Go to: [https://zoom.us/](https://zoom.us/)

Upper Right: “Sign Up, It’s Free”
and the page will look like this:

Where it asks for your “Work email address”, use your favorite *personal* email address.
After creating your account and logging in, you will be issued an exclusive Personal Meeting ID and relevant information; it will look like this:

To Host a Meeting:
   Click “Host a Meeting” in the upper right. You’ll have two options:
   With Video Off (for this exercise select this)
   With Video On
It commences with installing the software; the page will look like this:

Pay attention to the directions in your particular browser here. In Windows, this is what it looks like.
When Zoom software is installing, this window will pop up:

If you launched a “Video Off” meeting, the page will look like this

It suggests you test the speaker/microphone. I needed earbuds, so it is important to do this test. Turn up your speakers, adjust as necessary; use earbuds if you need them. When finished, click yes. The page will then look like this:
To the right you have “Invite Others” option (you can also use the “Invite” Feature at the bottom. You’ll also see other options there, as well – there’s a chat window that launches, for an interactive meeting.

When you’re done with the meeting, click X in upper right to either leave the meeting or end the meeting; you can do the same in the lower right, as well.

**If you launched the “Video On” feature,** the window would look a little more like this:

![Zoom meeting interface with Video On feature](image)

The same options are available here: to the right you have “Invite Others” option (you can also use the “Invite” Feature at the bottom. You’ll also see other options there, as well – there’s a chat window that launches, for an interactive meeting.

When you’re done with the meeting, click X in upper right to either leave the meeting or end the meeting; you can do the same in the lower right, as well.