

## Tutorial 4: Setting up a Zoom account: For hosts

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## 1: Introduction

This tutorial is aimed at any members who would like to set up a Zoom meeting for their WI. If this is something that you're planning to do, you will need to sign up for a Zoom account.

We'll be having a look at the different Zoom accounts, and taking you through the process of signing up and downloading the Zoom app.

## 2: Zoom accounts

There are two main accounts - the **Basic account**, and the **Pro account**. The main difference is that you are limited to 40 minutes on the free account, if you have three or more people in the meeting. With the Pro account, you have more flexibility in terms of the duration of your meetings, and administrative controls.

The **Basic Account** is **free**. With this account:

- you can set up as many meetings as you like
- you can have group meetings of 100 people, but you will be limited to 40 minutes. You can reconnect to your meeting after 40 minutes, but this does disrupt your meeting.
- you can meet with one other person for as long as you like (there is no time limit)

This account is ideal for short meetings, but not good for meetings that might exceed the 40-minute limit.


The **Pro Account** costs **£11.99 per month** (July 2020 pricing). With this account:

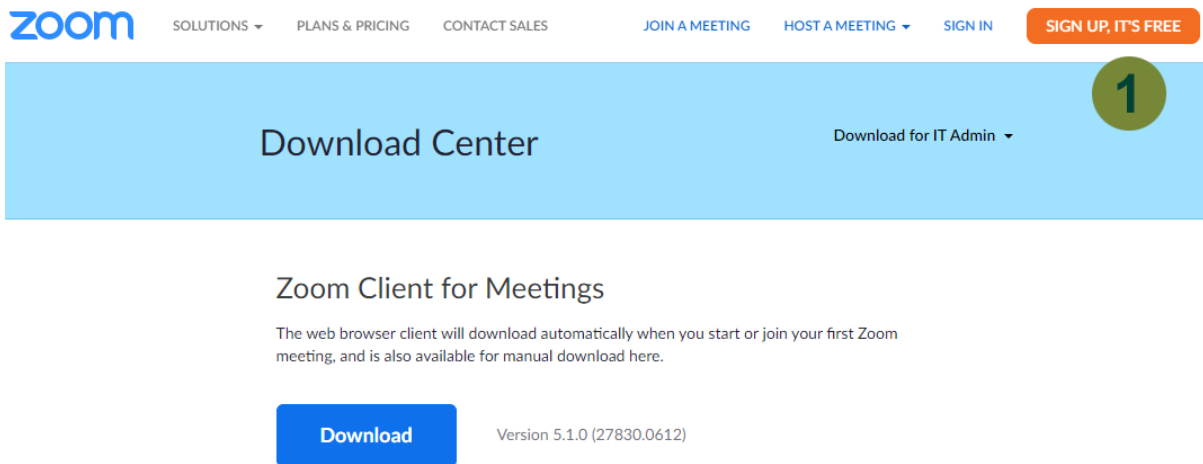
- everything in the basic package is included, but you can have group meetings of up to 24 hours at a time. You won't need that long 😊. Your WI meetings will be one or two hours, but you have a lot more flexibility with this account.
- you have a bit more administrative control than the basic package.

There are two other licenses available. However, we don't expect individual WIs to need these. These are aimed at businesses and larger organisations.

### 3: Signing up for a Zoom account

To sign up for a Zoom account, you will need to go to the Zoom website. The **Sign Up** option is available on any page. For this example, we're going to go to the Download page.


	<p>Go to the download page: <a href="https://zoom.us/download">https://zoom.us/download</a>          Select the orange <b>Sign up, it's free</b> button at the top right-hand side of the page. <b>[Number 1 in the image below]</b></p>
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You will be taken to a verification page. This asks for your date of birth. This information is just to verify that you're over 16 years old, which is the minimum age to sign up for a Zoom account. Zoom doesn't store this information.

**For verification, please confirm your date of birth.**

This data will not be stored

	<p>Enter your date of birth, and then press <b>Continue</b>.</p>
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You'll now be taken to the sign-up form.

**Sign Up Free**

Your work email address




Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

**Sign Up**

Already have an account? [Sign in.](#)

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or

	Sign in with SSO
	Sign in with Google
	Sign in with Facebook

You can sign up using any one of the following methods:

- using an email account
- using your Facebook account
- using your Google account.

If you use a Facebook or Google account, you will just be asked to sign in with your Facebook or Google details. If you choose either of these, you will be asked to sign into those accounts. If you do choose to sign in this way, you'll have to allow Zoom to access data held within these accounts. This potentially includes photos, contacts, calendar and location data.

You might feel more confident signing in with an email account.

## Signing in with an email account

If you use the **email option**, you will need to provide an email address, which is at the top of the form. This does ask for a work email address. However, you don't need this, you can just use your regular personal email.

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

Already have an account? [Sign in.](#)

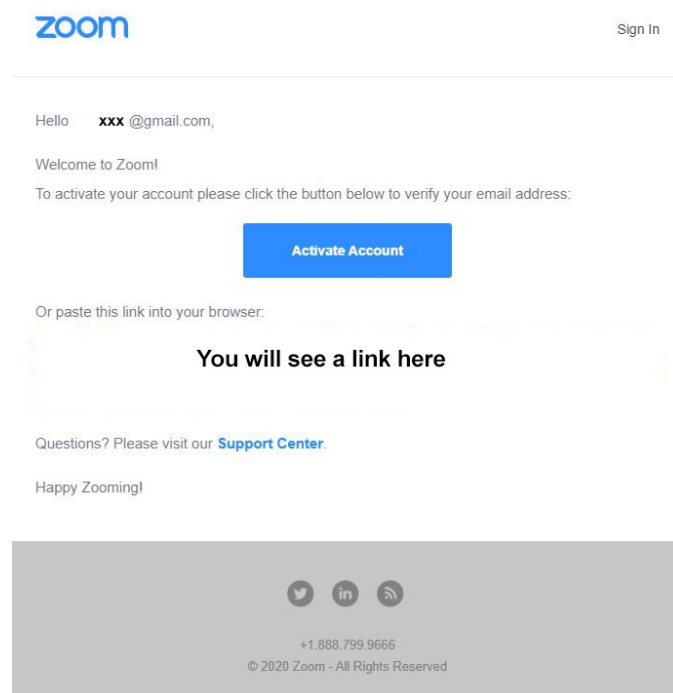
or

Sign in with SSO


Sign in with Google

Sign in with Facebook

Once you've entered in your email address, and clicked on the **Sign Up** button, Zoom will send you an email. This should look something like the image below.



You will be provided with an **Activate Account** button or link, which you will need to click to verify and activate your account.

	<p>Click on the activation link or <b>Activate Account</b> button in the email.</p> <p>You will be taken to the Zoom website, and asked if you are signing up on behalf of a school. You can just click <b>No</b>.</p>
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You will now be taken back to the Zoom website. On this page, you will be asked to enter your name and choose a password.

You will then be asked if you want to invite friends. You can just **Skip this step**.

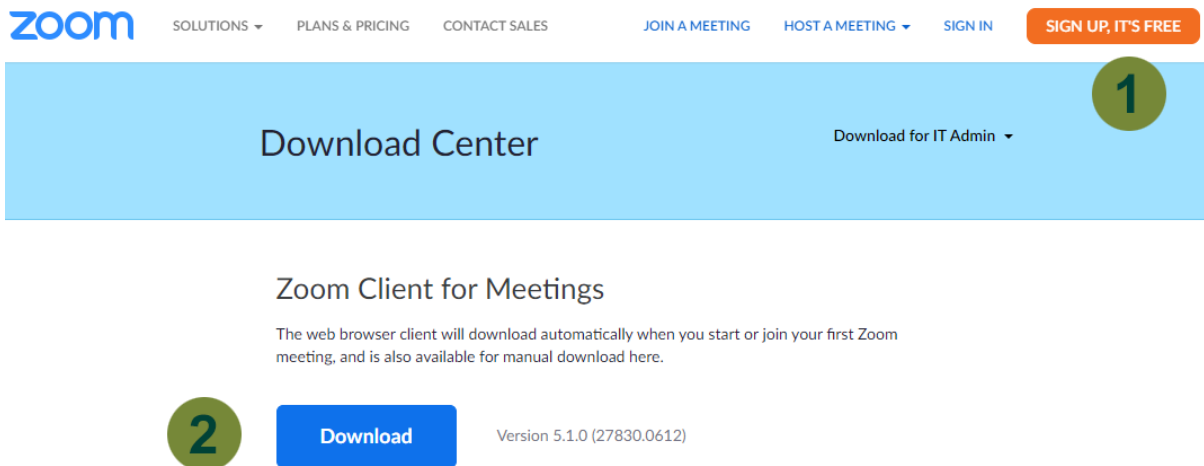
You will then be given an option to start a meeting immediately or to **Go to your Account**, where you can set up and schedule a future meeting.

If you have not already downloaded Zoom, you will need to do this next. You will be prompted to do this when you start a meeting. Alternatively, you can download Zoom from the Zoom download website. The instructions are included below, although this is also covered in **Tutorial 1**.

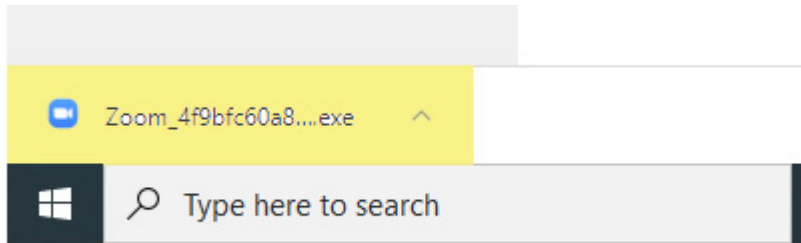
#### 4: Downloading Zoom from the Zoom website

On the download page (<https://zoom.us/download>), you will see a number of download options.

You will need to choose the **Zoom Client for Meetings**. This is **number 2 in the image below**.




When you click on the link, the software will download immediately. You will see this appear in the bar at the bottom of your browser window.



If you click this, the software will install. You may need to double click on the files, depending on how your computer is set up. You will get a message to say that the Zoom site is trying to open Zoom meetings. You just need to allow this by clicking the **Open** option.

Zoom will now be downloaded onto your computer.

	In <b>Tutorial 5</b> , you will be learning how to schedule your WI meeting.
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