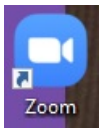
Creating a Zoom Account

Introduction

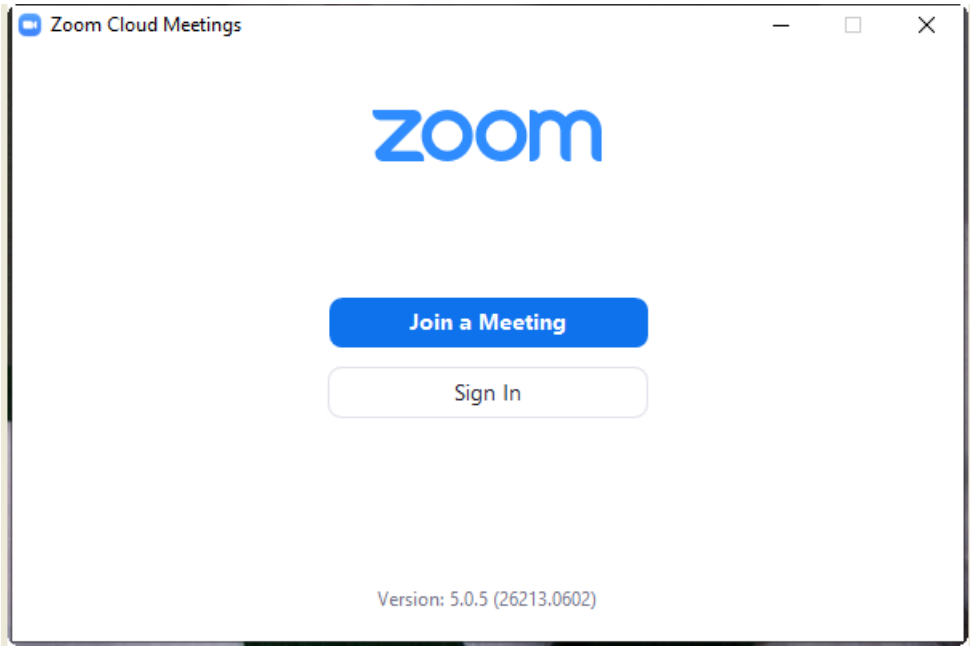
Page details how to set up a Zoom account for training.

Details

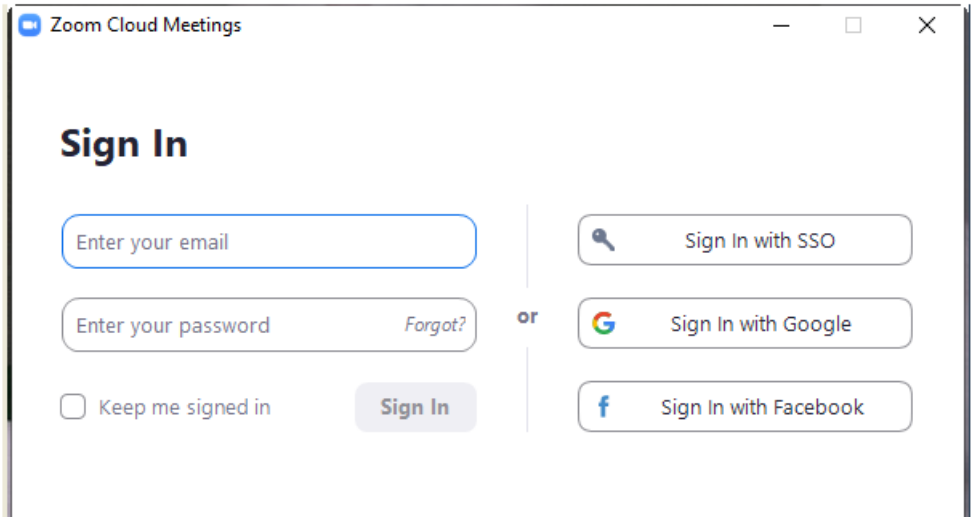
1. Download and Install Zoom from one of the following methods:
    - W@H Agents: Zoom may install as part of the setup process.
    - Windows & Mac : https://qualfon.zoom.us/ & single sign on (download the Zoom Client for Meetings)
    - iOS: https://itunes.apple.com/us/app/id546505307
    - Android: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



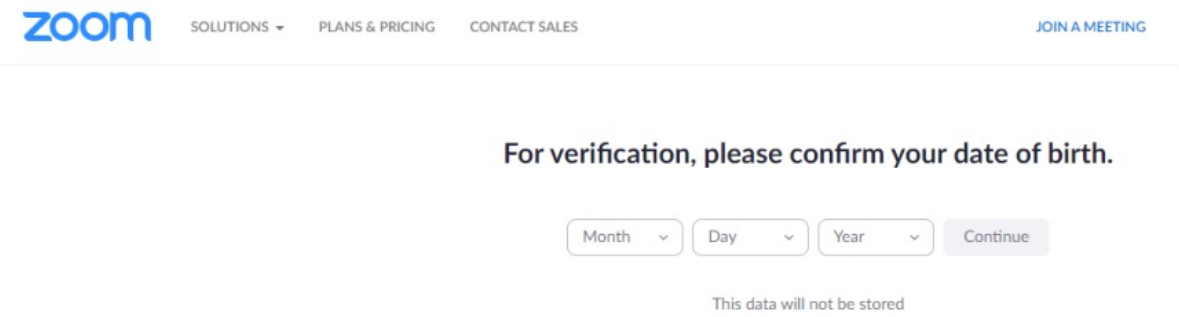
3. Click on **Sign In**.



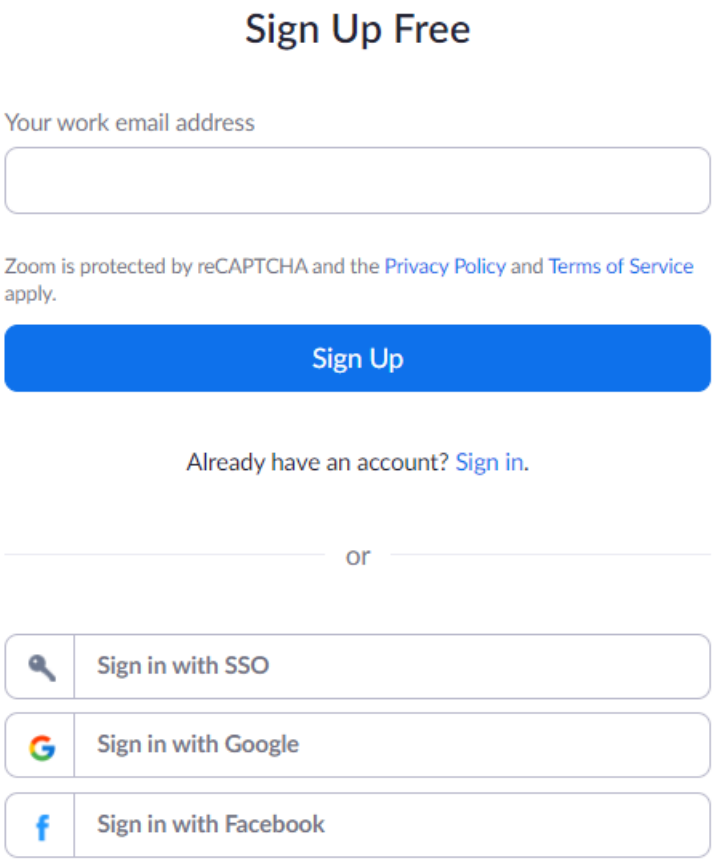
4. Click on the **Sign In with SSO** option.



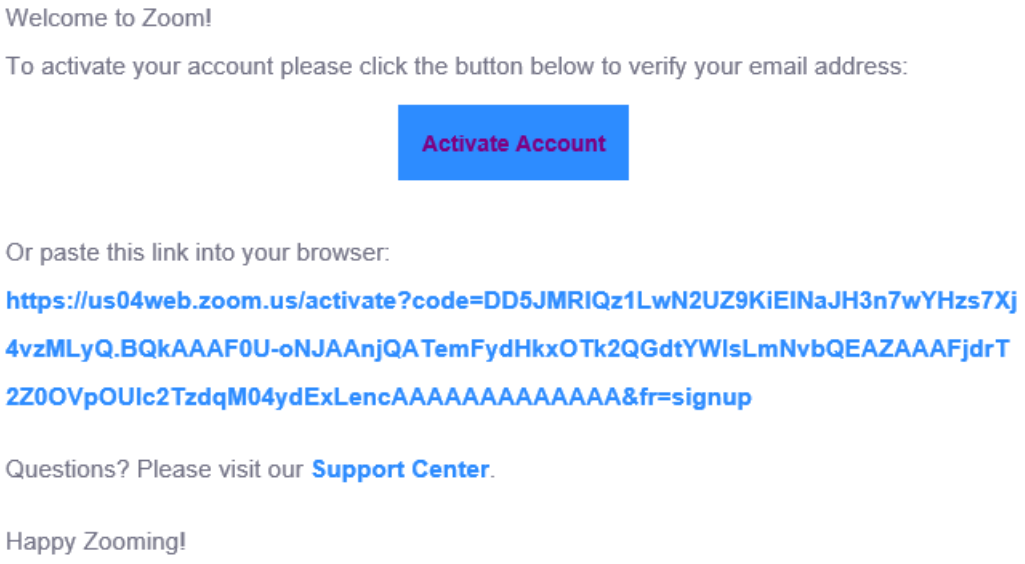
5. Enter your **date of birth** on the **Verification** screen and click **Continue**.



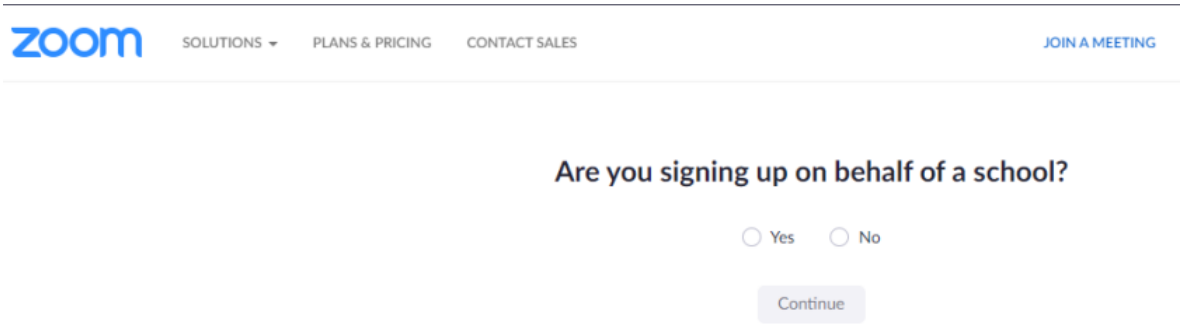
6. Enter an email address. For W@H agents, enter your **email address** and click **Sign In with SSO**.



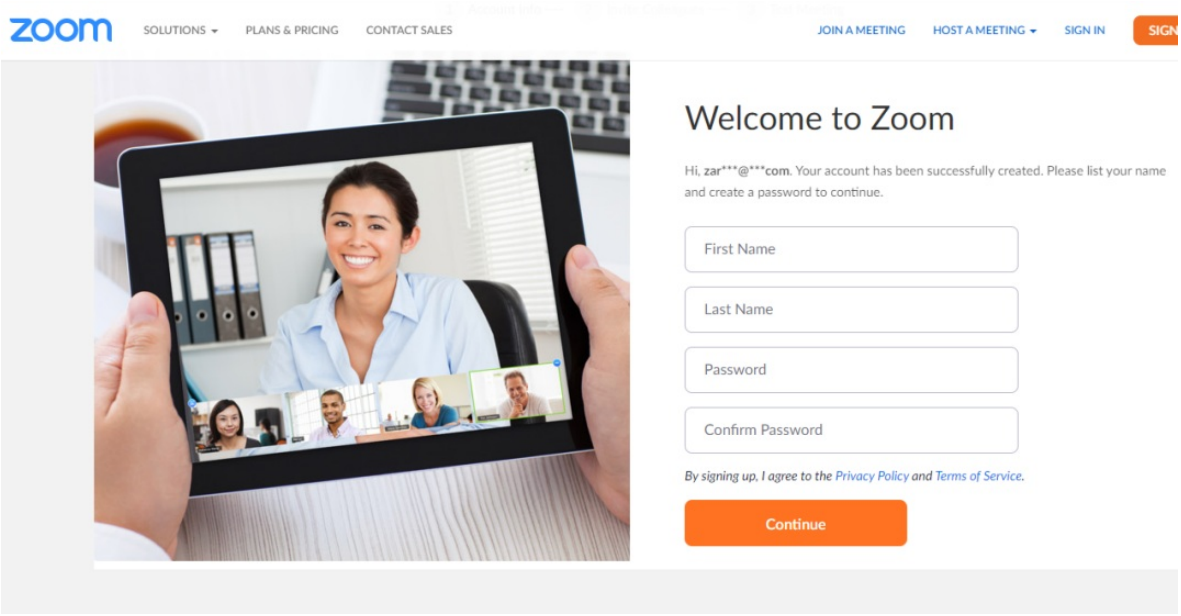
7. It will say that an email has been sent to the address that was entered. Open the **Please activate your Zoom account** from your personal mailbox and click on the **Activate Account** button. If it doesn't work then copy and paste the long link in the email into your browser.



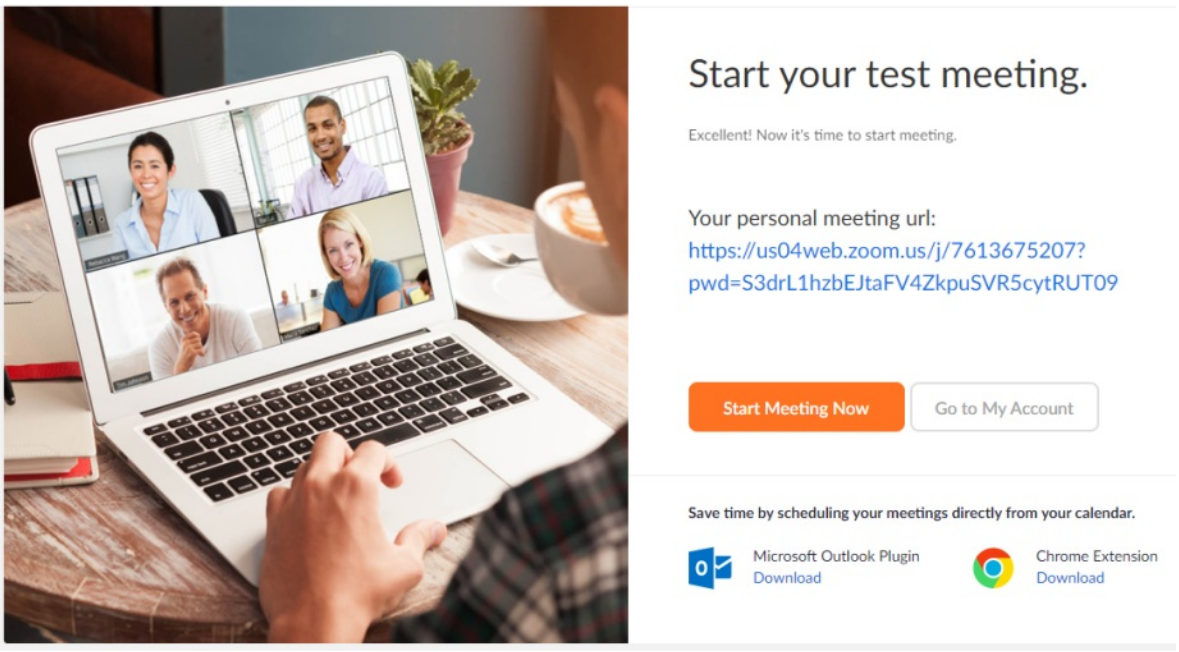
8. Answer **No** to the **Are you signing up on behalf of a school** question. Click **Continue**.



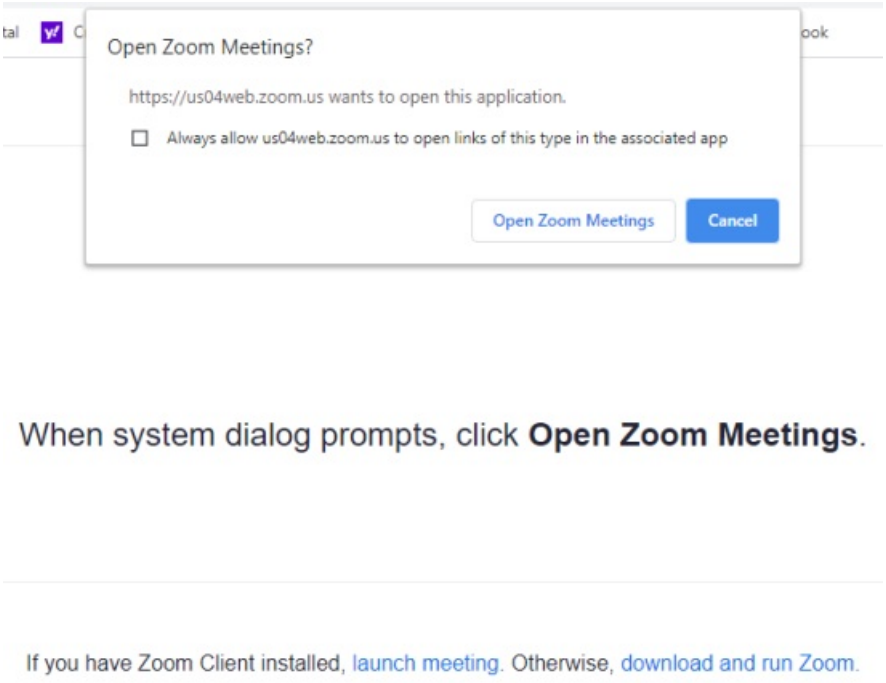
9. A **Welcome to Zoom** screen will appear. Enter you **First** and **Last Name**, NO Nicknames please, and enter what you want your Zoom **password** to be. Click on **Continue**.



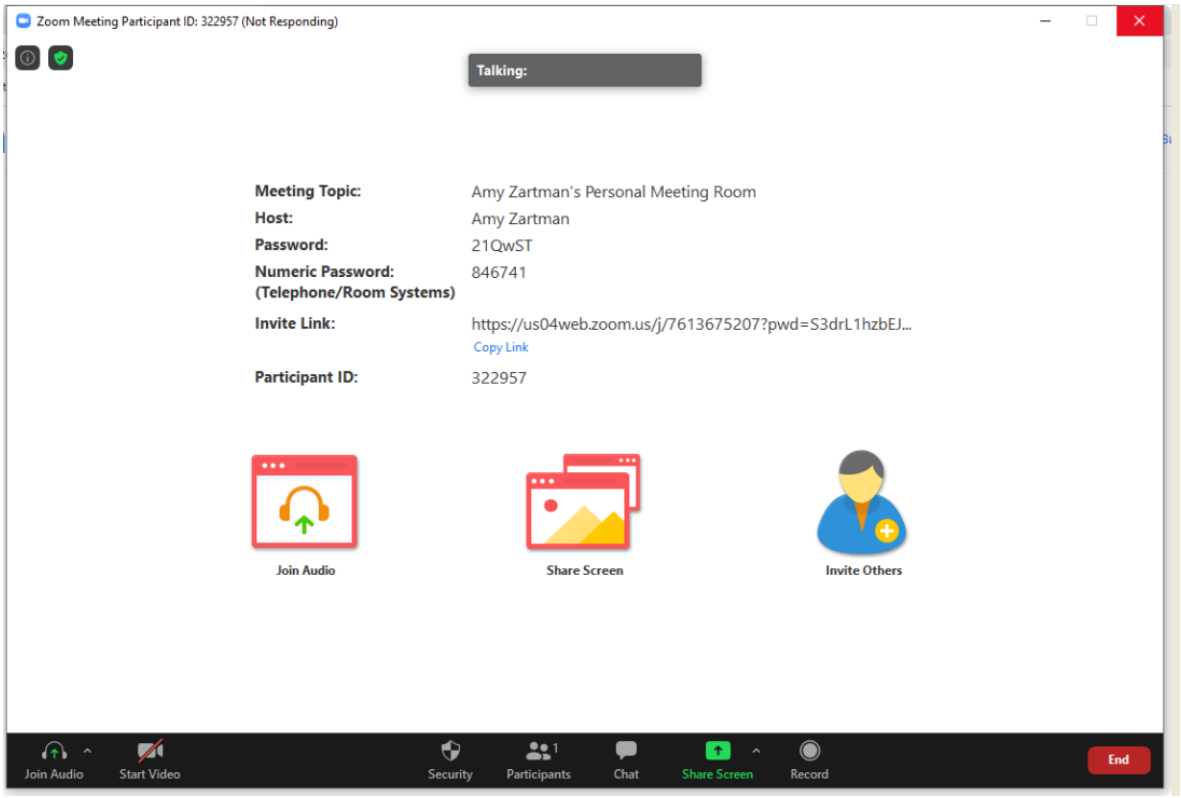
10. On the **Don't Zoom Alone** screen, click on **Skip this step**.
11. On the **Start your test meeting** screen, click on **Start Meeting Now**.



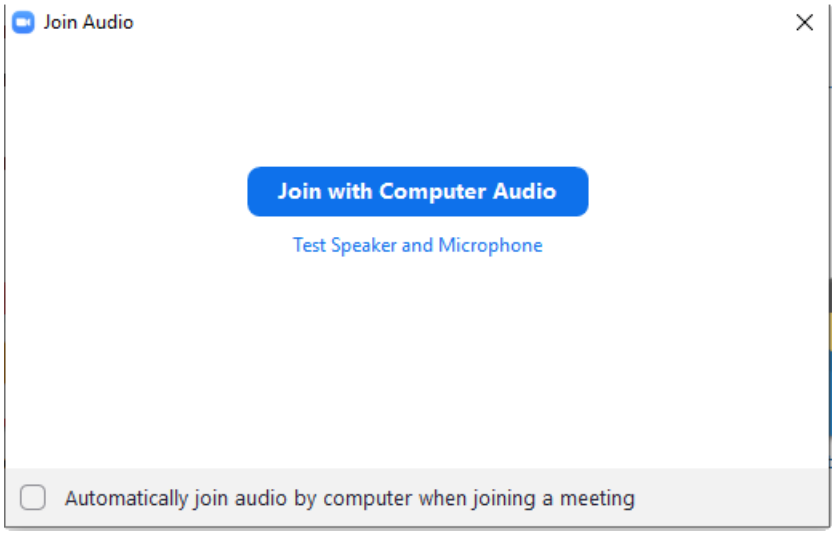
12. On the **Open Zoom Meetings?** screen click on the **Open Zoom Meetings** button.



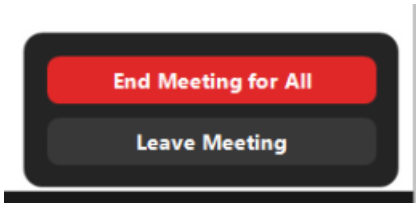
13. Your computer will start connecting to the Zoom application installed on your PC and join the test meeting instead of joining the meeting through the web browser.
14. This is what your screen will look like once you've entered the test meeting in the zoom application.



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
Last Modified: 12/09/2020 10:07 am EST