

Practical Guide to:

- Download and set up Zoom on your computer
- Join your Zoom meeting

To participate in a Zoom meeting, you will need:

- A computer, smart phone, or iPad with a webcam and speaker.
- An app called 'Zoom'.

Zoom does not cost anything if it is being used for a meeting between only two participants.

## How do I download Zoom on my computer?



**Step 1:** Go to: <https://zoom.us/signup>

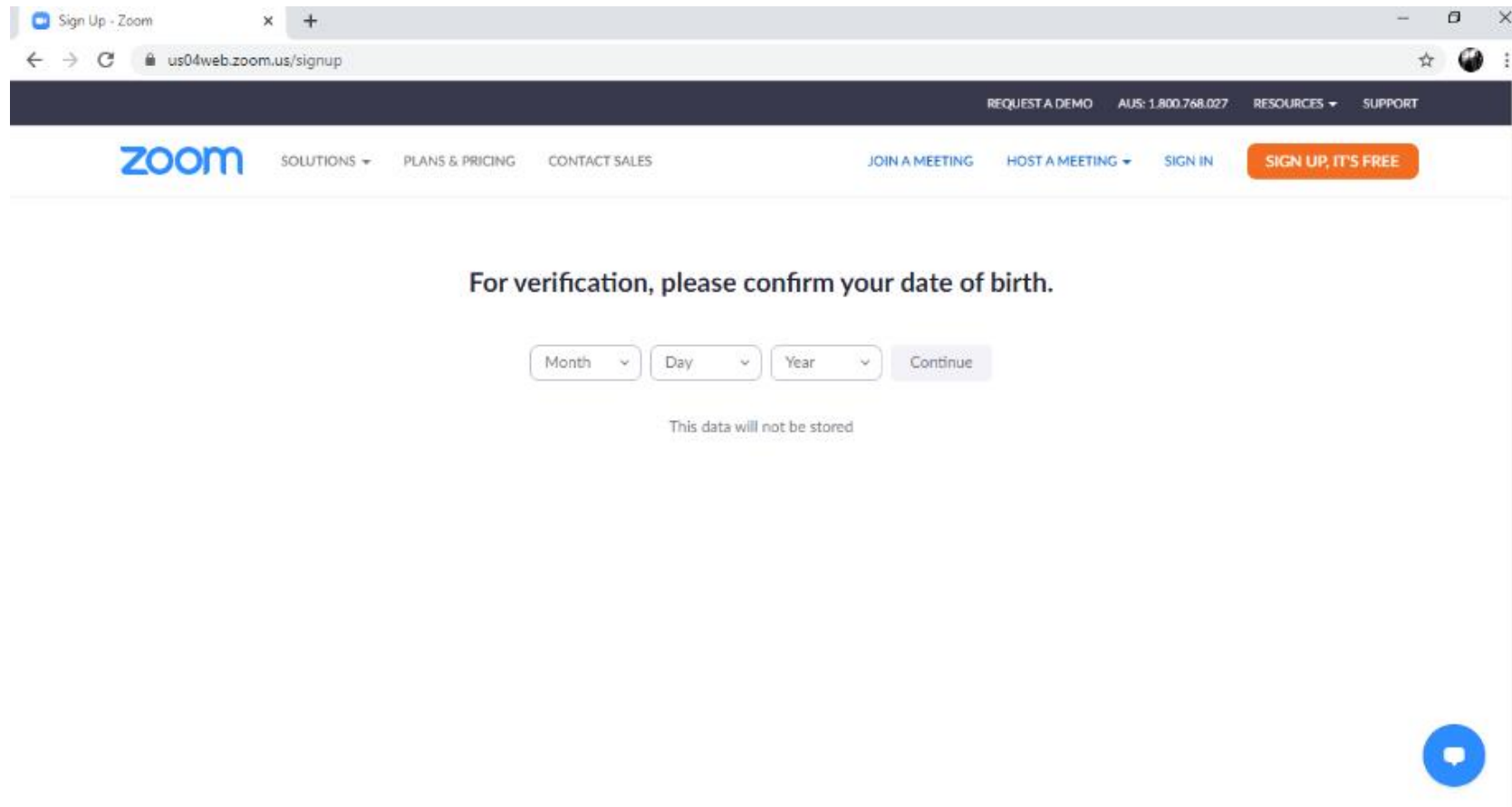
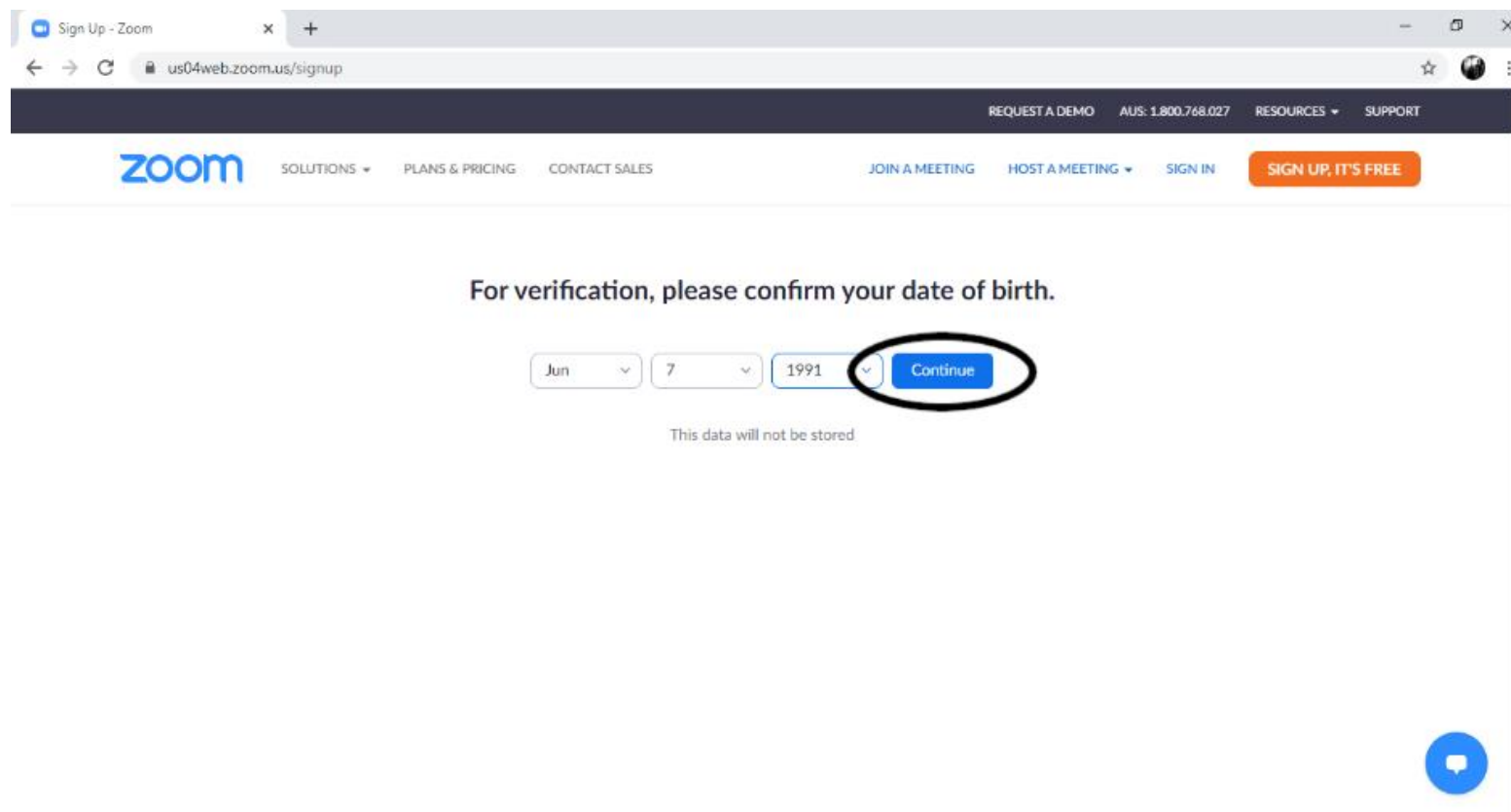


Image Description: Example of what your screen will look like during this step

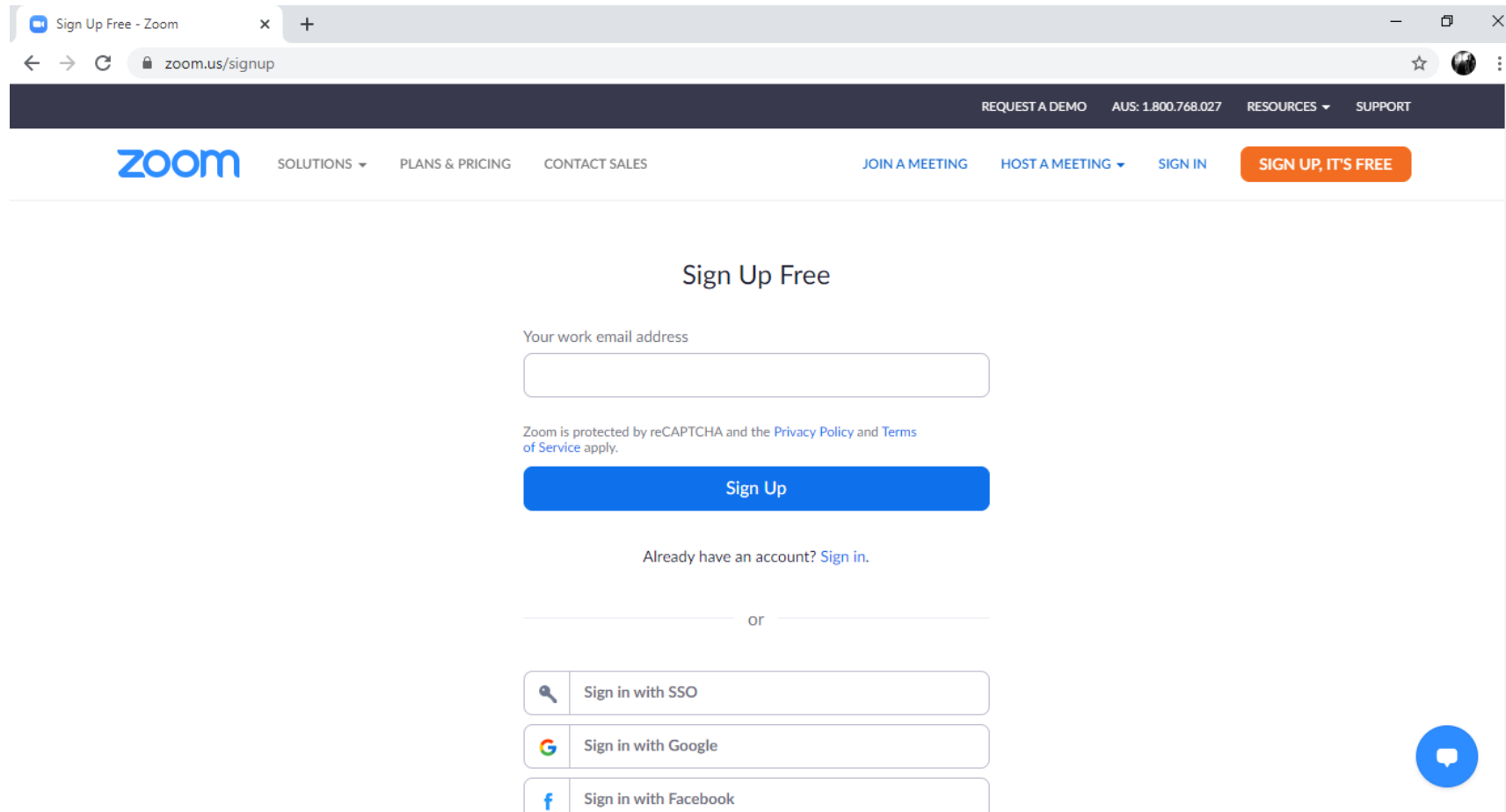
## Step 2: Enter your date of birth and select/click “Continue”



The screenshot shows a web browser window with the URL `us04web.zoom.us/signup`. The page header includes the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP, IT'S FREE. The main content area displays the instruction: "For verification, please confirm your date of birth." Below this, there are three dropdown menus for the date: "Jun", "7", and "1991". A blue "Continue" button is positioned to the right of the year dropdown and is circled in black. Below the date inputs, the text "This data will not be stored" is visible. A blue chat bubble icon is located in the bottom right corner of the page.

Image Description: Example of what your screen will look like during this step (with example date of birth has been entered)

### Step 3: Enter your email address and select “sign up”



The screenshot shows a web browser window with the URL `zoom.us/signup`. The page title is "Sign Up Free - Zoom". The navigation bar includes links for "REQUEST A DEMO", "AUS: 1.800.768.027", "RESOURCES", and "SUPPORT". The main navigation bar features the Zoom logo, "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "JOIN A MEETING", "HOST A MEETING", "SIGN IN", and a prominent orange "SIGN UP, IT'S FREE" button.

The main content area is titled "Sign Up Free" and contains the following elements:

- A text input field labeled "Your work email address".
- A small text note: "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply."
- A large blue "Sign Up" button.
- A link: "Already have an account? [Sign in.](#)"
- A separator line with the word "or" in the center.
- Three social sign-in options: "Sign in with SSO", "Sign in with Google", and "Sign in with Facebook".
- A blue chat bubble icon in the bottom right corner.

Image Description: Example of what your screen will look like during this step

**Step 4:** You will be emailed a link, asking you to activate your new account.  
Select 'Activate Account'

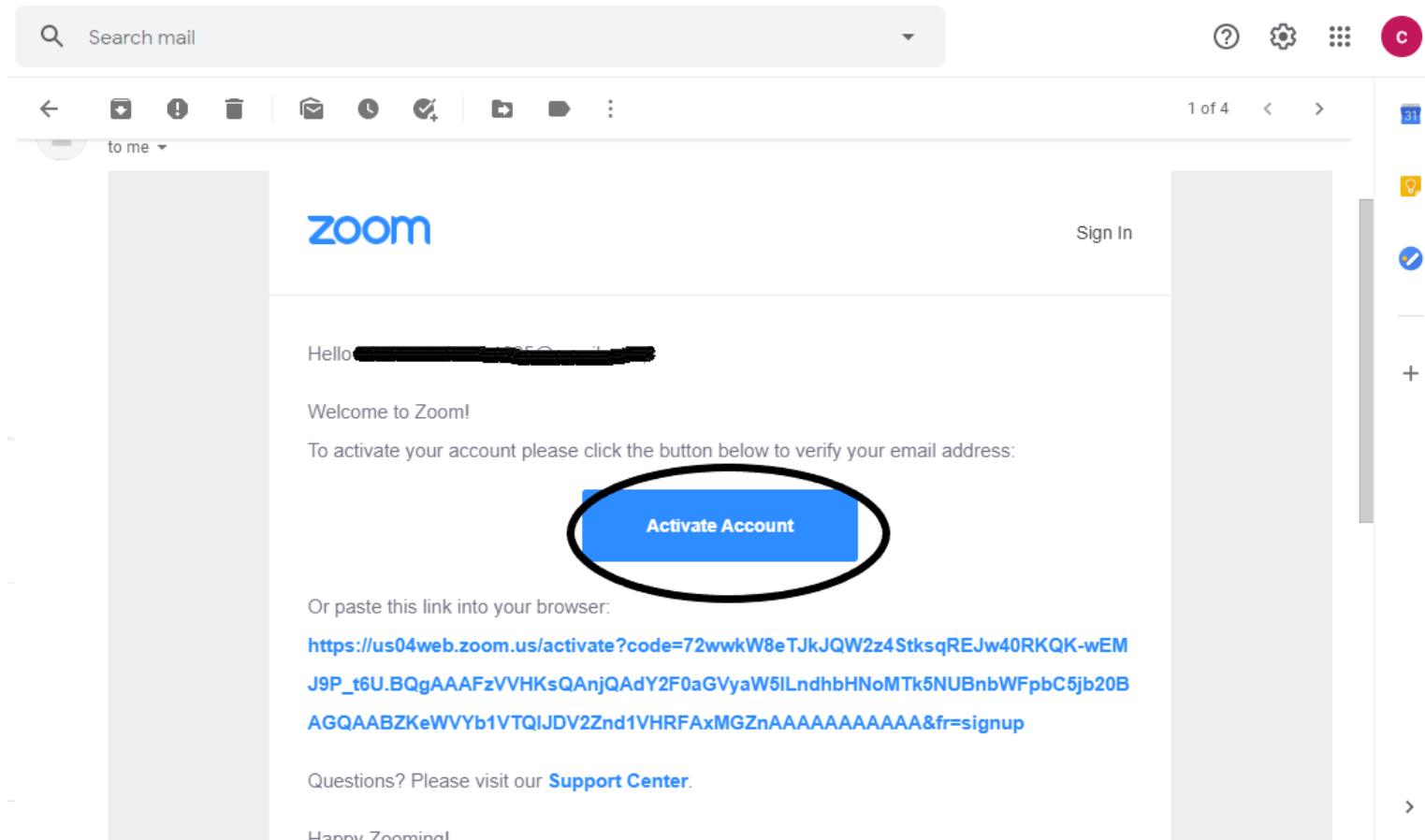


Image Description: Example of what your screen will look like during this step

**Step 5:** You will be asked if you ‘are signing up on behalf of a school?’ Select ‘No’ and then select ‘Continue’

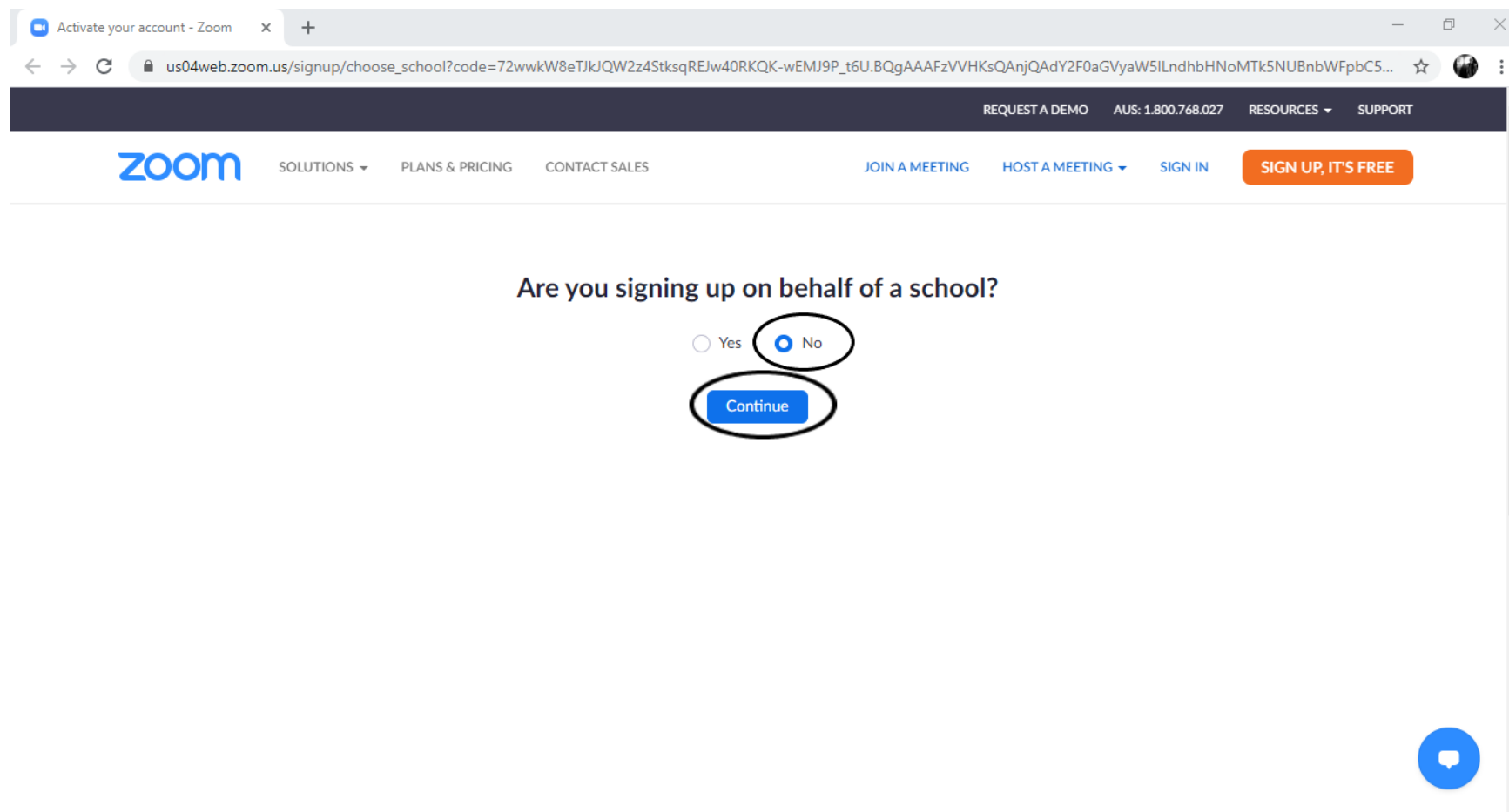


Image Description: Example of what your screen will look like during this step

**Step 6:** Enter your first and last name and create a password. Then select 'Continue' Note: Passwords must

- Have at least 8 characters
- Have at least 1 letter
- Have at least 1 number
- Include both uppercase and lowercase characters

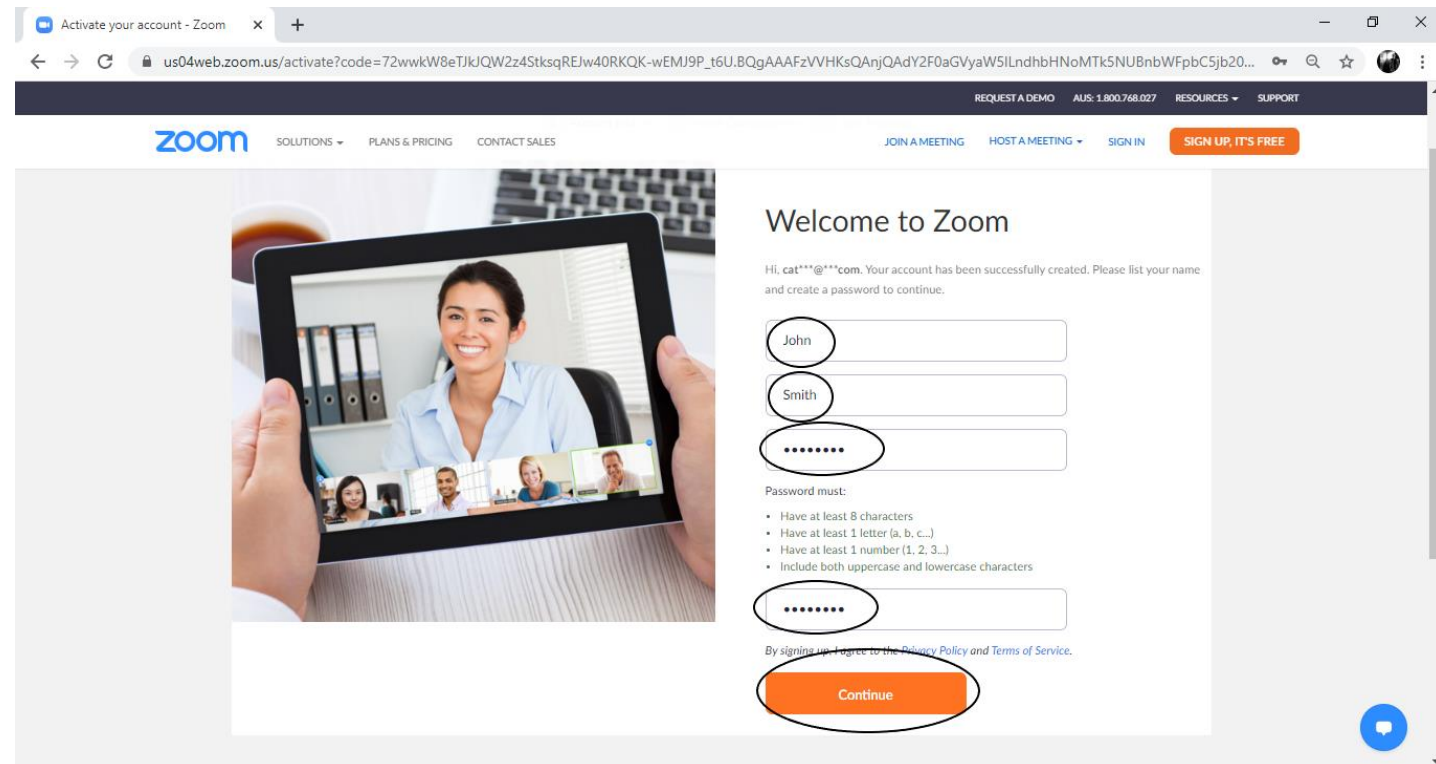


Image Description: Example of what your screen will look like during this step (with example name and password has been entered)



**Step 7:** You may be prompted to invite a friend, select 'skip this step'.

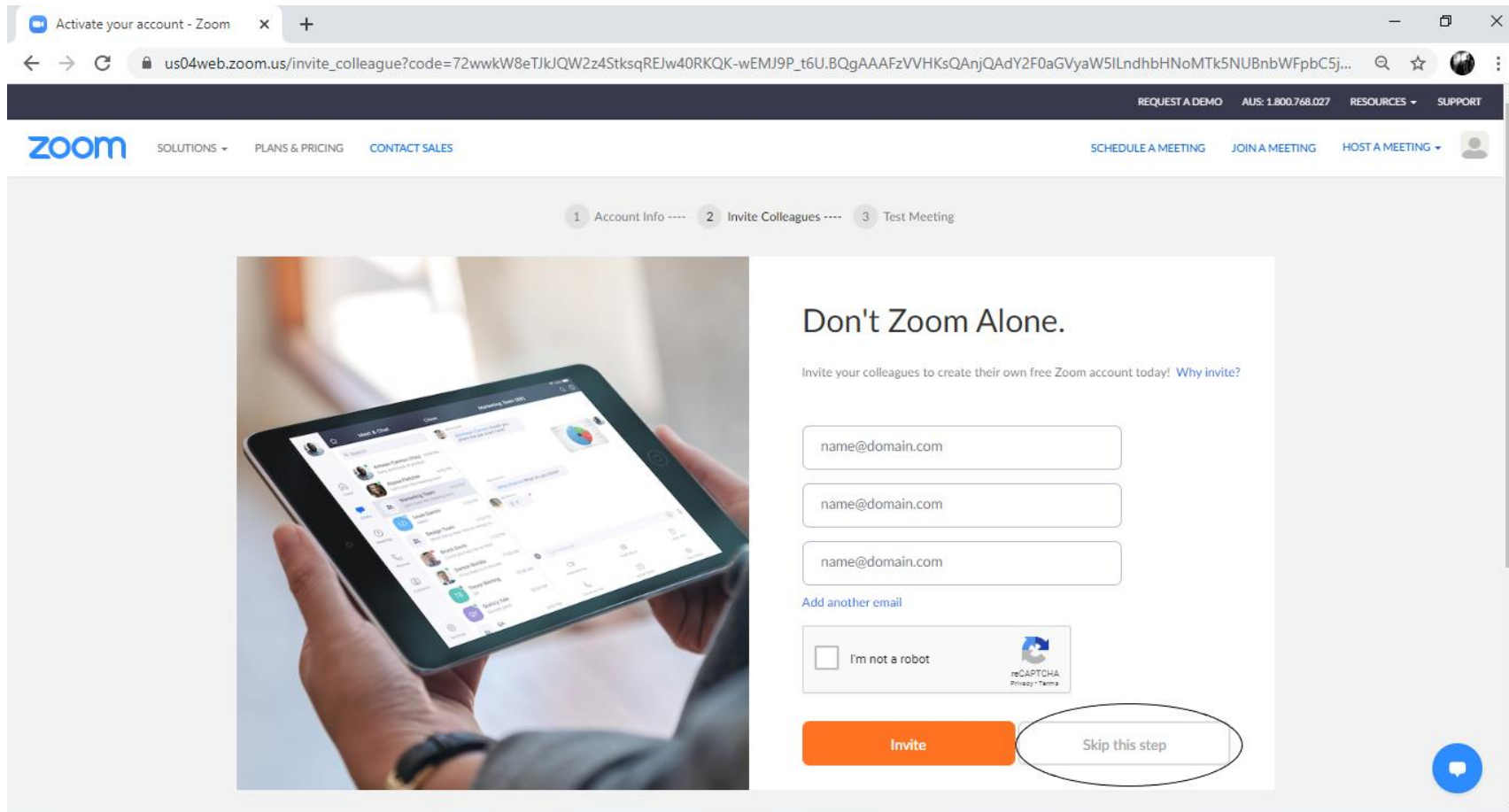


Image Description: Example of what your screen will look like during this step

**Step 8:** You will then be prompted to 'start your test meeting'. Select 'Start Meeting Now'.

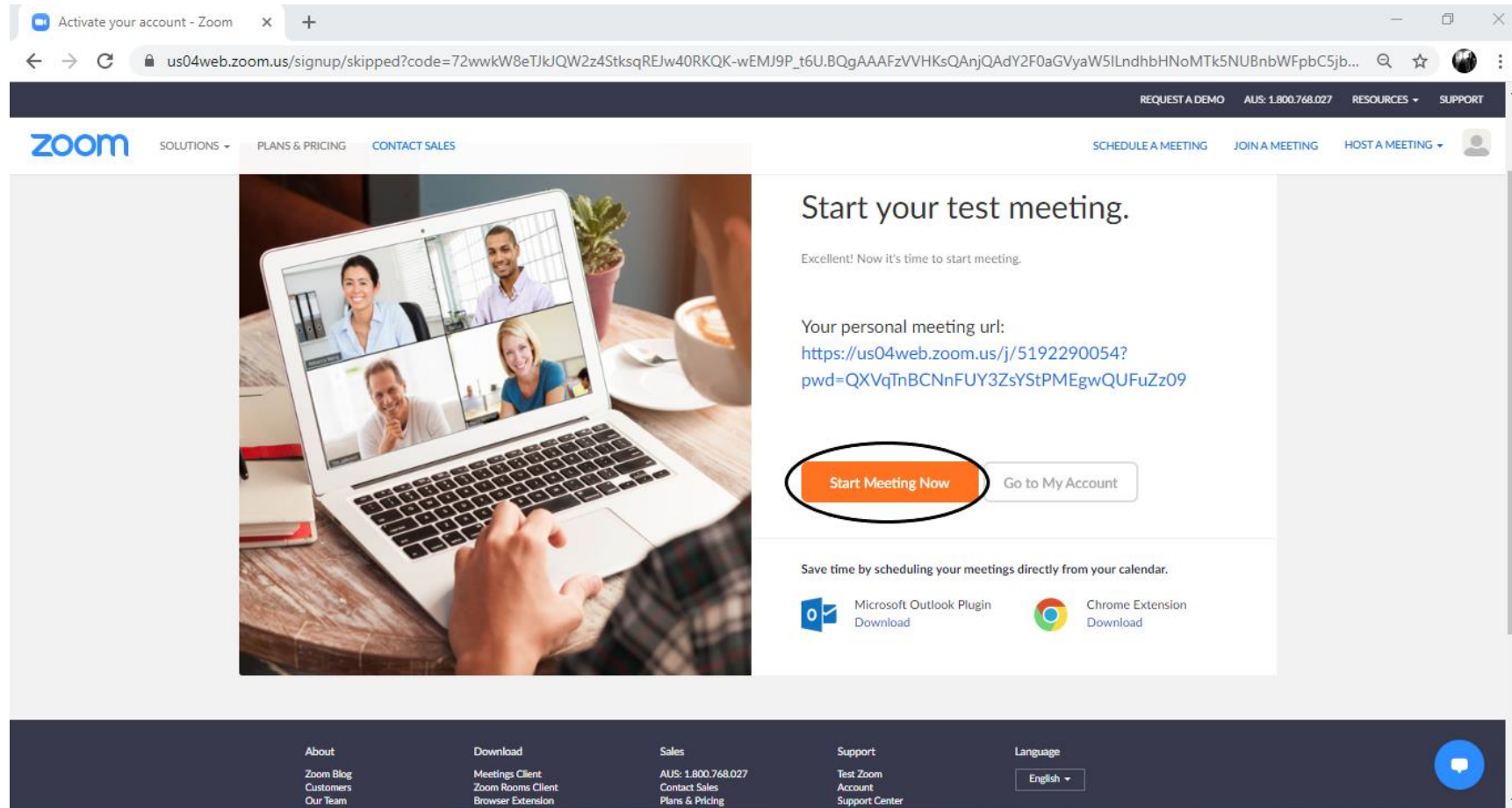


Image Description: Example of what your screen will look like during this step

**Step 9:** The Zoom app may download automatically onto your computer, if not select 'download and run Zoom' and open downloaded program.

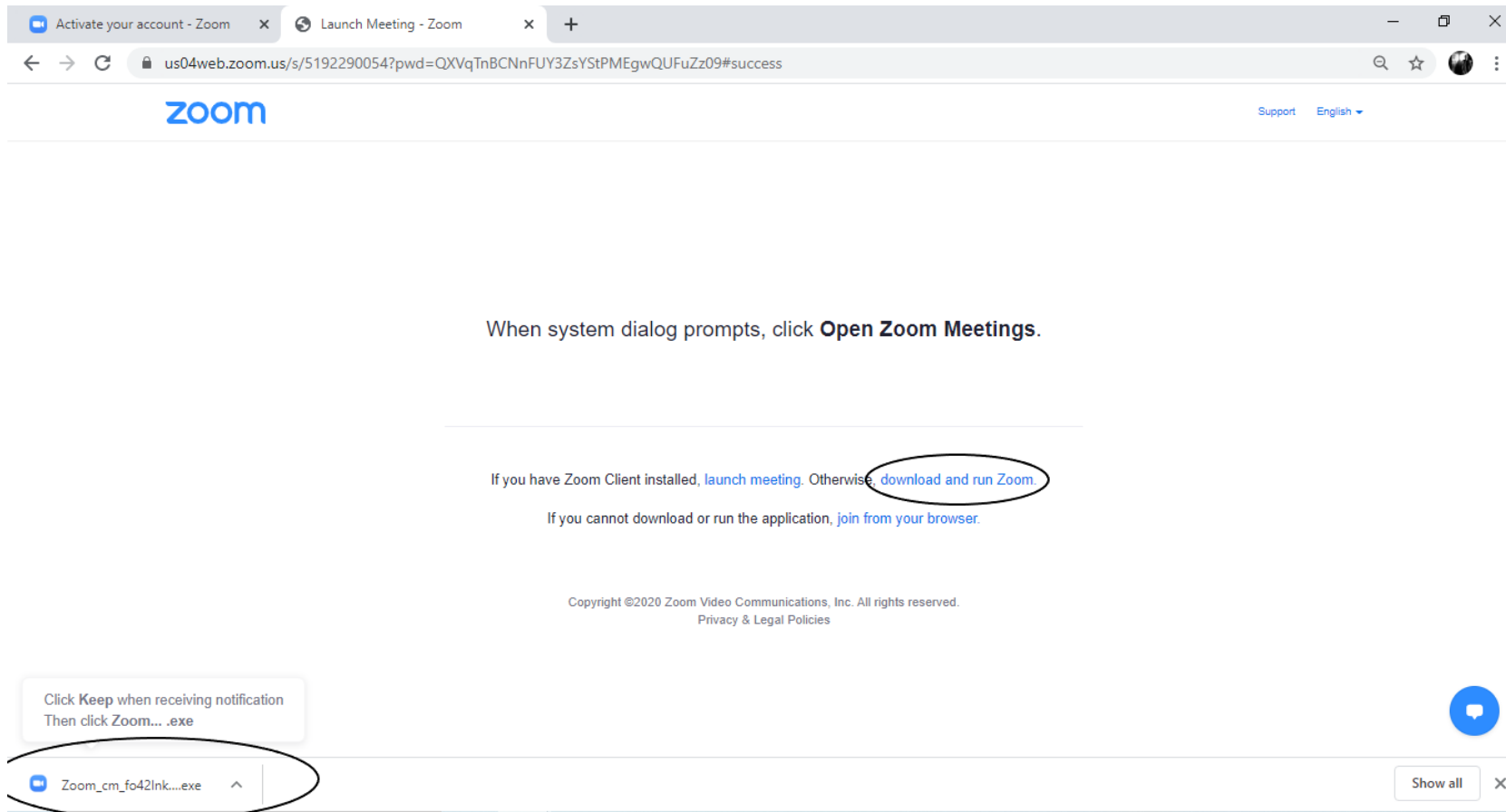


Image Description: Example of what your screen will look like during this step

**Step 10:** This will launch the app and start a video call test. You will need to enable both audio/sound and video, by clicking on those icons

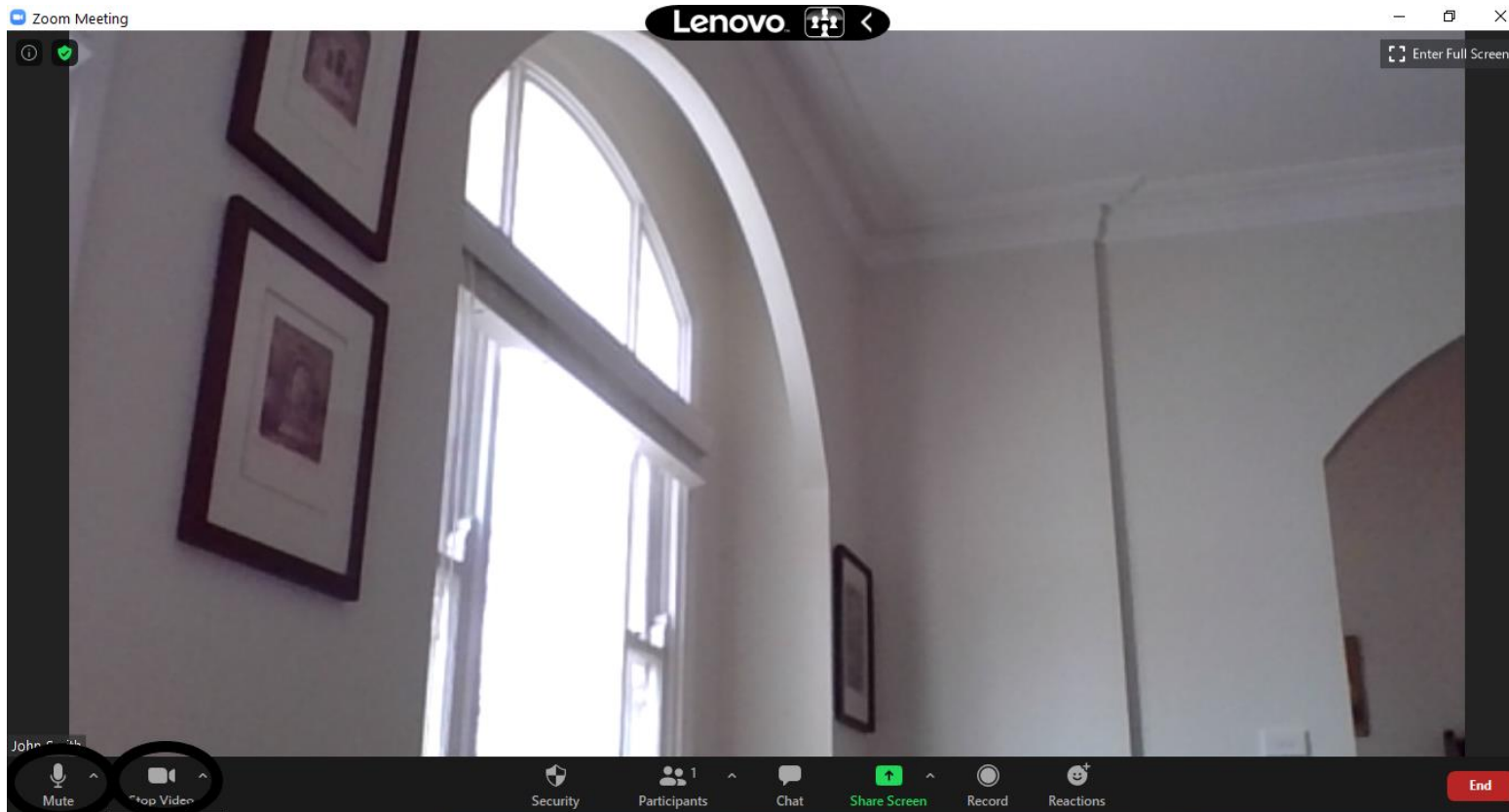


Image Description: Example of what your screen will look like during this step

Zoom is now downloaded on your computer and ready to use for your Zoom call

## **How to join your Zoom meeting**

**Step 1:** You will be email details to join a Zoom meeting. Click on the link, which will open Zoom on your Laptop.

Join Zoom Meeting

<https://us02web.zoom.us/j/85052715716?pwd=Z2owdmNoVzh5WTVZY1ZjeEUraUJWZz09>

Meeting ID: 850 5271 5716

Passcode: 069279

Image Description: Example of what your screen will look like during this step (with example name and meeting ID, Password and link)

**Step 2:** Enter the password, which would be emailed with the link to you. Select 'Join Meeting'.

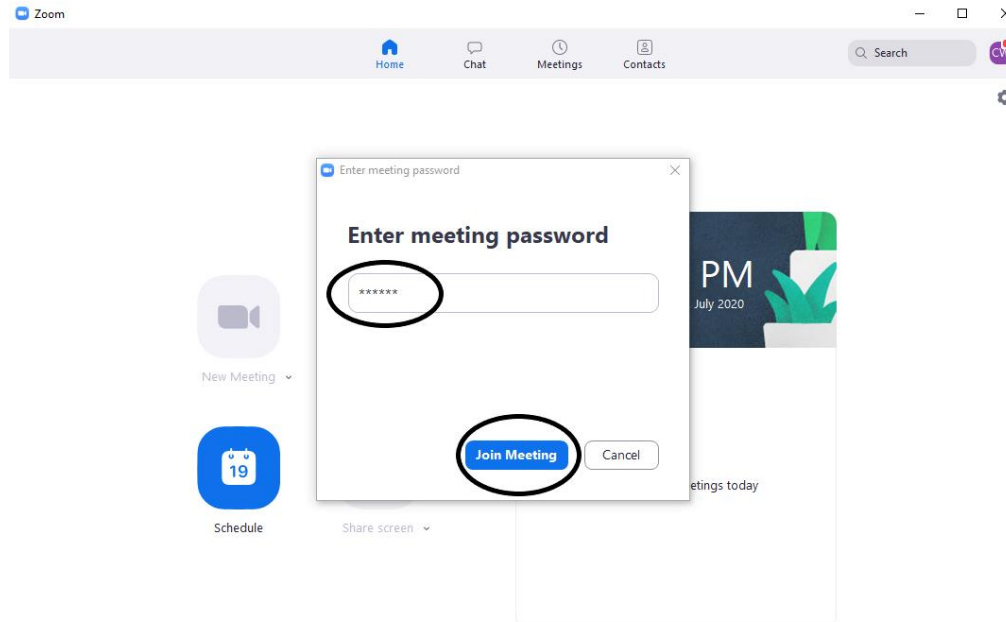


Image Description: Example of what your screen will look like during this step (with example Password given)

**Step 3:** You will either see one of these screens, while waiting to be admitted in the meeting.

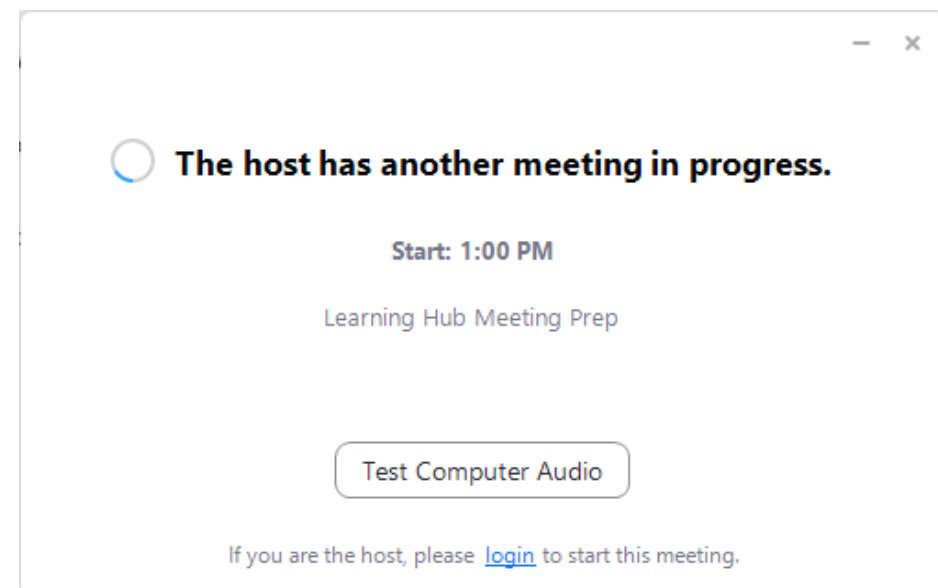
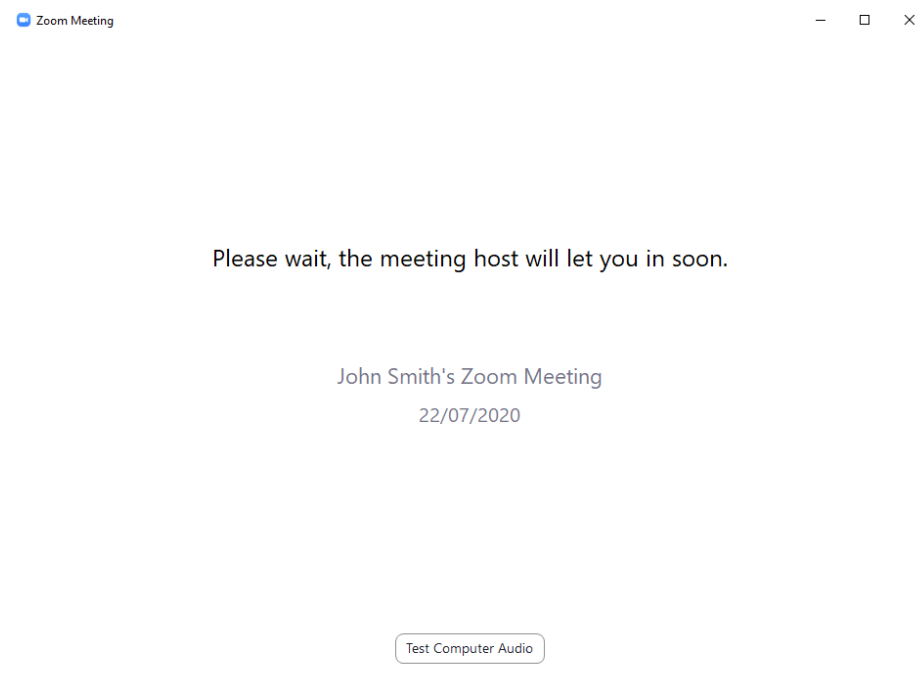


Image Description: Example of what your screen will look like during this step



**Step 4:** Once you have been admitted into the meeting, you can enable both audio/sound and video, by clicking on those icons

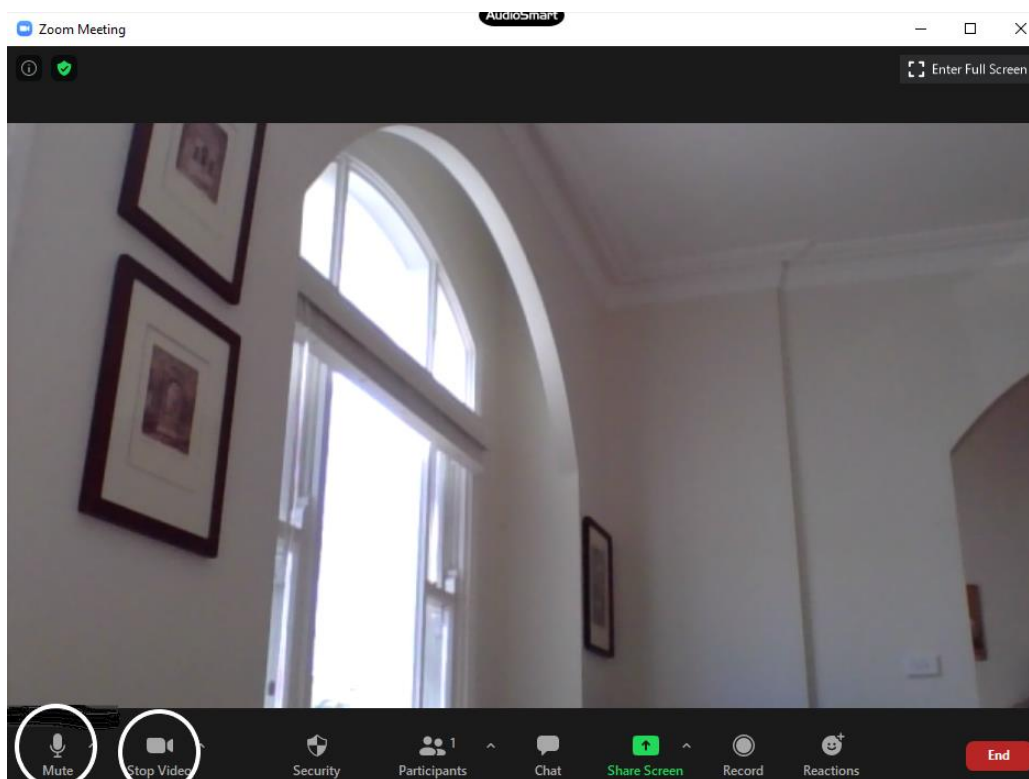


Image Description: Example of what your screen will look like during this step

**Step 5:** Once you wish to leave the meeting select the 'End' Button, and select 'leave Meeting'

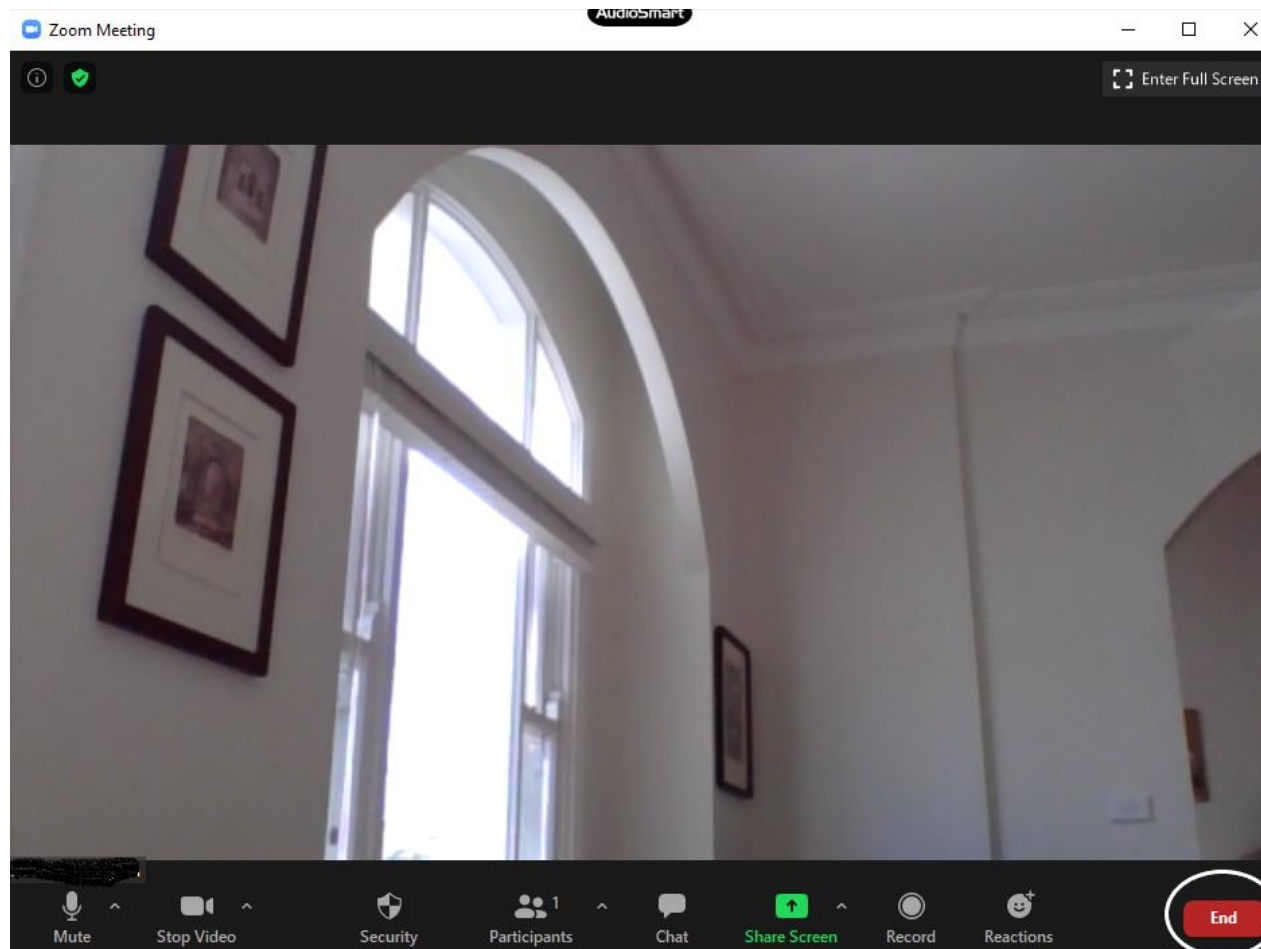


Image Description: Example of what your screen will look like during this step

This resource was created by Diversity and Disability Alliance

**Diversity and Disability Alliance**

Website: [www.ddalliance.org.au](http://www.ddalliance.org.au)

Email: [info@ddalliance.org.au](mailto:info@ddalliance.org.au)

Phone: 0434 354 114