



# HOW TO ZOOM!

**From Illinois Prairie District  
Public Library**



## SIGN UP FOR ZOOM

### GO TO ZOOM.US

From your computer or laptop, visit <https://zoom.us/>. In the upper right-hand corner, click on "SIGN UP, IT'S FREE". They will ask for your birthdate, to verify you are not a minor.



## SELECT YOUR LOGIN

### ENTER YOUR EMAIL ADDRESS

Fill in your email address, or you can sign in using your Google account (if you have Gmail) or your Facebook account. If you select either of these options, you will share the same login credentials and screen names as these other websites.



## VERIFY YOUR EMAIL

### YOU WILL GET A CONFIRMATION

A "Welcome" email will be sent to the email address you provided. In that email is a link to verify your address. Clicking this link is the final step in activating your free Zoom account.

## SET UP YOUR PROFILE

### DON'T FORGET A PHOTO

Click on "My Account" and "Profile" to get to personal information. Here you can set Language and Date & Time preferences, verify your email address, and change your password. You can also upload a photo or image. This image will be used any time you attend a meeting with your video turned off.



## GET SOME TRAINING

### FREE LIVE SESSIONS OR ON-DEMAND VIDEOS

Click "Meetings" on the left side of your screen. In the upper right, below your photo, is a link for "Get Training." This will open a new browser tab with links to a wide variety of training meetings and videos, including an introductory session, "Getting Started with Zoom Meetings."



## HOST OR JOIN A MEETING

### DOWNLOAD THE ZOOM APP

The first time you Host or Join a meeting, you will be prompted to download the Zoom Client App. This software will manage your Zoom in a separate window with access to all the Zoom controls.

\*Pro Tip - Start a meeting with no one else so you can adjust your camera & microphone settings!

