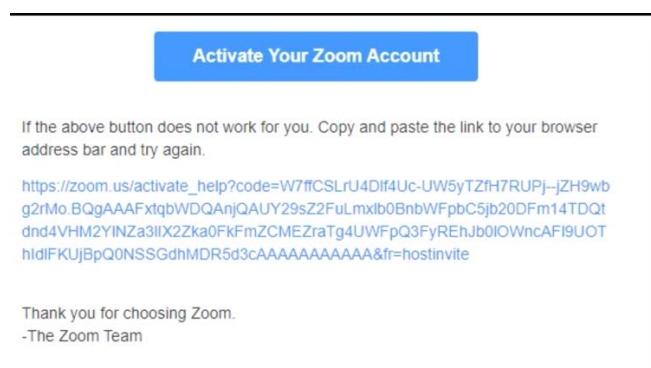


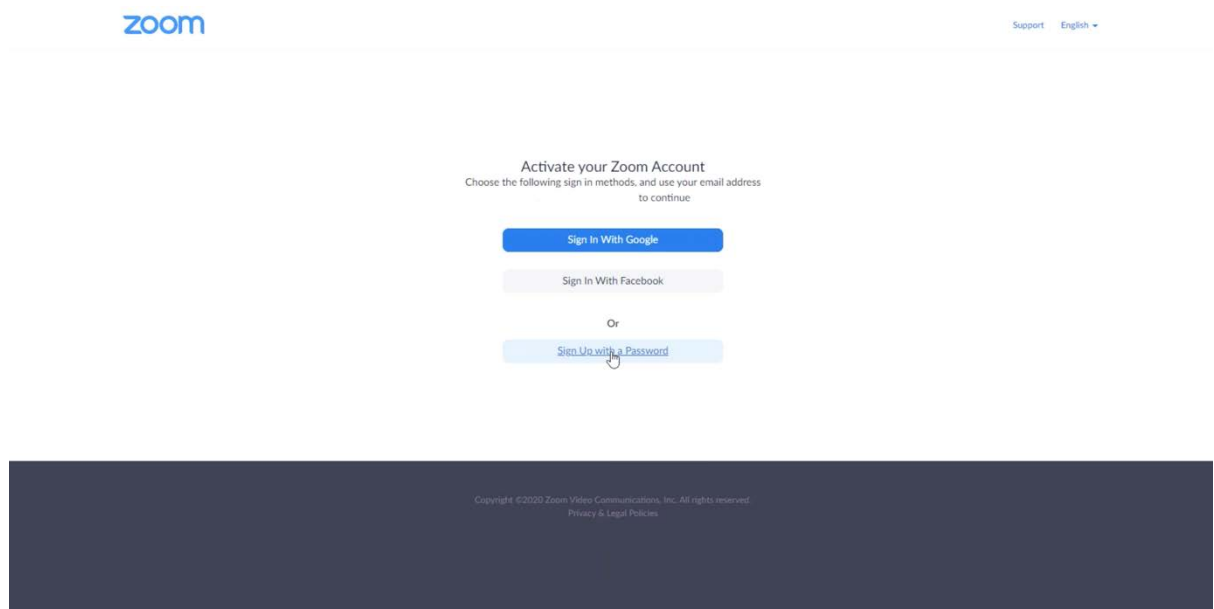
Setting your Schools Master Zoom Account - Guide for Principals

How to Activate the Zoom Account for Your School:

1. Open the email you received from Zoom and simply click the "Activate Your Zoom Account" button.



2. The following window will open in your web browser. Click on the "Sign Up with a Password" button.



3. The following window will appear on your screen. You will be prompted to create a new account. Complete form and click "Continue".

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

Welcome to Zoom

Hi, col**@**com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

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4. You have now successfully activated your Zoom account.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:
<https://zoom.us/j/5488277568?pwd=WkJKQjFkX0pZUHBJM1ROVVIkTkl6dz09>

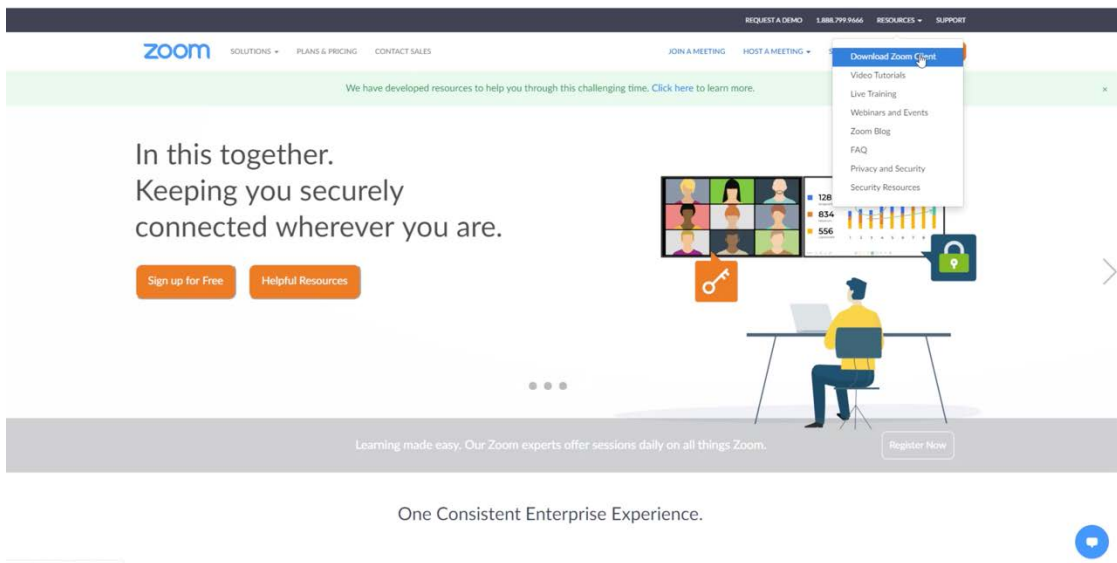
Start Meeting Now Go to My Account

Save time by scheduling your meetings directly from your calendar.

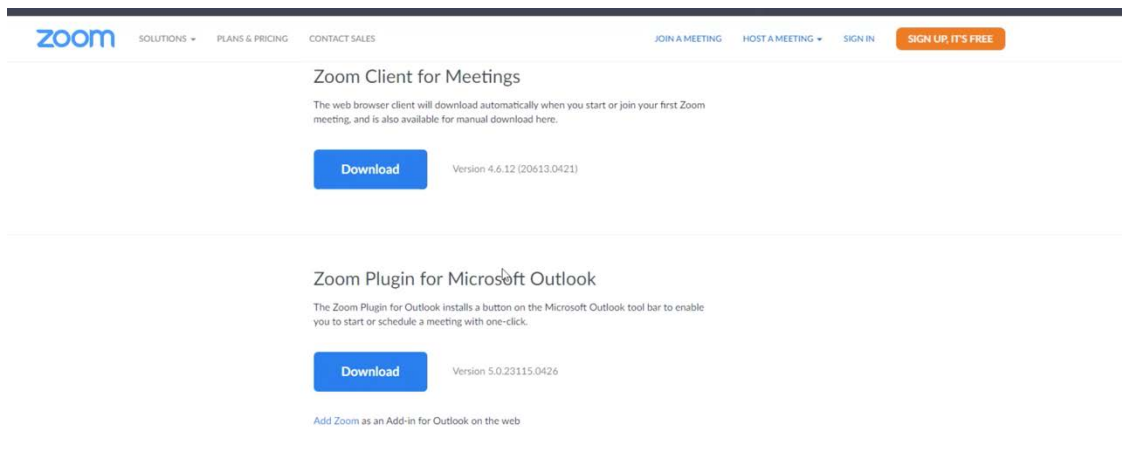
Microsoft Outlook Plugin Download Chrome Extension Download

How to Download Zoom on Your Computer

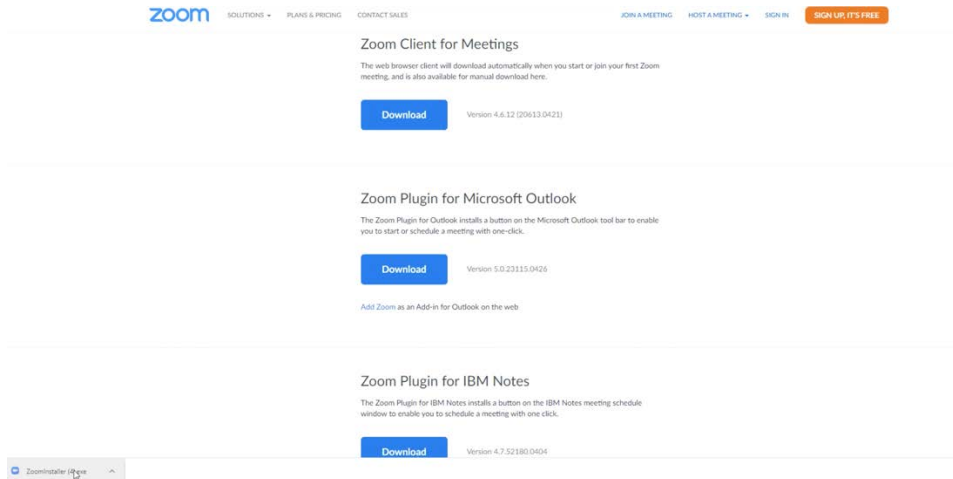
1. Open your computer's internet browser and navigate to the Zoom website at Zoom.us.
2. Navigate to the resources section at the top right of the window. Click on "Download Zoom Client".



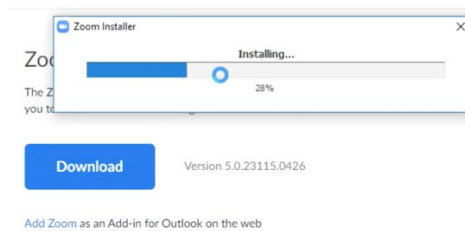
3. The following window will appear. Click on the "Download" Button under the "Zoom Client for Meetings section.



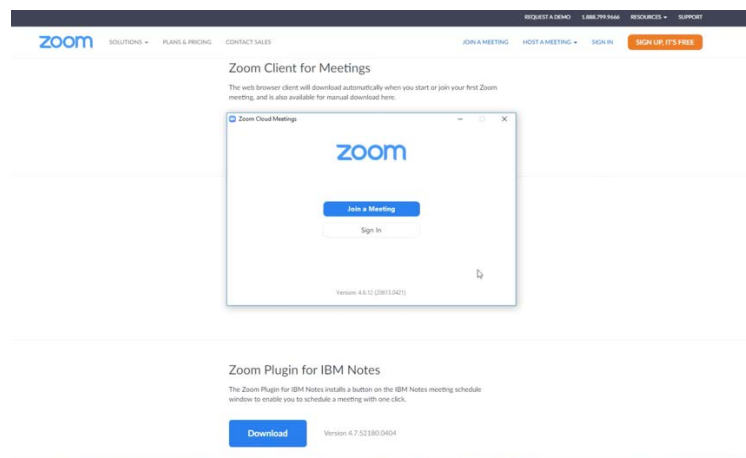
4. The Zoom application will download onto your computer. Once download is complete, simply click on the file on the bottom left as shown below to start install.



5. The following window will appear while installation is in progress.

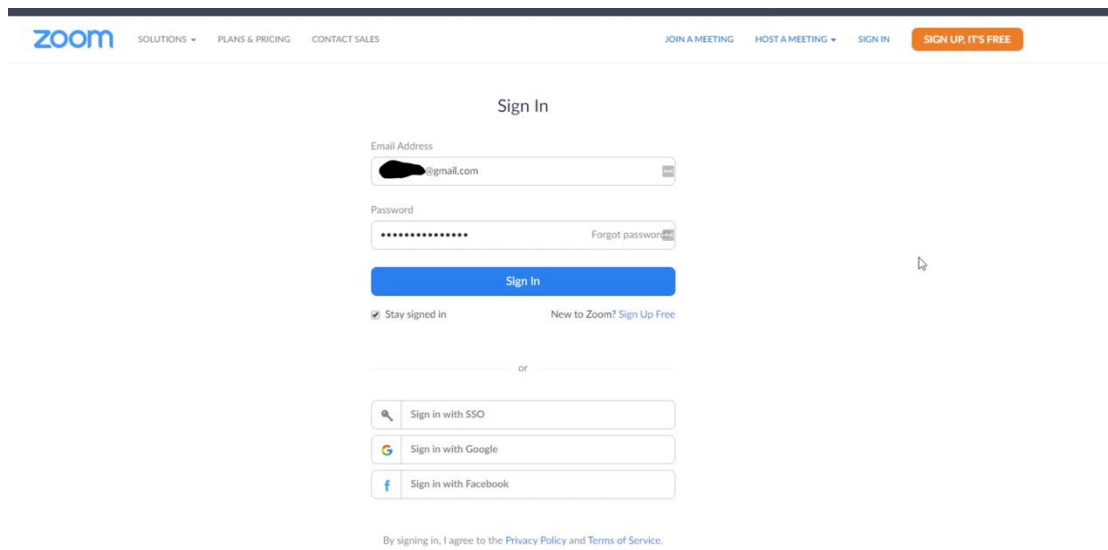


6. Once the installation is complete, the Zoom application will launch on your computer.

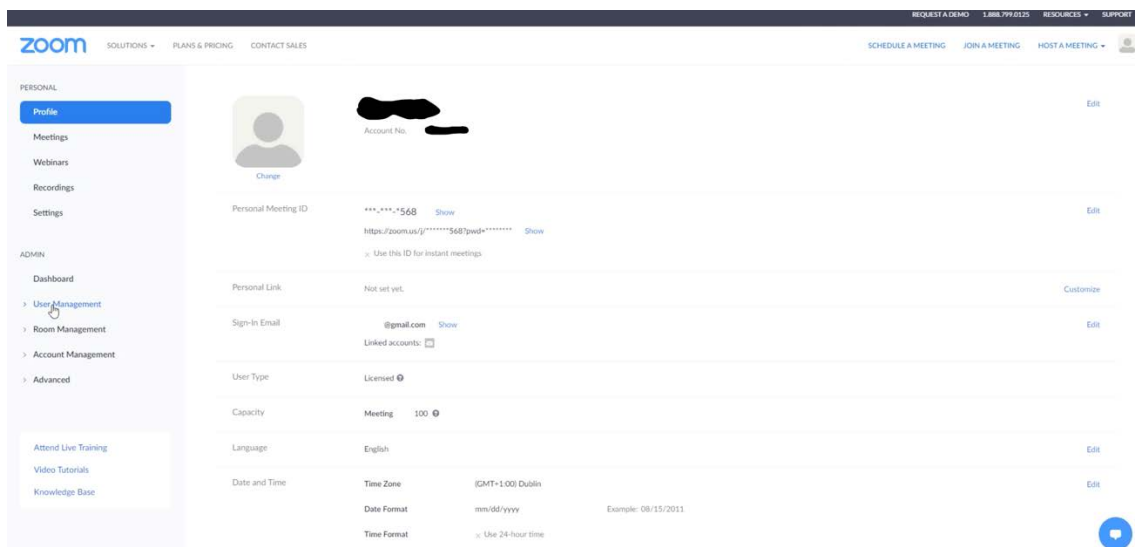


How to add your teachers to the Schools Zoom Account

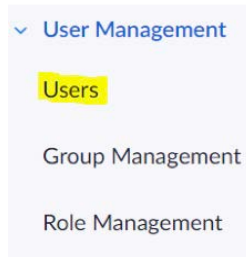
1. Sign into your Zoom Account via www.zoom.us - Using your Email & Password



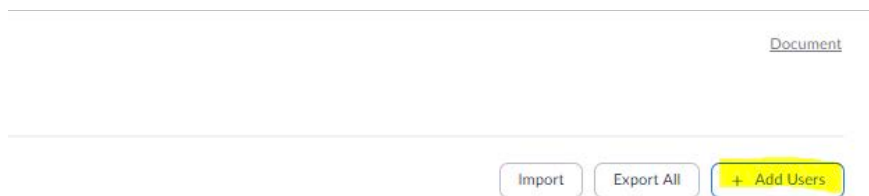
2. Click on User Management Tab:



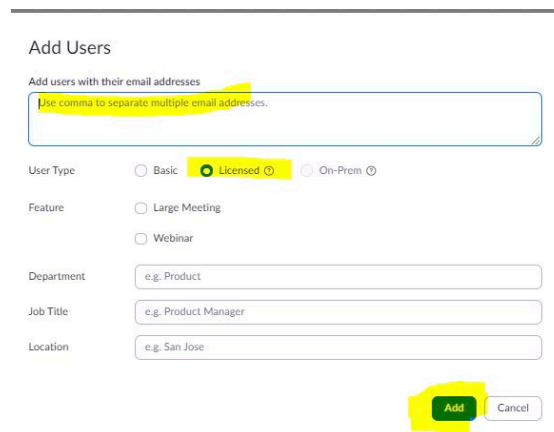
3. Click on Users Tab:



4. Click on Add Users Button



5. Add the email addresses of the new Users in the box provided & Click the Add Button



A screenshot of the 'Add Users' form. The form has a title 'Add Users' and a subtitle 'Add users with their email addresses'. Below the subtitle is a text input field with a placeholder 'Use comma to separate multiple email addresses.' Below the input field are several fields: 'User Type' with radio buttons for 'Basic', 'Licensed' (selected), and 'On-Prem'; 'Feature' with radio buttons for 'Large Meeting' and 'Webinar'; 'Department' with a text input field containing 'e.g. Product'; 'Job Title' with a text input field containing 'e.g. Product Manager'; and 'Location' with a text input field containing 'e.g. San Jose'. At the bottom right, there are two buttons: 'Add' (highlighted with a yellow background) and 'Cancel'.