# MRMC ZOOM HELP: HOW TO MAKE AN ACCOUNT AND INSTALL ZOOM ONTO YOUR COMPUTER, LAPTOP OR TABLET

If you have followed all these steps and are still having issues, call Izzi Brannen (+44 7758388236) and I'll do my best to help you! The pictures I have provided are installing Zoom on my laptop, they should look similar on a laptop but might be slightly different on a tablet or smartphone.
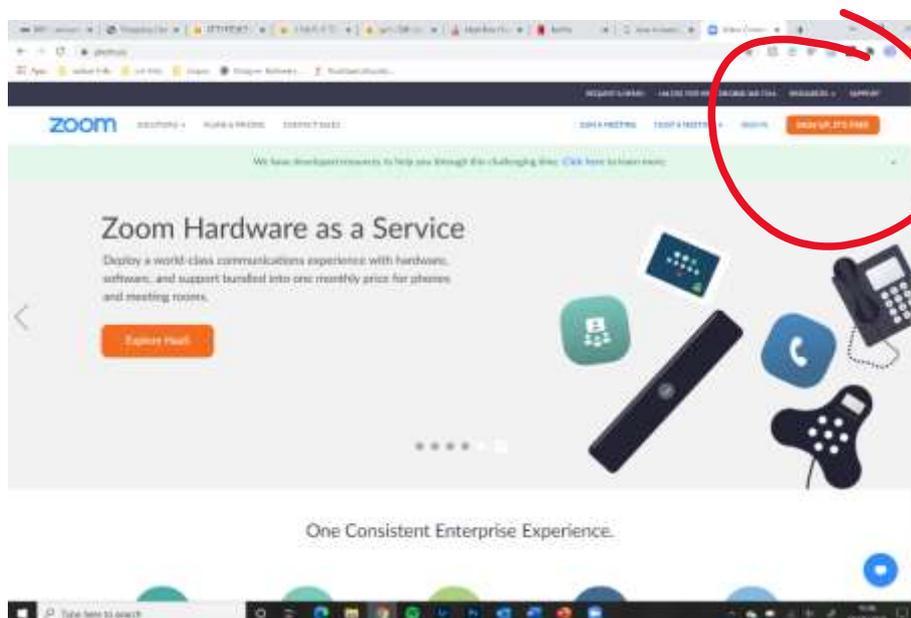

1. **Open your internet browser (Internet explorer, Google chrome, Firefox, etc) and type 'zoom.us' into the search bar. This will lead you to the Zoom website. Left click the orange button in the top right hand corner of the screen that says 'SIGN UP, IT'S FREE'.**
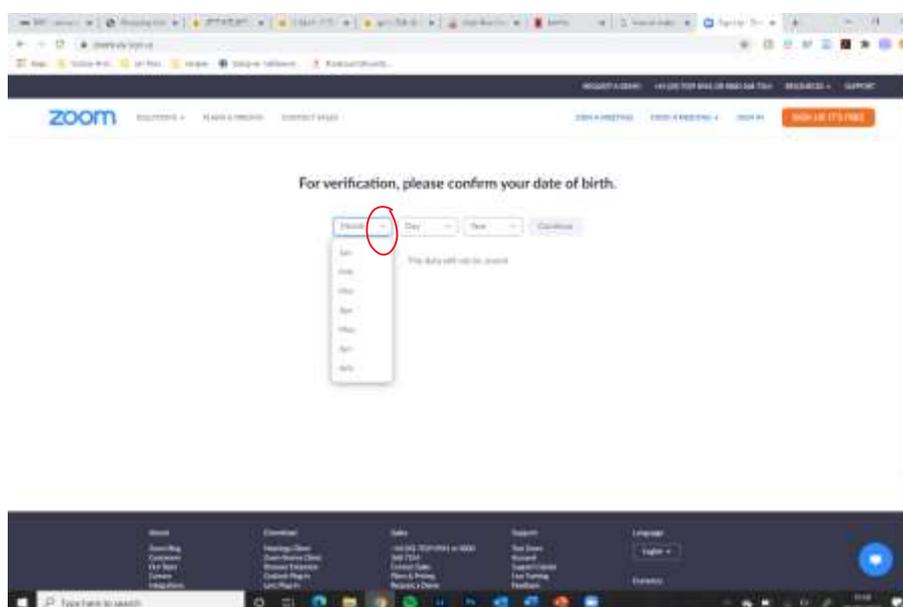

2. **Zoom will ask you to confirm your date of birth. Click the small arrows by the Month, Day and Year to select. Then click the 'Continue' button next to it. The button will turn from grey to blue when you have filled in your DOB.**
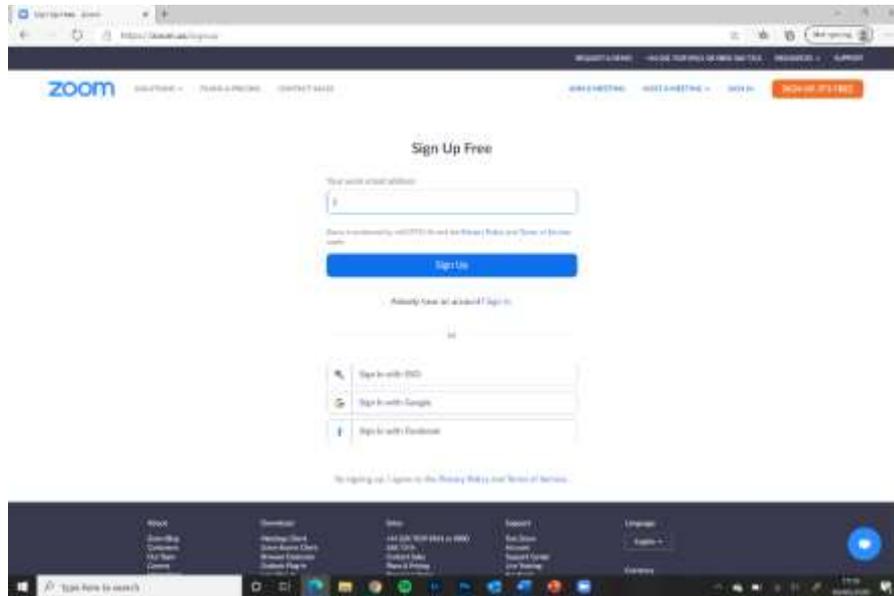
3. Next, you have to type in your email address. Zoom asks you for your work email, but any email will do. Then click 'sign up'.
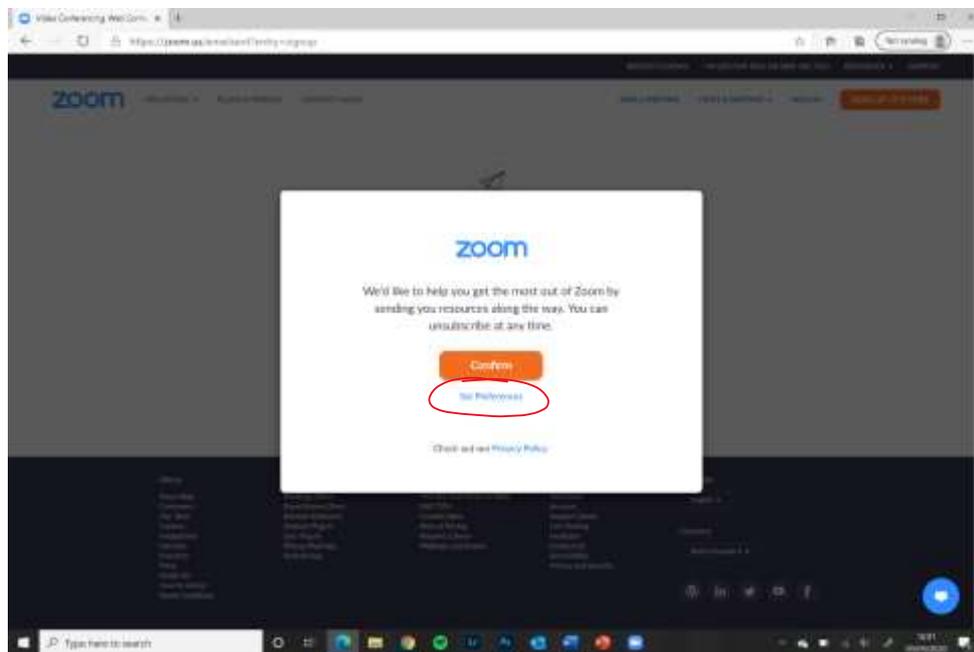

4. Next, Zoom will pop up with this message. If you want Zoom to send you marketing type emails (sort of like an online version of takeaway pizza flyers that get put through your door) than click confirm. If you don't want them to send you emails, then click the smaller button underneath that say 'Set Preferences' which will open a new tab in your internet browser.
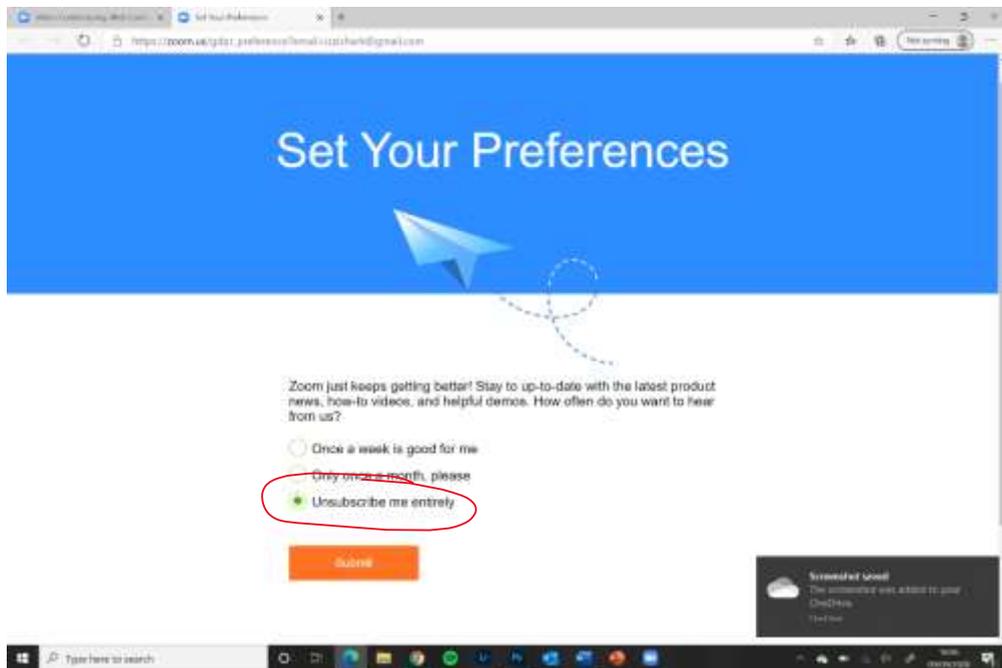
5. **(ONLY RELEVANT IF YOU CLICKED 'SET PREFERENCES' IN STEP 4)** As you can see, this has opened a new tab, your sign up tab is still there. Click the green circle that says 'Unsubscribe me entirely' then click 'Submit'. Then you can close the Preferences tab by clicking the cross which I have circled. Do not click the cross in the top right, this will close your entire browser.
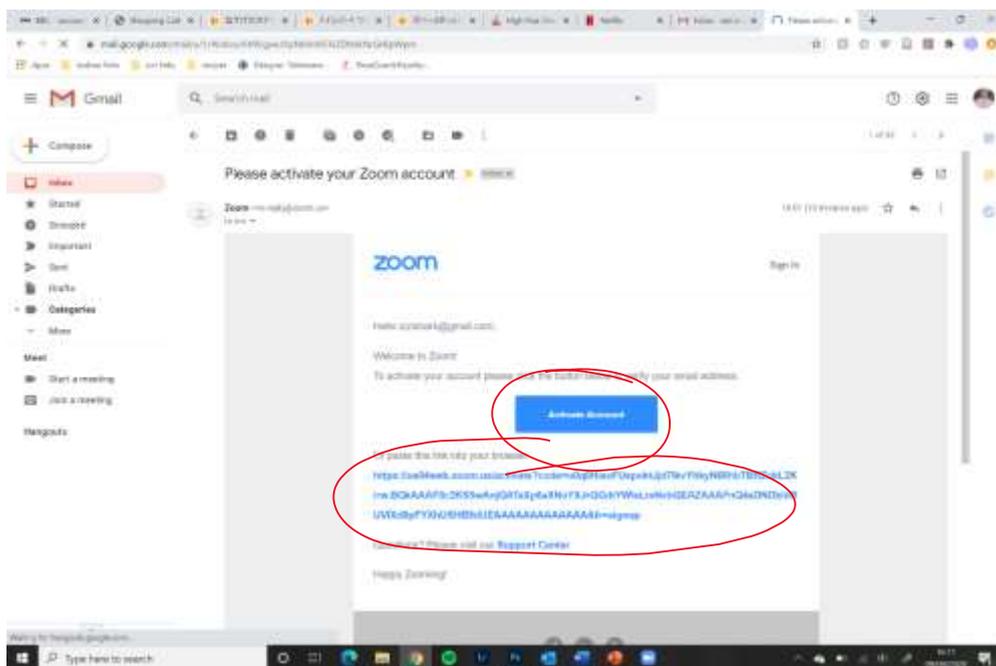

6. Now you need to check your emails. It is OK to close your internet browser to do this. Zoom will have sent you an email with the subject 'Please activate your Zoom account'. In the email there will be a button that says 'Activate Account'. Click this, or alternatively the long link beneath it. Zoom will ask if you are signing up on behalf of a school, click 'No' and then 'Continue'.
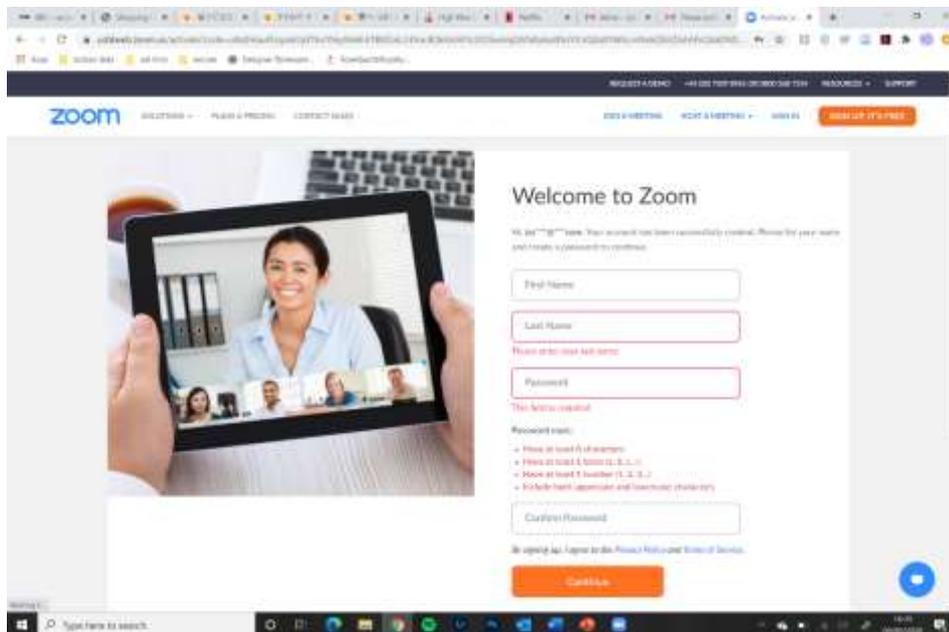
7. **Now you need to type in your first name, last name into the appropriate boxes and create a password. You need to type it in the 'Password' and 'Confirm password' boxes. Make your password something you can remember. Then click 'Continue'.**
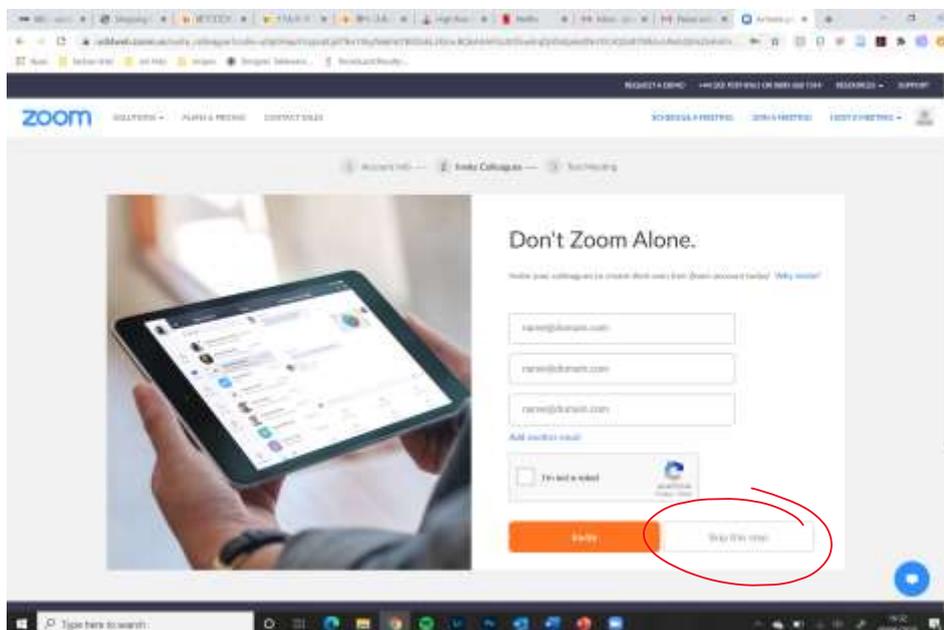

8. **Click 'Skip this step'**
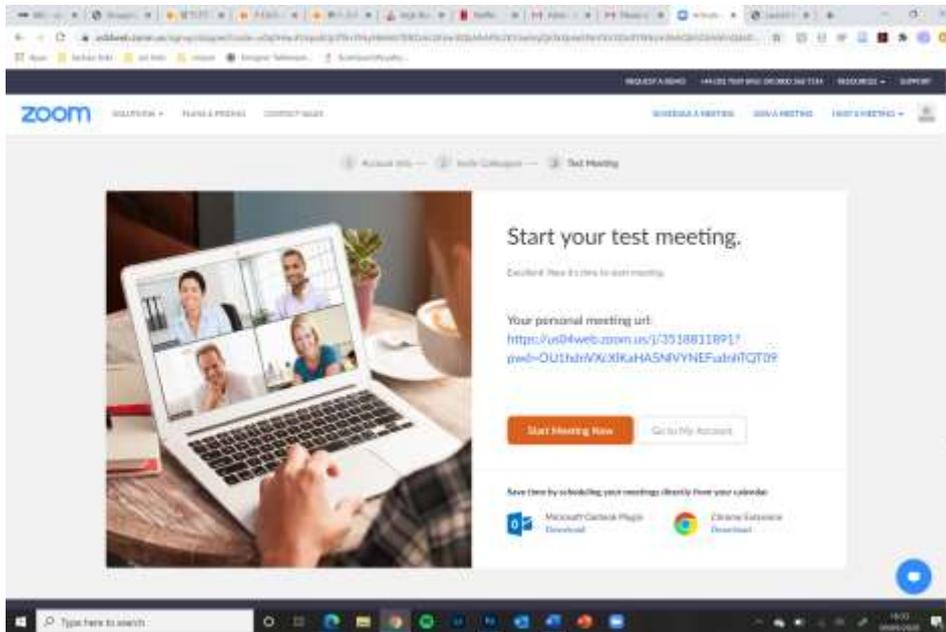
9. **Now click 'Start Meeting Now'. When you're zooming for after church coffee or council meetings you won't be the one making the meeting, but these steps are useful to install Zoom and to get acquainted with the software.**
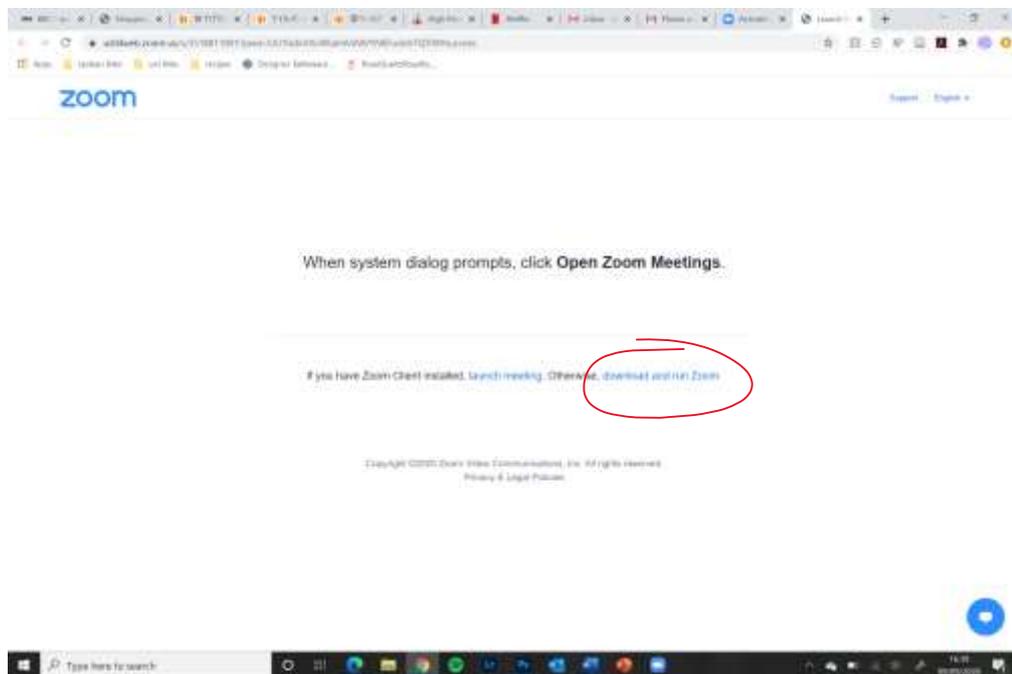

10. **Click 'download and run Zoom'. This will download the software onto your computer so that it is easier to run in future.**

When system dialog prompts, click **Open Zoom Meetings**.
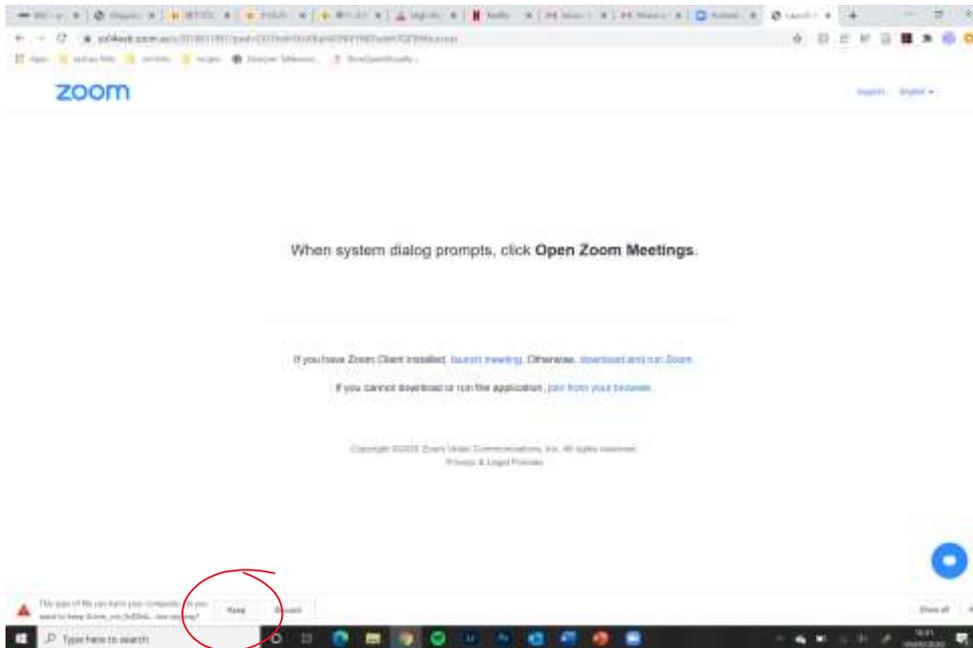
11. **Make sure you click 'keep'. Zoom will not harm your computer. The reason that it warns you about harming your computer is because your computer cannot tell the difference between .exe files that are good and ones that are viruses. Once you have clicked 'Keep' click on the download file again and Zoom will install onto your computer.**

When system dialog prompts, click **Open Zoom Meetings**.

Installing Zoom...
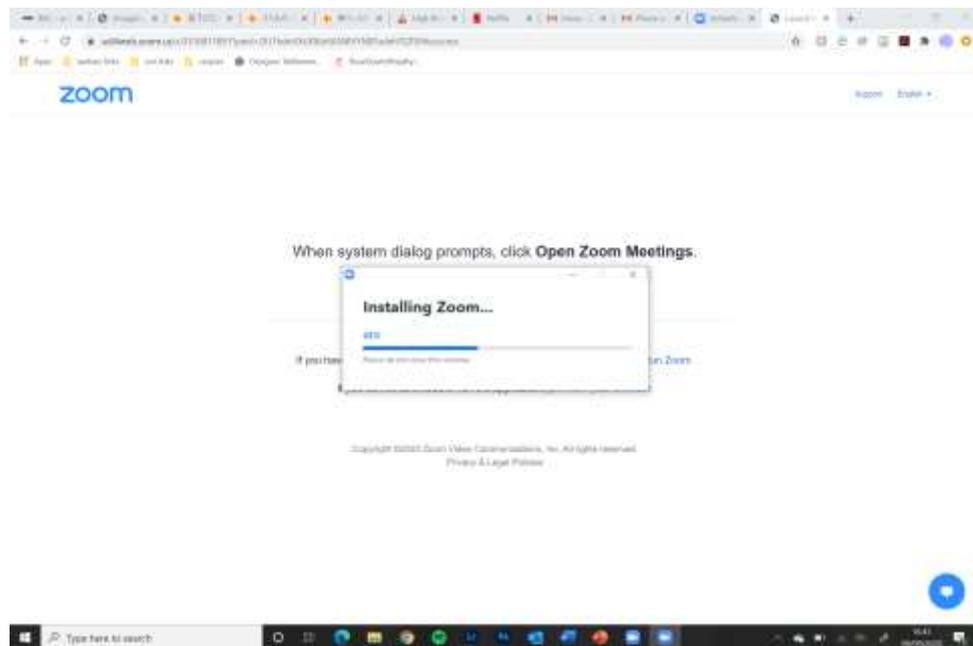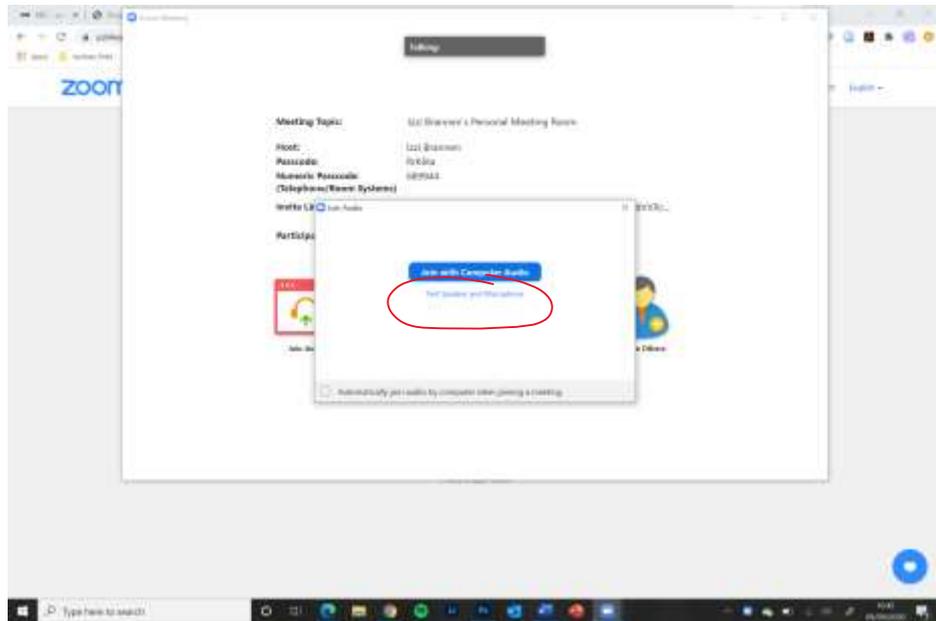
12. **It might take a while for Zoom to download! But once it has it will open itself up onto your test meeting that you are hosting. Click 'Test Speaker and Microphone' and make sure you can hear and speak! Zoom will play a noise and ask you to speak. If all is good then click 'Join with computer audio'. Zoom will ask you to join with Computer Audio at the start of any meeting, but you do not have to test your speaker and microphone every time. Make sure you always click to join with computer audio!**
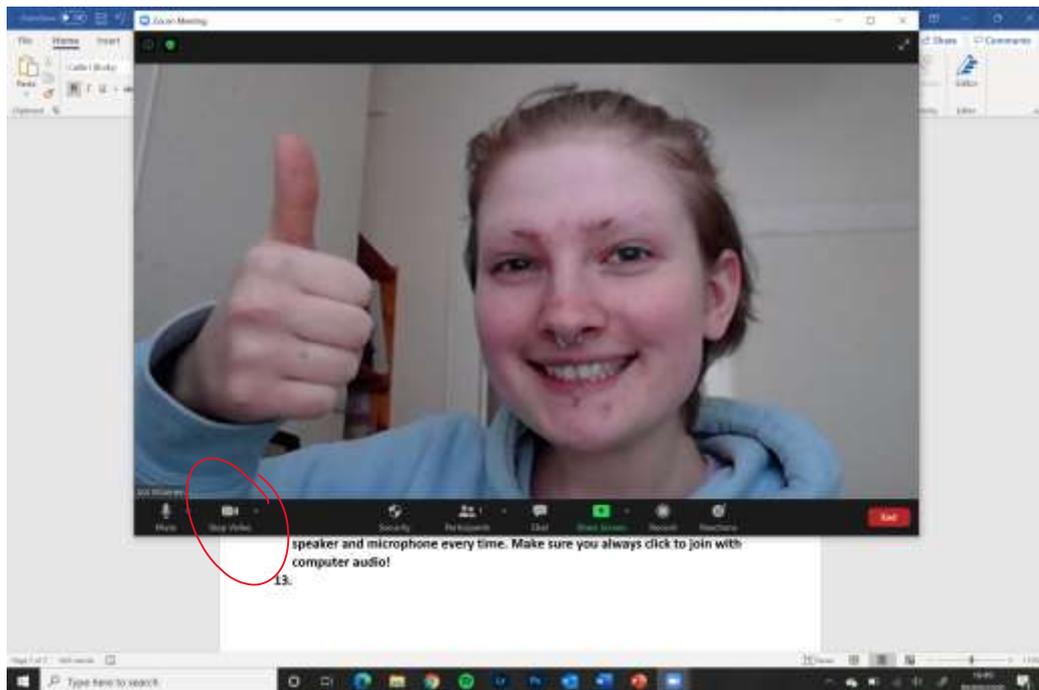
13. **In the bottom left corner of your Zoom meeting, you can see it has a little picture of a film camera that says 'Start video'. If you click this, you will be able to see yourself and others will be able to see you! Obviously as this is a test meeting, no one else is in the meeting and your own video will fill the screen. You might have to adjust the position of your webcam or yourself so that people have a nice view of your profile. Once you are happy with everything, you are good to go! Click 'End' in the bottom right corner, and then 'End meeting for all'.**

14. **Now you are set up with Zoom! All you need to do to join any meeting is click the link for it that will be emailed to you. Church Coffee link can be found in the weekly notices that are emailed. Make sure you don't forget your password, as it might ask you to sign in at some point. Use the same email as your login.**

If you have any issues please call Izzi Brannen on +44 7758388236