How to attend a zoom meeting

If you don’t already have a zoom account, don’t worry – it is very easy to set one up.

If you don’t have internet, you can attend via your phone, although you obviously won’t be able to see people but you can still hear the discussion and participate.

After you pay for your chosen ticket – one session, bundle of three or the whole event, we will send you a form so you can register for the workshops you wish to attend.

Then closer to the time we will send you the zoom codes and links for your chosen sessions.

# How to sign up for Zoom

All you need to sign up for Zoom is a valid email address. Download the mobile or desktop app, agree to the privacy policy and the terms and conditions and you’re good to go.

You can sign up for the video conferencing service from your Mac or PC or from your phone or tablet after downloading the app.

To sign up, you'll need to download the app and then complete three steps on your internet browser, and have access to your email to verify your account.

You can join a Zoom meeting without making an account.

You'll need access to your email account to verify your profile and confirm a password. One you sign up, Zoom will open in your browser of choice.

# Sign up on your device

Here are the steps you will need:

1. After downloading the app from the app store, tap to open it. Tap “Sign Up” on the welcome page. The other options will be “Sign In” (if you already have an account) or “Join a Meeting” (if you were sent a meeting ID via email or text).

2. Tap “Sign In.”

3. Enter the email address that you'd like to use for this account, followed by your first and last name.

4. Check the box next to “I agree to the Terms of Service.”

5. Tap “Sign Up” in the top-right corner.

6. A pop-up will appear informing you that a confirmation email was sent to the email address you chose. Tap “OK” to close the pop-up and open your preferred email app to check your inbox.

7. Tap to open the message in your inbox. Scroll and tap the blue “Activate Account” option. This will open the browser on your phone or tablet.

8. Begin the first step of confirming your account information and choosing a password. Re-enter your first and last name. Type a password and then retype the same password to confirm.

If your password does not meet Zoom's requirements, instructions will appear. For example, the password must include at least eight characters and at least one letter and number.

9. The second step will prompt you to invite colleagues to a meeting now. If you're in a hurry to do so, you can complete this step, but if you're simply setting up your account to use in the future, opt to skip instead.

10. The third step encourages you to start a meeting now. Again, you can skip this step by tapping “Go to My Account.”

11. Enter the email address and password you just chose.

12. Check the “Stay signed in” option and then tap the blue “Sign In” button to log in on your browser. Once these steps are completed, you can go back to the app you downloaded. (Most browsers will even prompt you with a message to open the app at the top of the page.)

13. Tap the “Sign In” option this time instead of “Sign Up.”

14. Enter your email address and password.

15. Tap the blue “Sign In” option to complete the process.

You have now successfully created your account and are signed in on your device.

# How to make a Zoom account on your computer

Signing up for Zoom looks similar on your desktop, though it may be even easier to complete the required steps on your browser.

1. Click to open the Zoom app on your Mac or PC.

2. Click “Sign In.”

3. Click “Sign Up Free.”

4. This will automatically open the Zoom website on your default browser.

5. Enter your email.

6. Click the blue “Sign Up” button.

7. The next page will include a note on how to access your activation email (and resend it if you did not receive it).

8. Open your inbox and locate the activation email.

9. Click the blue “Activate Account” button.

10. This will open the Zoom signup page in your browser. Enter your first and last name, along with your password.

11. The second step will prompt you to add colleagues at this time. Click “Skip this step” to move on to the final step.

12. The final step will prompt you to start a test meeting. Instead, click “Go to My Account.” You should already be signed in on your browser.

13. Reopen the Zoom app on your desktop if you'd like to use the service there. Click “Sign In” again.

14. Enter your email and password.

You are now logged in with your brand new account.

# To attend via your phone line rather than through internet

All you have to do is dial into the number we send you once you have chosen your workshops