1. Go to https://zoom.us.

2. Enter your school email and click **Sign Up Free**.

3. Confirm the email you want to use and click **Sign Up**. A message appears informing you a confirmation email has been sent to the email address you entered.

4. Open your email. Click the link: **Click here to activate your account**. The **Activate your Account** page appears.

5. Enter your name and a password. The password strength is displayed to the right of the password you entered.

6. Click **Activate** to activate your Zoom account.

7. Click **Go** to update your profile.
When you click the **Meetings** icon, you can:

1. View **Upcoming** or meetings you have **Recorded**.
2. View your **Personal Meeting ID (PMI)**.
3. Select whether you **always** want to use your **Personal Meeting Identifier (PMI)** for instant meetings on the current computer.
4. For **Recurring Meetings**, you can:
   - Start the meeting
   - Edit the meeting settings.
   - Schedule the meeting in Outlook or Google Calendar, or, copy the meeting invitation to send via email or message.
5. For **Scheduled Meetings**, you can:
   - Start the meeting
   - Edit the meeting settings.
   - Delete the meeting.
   - Copy the meeting invitation.

### Home Screen: Recorded Meetings

When you click **Recorded** meetings, you can:

- **Play** the recording with both video and audio.
- **Play Audio** plays the audio part of the meeting. It will not play the video if there is any for the meeting.
- **Open** will bring you to the folder that contains all your meeting recordings.
- **Delete** will delete the recorded meeting.