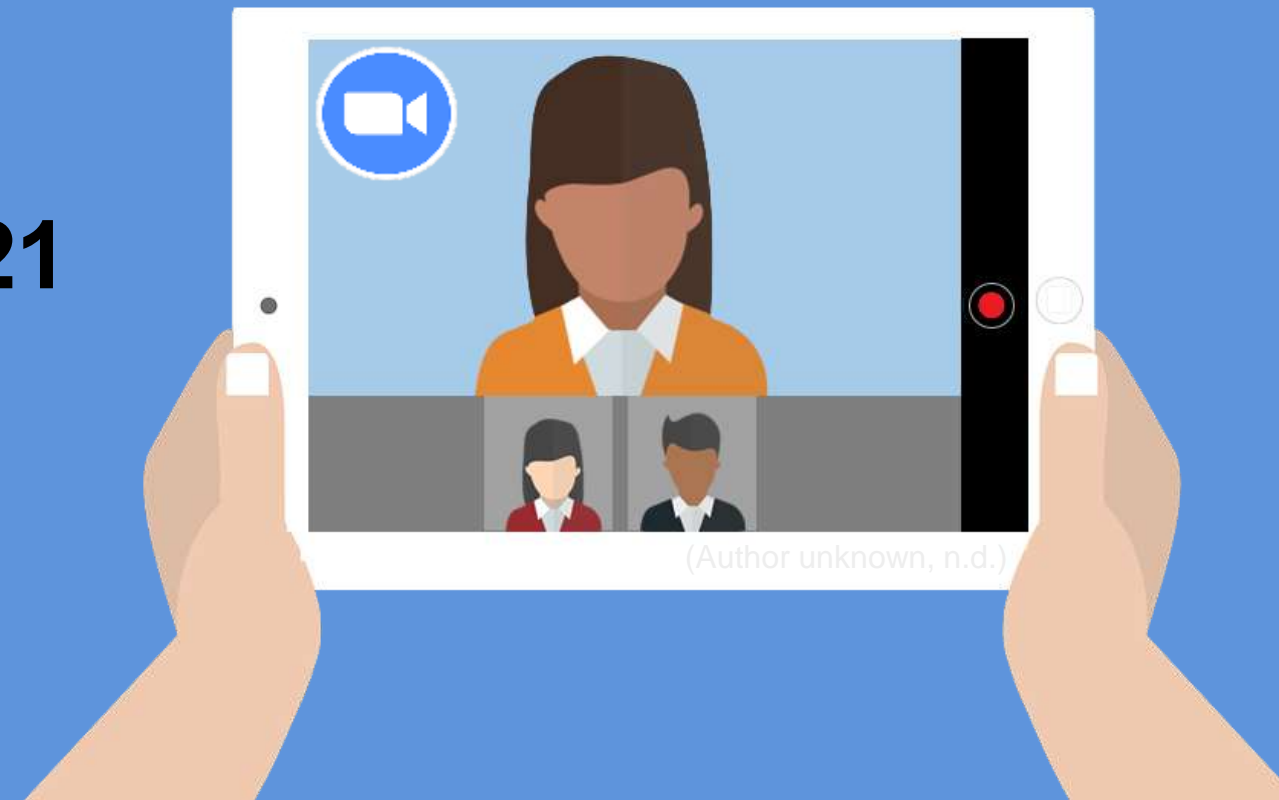


Creating a Zoom Account and Scheduling a Meeting

iCON Digital Health Literacy, 2021



Acknowledgements

This digital health literacy curriculum was developed by The University of British Columbia's interCultural Online health Network (iCON).

iCON is supported by the B.C. Ministry of Health's *Patients as Partners* initiative.

iCON has been working with multicultural communities for over 10 years.

iCON helps people with chronic disease self-management.

iCON also helps people develop digital literacy in order to access, assess, and use health resources online.



THE UNIVERSITY OF BRITISH COLUMBIA
Department of Emergency Medicine
Faculty of Medicine

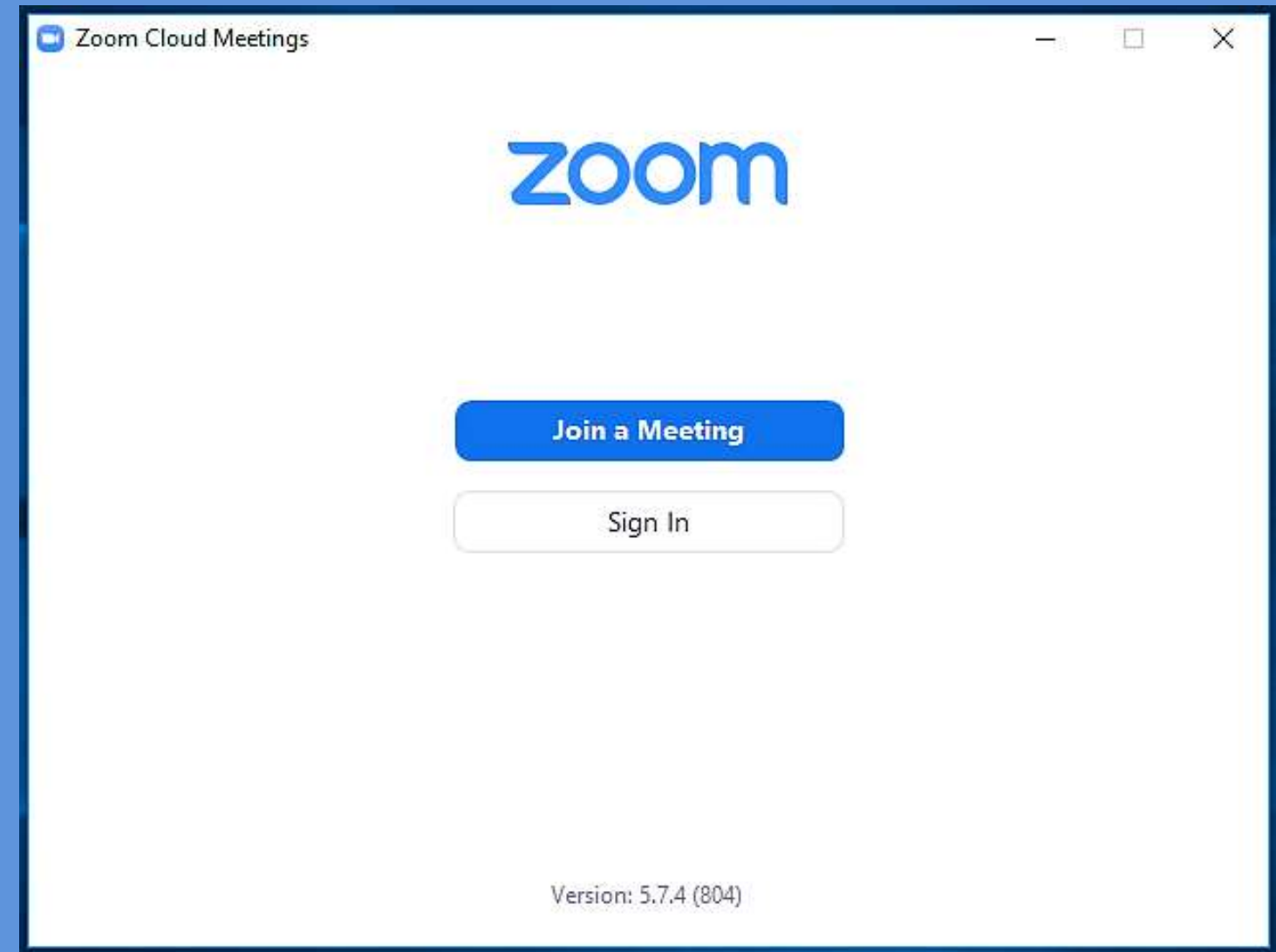
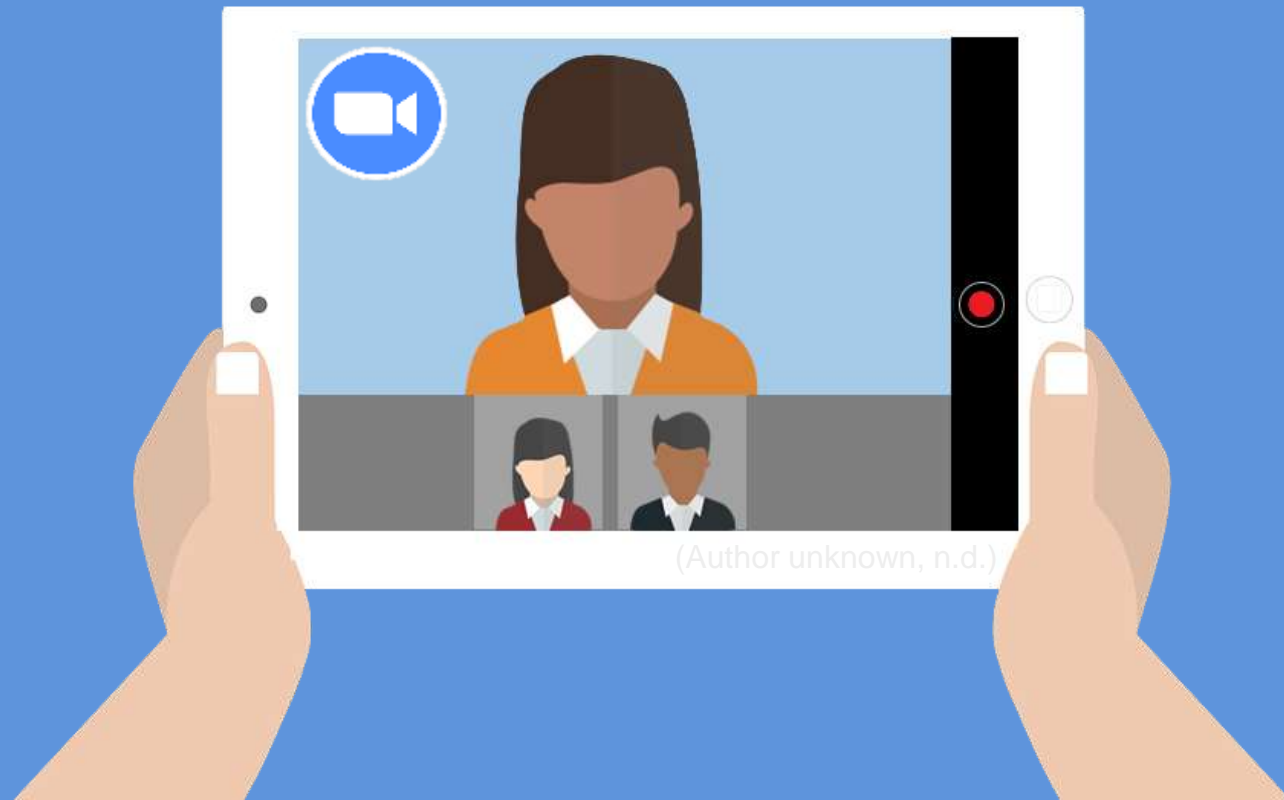
Thank you to the BC Ministry of Health Patients as Partners Initiative for their support.

Webinar Outline:

- Creating a Zoom Account
- Creating a Zoom Meeting Now
- Scheduling a Meeting for Later
- Summary



Creating a Zoom Account

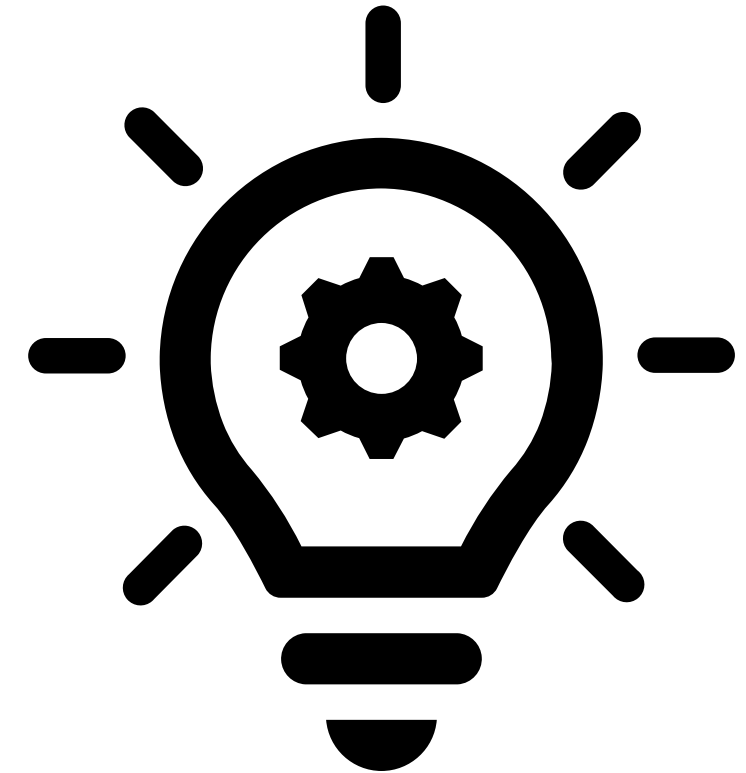


Benefits of Creating a Zoom Account

While you don't need a Zoom account to join a meeting, creating an account allows you to:

- Create your own meeting link
- Schedule your own meeting for a later date and time
- Keep track of your past and upcoming meetings

This can be very helpful for health management, such as individuals setting up a meeting with their caregiver to discuss health management goals.



Video: Sign Up and Download Meeting Client

YouTube CA

Search

Sign Up Free - Zoom

zoom.us/signup

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Sign Up

By signing up, I agree to the Privacy Policy and Terms of Service.

or

Sign In with Google

Sign In with Facebook

Already have an account? [Sign in.](#)

Farah Faraclos

0:58 / 2:23

#Zoom #OnZoom #MeetHappy

How To Sign Up & Download Meeting Client

906,804 views • Mar 16, 2020

1.9K 268 SHARE SAVE

Creating a Zoom Account

Creating a Zoom Meeting

Scheduling a Meeting

Summary

Choose an account type or plan.

The screenshot displays the Zoom account selection interface. At the top, there are navigation tabs for Zoom Meetings, Zoom Phone, Zoom Events & Webinar (marked as NEW), Zoom Rooms, and Zoom United (with a Save 15% badge). Below these are four plan cards:

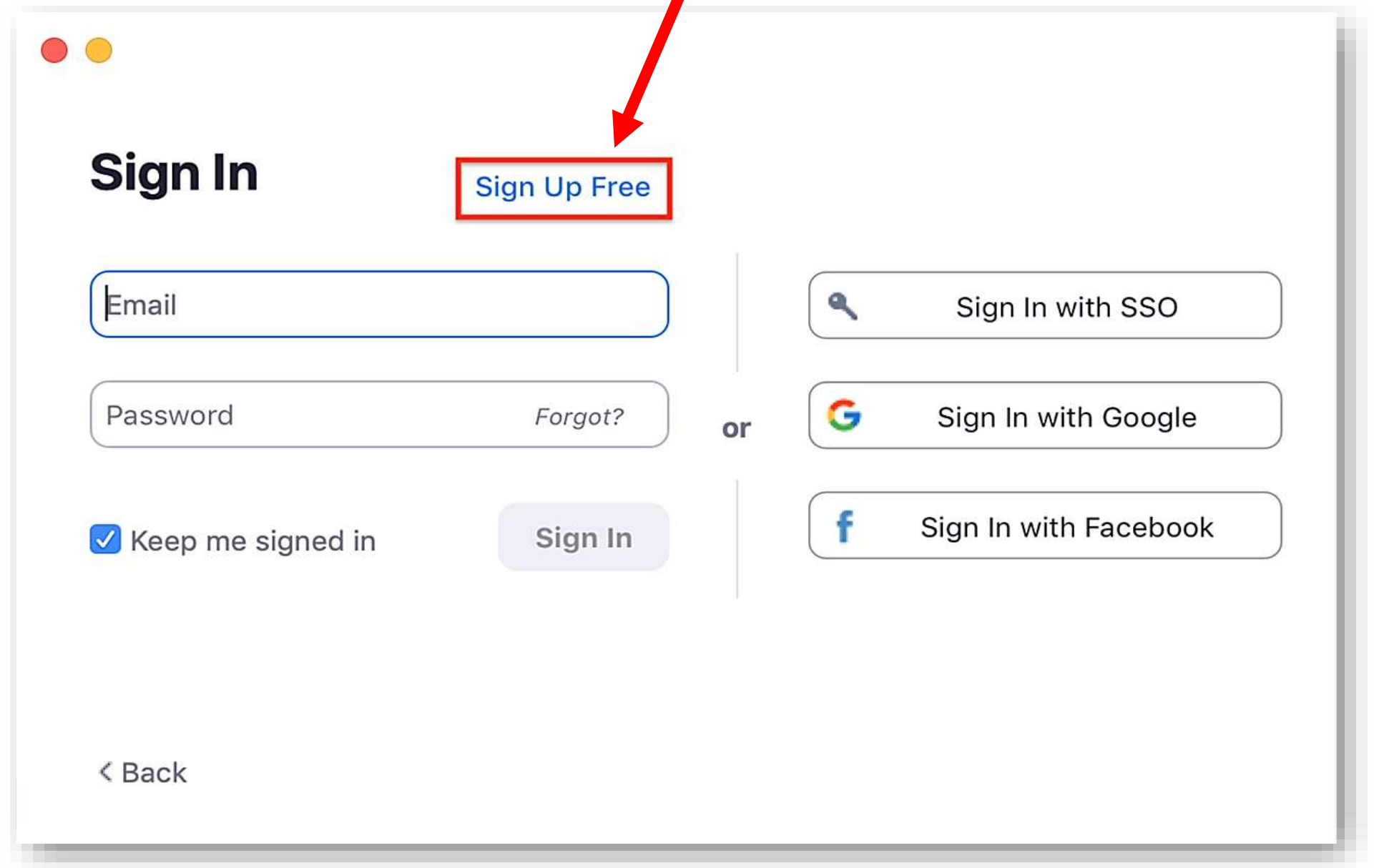
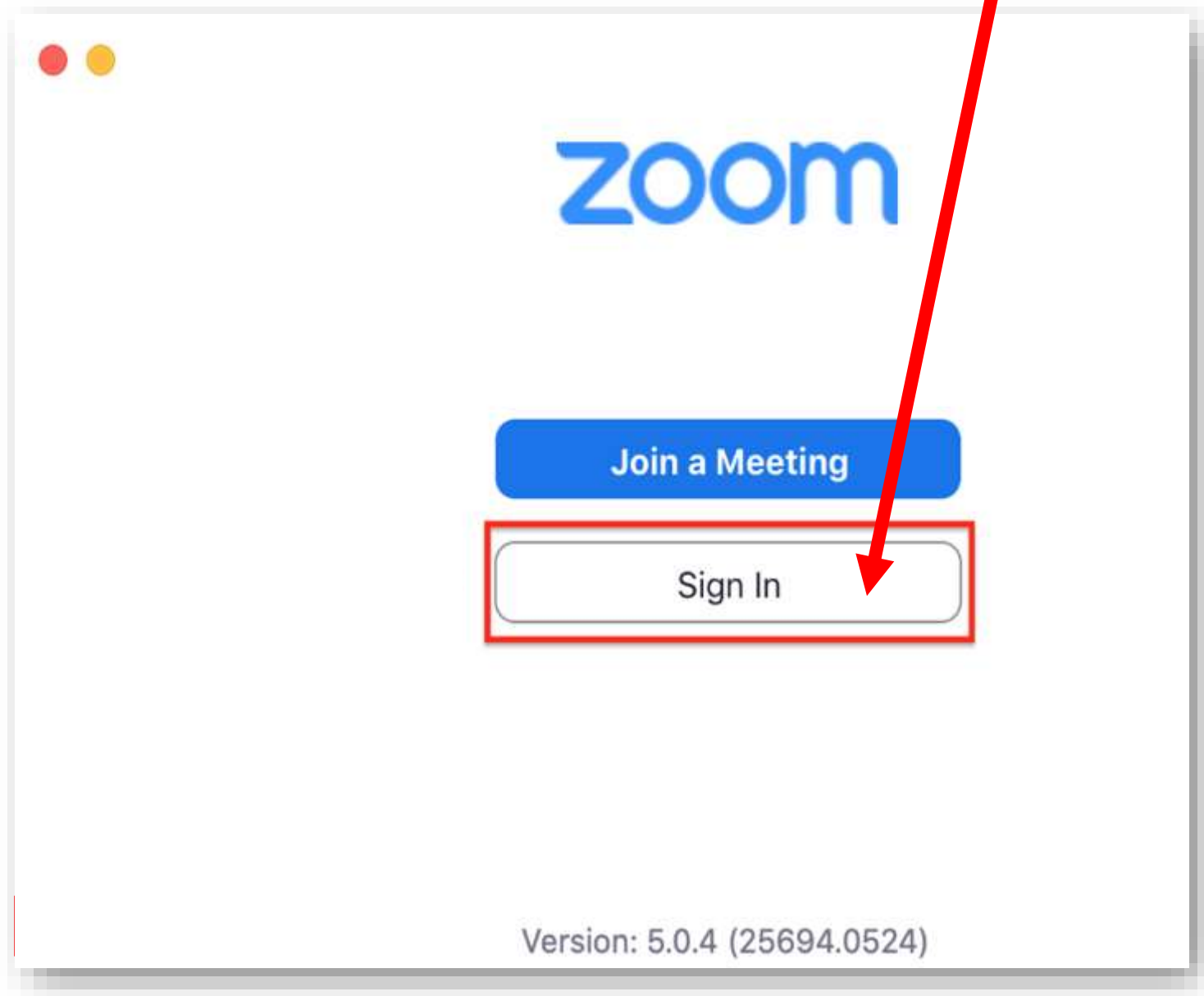
- BASIC**: Personal meetings, **Free**, Sign Up button. Features: Host up to 100 participants; Unlimited group meetings for up to 40 minutes; Unlimited one-to-one meetings with a 30 hour time limit per meeting; Private & Group Chat.
- PRO**: Great for small teams, **CAD \$20 /month/license**, Buy Now button. Features: All the benefits of Free, plus: Host up to 100 participants; Increase participants up to 1,000 with Large Meetings add-on; Group meetings for up to 30 hours; Social media streaming; 1 GB cloud recording (per license).
- BUSINESS**: Small businesses, **CAD \$27 /month/license**, Buy Now button. Features: All the benefits of Pro, plus: Host up to 300 participants; Increase participants up to 1,000 with Large Meetings add-on; Single sign-on; Recording transcripts; Managed domains; Company branding.
- ENTERPRISE**: Large Enterprise-Ready, **CAD \$26.59 /month/license**, Contact Sales button. Features: All the benefits of Business, plus: Host up to 500 Participants; Unlimited cloud storage; Recording transcripts.

*Free, forever. No credit card required.

Zoom Free works well for most people.

1. Open Zoom. Click “Sign In”.

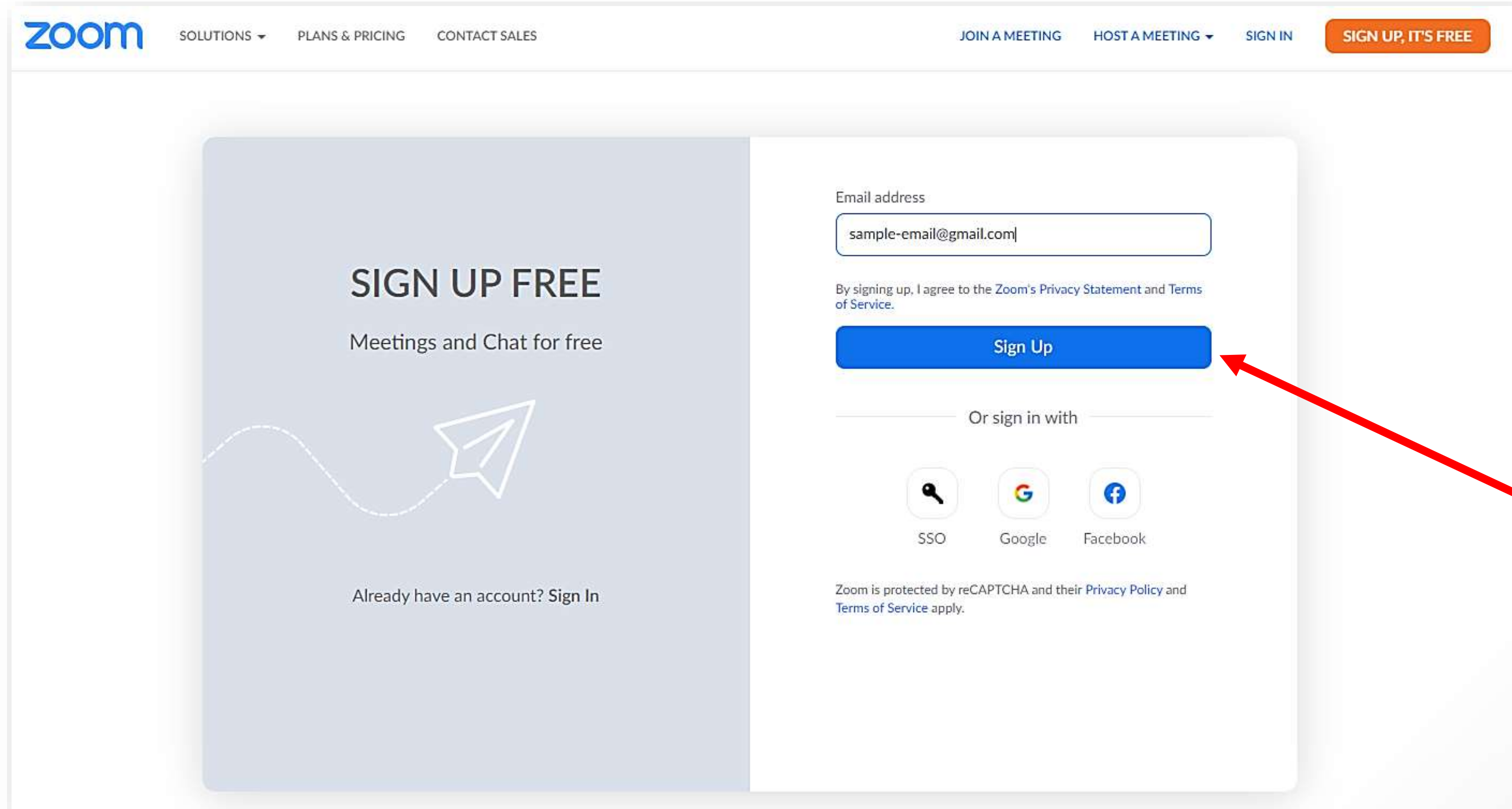
2. Click “Sign Up Free”.



3. Enter a date of birth, then click “Continue”.

The screenshot shows the Zoom website's verification page. At the top left is the Zoom logo. To its right are navigation links: SOLUTIONS, PLANS & PRICING, and CONTACT SALES. Further right are JOIN A MEETING, HOST A MEETING, and SIGN IN. On the far right is a prominent orange button labeled SIGN UP, IT'S FREE. The main content area is titled 'Verification' with the instruction 'For verification, please confirm your date of birth.' Below this is a form with three dropdown menus for 'Month', 'Day', and 'Year'. The 'Month' dropdown is open, showing a list of months from Jan to July. To the right of the date fields is a 'Continue' button, which is highlighted by a red arrow. Below the date fields, there is a small text note: 'This data will not be stored'.

4. Enter an Email Address, then click “Sign Up”.



The screenshot shows the Zoom sign-up page. The Zoom logo is in the top left. Navigation links include SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN. A prominent orange button says "SIGN UP, IT'S FREE". The main content area is split into two columns. The left column has a light blue background with the text "SIGN UP FREE" and "Meetings and Chat for free", a paper airplane icon, and a link "Already have an account? Sign In". The right column is white and contains the sign-up form. It has an "Email address" label and a text input field containing "sample-email@gmail.com". Below the input field is a checkbox with the text "By signing up, I agree to the Zoom's Privacy Statement and Terms of Service." and a blue "Sign Up" button. A red arrow points to the "Sign Up" button. Below the button are social login options: "Or sign in with" followed by icons for SSO, Google, and Facebook. At the bottom of the form, it says "Zoom is protected by reCAPTCHA and their Privacy Policy and Terms of Service apply."

5. A confirmation email will be sent to you. Click “Open Gmail” or “Open Outlook”, depending on your Email service.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN **SIGN UP, IT'S FREE**

Activation Email Sent!

We've sent an email to `sample-email@gmail.com`.
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,
[Resend another email](#)

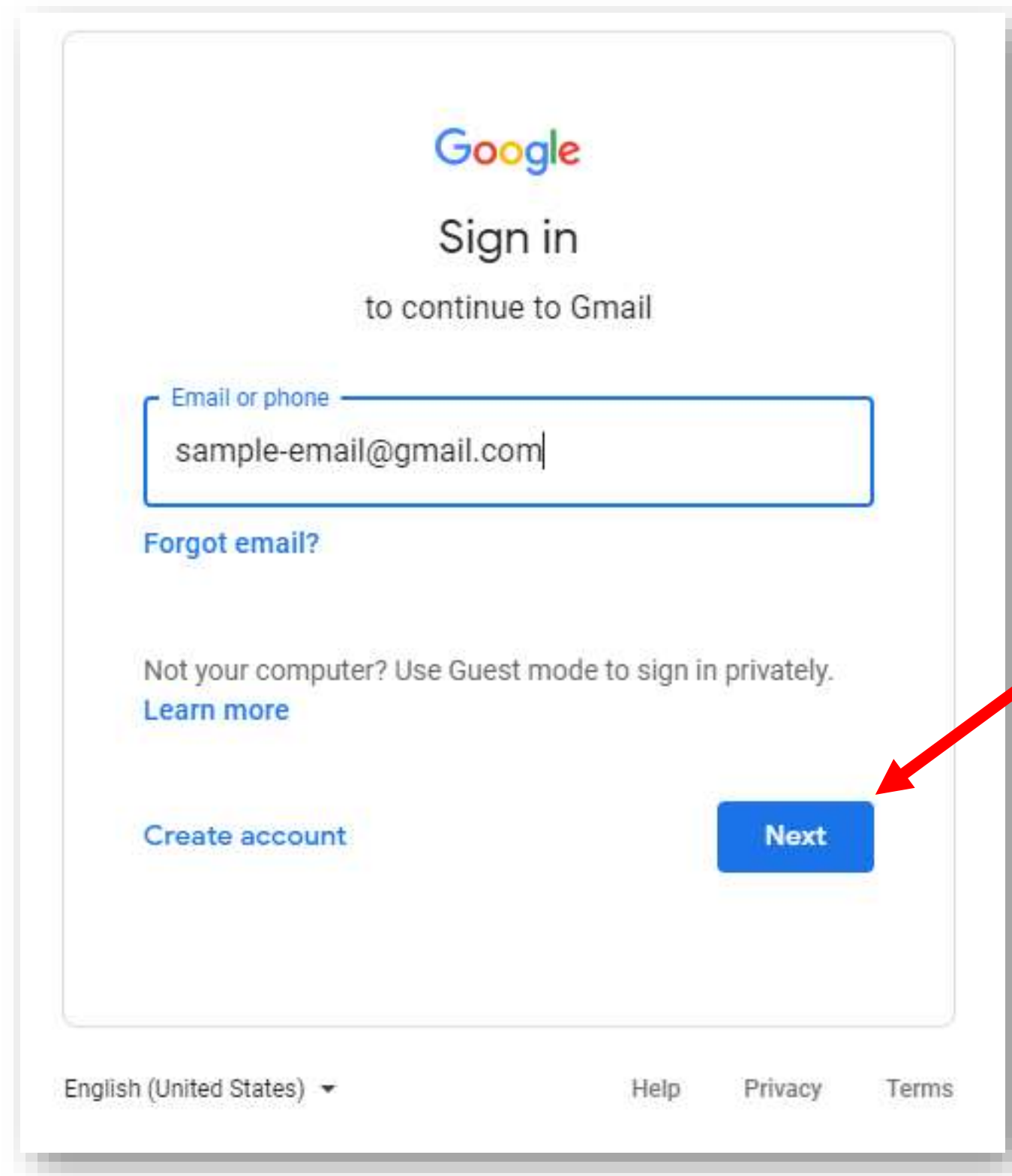
Open Gmail Open Outlook

Creating a Zoom Account | Creating a Zoom Meeting | Scheduling a Meeting | Summary

6. Your Email service will open in a new tab. Click “Sign in”.

The image shows the Gmail homepage. At the top left is the Gmail logo. At the top right, there are three buttons: "For work", "Sign in", and "Create an account". A red arrow points from the "Sign in" button towards the bottom right of the page. The main content area features the text "Secure, smart, and easy to use email" and "Get more done with Gmail. Now integrated with Google Chat, Google Meet, and more, all in one place." Below this is another "Create an account" button and a "For work" link. The page also displays a "Compose" button, a "Dream Itinerary" PDF icon, a "FirstSteps.jpg" image, and a "Google Store" notification. A central inset shows a preview of the Gmail inbox with several email entries.

7. Sign in to your Email. Type your Email Address, then click “Next” to enter your password.



Google

Sign in
to continue to Gmail

Email or phone

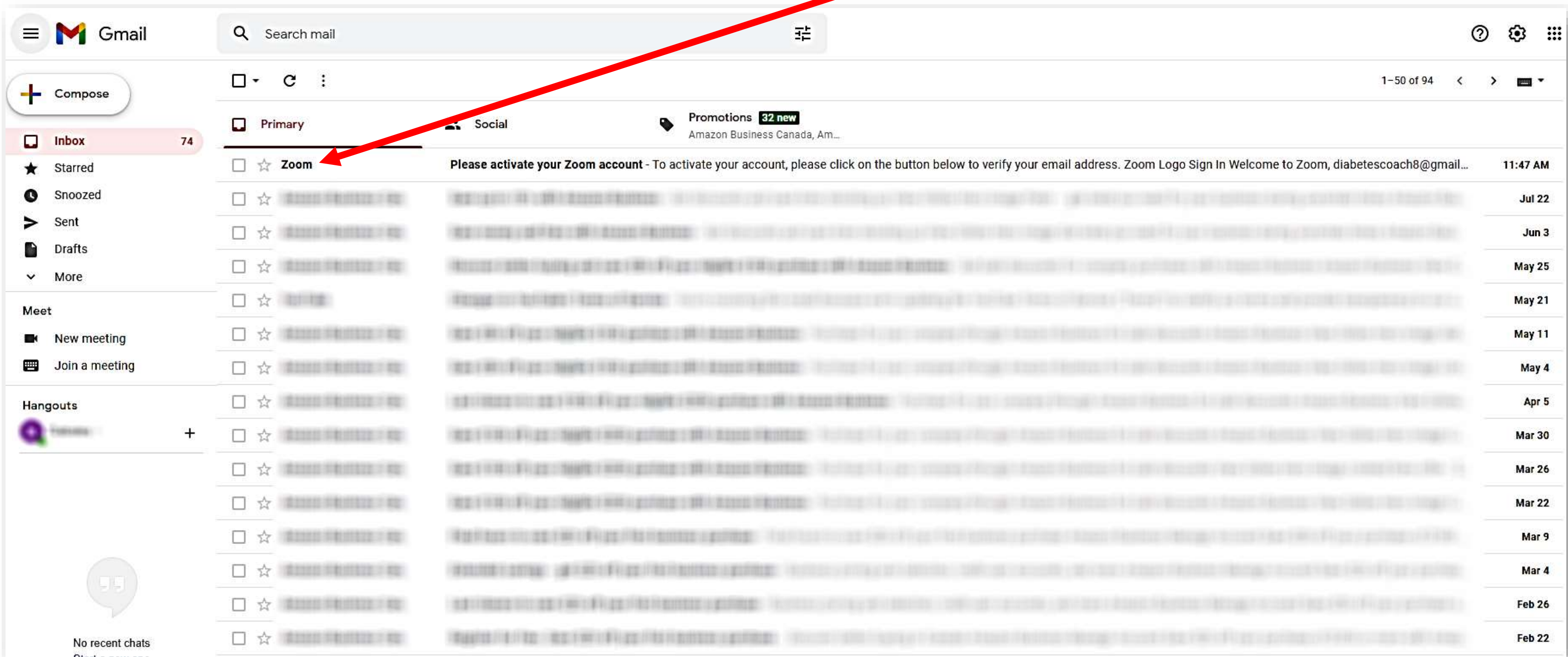
[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

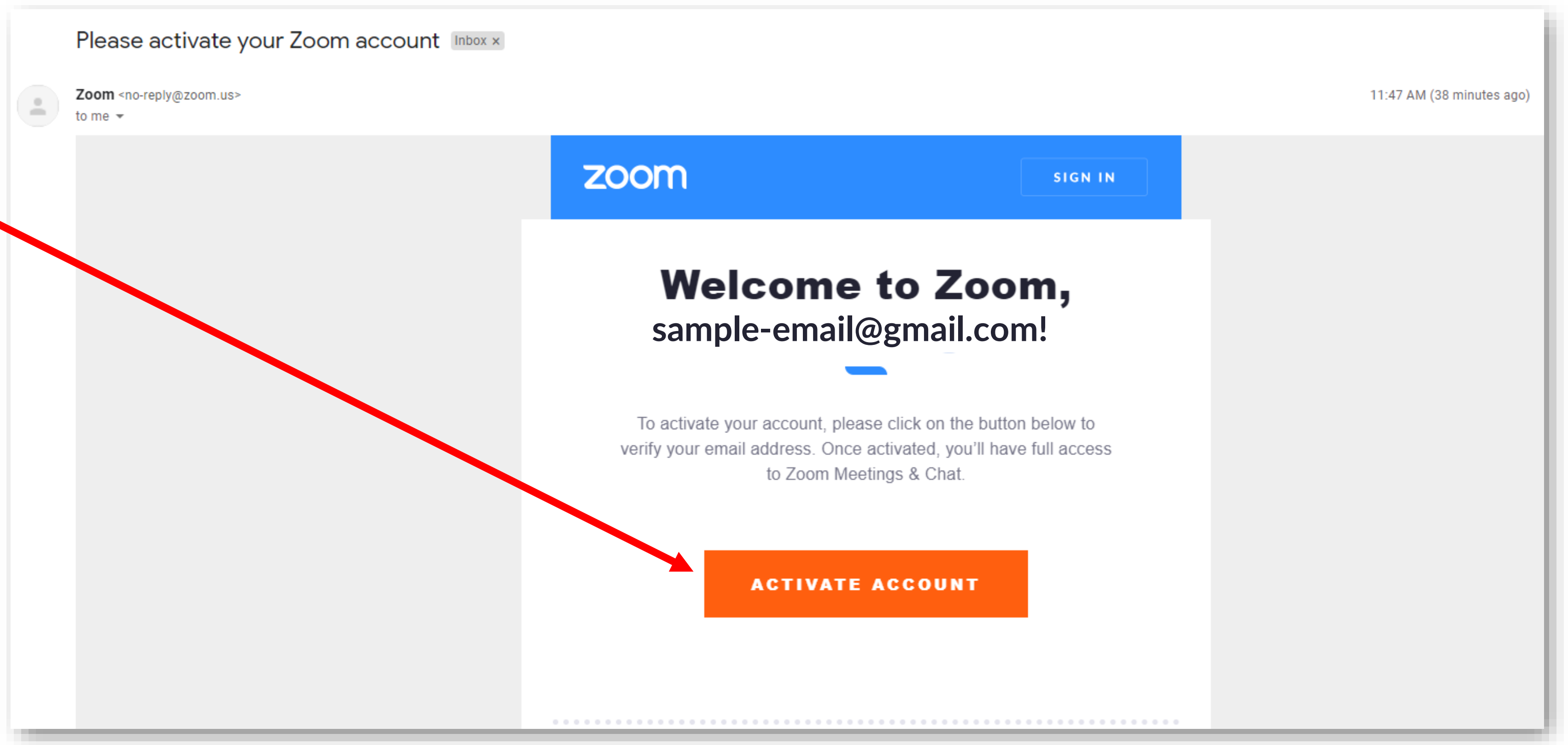
[Create account](#) [Next](#)

English (United States) ▾ [Help](#) [Privacy](#) [Terms](#)

8. Click the Zoom activation email that you just received.



9. Click “Activate Account”.



10. Enter your first and last name, create a password, click “I’m not a robot”, and then click “Continue”.


Welcome to Zoom
Hello! To get started with Zoom we need a few details from you to create your free account.

Please enter your first name

Last Name

Password

Confirm Password

I'm not a robot 
reCAPTCHA
Privacy - Terms

Are you signing up on behalf of a primary or secondary (K-12) institution?
 Yes No


Continue

By signing up, I agree to the Zoom's Privacy Statement and Terms of Service.

Your password is a secret. Do not give your password to anyone.

Welcome to Zoom

Hello! To get started with Zoom we need a few details from you to create your free account.




First Name

Please enter your first name

Last Name

Password

Confirm Password

I'm not a robot 
reCAPTCHA
Privacy - Terms

Are you signing up on behalf of a primary or secondary (K-12) institution?
 Yes No

[Continue](#)

By signing up, I agree to the Zoom's Privacy Statement and Terms of Service.

Tips for remembering your password:

- Write it down and store it in a safe location
- If applicable, store it in your phone using the Notes app
- If neither are possible, share it with **ONLY** one **trusted** person (e.g. a spouse or a child)

Click “Skip this step”.

x Do not give other people’s Email Addresses.


Invite your colleagues to create their own free Zoom account today! [Why invite?](#)


name@domain.com

name@domain.com

name@domain.com

[Add another email](#)

I'm not a robot  reCAPTCHA
Privacy - Terms

Invite **Skip this step** 

Your Zoom Account is now set up!

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://us04web.zoom.us/j/52327171692?pwd=OWJuNGw4aTFtemp0QXFKNE9kUU55UT09>

Start Meeting Now

Go to My Account

From here you may:

1. Start a meeting immediately
2. Visit your account

Creating a Zoom Account: Summary

- Download and install Zoom

[Download](#)

Creating a Zoom Account: Summary

- Download and install Zoom

A blue rectangular button with the text "Download" in white, centered on the button.

- Choose a Zoom plan

A light gray rectangular box with the text "Free" in bold black font at the top. Below the text is a white rounded rectangular button with the text "Sign Up" in black font.

Sign Up

Creating a Zoom Account: Summary


- Download and install Zoom

A blue rectangular button with the text "Download" in white.

- Choose a Zoom plan

A light gray rectangular box with the text "Free" in bold black font. Below it is a white rounded rectangular button with the text "Sign Up" in black font.

- Fill out the form to sign up

A white rectangular form with a light gray border. It contains an "Email address" label, a text input field, a line of text: "By signing up, I agree to the Zoom's Privacy Statement and Terms of Service.", and a blue "Sign Up" button at the bottom.

Creating a Zoom Account: Summary

- Download and install Zoom


A blue rectangular button with the text "Download" in white.

- Choose a Zoom plan

A light gray rectangular box with the word "Free" in bold black text at the top and a "Sign Up" button below it.

Sign Up

- Fill out the form to sign up

A white rectangular form with a text input field for "Email address", a "Sign Up" button, and a line of text: "By signing up, I agree to the Zoom's Privacy Statement and Terms of Service."/>

Email address

By signing up, I agree to the Zoom's Privacy Statement and Terms of Service.

Sign Up

- Activate the account from your email

A white rectangular button with a red "M" icon and the text "Open Gmail".A white rectangular button with a blue "O" icon and the text "Open Outlook".An orange rectangular button with the text "ACTIVATE ACCOUNT" in white. A black mouse cursor arrow is pointing at the right side of the button.

Creating a Zoom Account: Summary

- Download and install Zoom


A blue rectangular button with the word "Download" in white text.

- Choose a Zoom plan

A light gray rectangular box with the word "Free" in bold black text at the top and a "Sign Up" button below it.

Sign Up

- Fill out the form to sign up

A form for signing up. It includes an "Email address" label, a text input field, a "Sign Up" button, and a checkbox for terms and conditions.

By signing up, I agree to the Zoom's Privacy Statement and Terms of Service.

Sign Up

- Activate the account from your email

A button with the Gmail logo and the text "Open Gmail".A button with the Outlook logo and the text "Open Outlook".A large orange button with the text "ACTIVATE ACCOUNT" in white. A mouse cursor is pointing at the right side of the button.

- Add your information to your account details (not private details)

A form for adding account details. It includes a "First Name" label, a text input field, a "Please enter your first name" error message, and a "Last Name" label with another text input field below it.

Please enter your first name

Last Name

Creating a Zoom Account: Summary

- Download and install Zoom



Download


- Choose a Zoom plan



Free

Sign Up

- Fill out the form to sign up



Email address

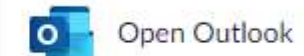
By signing up, I agree to the Zoom's Privacy Statement and Terms of Service.

Sign Up

- Activate the account from your email



Open Gmail



Open Outlook



ACTIVATE ACCOUNT

- Add your information to your account details (not private details)



First Name

Please enter your first name

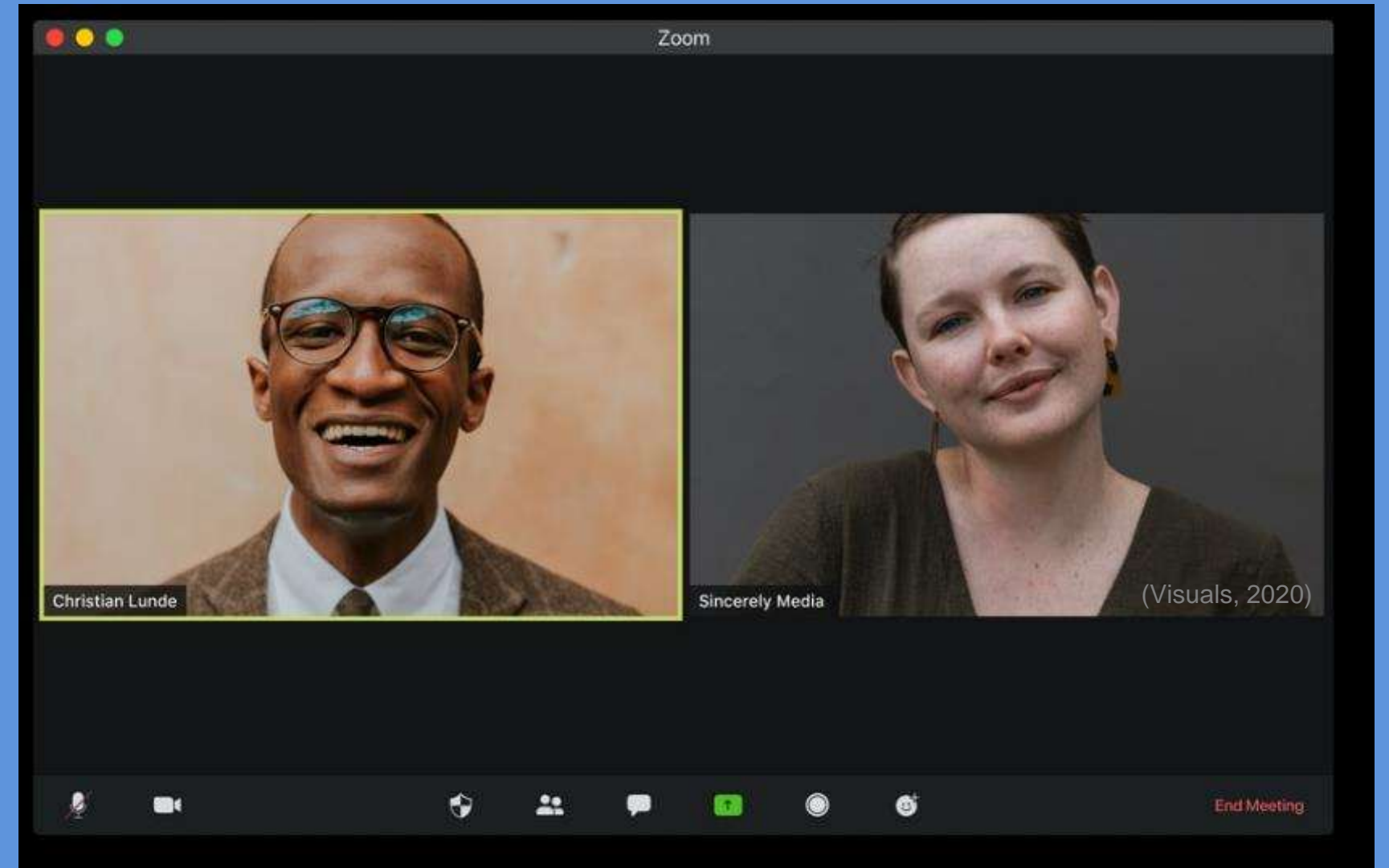
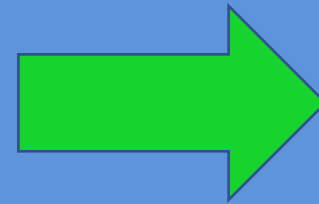
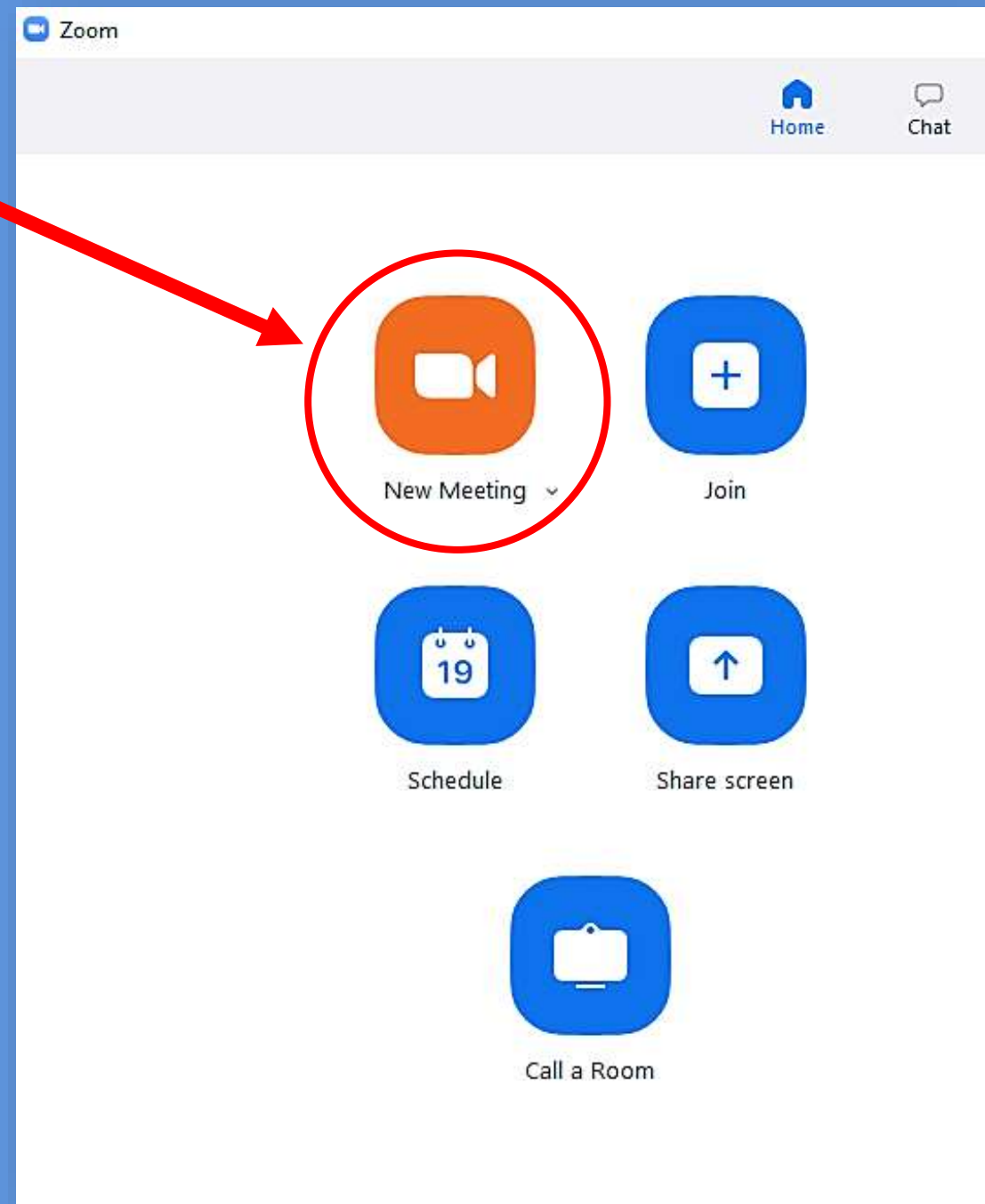
Last Name

- You are ready to start a meeting!



Start Meeting Now

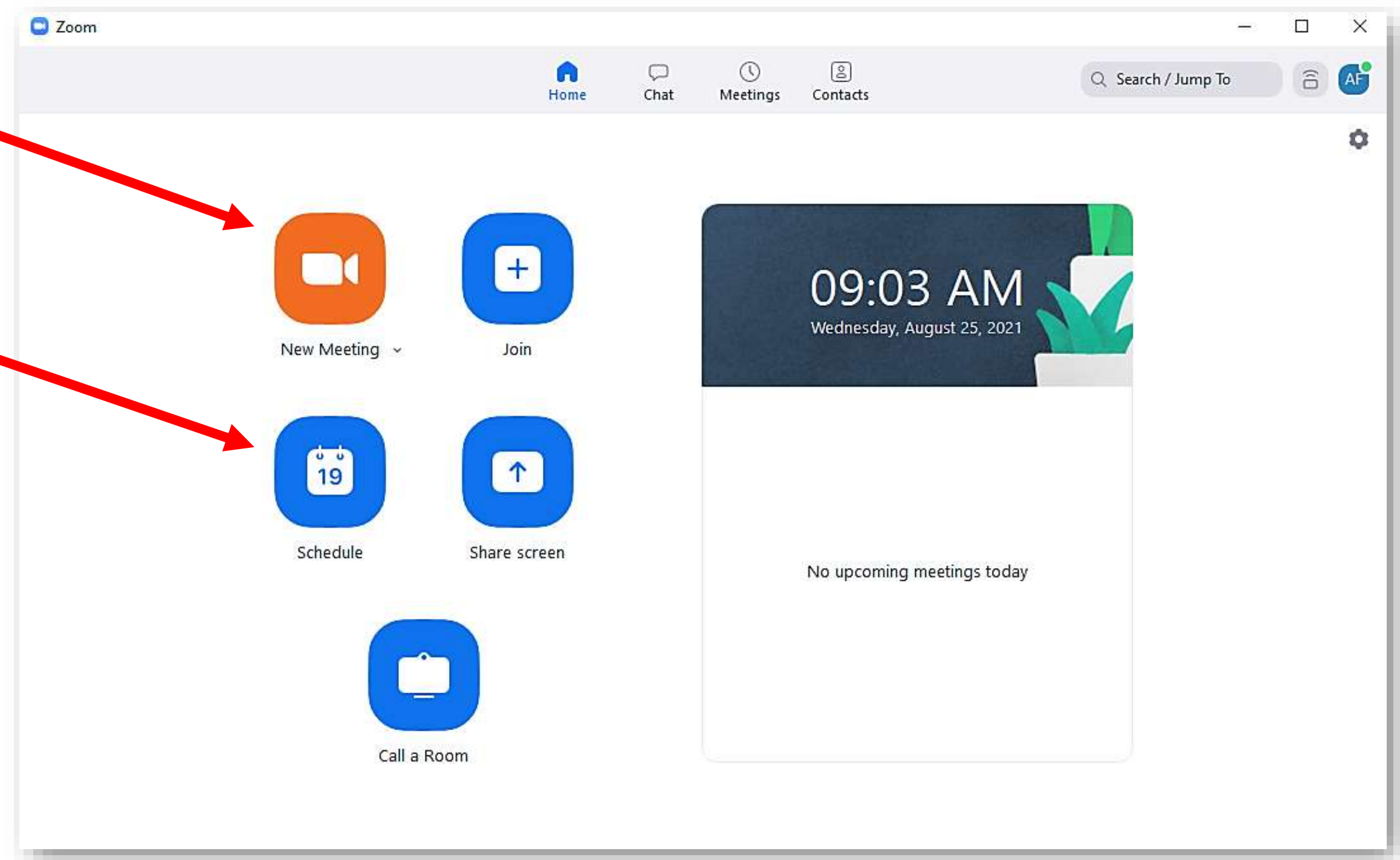
How to Create a Meeting Now



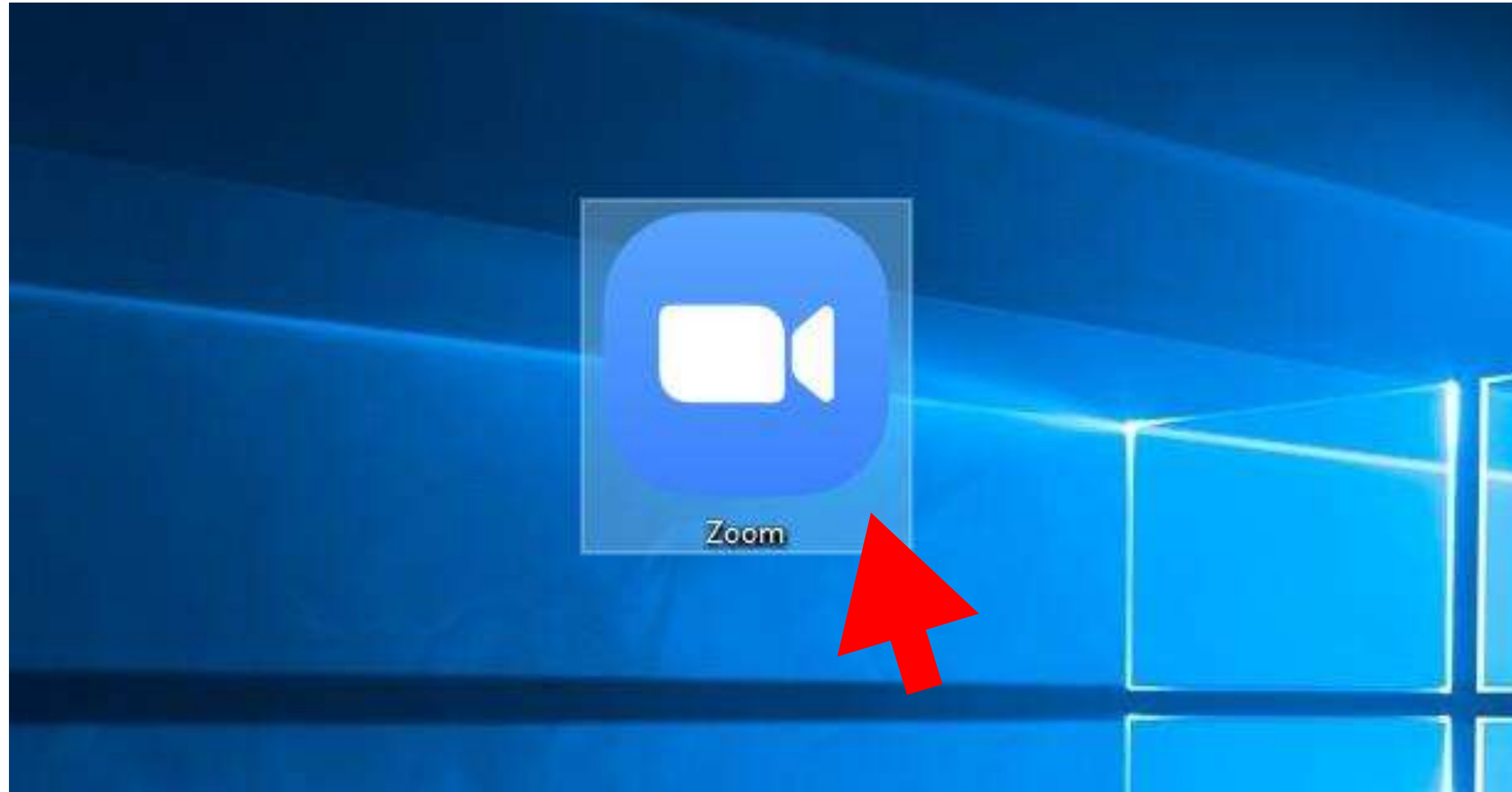
You can create 2 types of meetings:

1. A new meeting starts right away.
2. You can schedule a meeting to start any day or time.

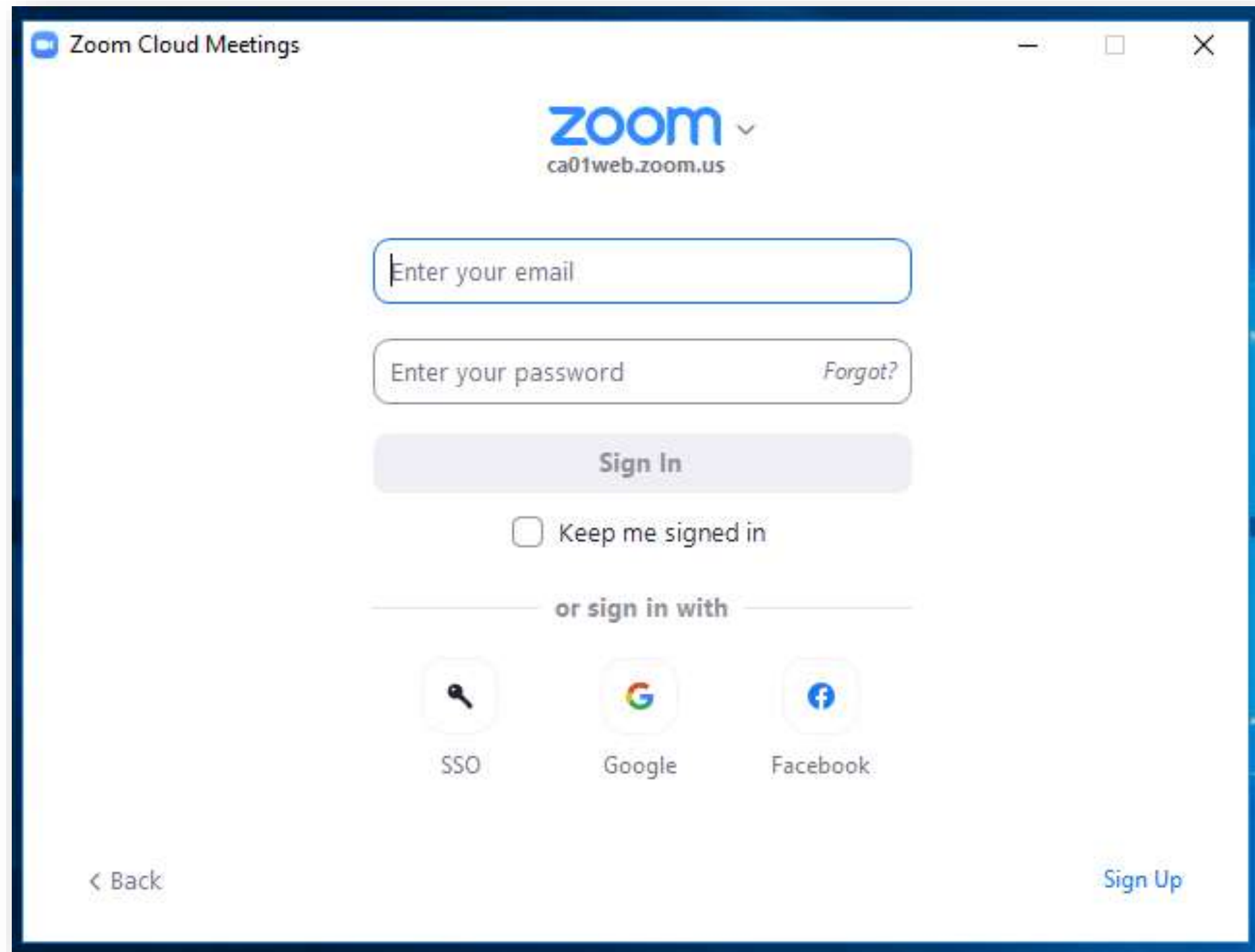
For example, individuals could schedule a meeting next week with their caregiver to discuss health management goals.



To start a meeting now, open Zoom.



Sign in.



The image shows a screenshot of the Zoom Cloud Meetings sign-in page. The window title is "Zoom Cloud Meetings". At the top center is the Zoom logo with a dropdown arrow and the URL "ca01web.zoom.us". Below the logo are two input fields: "Enter your email" and "Enter your password". To the right of the password field is a link labeled "Forgot?". Below these fields is a "Sign In" button. Underneath the button is a checkbox labeled "Keep me signed in". A horizontal line separates this section from the "or sign in with" section, which contains three icons: a key icon labeled "SSO", the Google logo labeled "Google", and the Facebook logo labeled "Facebook". At the bottom left is a "< Back" link, and at the bottom right is a "Sign Up" link.

Type your email address.



Zoom Cloud Meetings

zoom
ca01web.zoom.us

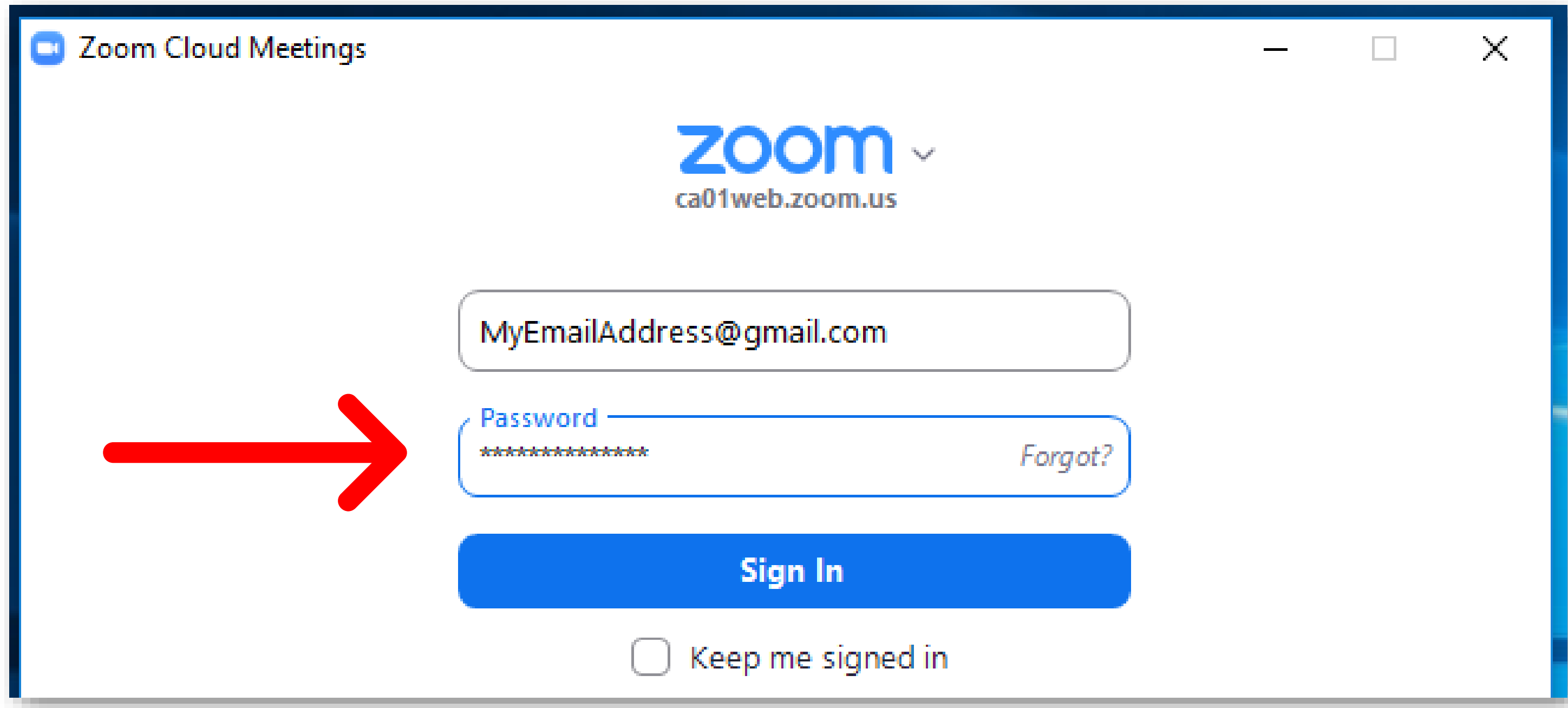
Email
MyEmailAddress@gmail.com

Enter your password [Forgot?](#)

Sign In

Keep me signed in

Type your password.



Zoom Cloud Meetings

zoom
ca01web.zoom.us

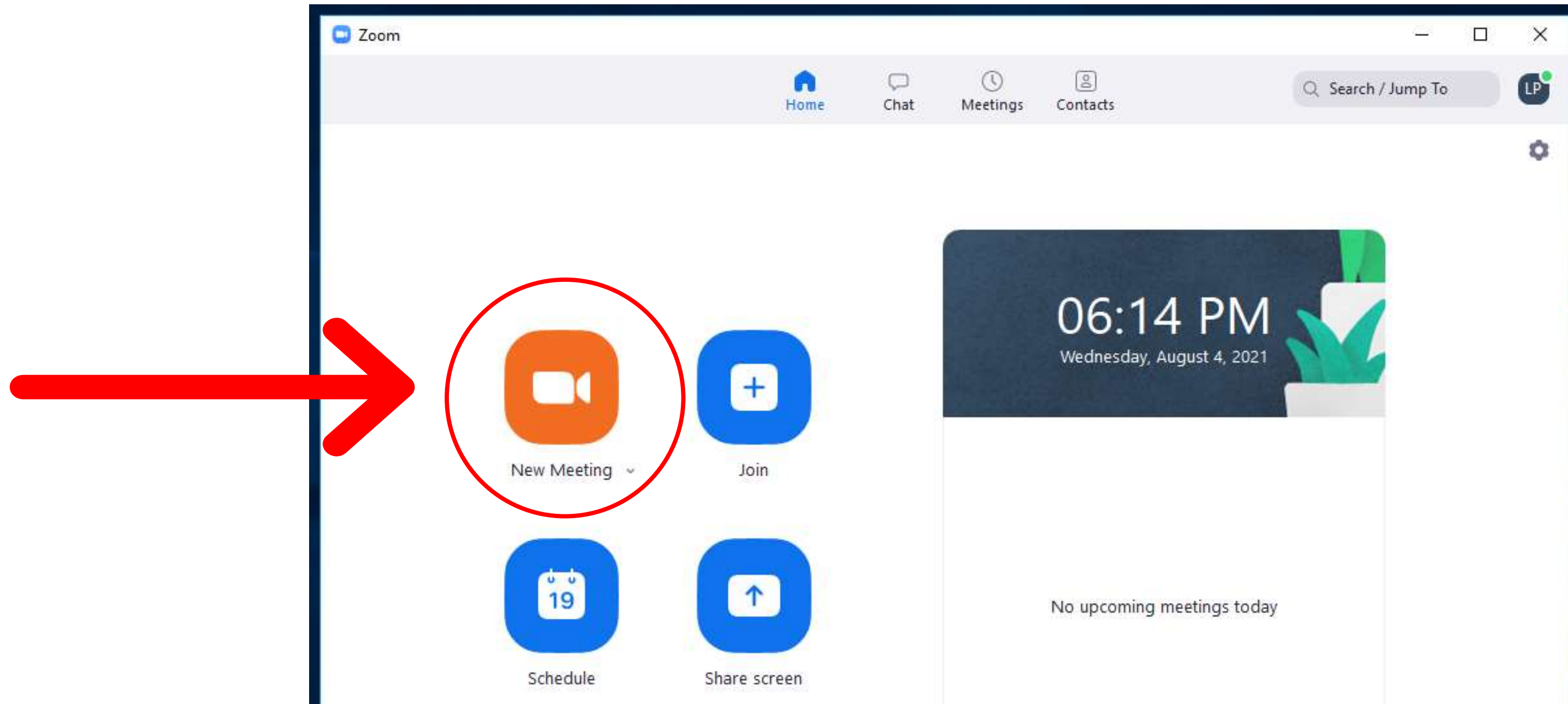
MyEmailAddress@gmail.com

Password
***** [Forgot?](#)

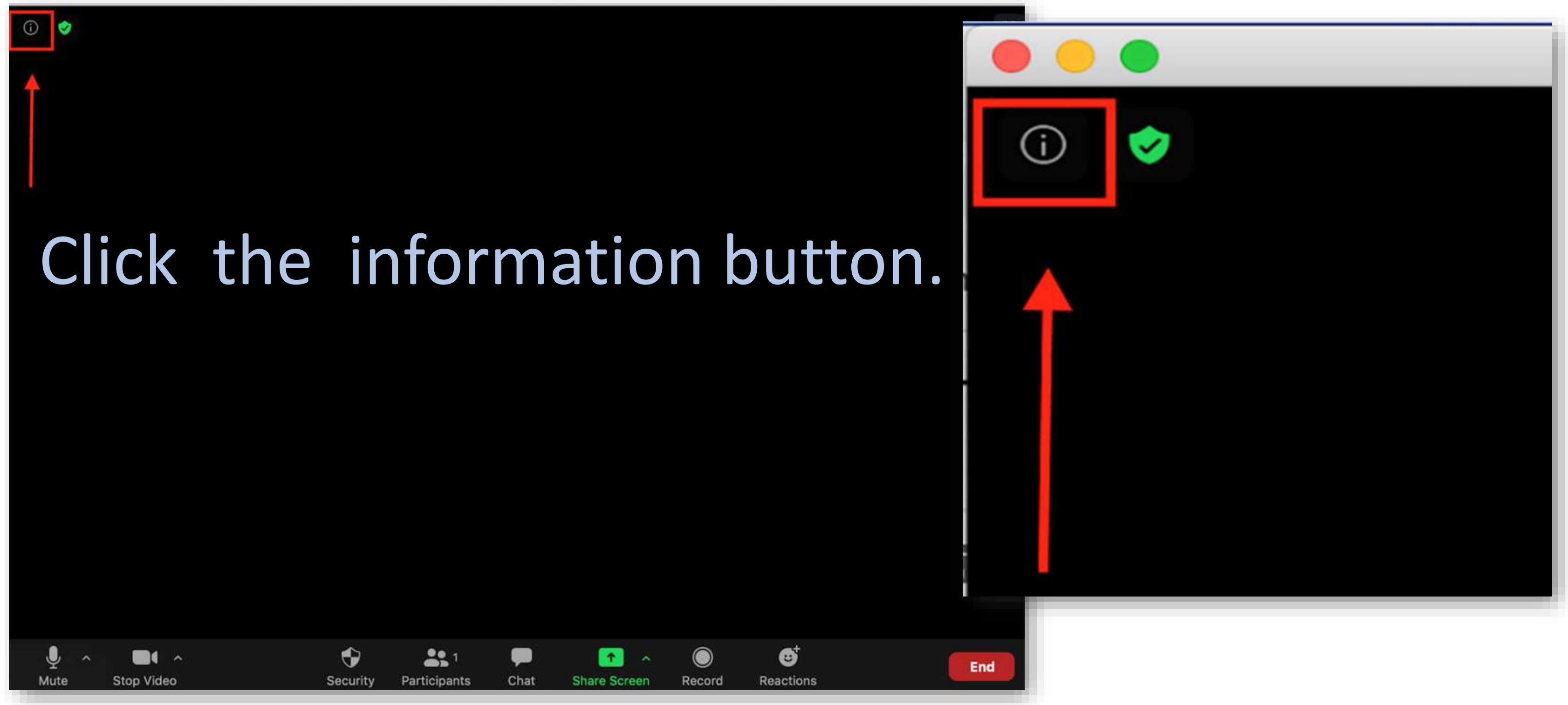
Sign In

Keep me signed in

To start a meeting now, click “New Meeting”.



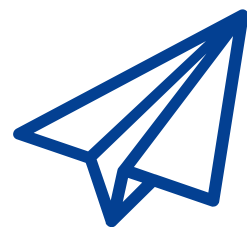
In the top left of your screen, you can see an info button. ⓘ



Copy the Zoom link. It will save the:

- Link
- Meeting ID
- Password

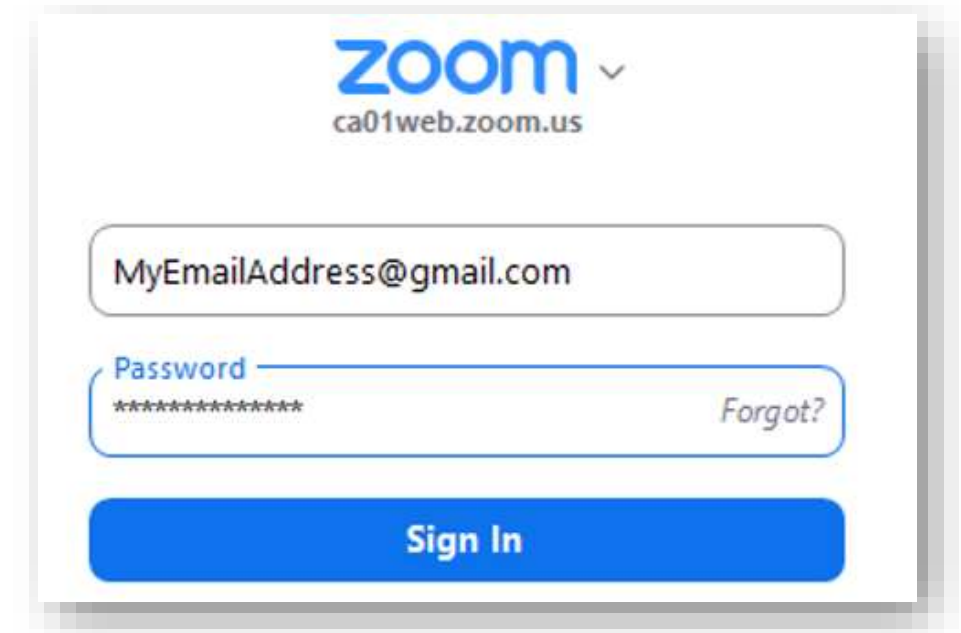
Now you can email the link to other people!

A screenshot of the Zoom Meeting details page. The page is dark-themed and shows various meeting information. A red arrow points from the text 'Copy the Zoom link. It will save the:' to the 'Invite Link' field. The 'Invite Link' field contains a long URL: 'https://us04web.zoom.us/j/78749733263?pwd=RXRVMWVDSVVpTXd0WlhzVEZmUG5vUT09'. Below the link is a 'Copy Link' button. Other fields include Meeting ID (787 4973 3263), Host (You), Password (3xPfWX), Numeric Password (914553), and Participant ID (134088).

Field	Value
Meeting ID	787 4973 3263
Host	(You)
Password	3xPfWX
Numeric Password (Telephone/Room systems)	914553
Invite Link	https://us04web.zoom.us/j/78749733263?pwd=RXRVMWVDSVVpTXd0WlhzVEZmUG5vUT09
Participant ID	134088

Creating a Zoom Meeting Now: Summary

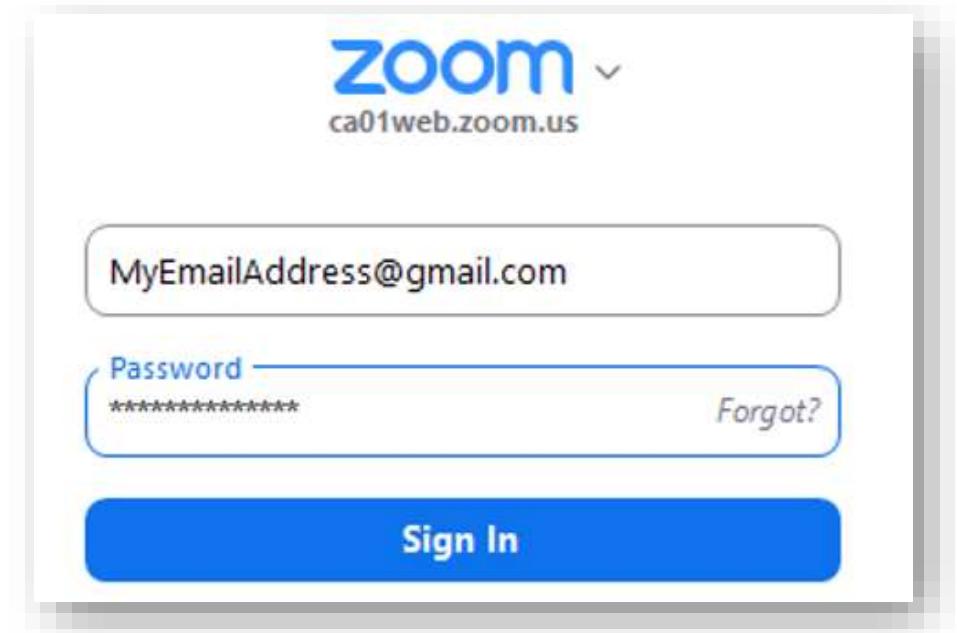
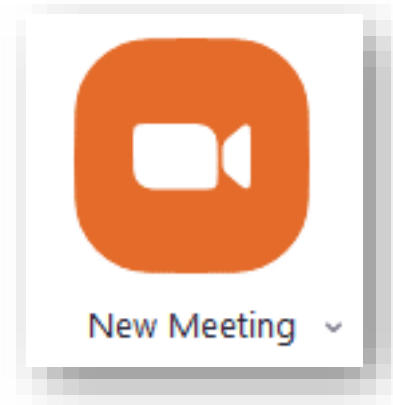
- Download, install and sign into your Zoom account



Creating a Zoom Meeting Now: Summary

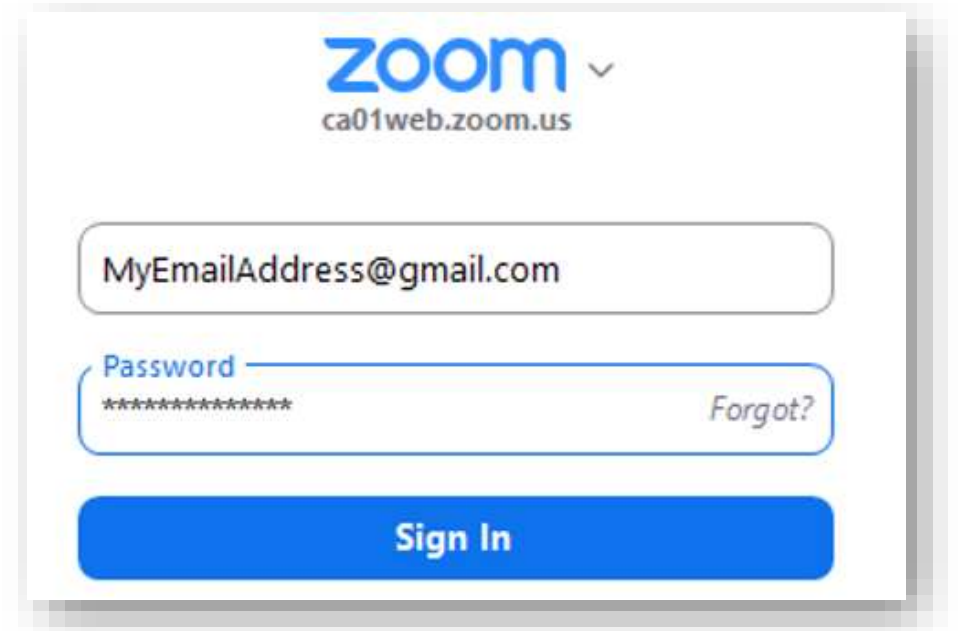
- Download, install and sign into your Zoom account

- Select New Meeting

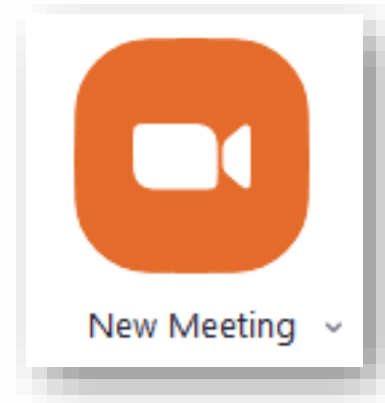


Creating a Zoom Meeting Now: Summary

- Download, install and sign into your Zoom account



- Select New Meeting

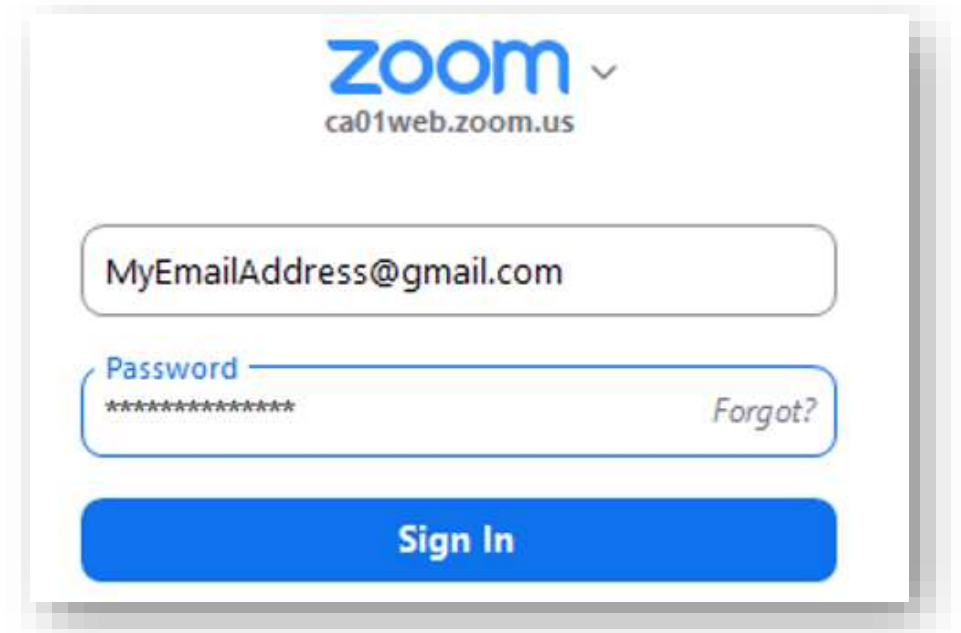


- Copy your meeting link

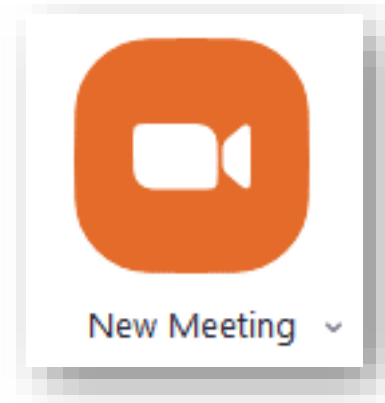


Creating a Zoom Meeting Now: Summary

- Download, install and sign into your Zoom account



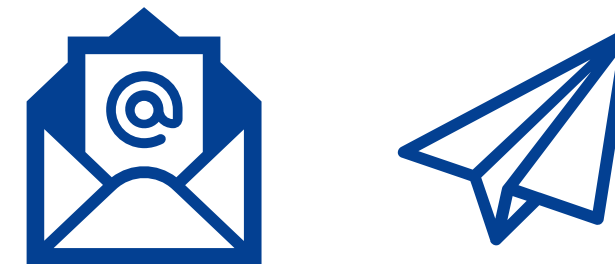
- Select New Meeting



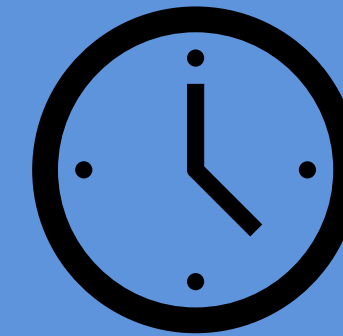
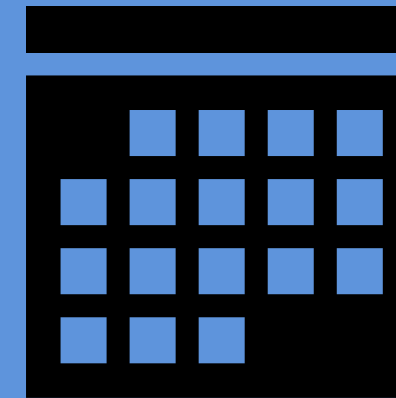
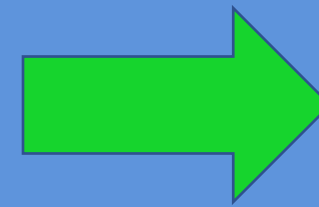
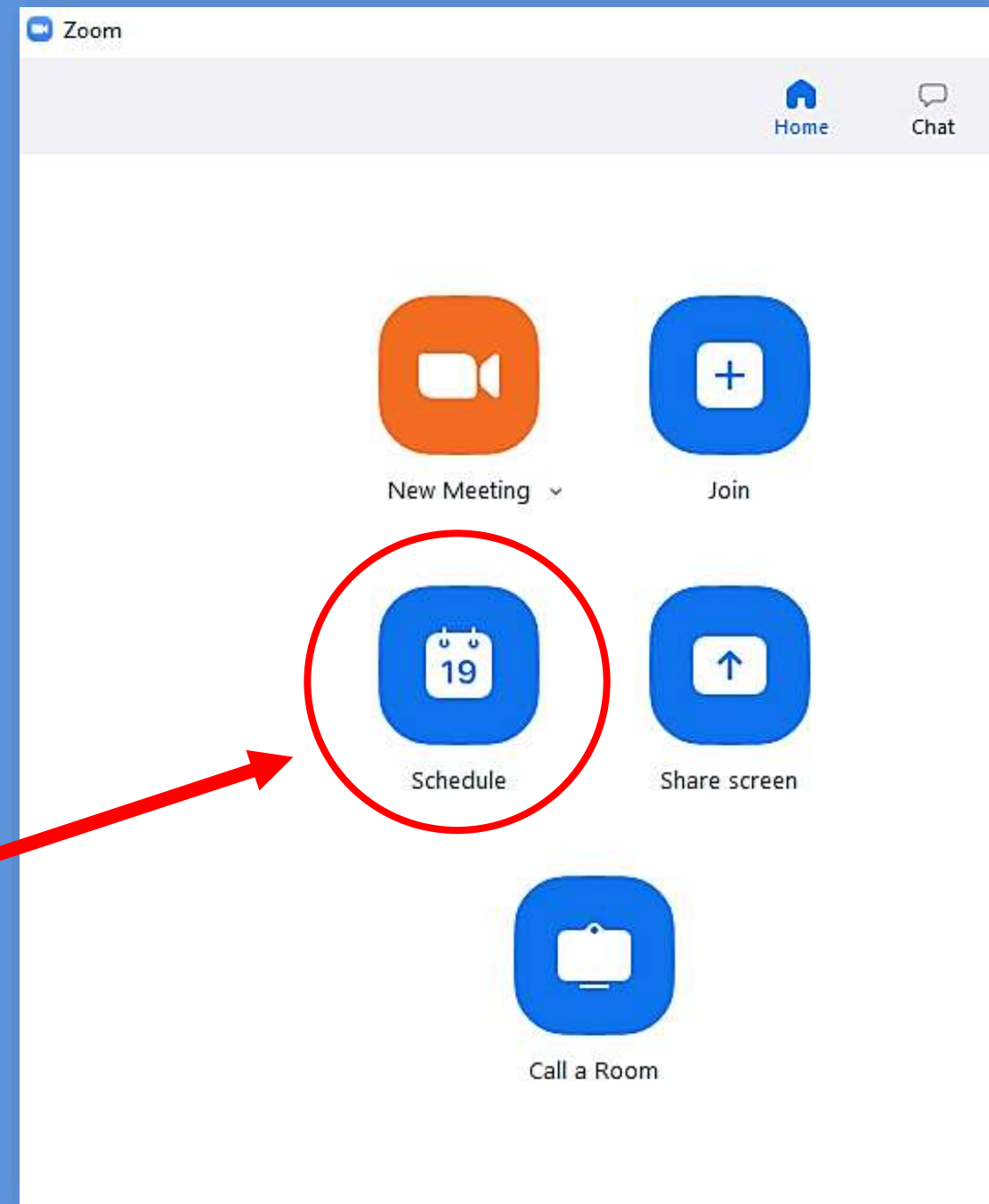
- Copy your meeting link



- Email the meeting link to other people



How to Schedule a Meeting for Later

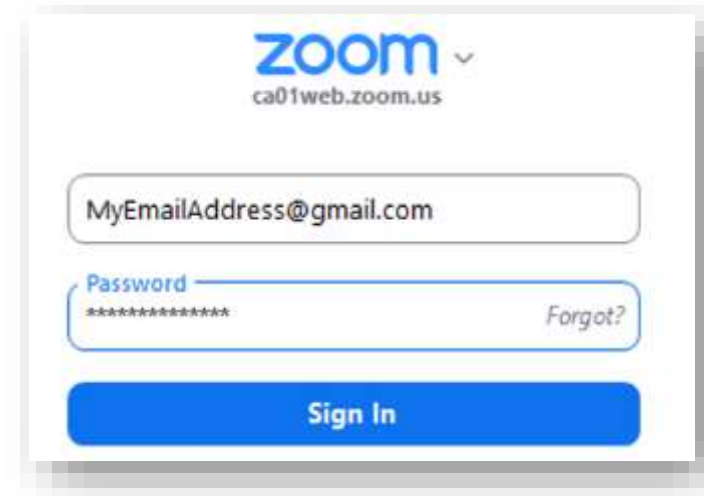


Video: How to Schedule a Zoom Meeting

The screenshot displays a YouTube video player showing a tutorial on how to schedule a Zoom meeting. The video content is a browser window of the Zoom website's scheduling page. The page includes a navigation menu with options like 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. The main content area is titled 'Schedule a Meeting' and contains several form fields: 'Description (Optional)', 'When' (date and time), 'Duration' (hours and minutes), 'Time Zone', 'Recurring meeting' (checked), 'Recurrence' (Daily), 'Repeat every' (1 day), 'End date' (By 07/06/2020), and 'Registration' (Required). A sidebar on the left lists various administrative options. The video player interface shows a progress bar at 0:21 / 1:15, a meeting password of 577237, and engagement metrics like 870 likes and 153 comments.

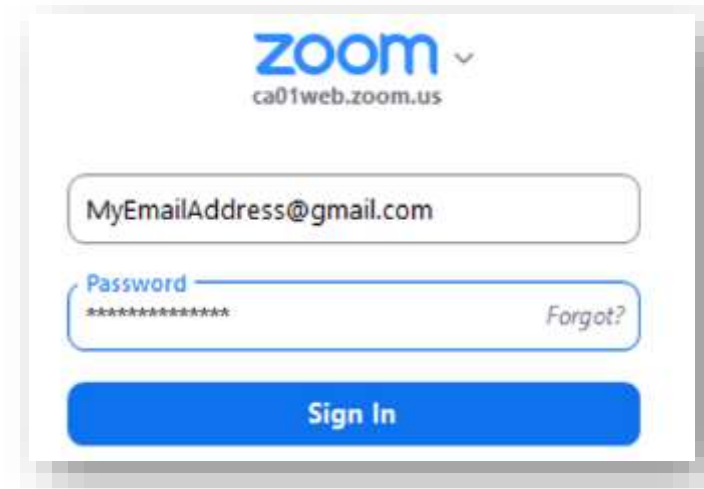
Scheduling a Meeting for Later: Summary

- Open and sign in to Zoom

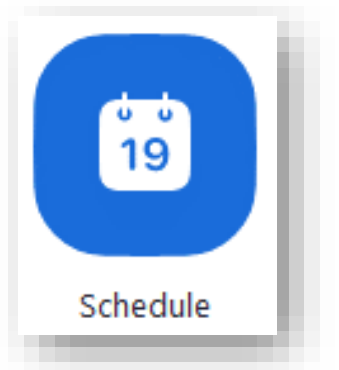


Scheduling a Meeting for Later: Summary

- Open and sign in to Zoom

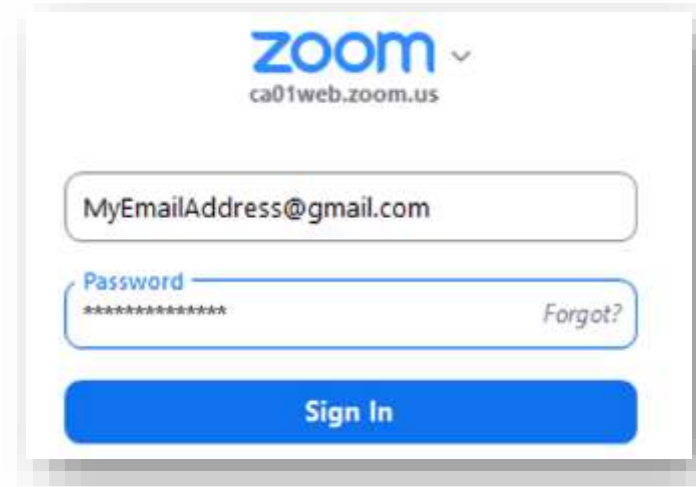


- Select on Schedule to create a meeting and set the date and time

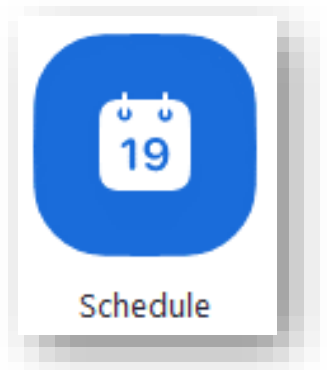


Scheduling a Meeting for Later: Summary

- Open and sign in to Zoom



- Select on Schedule to create a meeting and set the date and time

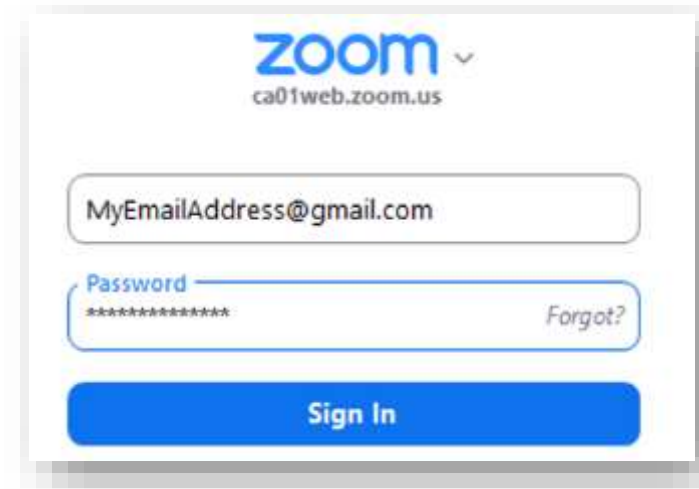


- Copy your meeting link

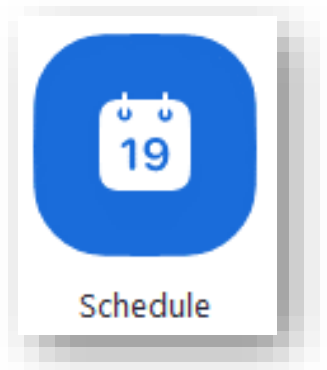


Scheduling a Meeting for Later: Summary

- Open and sign in to Zoom



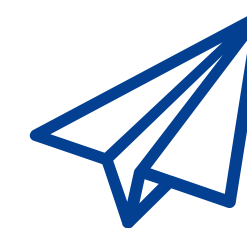
- Select on Schedule to create a meeting and set the date and time



- Copy your meeting link



- Email the meeting link to other people



Summary



(Montgomery, 2020)

What is Zoom ?

Installing Zoom

Joining and Leaving

Join Without Installing

Summary

We learned :

Creating a Zoom Account

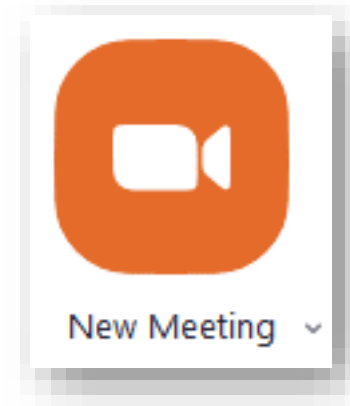


Email address
sample-email@gmail.com

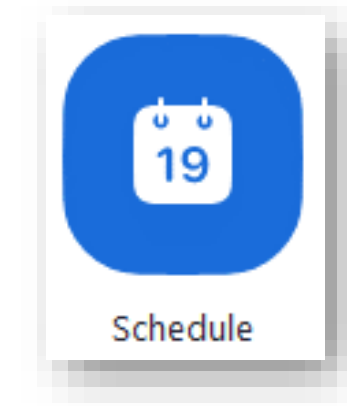
By signing up, I agree to the Zoom's Privacy Statement and Terms of Service.

Sign Up

Creating a Meeting Now



Scheduling a Meeting for Later



We learned :

Creating a Zoom Account

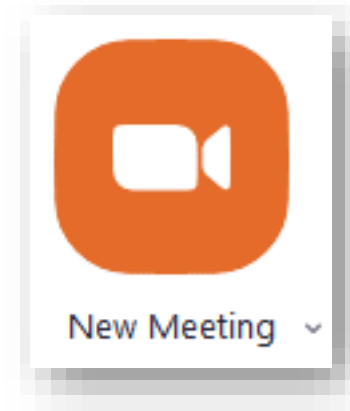


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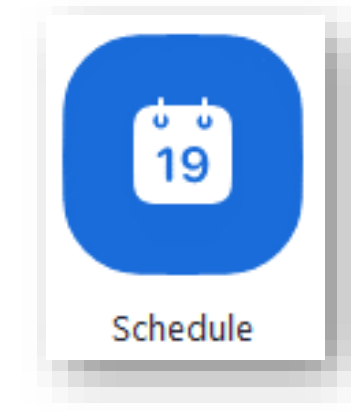
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These skills can be very helpful if you are interested in organizing Zoom meetings. This could include meetings such as a discussion with your caregiver or group calls with friends from a support group.

Questions?

Here are some examples of Free Resources for Health Management using Zoom:

- **iCON chronic disease management Zoom webinars** (<https://iconproject.org/events/>)
 - Visit our website for upcoming events! Past webinar health topics include coping with chronic conditions at home, arthritis and osteoporosis, stroke, cardiovascular disease and diabetes, health eating, and many more!
- **Self Management BC virtual programs** (<https://www.selfmanagementbc.ca/virtualself-managementprograms>)
 - A series of 6 Zoom workshops on self management topics including chronic conditions, chronic pain, diabetes, and cancer
- **Pain BC online pain support and wellness groups** (<https://painbc.ca/about/programs/pain-support-wellness-groups>)
 - Zoom support groups hosted by a peer facilitator that support participants in feeling empowered by being in a community of people with a shared experience and provide information and learning about pain and coping
- **Family Caregivers of BC virtual support groups** (<https://www.familycaregiversbc.ca/family-caregiver-support-groups/>)
 - Zoom support groups that connect people across BC twice a month around a mutual experience of caregiving for a family member or friend

Sources

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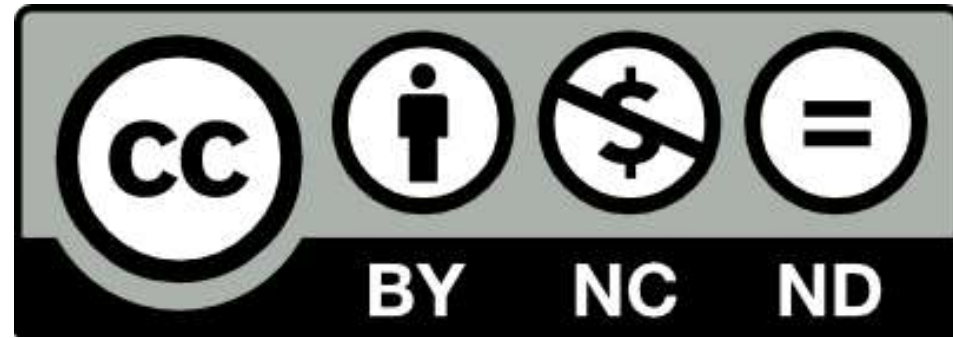
- Note: screen captures were provided by Peteherych, L on slides 4-5, 27-33.
- Note: screen captures were provided by iCON on slides 6-26, 34-43, 45.

Thank you again to :



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