



# Installing Zoom Conferencing Software for hosts

September 2023

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Version 1.2

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## *Introduction*

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During the covid-19 outbreak, there has been an increase in the use of web-based conferencing software and particular Zoom.

I have put together this short document with step-by-step instructions on how to create a host zoom account and install the software.

The host is the person who creates the meetings and needs to have a Zoom account.

Your computer will need to have at least a microphone and speakers to use the software. A web camera is optional.

I have used Mozilla Firefox for these screenshots so some may not be the same if you are using a different web browser.

PLEASE NOTE: This author and the Chalfont U3A do not endorse or recommend this software. The document is to assist our members if they choose to use the Zoom software. Other Conferencing software is available. 😊

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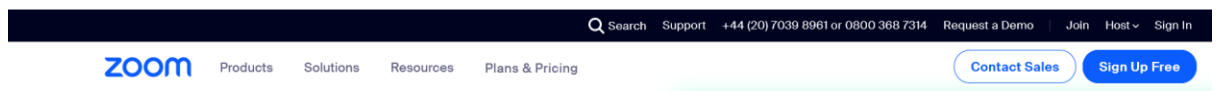
## *Installation on Desktop PC*

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1. You need to open your web browser as you would normally when you want to surf the internet.
2. Once it is open you need to navigate to the following site:

<https://zoom.us/>

3. You will need to create a Zoom account, so click the [Sign Up Free](#) button in the top right corner



4. You can use either your email address or your Google or Facebook account to sign up. If you choose to use your email address enter it in the box and click [Sign Up](#).

Don't worry that it says *Your work email address*, it does not need to be a work address.

You can also use your google or Facebook account to sign up which means you do not need to remember another password 😊

5. If you choose to use your email address after you click [Sign Up](#) you will see the following message

## Check Your Email For A Code

Please enter the verification code sent to your email address [gmtomlin@outlook.com](mailto:gmtomlin@outlook.com)

🕒 09:26

Verify

Can't find the email? Click [here](#) to resend.

6. Check your email and enter the code that Zoom sent you.

- This will verify your email address is correct and you will now need to enter your full name and create a new password. If you choose to log in using Google or Facebook you will not see this page.

## Create Your Account

Enter your full name and password.

Please enter your first name



**For Educators:** Check here if you are signing up on behalf of a school or other organization that provides educational services to children under the age of 18

Continue

Once you have entered your details click the **Continue** button

10.0 Nearly there... Click the blue Let's Go button your account has been created.

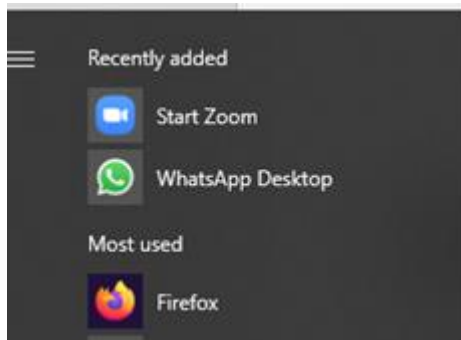
11.0 Now follow the three steps to Download Zoom to your Computer, Check Your Audio & Video and optionally Invite Others to Join

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*Using the software*

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You should see the [Zoom](#) icon on your desktop, it is also on the start menu.



During the installation, Zoom will send you an email that has links to some Let's Get Started videos. I would recommend that you take a look at those to get familiar with the software.

Good Luck and Stay Safe

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