



# How-To

## Set Up a Zoom Account

**Zoom requires a webcam. [wwwZoom.us](http://wwwZoom.us)**

1. Sign in Free
2. Enter your email address
3. Open your email and check for Zoom verification message
4. Click on Activate Account
  - a. Welcome to Zoom
  - b. Enter Name
  - c. Enter Password and confirm
5. Go To Your Account
6. Set up your Profile
  - a. User Type – basic
  - b. Time zone
  - c. Language
  - d. Default Country
  - e. Sign in password (confirm)

**There is a “Help” box at the bottom of the page. You can ask for a Zoom Tutorial on how to join a meeting. Tutorials are available for all aspects of Zoom. PS: You can practice by doing a Zoom call with your friend or Associate. Your invitation to a Zoom call contains the Meeting Number that you want to join. This incredible tool to better, easier communications is pretty simple to use.**

©RPM Academy 2022