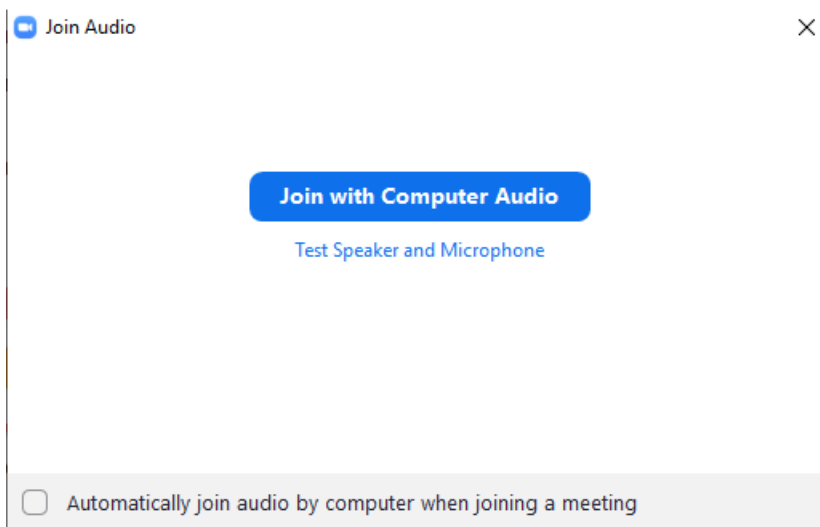
When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

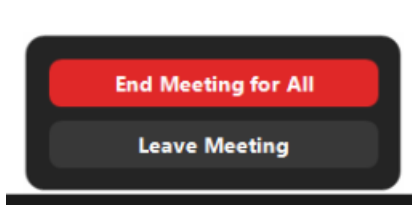
13. Your computer will start connecting to the Zoom application installed on your PC and join the test meeting instead of joining the meeting through the web browser.
14. This is what your screen will look like once you've entered the test meeting in the zoom application.



15. You can test your audio and microphone by clicking on **Join Audio** and clicking on **Test Speaker and Microphone**. Ensure your headset is connected to your PC.



16. To End the test meeting click on the **End** button, in the lower right hand corner of the screen, and choose **Leave Meeting**.



17. Ensure your Camera is turned on by clicking on the **Start** button, select **Settings > Privacy > Camera**, and then turn on **Let apps use my camera**.

## Related Articles

## Revision History

Date Created: 12/09/2020 10:05 am EST  
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