**Steps to download ZOOM on your computer:**

1. In your browser type [https://zoom.us](https://zoom.us/)
2. Click **SIGN UP, IT’S FREE**
3. For verification, confirm your birthdate; click **CONTINUE**
4. Enter your email address; click **SIGN UP**
5. Zoom will send you an email message; open this email; click **CONFIRMATION LINK**
6. A new window will open; click **ACTIVATE ACCOUNT**
	1. Set up your account; enter your name and create your password
7. A new window will open; Invite colleagues – **SKIP**
8. Test Meeting – Click on **START MEETING NOW**; test your audio settings
9. A new screen will open; If prompted, you may need to click on **DOWNLOAD & RUN APP**
10. Once you have downloaded and run the ZOOM App, a JOIN A MEETING screen will open
	1. Click on **JOIN A MEETING**
	2. Enter the Zoom Meeting ID
	3. Enter the Zoom Meeting Password Provided via email
	4. Click **JOIN**

**Steps to download on your mobile device:**

1. Go to the App Store (Apple) or Play Store (Android)
2. Search for **ZOOM CLOUD MEETINGS**
3. Install the App
4. Follow the instructions to set up your account
5. Click on **JOIN A MEETING**
6. Enter the Zoom Meeting ID
7. Enter the Zoom Meeting Password Provided via email
8. Click **JOIN**