How to Create a Zoom Account and Host a Meeting
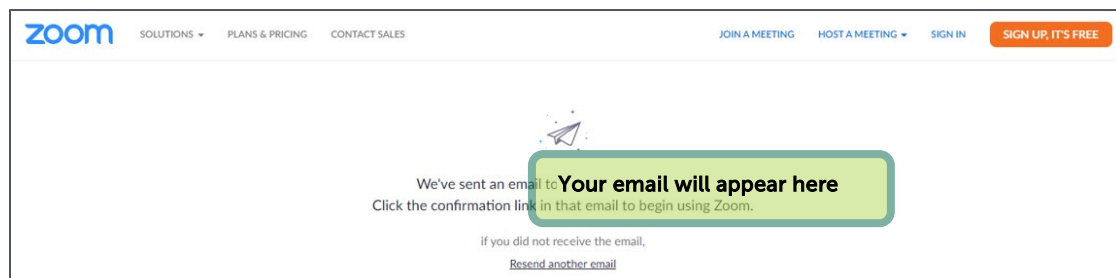
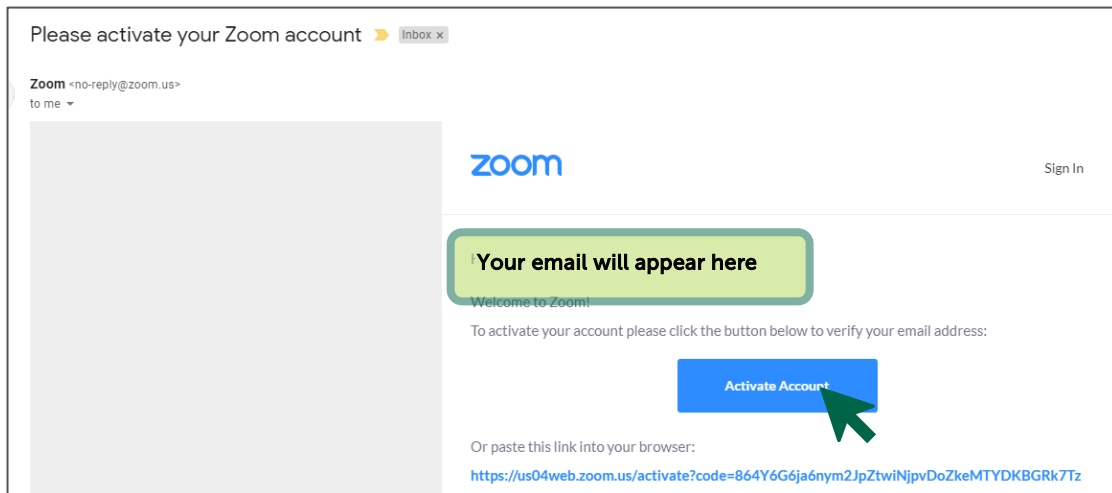1. Go to https://zoom.us/signup and begin the steps to sign up for a free account.
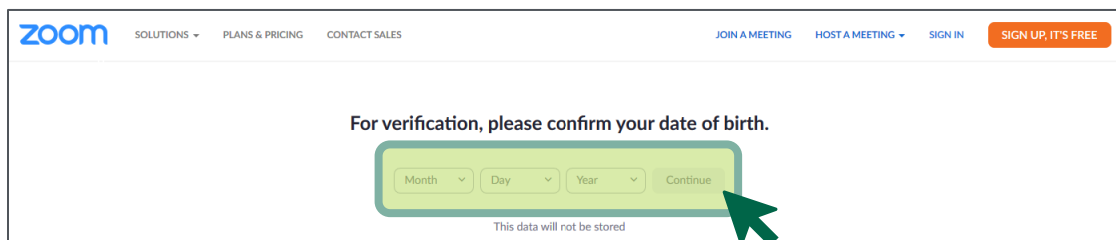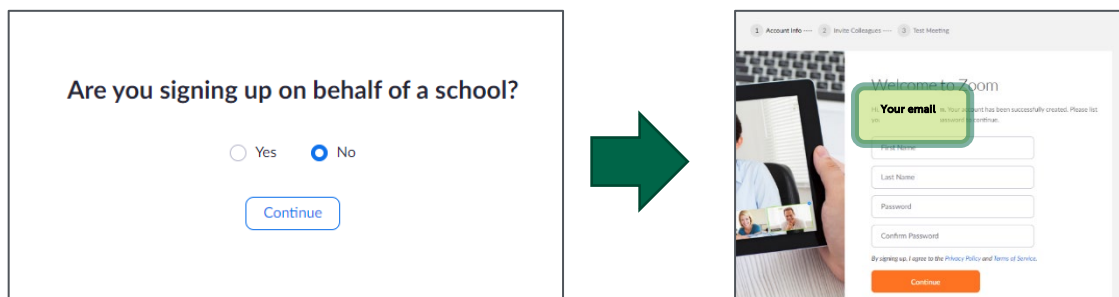

2. Enter in your email address.
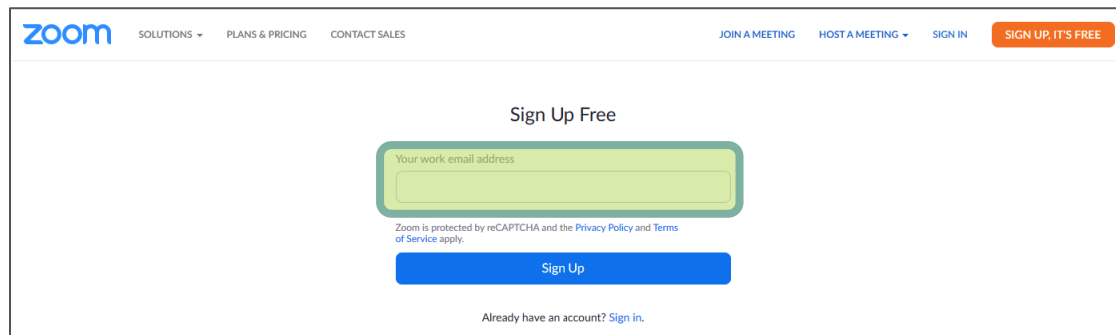
3. Go to your email and open the *Please activate your Zoom account* email sent by Zoom, email: **no-reply@zoom.us**

4. Click *Activate Account* or paste the link into your browser.
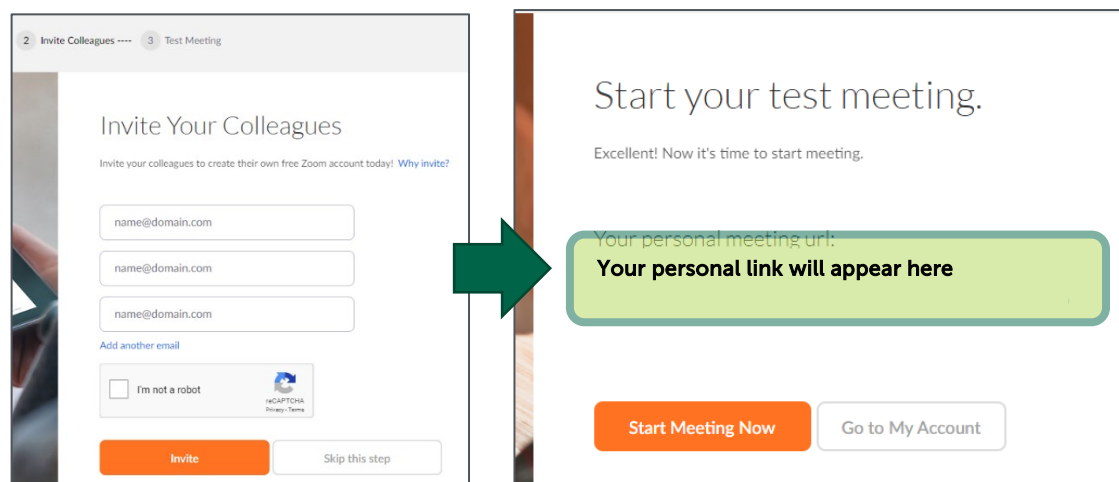

5. The link will open up to the remaining signup steps. Answer the questions and enter requested information:

6. Invite your friends and family or skip this step!
7. Start a test meeting.

8. Zoom should automatically open to download.
    i. If the download does not automatically open, you can right click the file and click *Open* to start the download process. Follow the prompts to download.
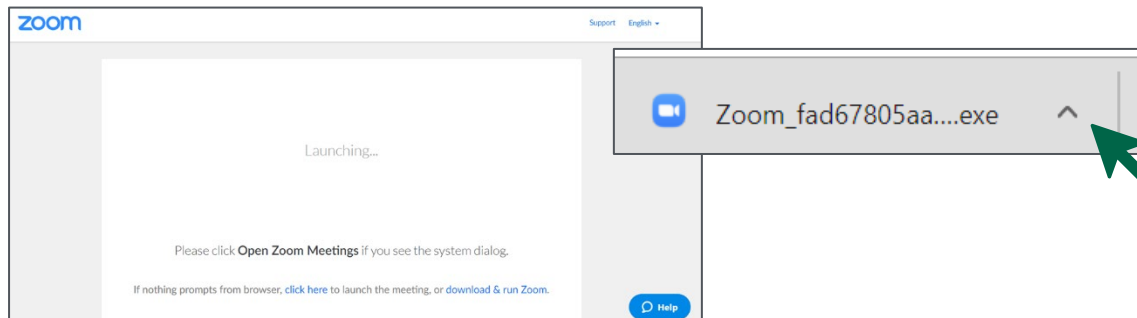
9. Your meeting screen will open up. You can see the volume and video settings in the lower left screen.
    i. Click *Start Video*
    ii. Click the *arrow next to the mute button* to select your microphone and speaker, test your speaker and microphone, and click for additional audio settings.
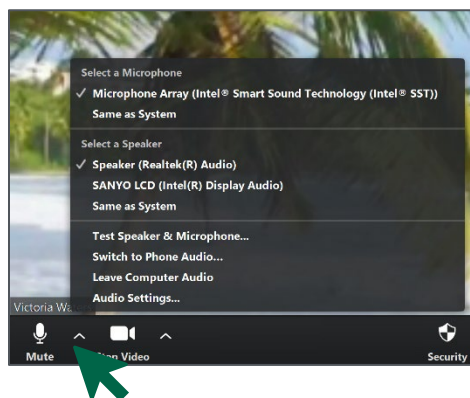

10. Go to your account on the Zoom app by clicking the Zoom icon at the bottom of your screen.
    i. Then, click on the *Meetings* tab, the **+** sign, and click *Schedule a Meeting*.
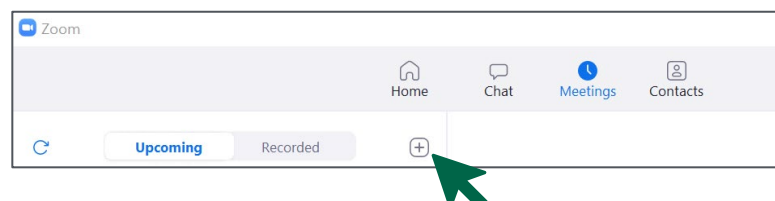
11. Select the topic, start date and time, and options for your meeting! You can choose how long you would like the meeting, require a meeting password, turn videos on and off for participants, select the kind of audio, and choose which calendar you would like to use.

12. You can go to your Zoom Meeting on the account to copy the invitation to send via email or text! You can start the meeting from the account when it is time!
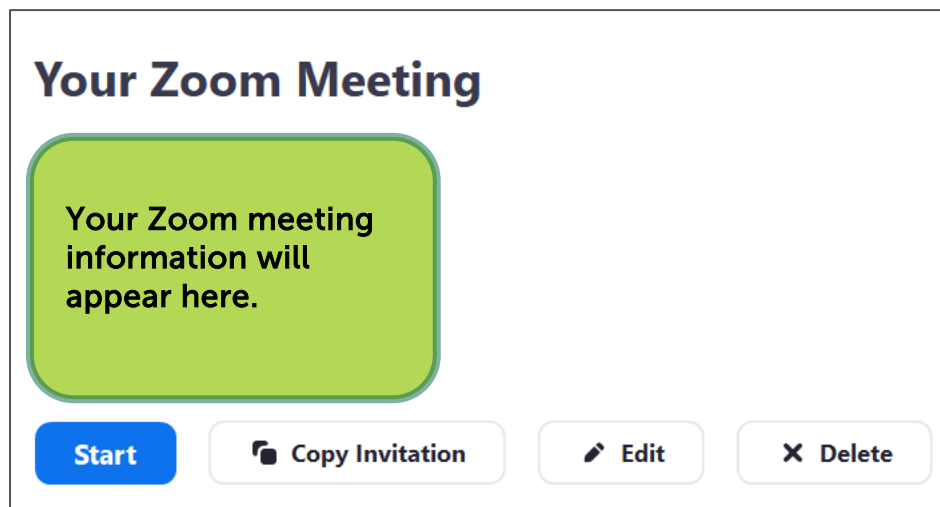
13. Use Zoom in lots of different ways to connect with family and friends.