Kansas City, Kansas Public Library

GETTING A ZOOM ACCOUNT

Getting a Zoom account is not necessary to join every meeting. If the person hosting the meeting allows it, anyone can join a meeting as long as they have the meeting ID number. However, due to the rise in "Zoom bombing" - pranking or doing malicious things during a Zoom meeting - many hosts are now requiring the participants to have a Zoom account.

You can sign up for a Zoom account for free. There are some limitations to the free accounts, though. Group meetings that you host are limited to 40 minutes with no more than 100 participants and the recording feature is disabled.

Just a note of warning - Zoom hasn't had the best security record in the past. The security on the phone and tablet apps is worse than on the computer browser version. So if you are worried about security, use Zoom on your computer.

SIGN UP, IT'S FREE

Signing up in a browser:

Go to zoom.us and click this button in the top right corner and follow the prompts to enter your birth date and email.

Signing up with a mobile app:

Download and install the ZOOM Cloud Meetings app. Click "Sign Up" and follow the prompts to enter your birth date and email.

You will get a confirmation email with a link to click on which will activate your account. You will then be asked to enter your name and create a password.

Once you do this, you will be ready to go.

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Here is what your main screen looks like if you sign up with a personal account using the internet browser on your computer.

Schedule a future meeting

Join a meeting someone else is hosting

Start a new meeting right now

Your info

Past and upcoming meetings

Host webinars for very large groups

Recordings of past meetings

Default settings for your meetings

Manage your account settings

Tutorials and Frequently asked questions

ZOOM   SOLUTIONS ▾   PLANS & PRICING   CONTACT SALES

REQUEST A DEMO   1.888.799.9666   RESOURCES ▾   SUPPORT

SCHEDULE A MEETING   JOIN A MEETING   HOST A MEETING ▾

PERSONAL

Profile
Meetings
Webinars
Recordings
Settings

ADMIN

› User Management
› Room Management
› Account Management
› Advanced

Attend Live Training
Video Tutorials
Knowledge Base

Your Name   Edit

Change

Personal Meeting ID   ***-***-*861   Show   Edit
https://us04web.zoom.us/j/*******861?pwd=********   Show
✕ Use this ID for instant meetings

Sign-In Email   **your email**   Show   Edit
Linked accounts: ✉

User Type   Basic ❓ Upgrade

Capacity   Meeting   100 ❓

Language   English   Edit

Date and Time   Time Zone   (GMT-5:00) Central Time (US and Canada)   Edit
Date Format   mm/dd/yyyy   Example: 08/15/2011
Time Format   ✕ Use 24-hour time

Calendar and Contact   You can integrate with 3rd party services or apps, such as Google, Outlook or Exchange, to sync the calendar and contacts.

If you are using a work or school account, the Admin section where you can control the account settings will not appear. Your company or school will appoint an administrator to handle that.
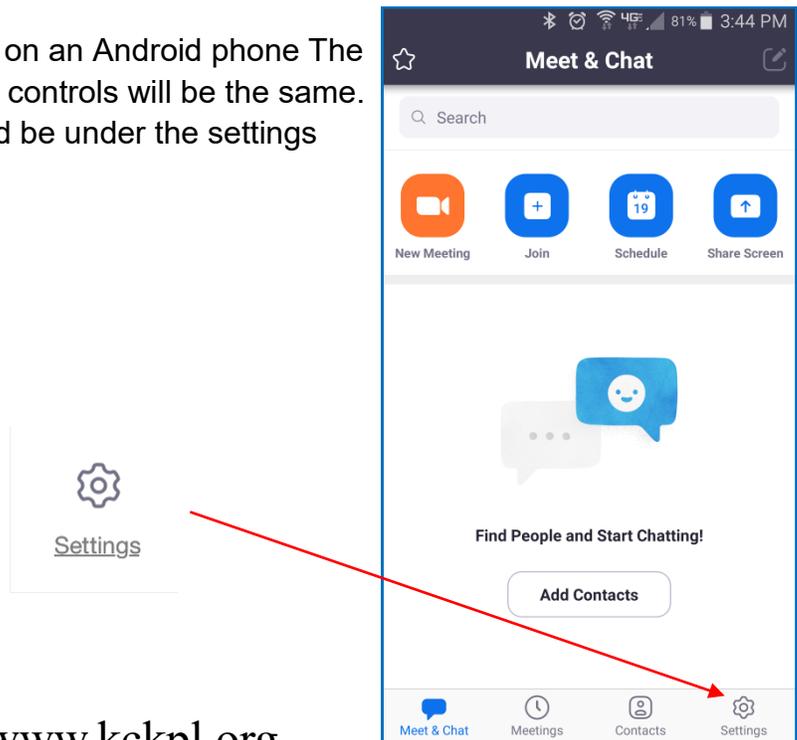
Please be aware that the account administrator can see all recordings of past meetings and chat transcripts. So do not use those accounts for your personal meetings and do not make unprofessional comments in the private chats. You may get in trouble.

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Here's what your main screen looks like on an iPad. The items are in different spots, but all of the controls will be the same. Anything you can't see right away should be under the settings button.
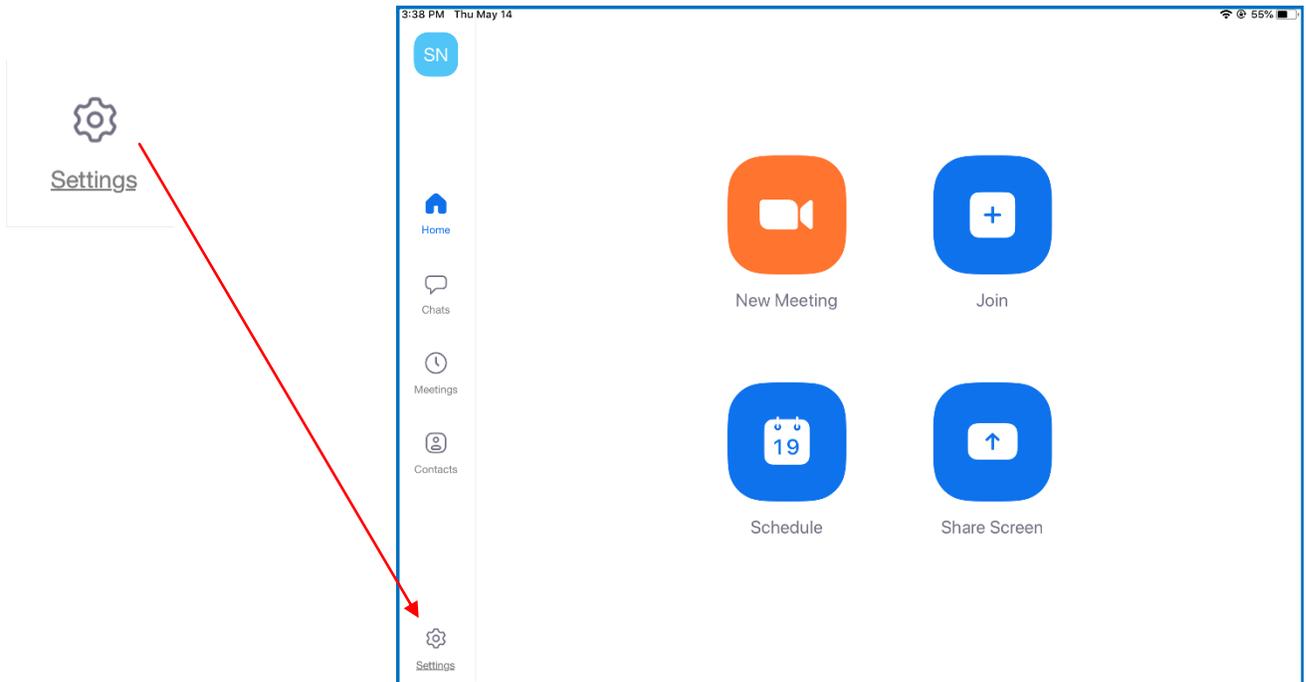
Settings

Here's what your main screen looks like on an Android phone The items are in different spots, but all of the controls will be the same. Anything you can't see right away should be under the settings button.

Settings

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