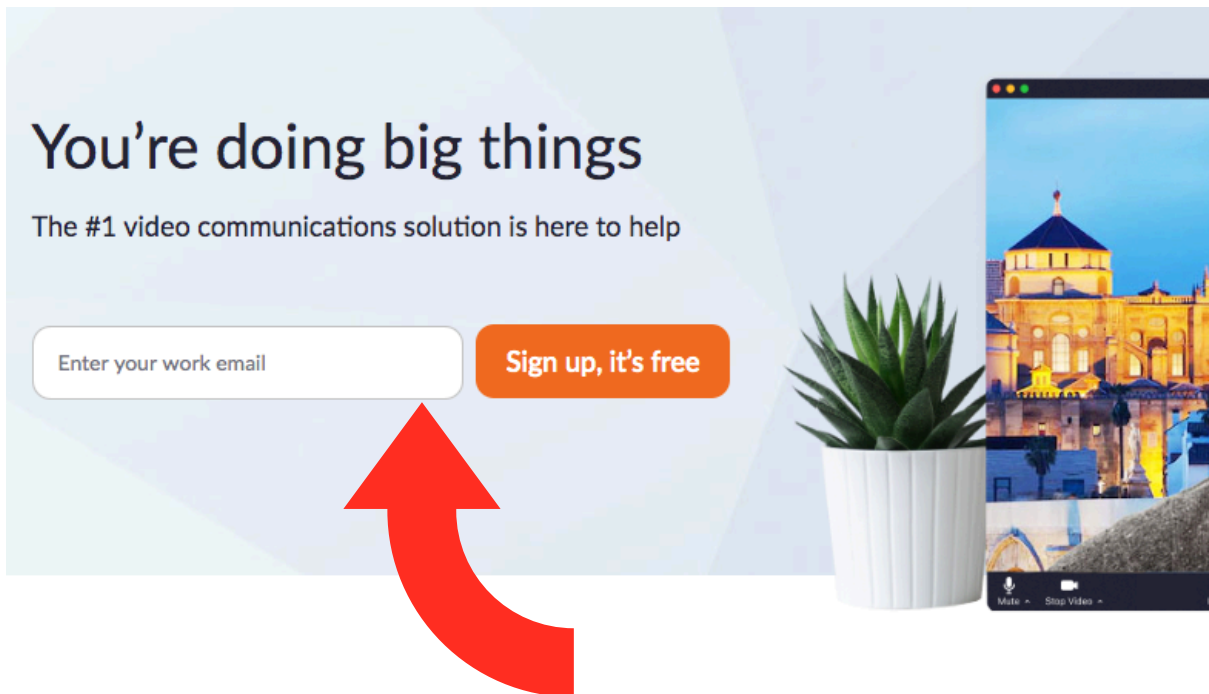


# Setting up Your Zoom Account

[Zoom.us](https://zoom.us)

Enter your email



Zoom just works

**Single communications suite for meetings, chat, and more**

Use your resources wisely with a single solution for your meetings, team chat, and more. Your employees will love that they only have to navigate one tool.

# This page will come up. Go to your email and click the confirmation link



We've sent an email to [Kelly.kongvold@parkerhill.org](mailto:Kelly.kongvold@parkerhill.org).  
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)

## Click Activate Account

Hello kellykongvold@gmail.com,

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:

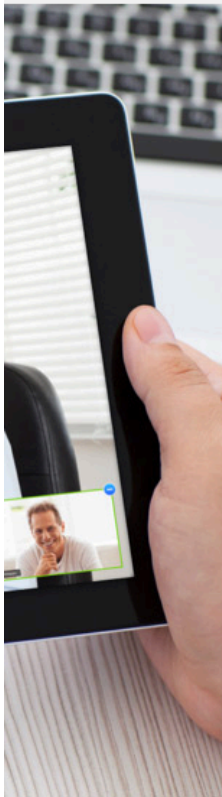
[https://us04web.zoom.us/activate?code=fbhZixGN30KU3J\\_3L42UmMz1FZ3tUMCgM2VQx8.BQgAAAFw5IbvQwAnjQAXa2VsbHlrbs9sZEBnbWFpbC5jb20BAGQAABZZYT VvOXJQUFJSNjIFOTHPZFkzUIhRAAAAAAAAAAAAA&fr=signup](https://us04web.zoom.us/activate?code=fbhZixGN30KU3J_3L42UmMz1FZ3tUMCgM2VQx8.BQgAAAFw5IbvQwAnjQAXa2VsbHlrbs9sZEBnbWFpbC5jb20BAGQAABZZYT VvOXJQUFJSNjIFOTHPZFkzUIhRAAAAAAAAAAAAA&fr=signup)

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

Happy Zooming!

# Create Password

Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting



## Welcome to Zoom

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

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

Continue

# Click I'm not a robot and skip this step

2 Invite Colleagues ---- 3 Test Meeting

## Don't Zoom Alone.

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

[Add another email](#)



I'm not a robot



reCAPTCHA  
Privacy - Terms

Invite

Skip this step



# To open, click download & run Zoom.

\*May look different for non-Mac products.

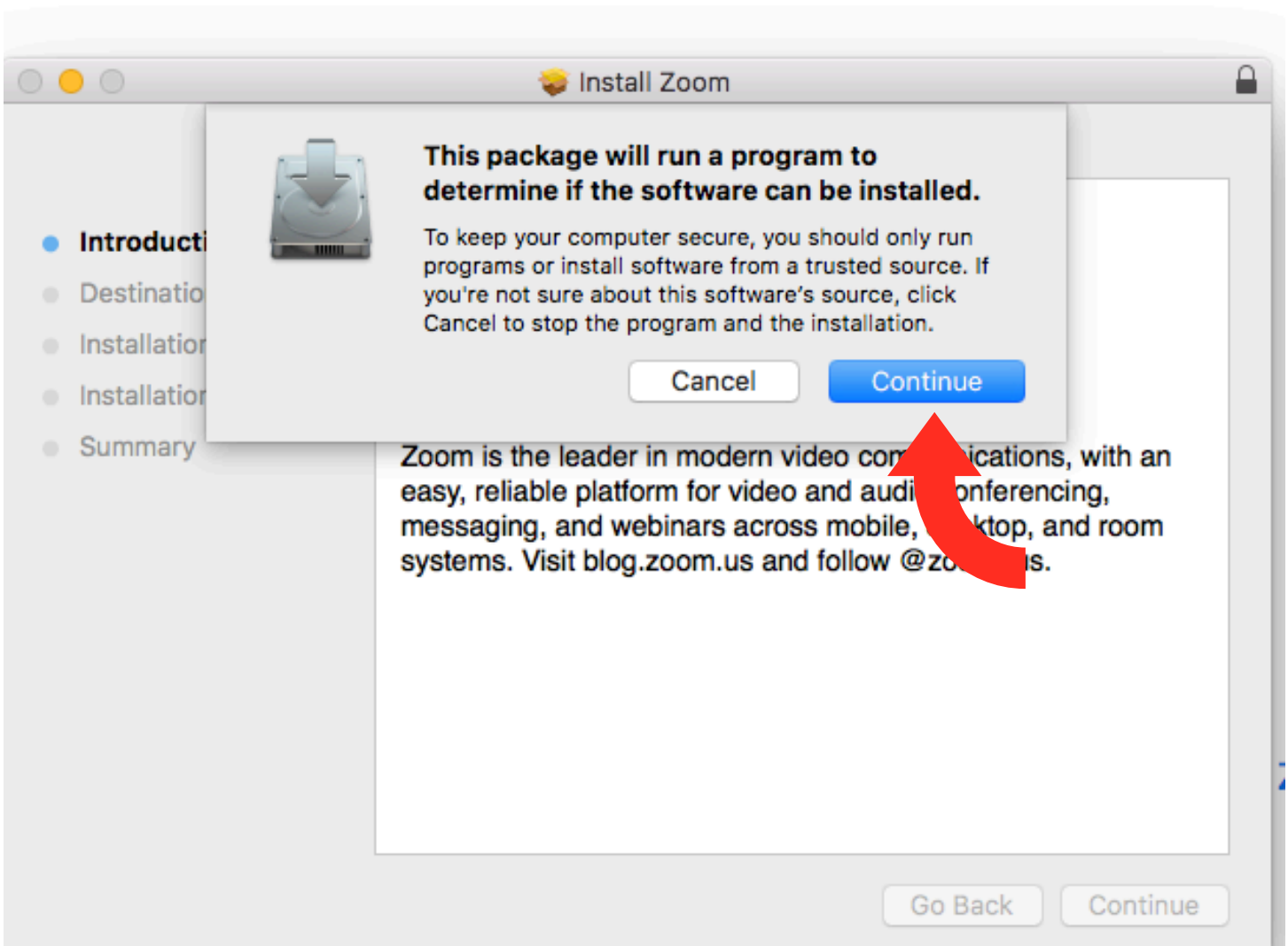
Launching...

Please click **Open zoom.us** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).



# Click Continue



Do each step until this page  
before our meeting tomorrow.

# If signing in with your browser: To schedule a meeting, log in and click it at the top right corner

dial-in by phone audio conferencing capabilities may be temporarily removed from your free Basic account. During this time, we strongly recommend using our computer audio capabilities. If you require dial-in by phone audio conferencing, please see [here](#) for more information. ✕



[Change](#)

**Kelly Kongvold**

[Edit](#)

Personal Meeting ID

**981-822-4236**

<https://zoom.us/j/9818224236>

✕ Use this ID for instant meetings

[Edit](#)

Sign-In Email

[kelly.kongvold@parkerhill.org](mailto:kelly.kongvold@parkerhill.org)

Linked accounts: 

[Edit](#)

Unlevel Your Meetings with Zoom Pro ✕





# Enter Meeting info

[My Meetings](#) > Schedule a Meeting

## Schedule a Meeting

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

03/16/2020



4:00



PM



Duration

1



hr

0



min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again

Time Zone

(GMT-4:00) Eastern Time (US and Canada)



Recurring meeting

**Be sure to turn host and participant on. Also, click your meeting options and then click save.**

Meeting ID

Generate Automatically  Personal Meeting ID 981-822-4236

Meeting Password

Require meeting password

Video

Host  on  off


Participant  on  off

Audio

Telephone  Computer A  Both

Dial from [Edit](#)

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Record the meeting automatically on the local computer

Save

Cancel

# Copy the invitation and send to your group. They will have to download the app in order to join the group.

My Meetings > Manage "My Meeting"

Start this Meeting

Topic My Meeting


Time Mar 16, 2020 04:00 PM Eastern Time (US and Canada)

Add to  Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar

Meeting ID 323-064-925

Meeting Password  Require meeting password

Join URL: <https://zoom.us/j/323064925>

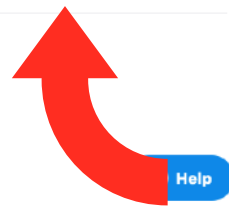
 Copy the Invitation

Video Host  On

Participant  On

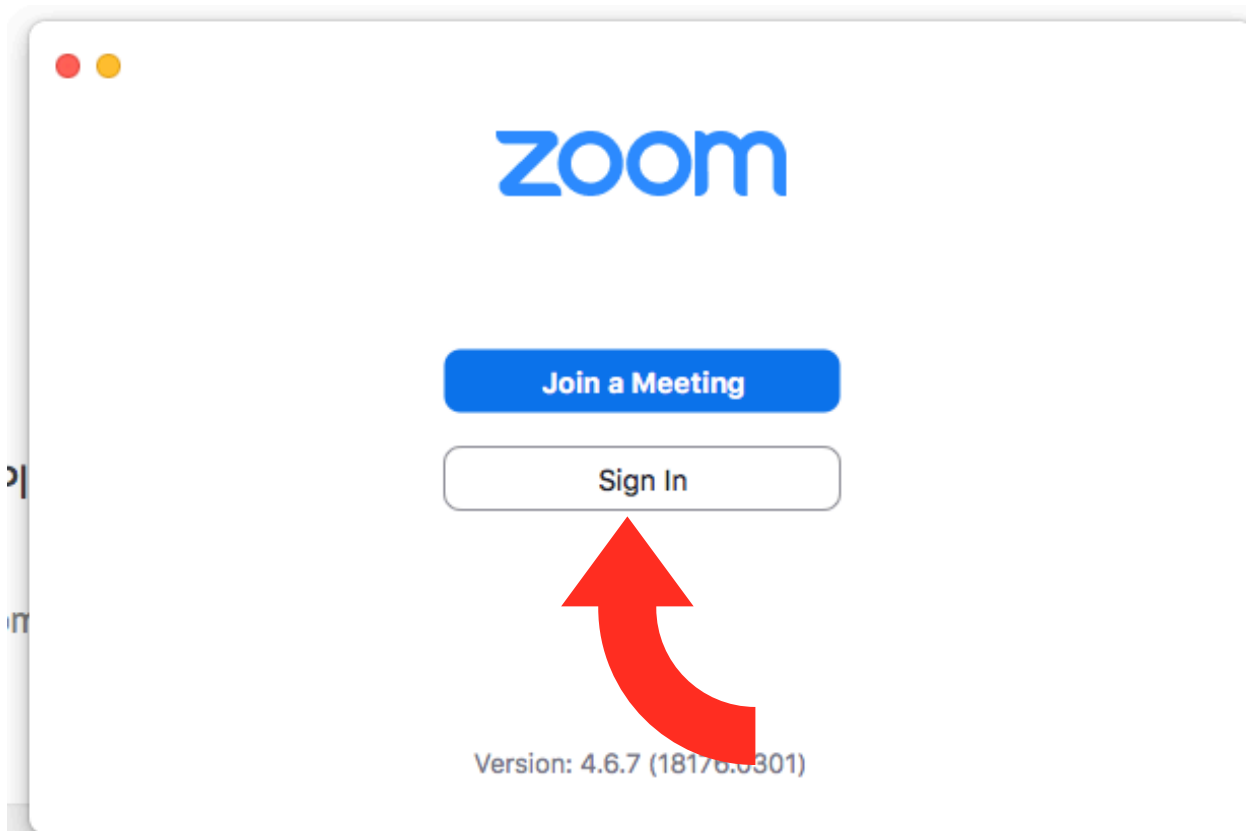
Audio Telephone and Computer Audio

Dial from



Help

**If signing in with the app:  
Click Sign in**



# Click New Meeting



New Meeting ▾



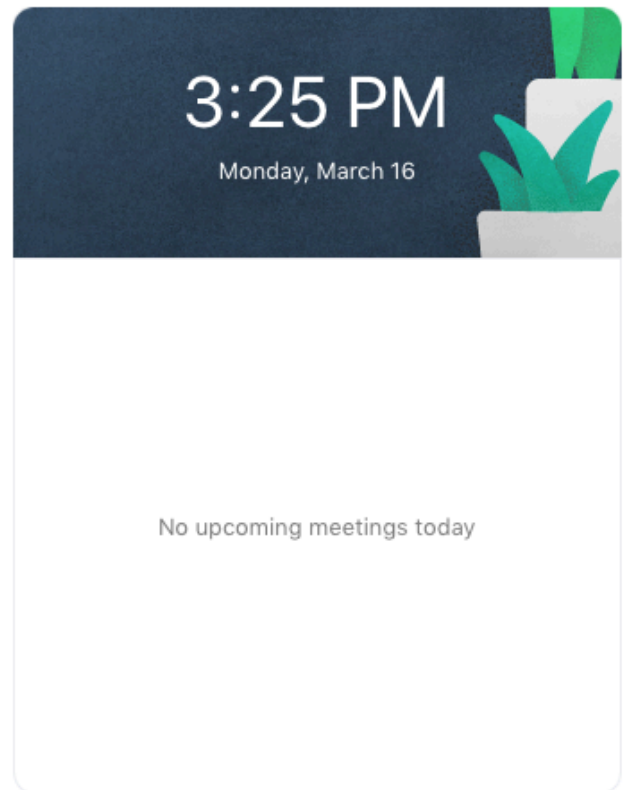
Join



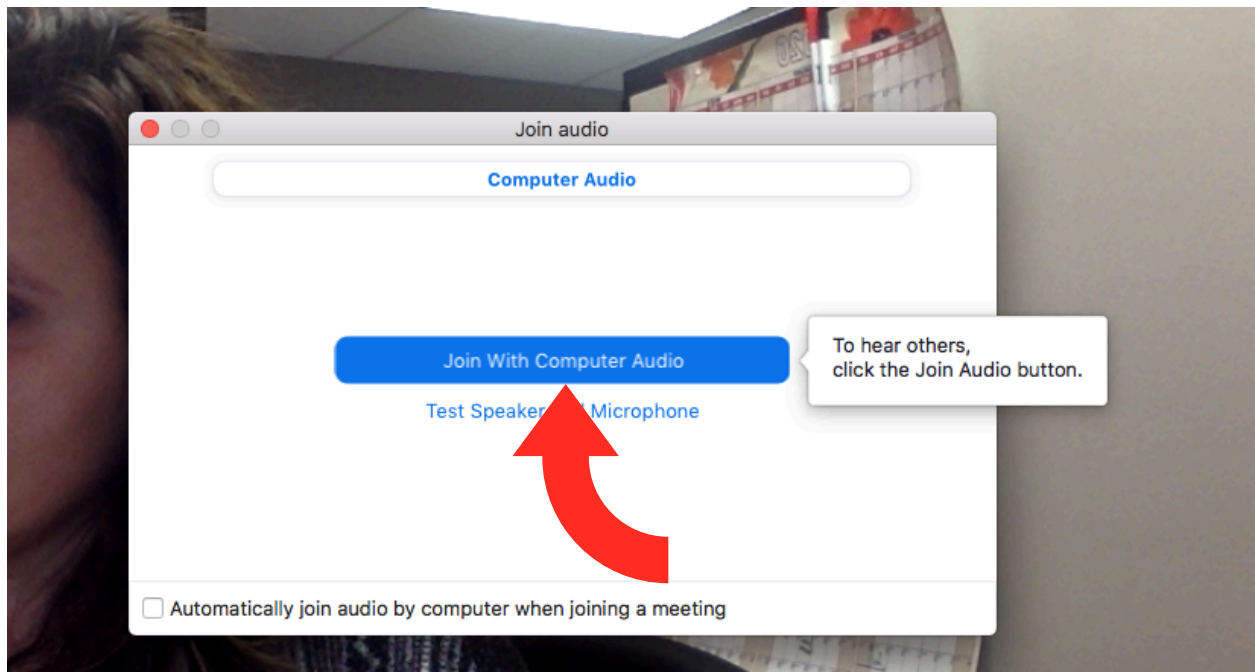
Schedule



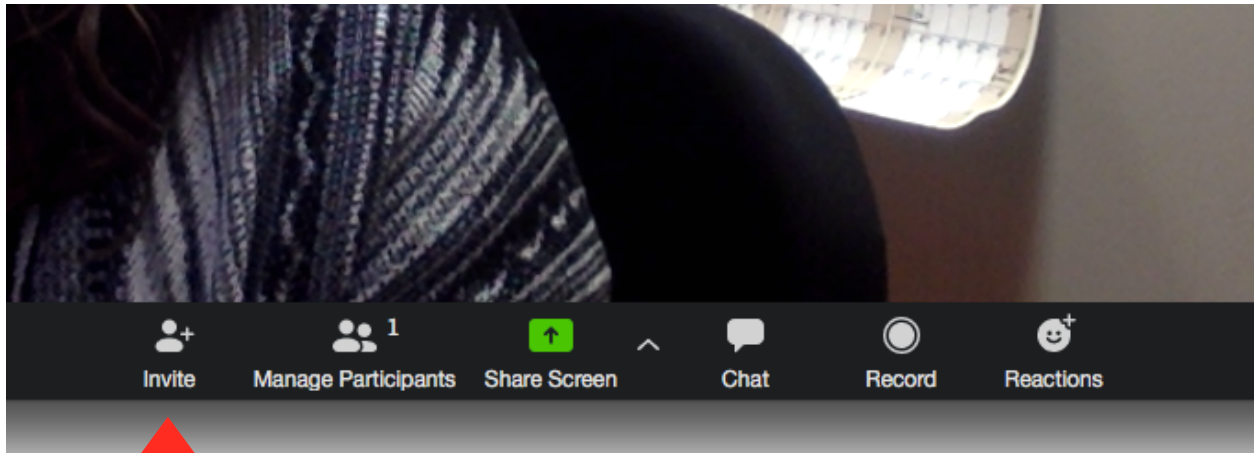
Share Screen ▾



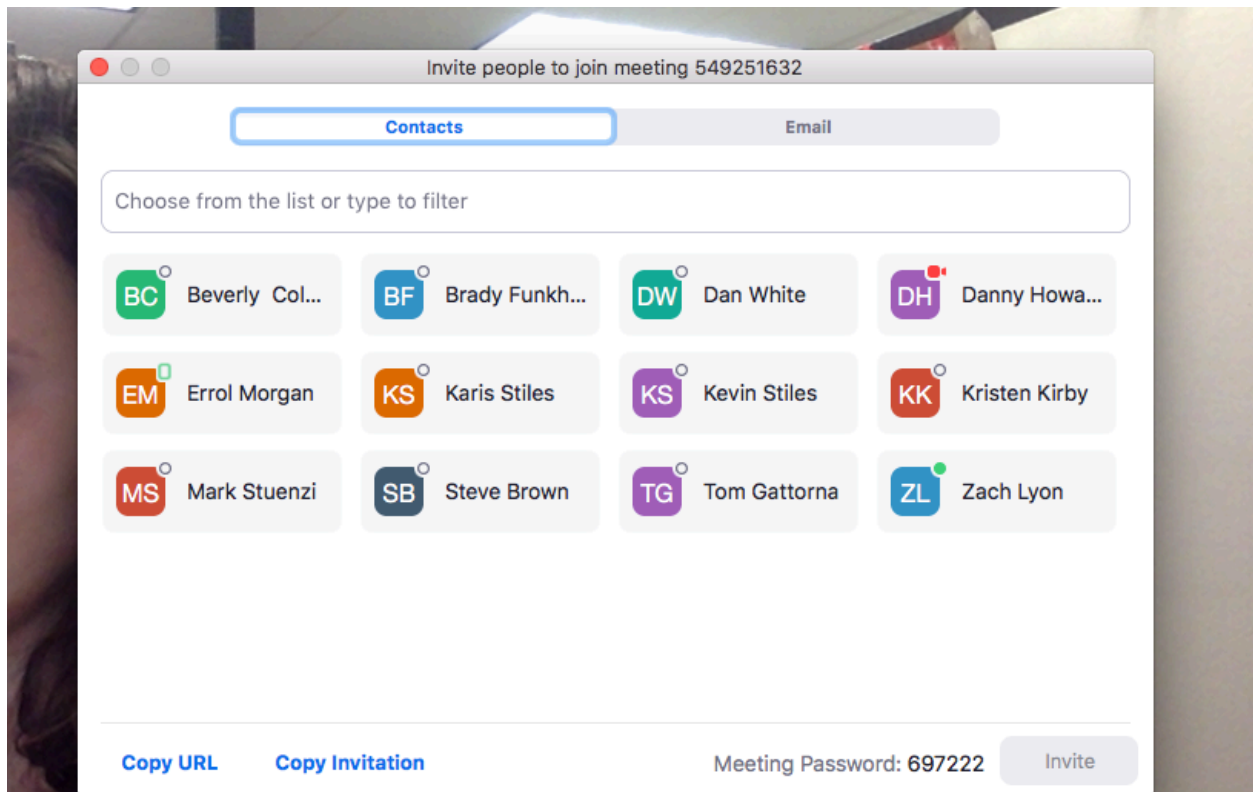
# Click Join Computer with Audio



**Click Invite on bottom  
left of screen**



**Click Copy URL on bottom left of screen and send to group members and ask them to click to join the group.**



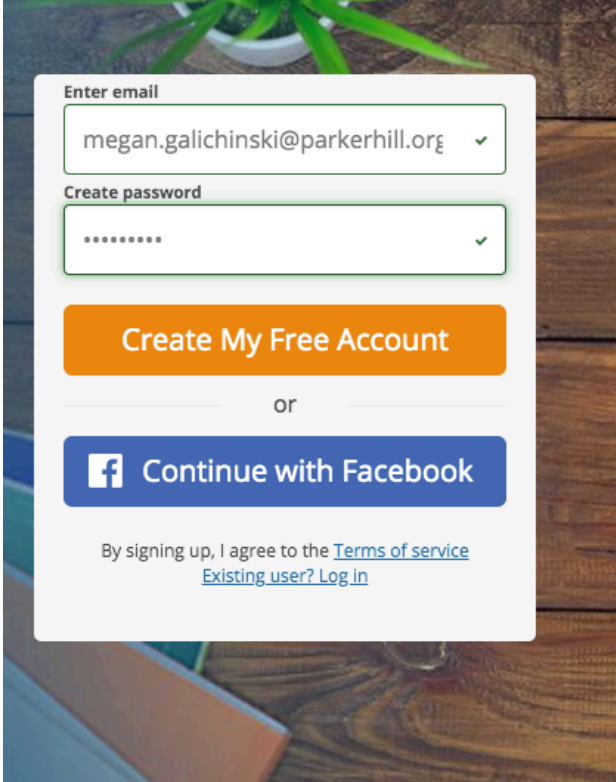


# OR Free Conference Call Account

Enter your email

<https://www.freeconferencecall.com/>


Send the number, access code and pin you receive to the people in your group to start a free conference call!



## Your Account Is Now Active ✖

This information has also been emailed to you.

### 1 Audio Credentials

Dial-in number:	 (425) 436-6323
International dial-in numbers:	<a href="#">View list</a>
Access code:	261912
Host PIN:	2197

Tip: Use these credentials for all future conferences.

### 2 How It Works:



Host a Conference Call



Host an Online Meeting