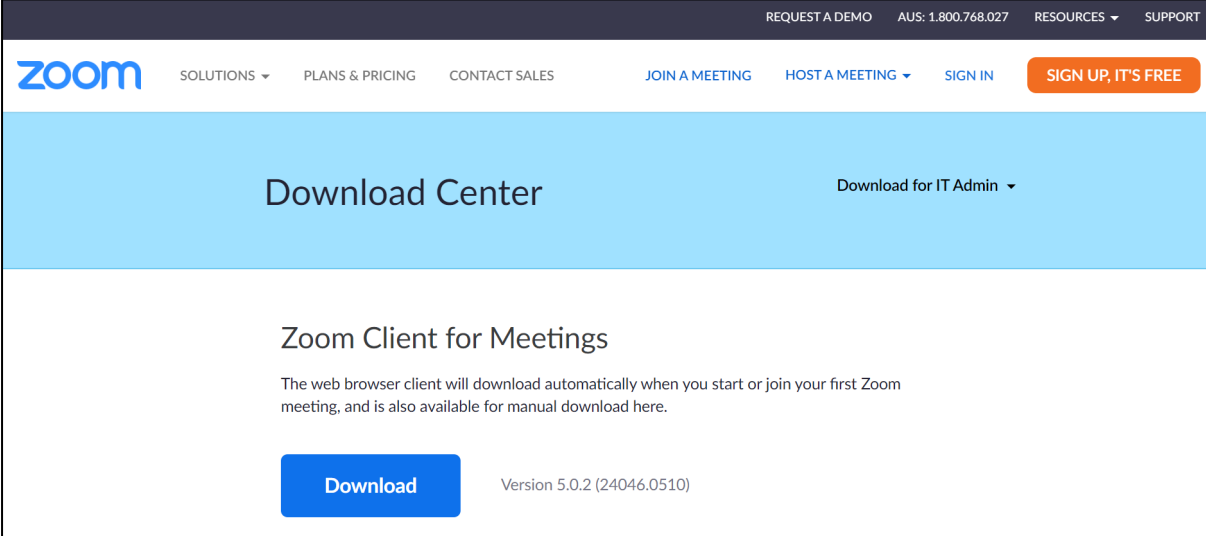# Newcastle High School

Community Guide for Zoom Account

This guide will instruct users on how to download and create an account for Zoom Meetings.

If you do not have the program installed it will automatically install after you click the meeting link to join, however if you would like to install it manually beforehand please follow this link: https://zoom.us/download.

When connecting to meetings hosted by Newcastle High School you should be able to use any Zoom account including those attached to businesses or educational institutions that many people already have access to. If you encounter any issues when using an existing account from your school or work you may need to create a new personal Zoom account to connect instead.

If you need to create a new personal Zoom account you can do so by following these steps after clicking the orange 'Sign Up, It's Free' button on the Zoom website.

- Enter your date of birth for verification.
- Enter your personal email address. (It may ask for a 'work' email but a private one such as @hotmail, @gmail, or whatever you use will be fine)
- Check the inbox of the email you entered to find the verification email sent by Zoom and click 'Activate Account'.
- When asked if signing up on behalf of a school please select NO.
- Enter your details including a password which will be used to login to the Zoom account.
- When requested to invite colleagues or other users please click SKIP THIS STEP.
- You have now completed your account setup. You will be able to sign in using your account details.
  - OPTIONAL: If you feel confident in using Zoom you can start the test meeting offered at the end of the process to see how a meeting works on your computer however this is not a required part of the account setup.