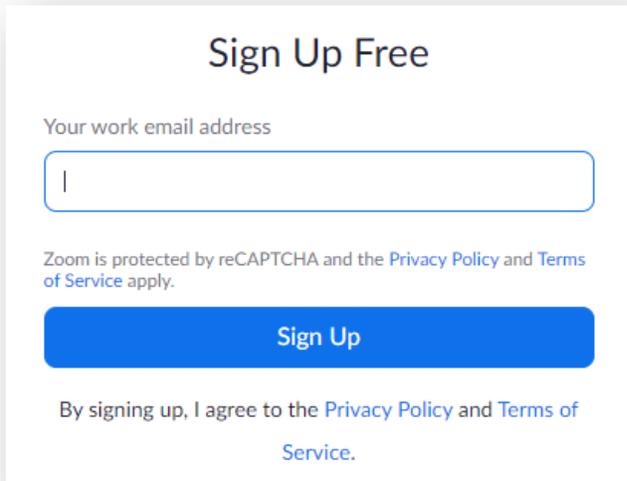


# Getting started with Zoom Conferencing at MCC

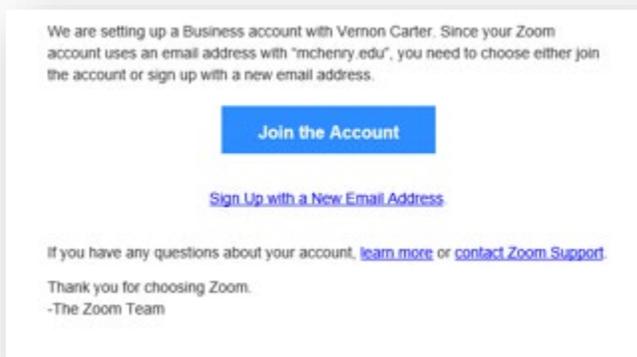
## Creating a Zoom account:

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



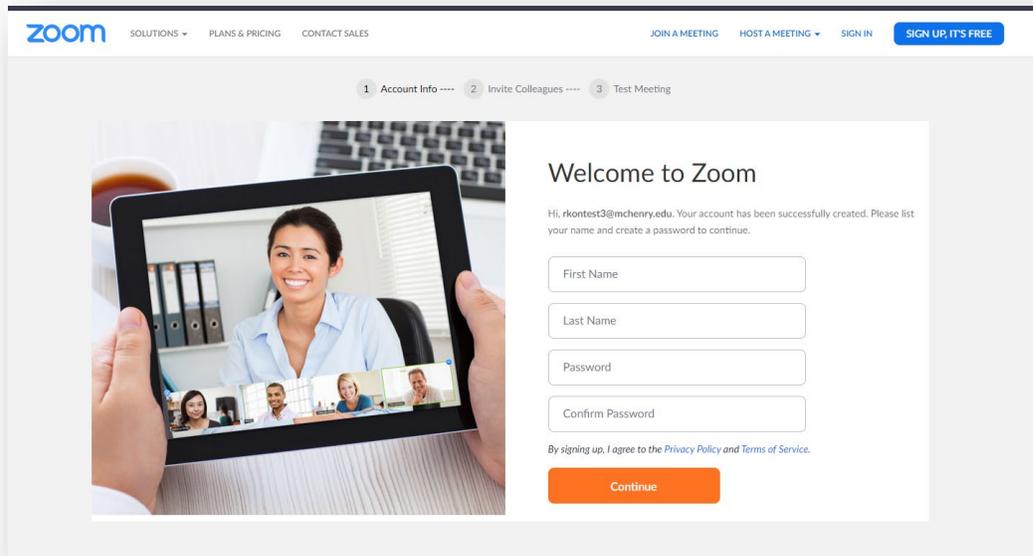
The screenshot shows a white rectangular form titled "Sign Up Free". At the top, it asks for "Your work email address" and features a text input field with a vertical cursor. Below the input field, there is a line of text: "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." Underneath this is a prominent blue button with the text "Sign Up" in white. At the bottom of the form, it states "By signing up, I agree to the Privacy Policy and Terms of Service." with "Service." on a new line.

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



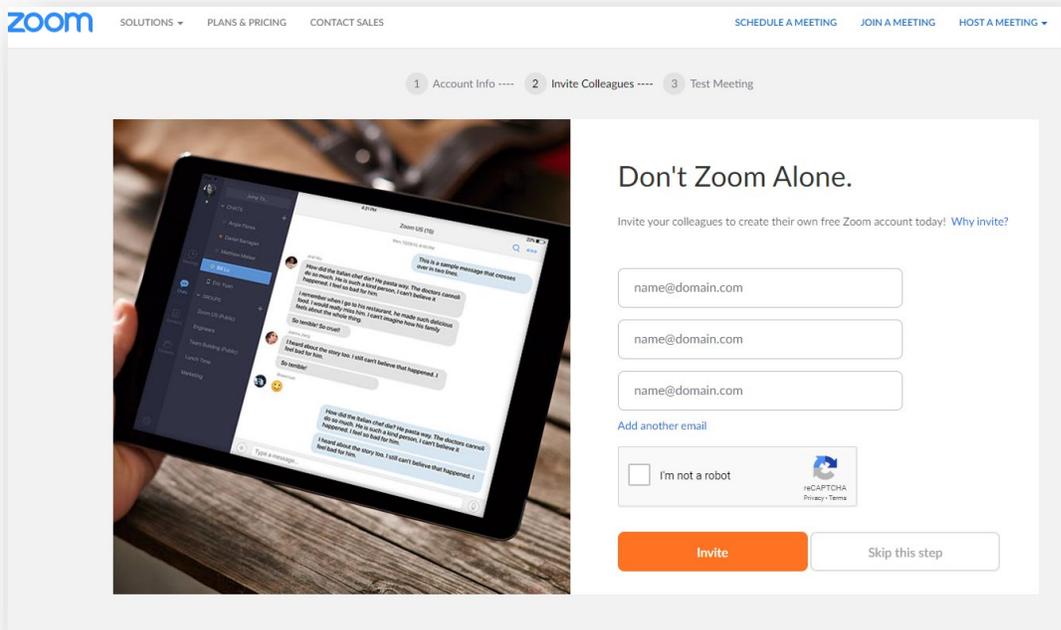
The screenshot shows an email confirmation message on a white background. The text reads: "We are setting up a Business account with Vernon Carter. Since your Zoom account uses an email address with 'mchenry.edu', you need to choose either join the account or sign up with a new email address." Below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

- 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**.



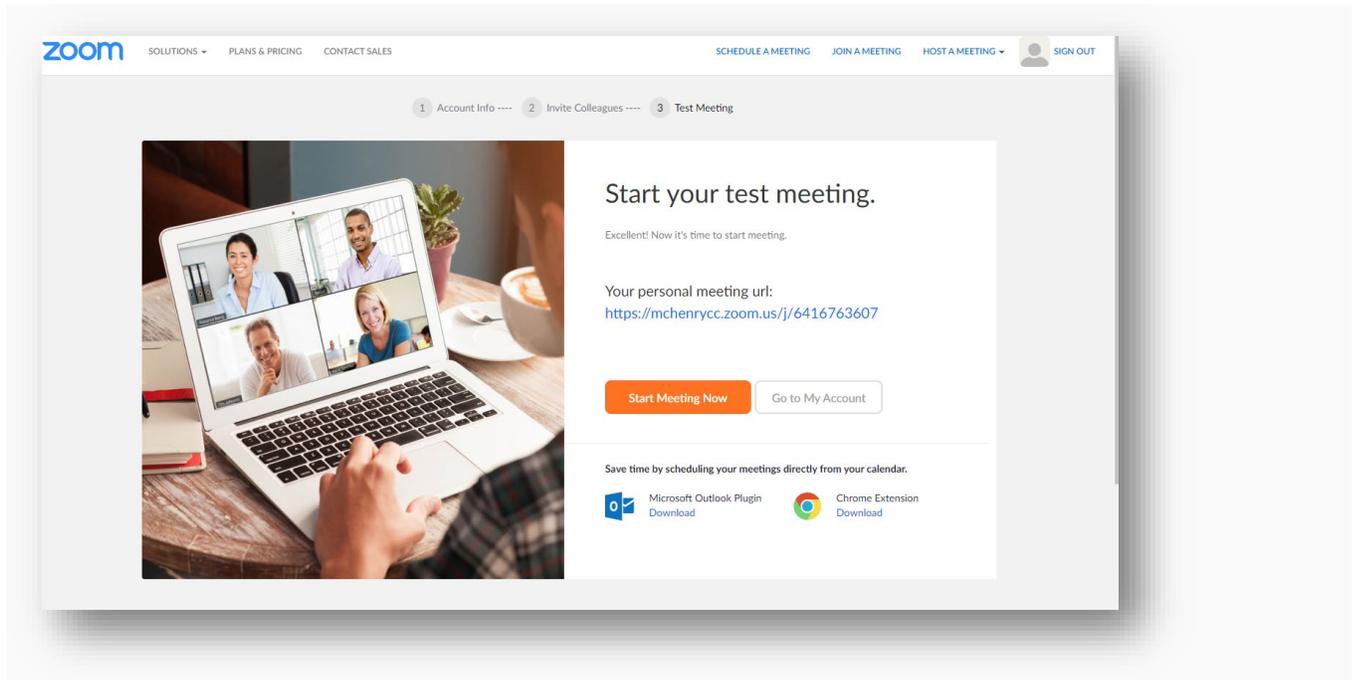
The screenshot shows the Zoom account creation interface. At the top, there are navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a blue button labeled SIGN UP, IT'S FREE. Below the navigation is a progress indicator with three steps: 1 Account Info (active), 2 Invite Colleagues, and 3 Test Meeting. The main content area is titled 'Welcome to Zoom' and includes a message: 'Hi, rkontest3@mchenry.edu. Your account has been successfully created. Please list your name and create a password to continue.' There are four input fields: First Name, Last Name, Password, and Confirm Password. Below the fields is a link: 'By signing up, I agree to the Privacy Policy and Terms of Service.' and a large orange 'Continue' button. On the left side of the form, there is a large image of a tablet displaying a Zoom meeting with several participants.

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



The screenshot shows the Zoom account creation interface for inviting colleagues. At the top, there are navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. Below the navigation is a progress indicator with three steps: 1 Account Info, 2 Invite Colleagues (active), and 3 Test Meeting. The main content area is titled 'Don't Zoom Alone.' and includes a message: 'Invite your colleagues to create their own free Zoom account today! Why invite?'. There are three input fields for email addresses, each with a placeholder 'name@domain.com'. Below the fields is a link: 'Add another email'. There is a checkbox labeled 'I'm not a robot' and a CAPTCHA logo with the text 'HIDCAPTCHA Privacy-Terms'. At the bottom, there are two buttons: a large orange 'Invite' button and a white 'Skip this step' button. On the left side of the form, there is a large image of a tablet displaying a Zoom chat conversation.

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**

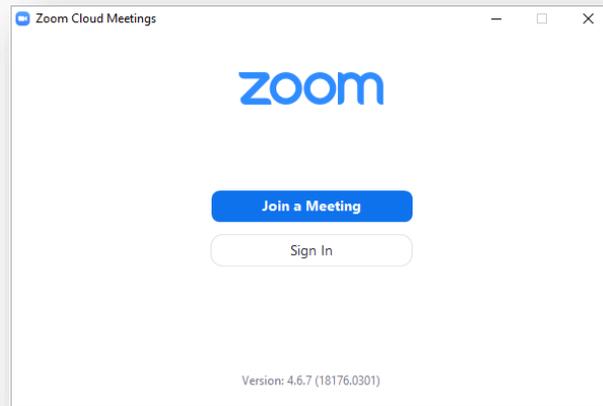
[Forgot password?](#)  Stay signed in

# Hosting a Meeting:

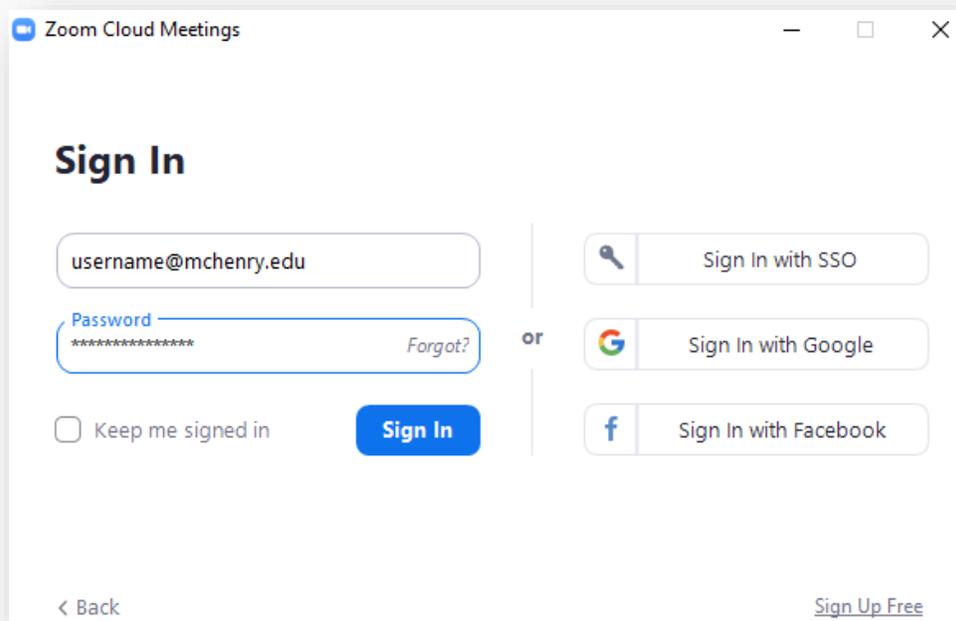
If you DO NOT have the Zoom app installed, go to <https://mchenrycc.zoom.us/download> and click **Download** under **Zoom Client for Meetings** to start the installation.

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**.

