

# Zoom for Beginners



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Welcome! This is the companion workbook to our wikiHow course **How to Use Zoom for Beginners**.

In this course, we'll teach you everything you need to know about using Zoom. But knowledge alone isn't enough—you need to **take action!**

That's why we created this workbook for you to download, print, and follow along with, so you know exactly what steps to take to feel confident using Zoom.

People who take this course get the most out of it when they watch the video lesson, then use the printed workbook to practice what they learned. We designed it that way so that you're not juggling a video and Zoom all at once.

In each lesson, look for the video symbol and a web address for the video that matches the instructions, like this:



After you're done with the course, keep this workbook handy (next to your computer) so you always know what to do.

# Zoom Basics

**Before we get started, it's important to know what kind of device you're using with Zoom.**

Some instructions will be a little bit different depending on what kind of computer you're using. We'll use the symbols below to tell you when that happens. Read the descriptions below and circle the symbol for what you're using.



## **Apple computer (Mac)**

Apple computers have an apple symbol on them. Our video lessons are filmed using an Apple computer, so what you see on our screen will be very similar to what you see on yours. Look for this symbol in the workbook for instructions that are just for Apple computers, also known as Macs.



## **Personal computer (PC)**

If your computer doesn't have the Apple symbol on it, it's a PC. Look for this symbol in the workbook for instructions that are just for PCs. When watching the videos, which are recorded with an Apple computer, we'll call out when you can expect to see something differently because you're using a PC.

# Creating Your Zoom Account

 [wikihow.com/zoom-account](https://www.wikihow.com/zoom-account)


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A screen will pop up and ask you to confirm your date of birth.

Put your birthday in and click "Continue."

For verification, please confirm your date of birth.

Mar ▾ 9 ▾ 1955 ▾ [Continue](#)

This data will not be stored 

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Enter the email address you want to use for your Zoom account, and click "Sign Up."

Make sure you have immediate access to this email account, since Zoom will send a verification email.

## Sign Up Free

Your work email address

johndoe@gmail.com

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

[Sign Up](#) 

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Open the email account you used to sign up. You should see an email from "Zoom."

Click on the email, and then click "Activate Account."

Search mail

☆ Zoom Please activate your Zoom account - He

Welcome to Zoom!  
To activate your account please click the button below to verify your email address:

[Activate Account](#) 

# Creating Your Zoom Account

 [wikihow.com/zoom-account](https://www.wikihow.com/zoom-account)

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In response to “Are you signing up on behalf of a school?” click “No,” then “Continue.”

Are you signing up on behalf of a school?

Yes  No 



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Under the title “Welcome to Zoom,” type in:

- Your First Name
- Your Last Name
- A Password that has at least 8 characters (both uppercase and lowercase), and at least 1 letter and 1 number.

Type the password again in the second box to confirm it. Write this password down somewhere safe. Hit “Continue.”

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 uppercase and lowercase characters

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



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Click “Skip this step” to avoid starting a meeting right away. Your account is all set up!



# Practice makes perfect!



## Prepare for the call

30 minutes before the call, go through the following list:

- Open up the Zoom call. Test your sound and video (p. 16).
- Set up your lighting.
- Wear headphones if you have them and begin the call on mute.
- Adjust your camera angle so your friend can see you best. It's just your friend, but pretend it's a big event. How would you want to look?

