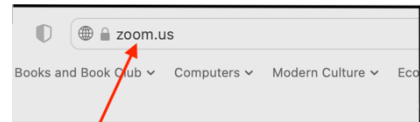


## Starting a Zoom Meeting, and Sign In process

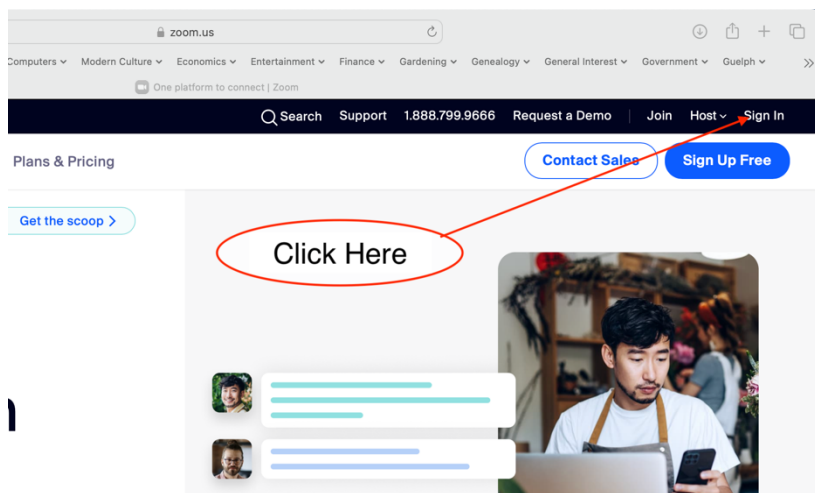
(Be certain that you have signed out of any other zoom account.)

1. Start your Web Browser and click on the address bar (at the top of your screen).  
Enter "Zoom.us" and hit the Enter key.

This will take you to the Zoom Home Page, where Zoom keeps the data files for your license.



2. The Home Page looks like this:



Go

Click on "SIGN IN" in the top Menu bar.

This will take you to the pop-up Sign-In screen.

3. The sign-in screen looks like this:

Enter your data:

1. Your Email Address\*
2. Your Zoom Password\*
3. Click on the check-mark, to cancel the Stay-signed-in option.
4. Click on the **Sign In** button.

(When you End your Meeting, Zoom will not automatically sign you out of your account unless you do this.)

**NOTES: A.** This is your real, unique email address.

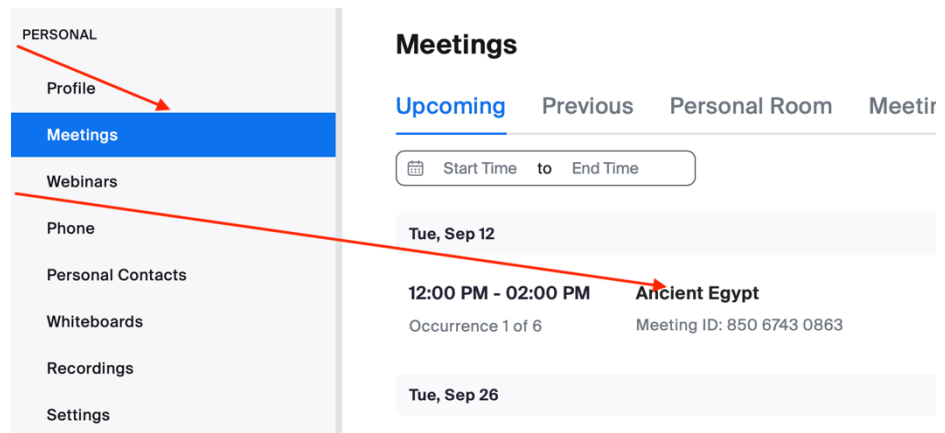
A screenshot of the Zoom Sign In screen. It features a title 'Sign In' and two input fields: 'Email Address' (containing 'YourEmail@') and 'Password'. A red circle '1' is around the first field, and a red circle '2' is around the second field. Below the fields is a link for '< Forgot Password?' and a 'Help' link. A blue 'Sign In' button is centered below. At the bottom, there is a checkbox for 'Stay signed in' with a red circle '3' around it. Below the checkbox is a line of text: 'By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.'

Zoom will be sending important security messages to you at this address. Only one Zoom account per Email address: it is also the Account ID.

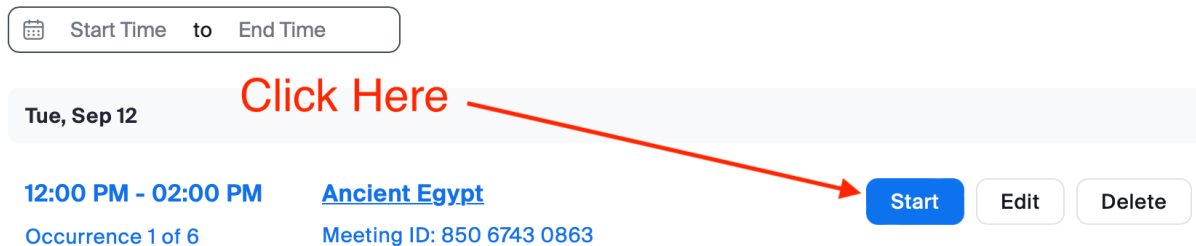
- B. If you have not already given Zoom your account password (OR if you have forgotten it), click on [Forgot Password?](#) and get a one-time code sent to your email. Then enter this code in Zoom and make a new password. Then do your sign-in.
- C. If you are using a different device or have moved to a different location, even though you have entered the correct information at steps 1 and 2 you will be challenged to verify that you are the owner of this account. An email will be sent to you to check this. You have 10 minutes to complete this process.

4. The screen inside Zoom Management looks something like this:

If you are not already on the **Meetings** page, click on it on the side Menu. Then, with your mouse, “hover” over the Meeting you want to start. That will cause the Meeting to be highlighted, and 3 buttons will appear, as shown below:



Click on the Start button to begin the process of starting your Meeting



5. The process of entering the Meeting will then proceed as normal for your device.