

INSTRUCTIONS TO DOWNLOAD AND CREATE A PERSONAL ACCOUNT ON 'ZOOM' (LAPTOP)

1. Type <https://zoom.us/> into your internet search bar.
2. On the zoom homepage, click on the orange button that reads 'sign up for free'.
3. For verification, you will be asked to enter your date of birth. Enter your date of birth. Press the blue button that says 'confirm/continue' when you have done this.
4. Next, enter your email address. Then press on the big blue button that says 'sign up'.
5. Zoom will then send a confirmation email to this email address that you have provided. Go into your email account and into this email from Zoom to activate your account. Click on the blue button in your email saying 'activate account' which will then automatically take you to the next screen.
6. On this next screen, follow the instructions by typing in your first name, surname and a password of your choice. Your password must have at least 8 characters; have at least 1 letter (a, b, c...); have at least 1 number (1, 2, 3...) and include both upper case and lower case characters. Press the big orange button 'continue' when you have completed this page.
7. The next screen asks you to 'invite your colleagues'. Press on the button at the bottom of your screen to 'skip this step'.
8. On the next screen, you will see the sentence 'A download should start automatically in a few seconds'. Click 'run' to start downloading Zoom. Click 'run' again if it appears on your screen. This will take a few minutes.
9. A box will appear on your screen. Click 'join with computer audio'.
10. You have now downloaded and registered on Zoom.

AN INSTRUCTION GUIDE FOR A PERSONAL ACCOUNT ON THE 'ZOOM' APP (PHONE OR TABLET)

1. Go into your 'app store' on your phone or tablet. Search 'Zoom Cloud Meetings'. The Zoom app icon is a blue square with an image of a white camera inside it. This app is free. Download this app.
2. When you have downloaded the Zoom app, you will notice it will appear on your phone or tablet desktop. Click on this app to open the Zoom app.
3. On the Zoom homepage, click on the blue lettering on the bottom left hand side that reads 'sign up'. Then follow the above instructions (bullet point 3 onwards) to create a personal account.