ZOOM

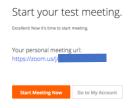*How to Create a Zoom Account, Open a Personal Meeting Room, and Record a Zoom Meeting*

Create a Zoom Account

The first step, when using Zoom, is to create a free Zoom account. Follow these steps:

1. Visit the following URL: https://zoom.us/.
2. Once on the home page, select "**Sign Up, It's Free.**"
    a. Use your school email address (or an email account you check often) to sign up.
    b. Check your elected email account to activate your account.
    c. Once you are directed back to Zoom, continue the sign-up process.
3. Once your Zoom account is created, you can begin using Zoom right away.

Open Your Personal Meeting Room

After your Zoom account has been created and Zoom has given you your own personal meeting room, click on your **personal meeting url** and open your meeting room.

> *Note: You can also download the Zoom application to your Windows or Mac computer, so you can access Zoom quickly. Zoom will give you that option when you open your personal meeting url.*

After you click on your personal meeting url, the Zoom web conference application will open and give you the choice to use either the computer or your personal phone to connect the audio.

After you have selected an audio preference, you have the option to start video. Use this feature if you want to include a video presentation of yourself.

The **"Share"** button in the center of the Zoom window enables you to share information from your desktop computer. For example, if you want to share a document or a web page, select the "Share" button.

Most importantly, select the **"Record"** button on the bottom menu, so your Zoom session can be recorded and shared with others. *Note: The recording button will appear in the top, left corner of the Zoom window. Use that button to stop the recording once your Zoom meeting is complete.* **Once you end the meeting, a .mp4 file will downloaded to your computer.**