

1. How to Set Up your Zoom Account and Acquire the Zoom Software

It's only necessary to create your personal Zoom account one time — although the software will need to be downloaded/installed on each device (*computer, tablet, and/or smart phone*) you will use.

1. Go to <https://Zoom.us> in a web browser window on the device you will use, and click on the blue "SIGN UP, IT'S FREE" button at the upper right.
2. At that Zoom website, you will be asked to enter your personal email address and click "Sign Up". Zoom will then send you a confirmation email within minutes.
3. Click the confirmation link in that email after you receive it, and you will be guided through completion of your Zoom account setup — entering your name, choosing a password, and downloading/installing the Zoom application.
 - Note that the password you create must contain
 - (a) at least 8 characters,
 - (b) at least one capital letter,
 - (c) at least one lower-case letter, &
 - (d) at least one number.
 - Every time you join a Zoom meeting, when asked you will enter that same personal email address used in step #2 above and the password you created. (*Your device's Password Manager may remember this for you.*)
 - NOTE: If you download/install Zoom on only one device, and then try to enter a Zoom meeting via <https://Zoom.us> from another device, Zoom will prompt you to start downloading/installing the Zoom app on that device. You want to do this.

Zoom will automatically detect what type of computer or device you are on, and then automatically do the download/installation of the Zoom implementation specific for your computer or device.