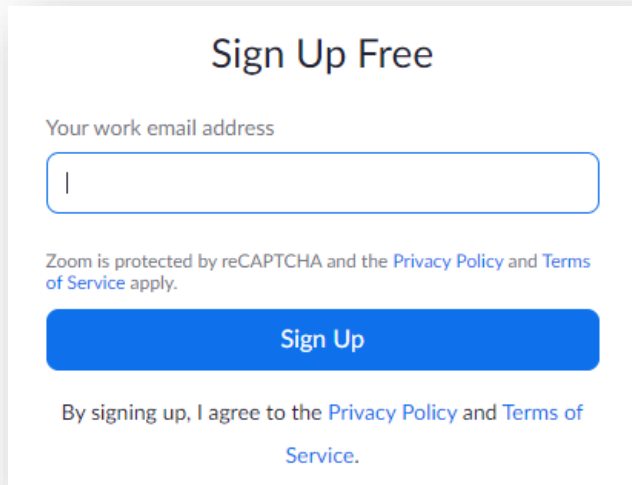


Getting started with Zoom Conferencing at MCC

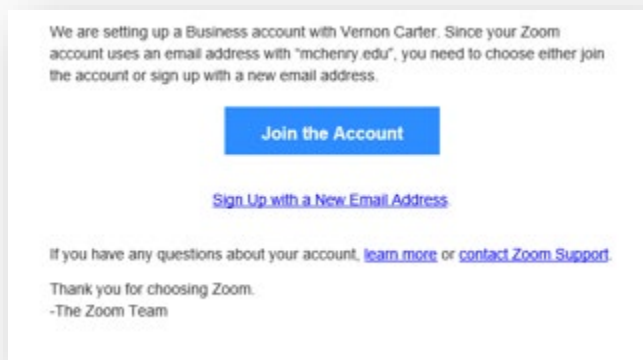
Creating a Zoom account:

1. Go to <http://mchenrycc.zoom.us> and click **Sign Up**.
2. Enter your MCC email address and click **Sign Up**.



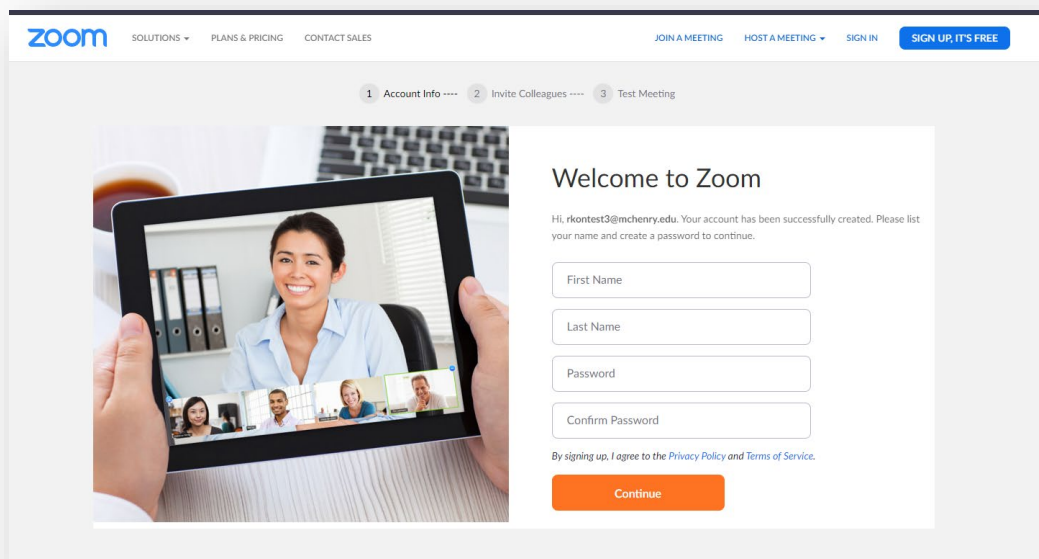
The screenshot shows a white rectangular form titled "Sign Up Free". Below the title is the label "Your work email address" followed by a text input field containing a single vertical bar "|". Below the input field is a line of text: "Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply." Below this text is a prominent blue button with the white text "Sign Up". At the bottom of the form, it says "By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#)."

3. You'll receive an email containing a link. Open the email and click **Join the Account**.



The screenshot shows an email confirmation page with a white background. At the top, it says: "We are setting up a Business account with Vernon Carter. Since your Zoom account uses an email address with 'mchenry.edu', you need to choose either join the account or sign up with a new email address." Below this text is a blue button with the white text "Join the Account". Underneath the button is a link: "[Sign Up with a New Email Address](#)". Further down, it says: "If you have any questions about your account, [learn more](#) or [contact Zoom Support](#)." At the bottom, it says: "Thank you for choosing Zoom. -The Zoom Team".

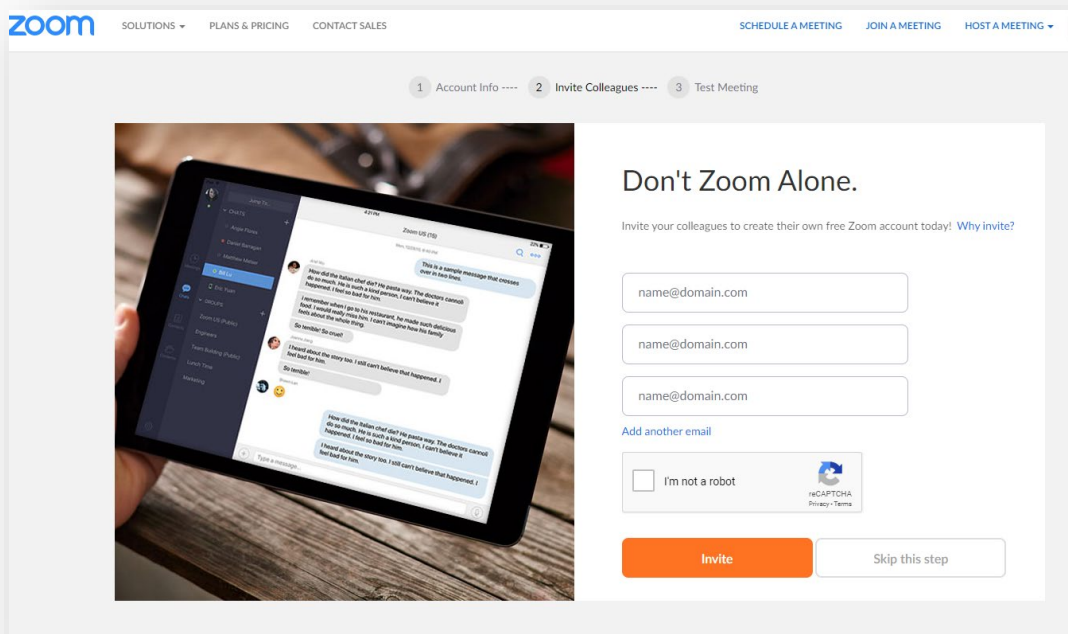
4. You'll see a welcome screen. Enter your first and last name and create a password for your Zoom account. You need to enter it twice. Click **Continue**.



The screenshot shows the Zoom 'Welcome to Zoom' setup page. On the left is a large image of a tablet displaying a Zoom meeting with a woman. The right side contains the following elements:

- Progress bar: 1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting
- Section: **Welcome to Zoom**
- Text: Hi, rkontest3@mchenry.edu. Your account has been successfully created. Please list your name and create a password to continue.
- Form fields: First Name, Last Name, Password, Confirm Password.
- Text: By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).
- Button: **Continue**

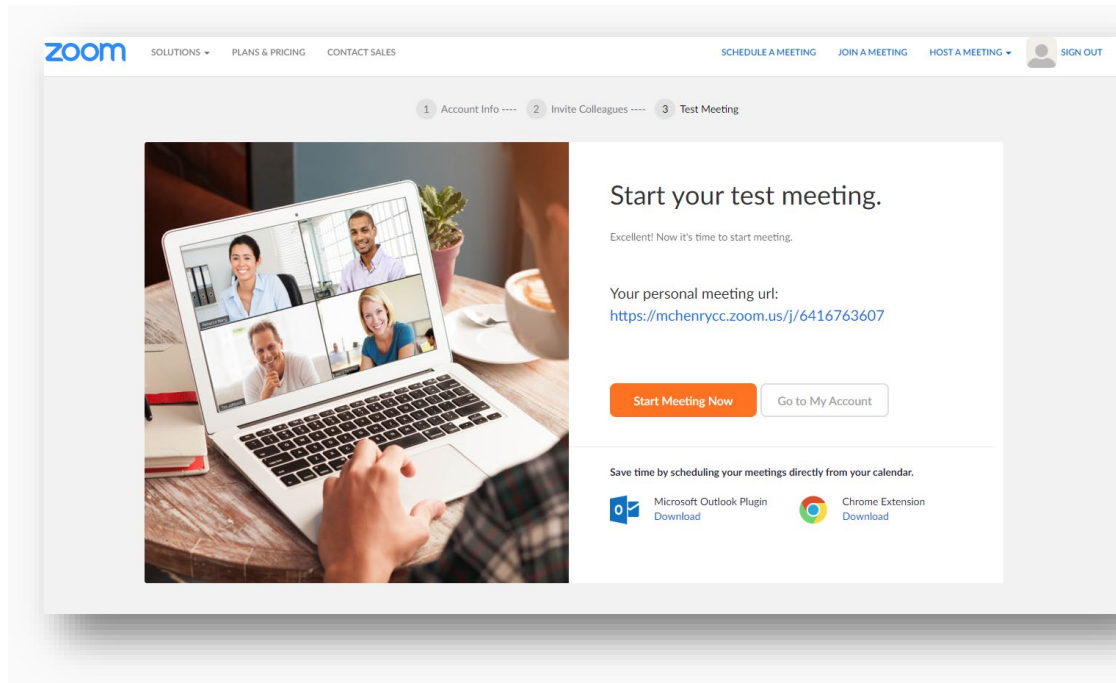
5. Invite MCC colleagues, or click **Skip this step**.



The screenshot shows the Zoom 'Don't Zoom Alone' screen. On the left is a large image of a tablet displaying a Zoom chat conversation. The right side contains the following elements:

- Progress bar: 1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting
- Section: **Don't Zoom Alone.**
- Text: Invite your colleagues to create their own free Zoom account today! [Why invite?](#)
- Form fields: Three input fields, each containing 'name@domain.com'.
- Text: [Add another email](#)
- Form: ☐ I'm not a robot
- Image: hCAPTCHA logo with [Privacy](#) and [Terms](#) links.
- Buttons: **Invite** and **Skip this step**

6. You have now completed your Zoom account setup. Click **Start Meeting Now** to test camera/audio or click **Go to My Account** to schedule or join meetings.



Signing In to your Zoom account:

1. Go to <http://mchenrycc.zoom.us> and click **Sign In**.

NOTE: Click **Getting Started** at the bottom of this page for how to trainings and videos.

2. Enter your MCC email address and the password that you have created. Click **Sign In**.

Sign In

Email address

Password

Sign In

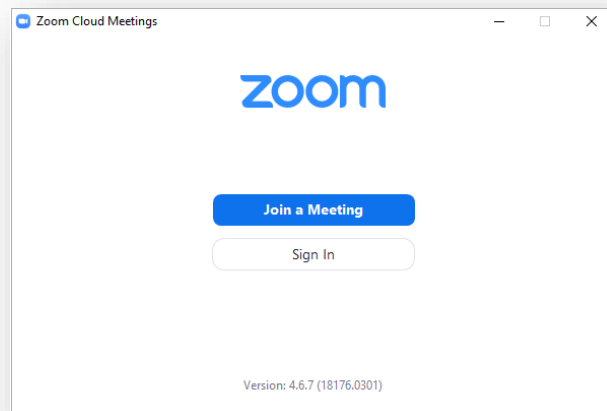
[Forgot password?](#) ☒ Stay signed in

Hosting a Meeting:

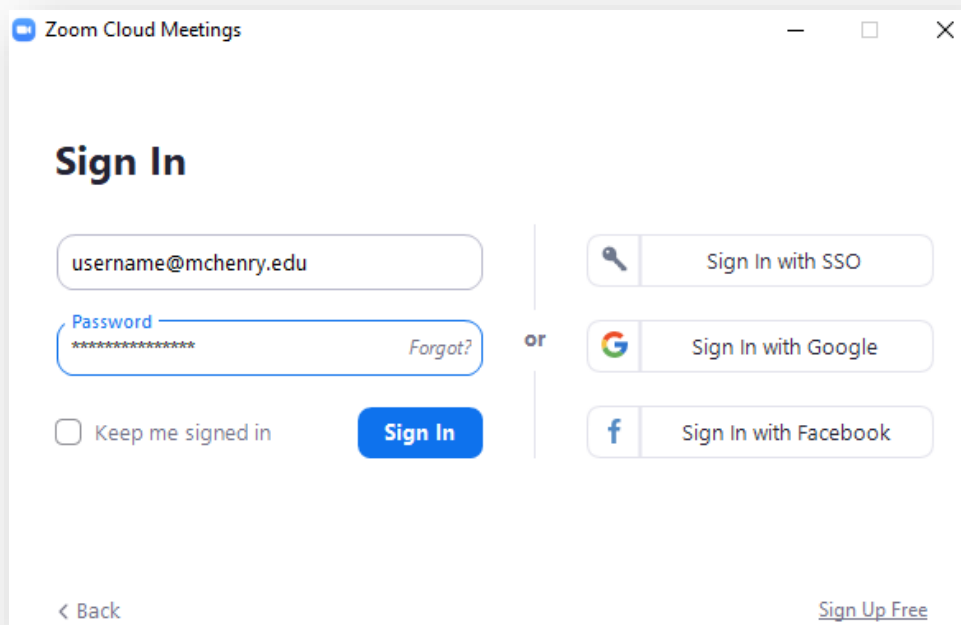
If you DO NOT have the Zoom app installed, go to <https://mchenrycc.zoom.us/download> and click **Download** under **Zoom Client for Meetings** to start the installation.

If you DO have the app installed, see below.

1. Open your Zoom app on your desktop and Click on **Sign In**



2. Enter your MCC email address and Zoom password that you have created. Click **Sign In**.



3. Once you have logged in, select **New Meeting**.

