





Videoconferencing – user registration guide

1) Using your browser, navigate to zoom.us:



2) Click the "Sign Up, It's Free" button:

(0) 7039 8961 OR 0800 368 7314		RESOURCES ▼ SUPPORT		
A MEETING ▼	SIGN IN	SIGN UP, IT'	S FREE	

3) Follow on-screen prompts and enter your email address:

Sign Up Free

Your work email address	

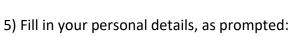
4) Check your email inbox for a Zoom activation link:

	Welcome to Zoom!		
We've sent an email to	To activate your account please click the button below to verify your email address:		
Click the confirmation link in that email to begin using Zoom.		Activate Account	
if you did not receive the email,			
Resend another email			













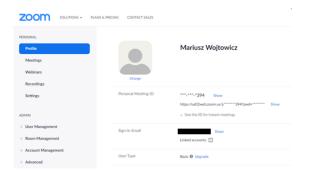
6) Ensure you select a secure password:

Password must:

- · Have at least 8 characters
- . Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Password must NOT:

- Contain only one character (11111111 or aaaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)
- 7) Remember to note down your login details.
- 8) You will now be logged into your Zoom account:



9) Click "Meetings" to schedule a new Zoom meeting:

