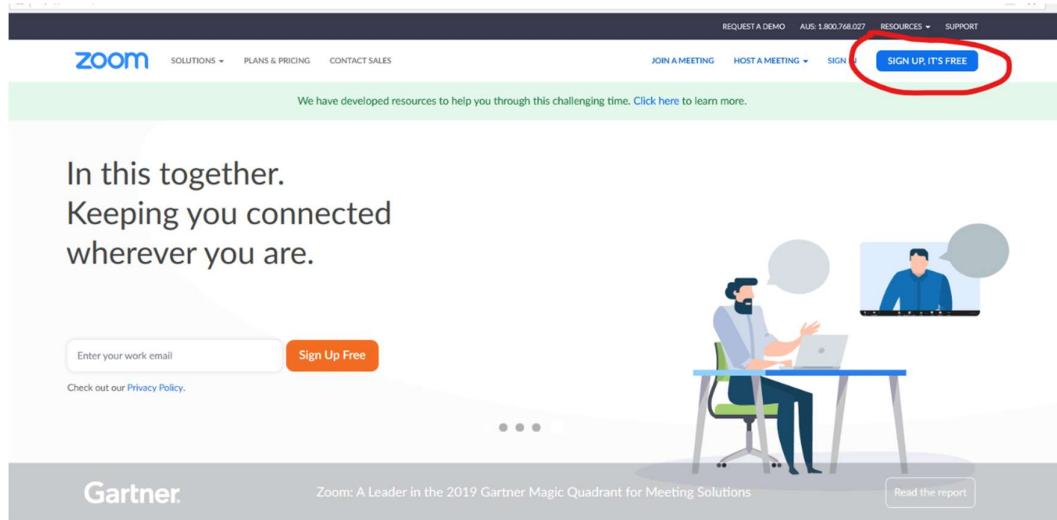


How to Download and operate Zoom

- 1.) Go to website <https://zoom.us/> and click on the top right-hand corner button called “sign up, its free” (as per screen shot below)



One Consistent Enterprise Experience.

- 2.) Once you have clicked on the button the below screen will pop up and ask you to enter your work email address. (example below) then click sign up.

Sign Up Free

Your work email address

sarah@tomax.com.au

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

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

or

 Sign in with Google

 Sign in with Facebook

Already have an account? [Sign in.](#)

- 3.) Once you have hit the sign-up button a new screen will come up saying an email has be sent to your email address as per the below.

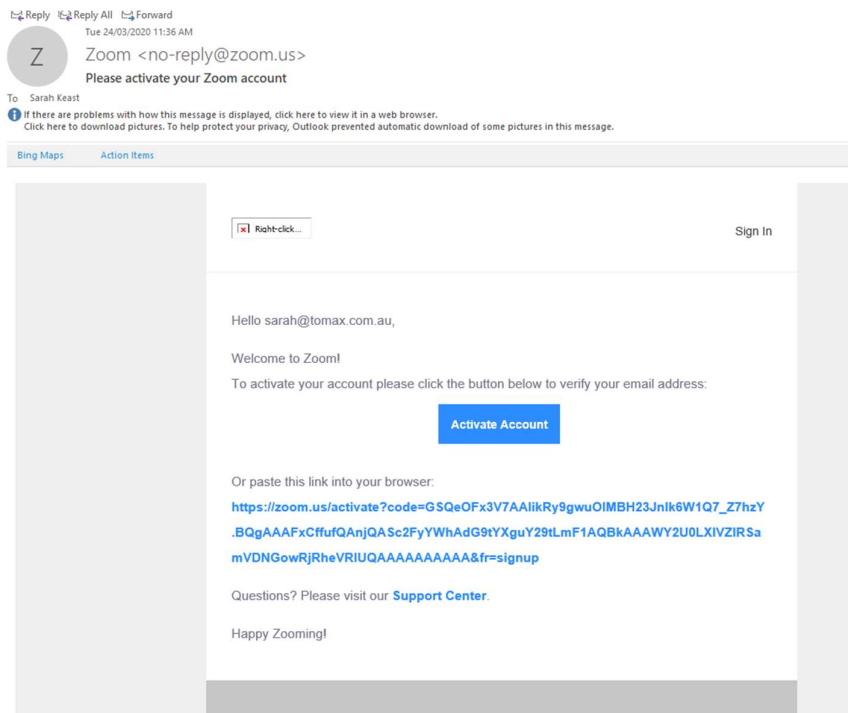


We've sent an email to sarah@tomax.com.au.
Click the confirmation link in that email to begin using Zoom.

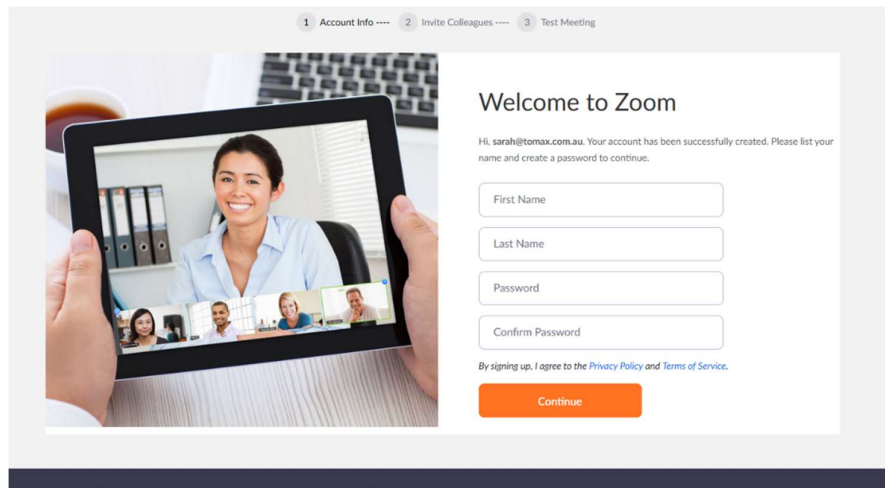
if you did not receive the email,

[Resend another email](#)

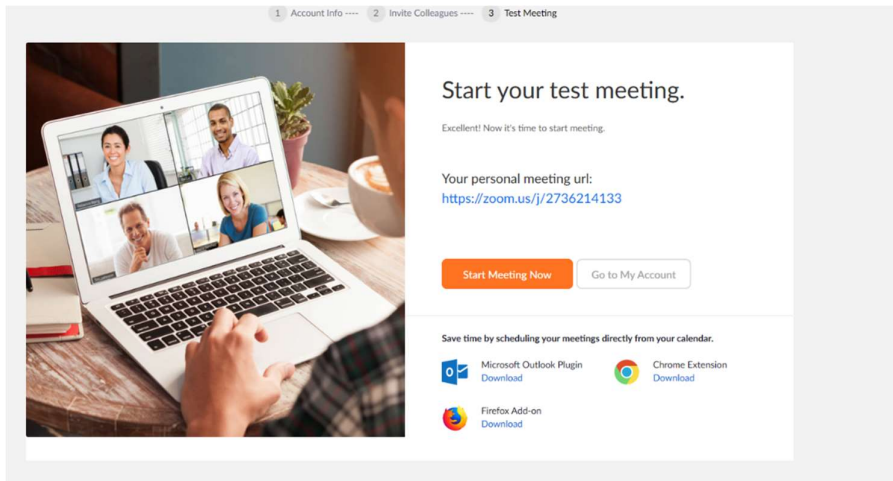
- 4.) The email you receive from Zoom should look like the below. Click on the activate account button or if this doesn't work copy and paste the link into your browser.



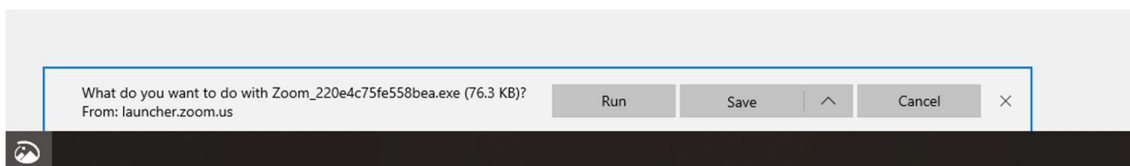
- 5.) A screen will then open asking for some more information about yourself i.e. name and a password that has to be a capital letter, 8 characters long etc. once this is done click continue as per the below



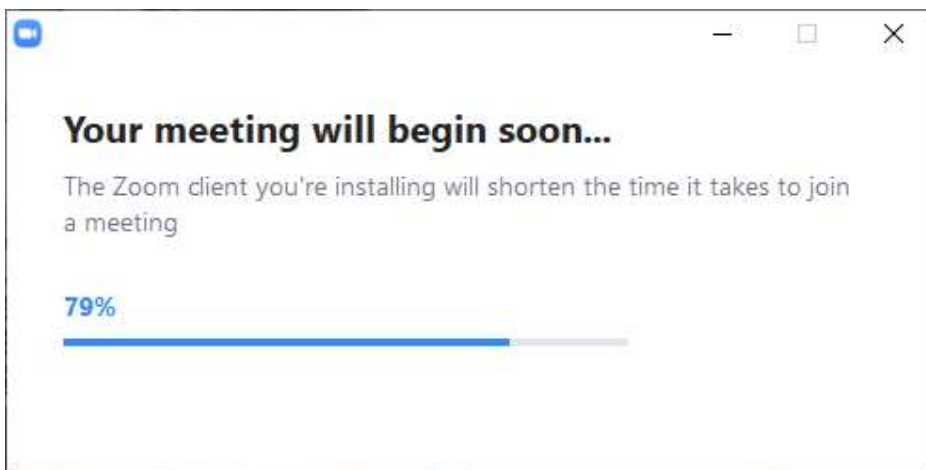
- 6.) Once you have logged in for the first time, Zoom will ask if you would like to have a test meeting. This is totally up to you. (as per photo below)



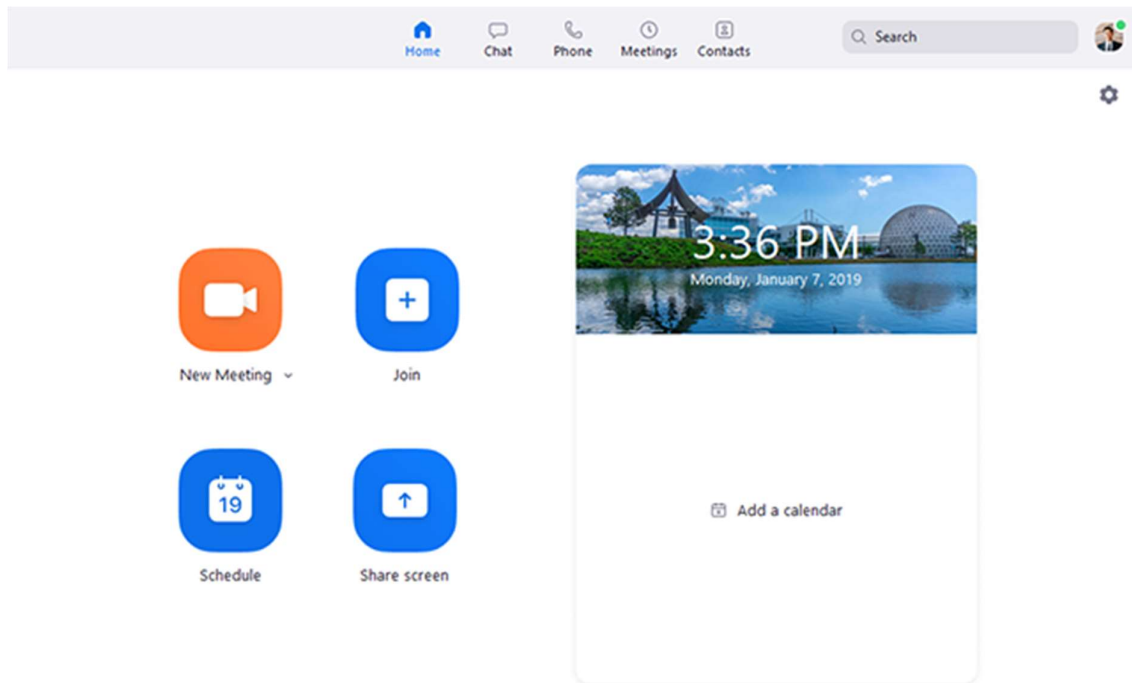
- 7.) If you do decide to have a test meeting then once you click start meeting now the below may come up asking what you would like to do. I would click Run (example below)



- 8.) Once you click run the below box will come up saying your meeting will begin soon.... Just wait for this part. (example below)



9.) Once you have done the test meeting or if you decide to skip this step you will then go to the home page of Zoom. Here is where you can schedule meetings, join meetings, chat and add contacts etc.



If you are having any issues with the setup or how to use Zoom please give me a call on 0419 392 846.

Happy chatting !!!