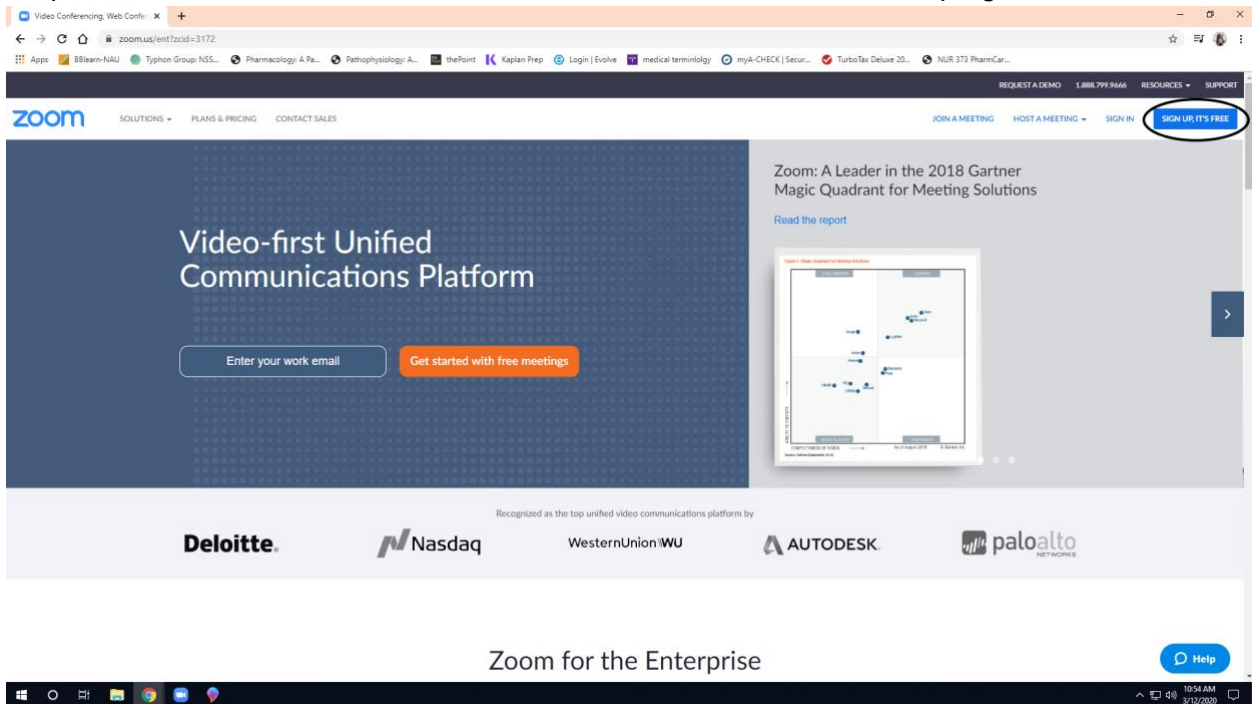# Creating A Zoom Account and Beginning A New Meeting
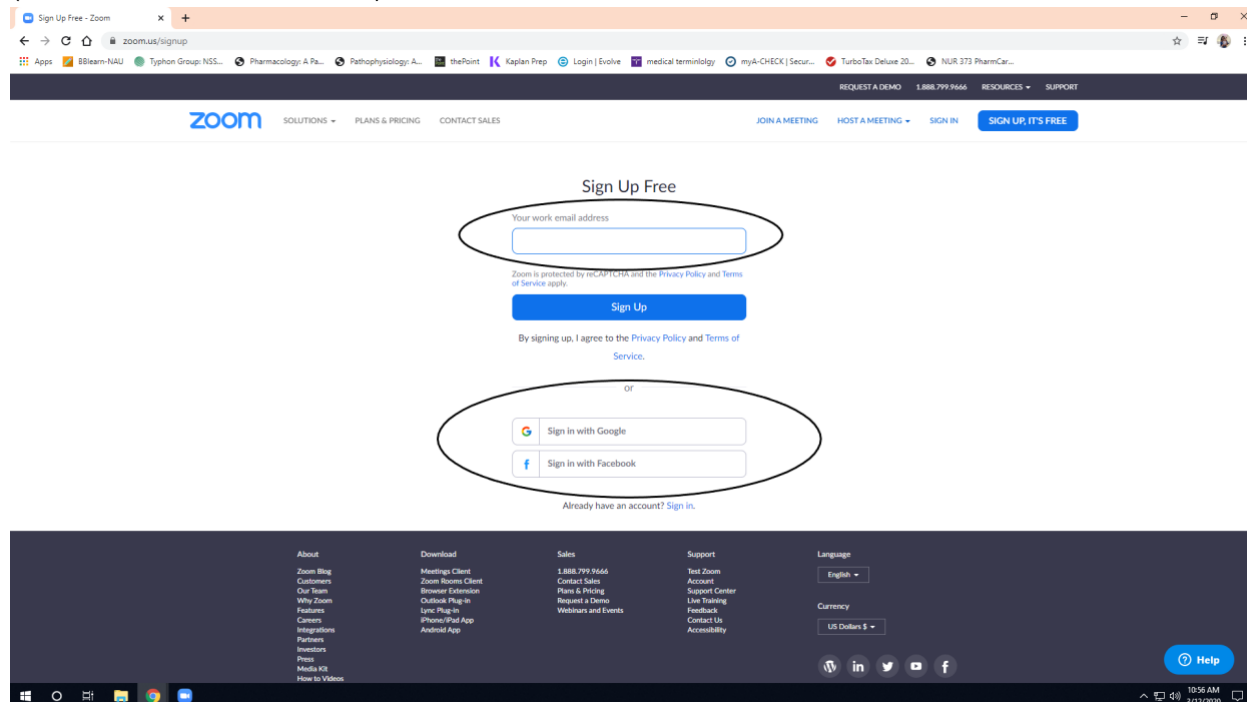
[AWC Students](#)   [AWC Faculty and Staff](#)

**AWC Students** - Step by step to creating a Zoom account and beginning a new meeting

Step 1: Go to Zoom.us and click the 'SIGN UP, IT'S FREE' tab on the top right corner.

Step 2: It will take you to this page and you will sign up with your Toro email address (NetID@toro.azwestern.edu).
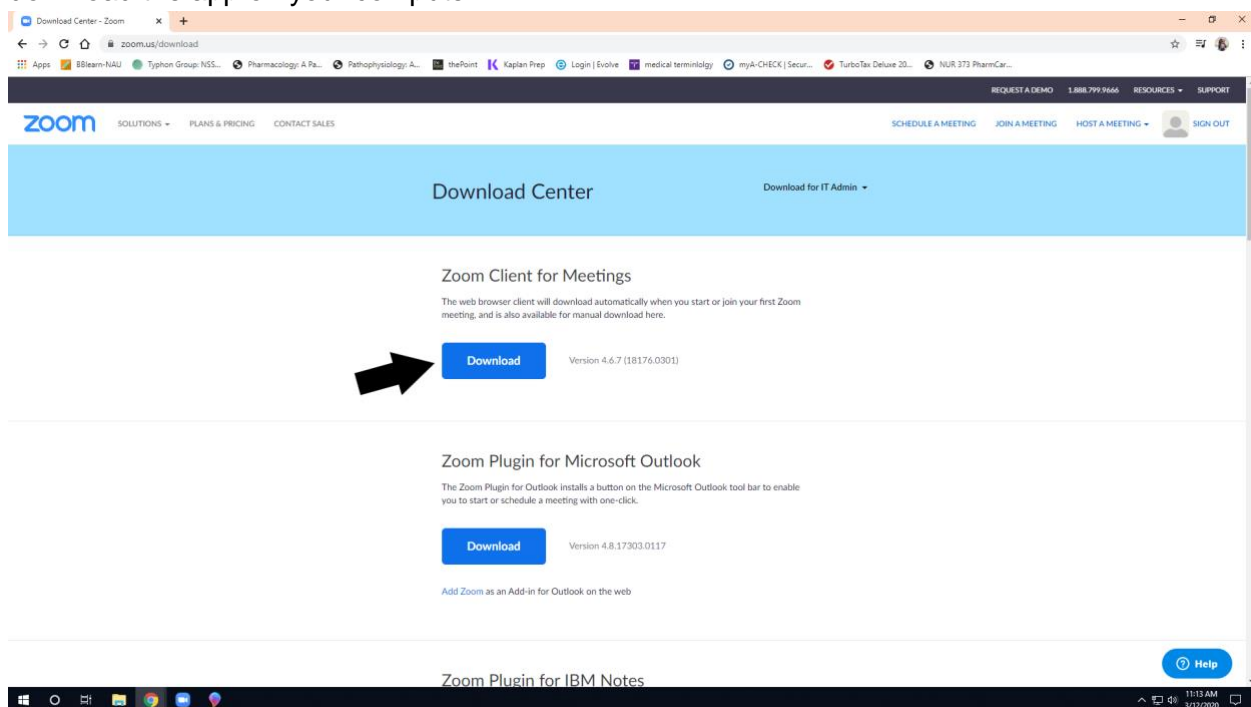

Step 3: Once you sign up for an account, go to your Toro email that is associated with the Zoom account. To activate your Zoom account, click the 'active account' or the URL.
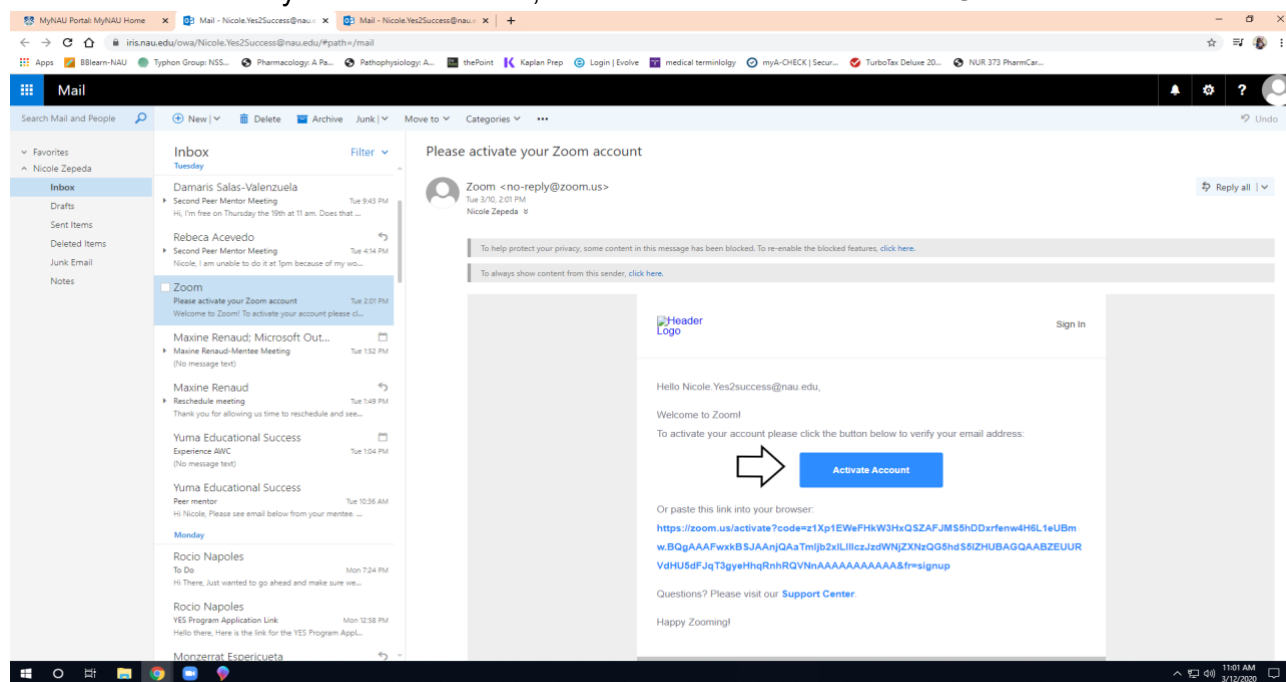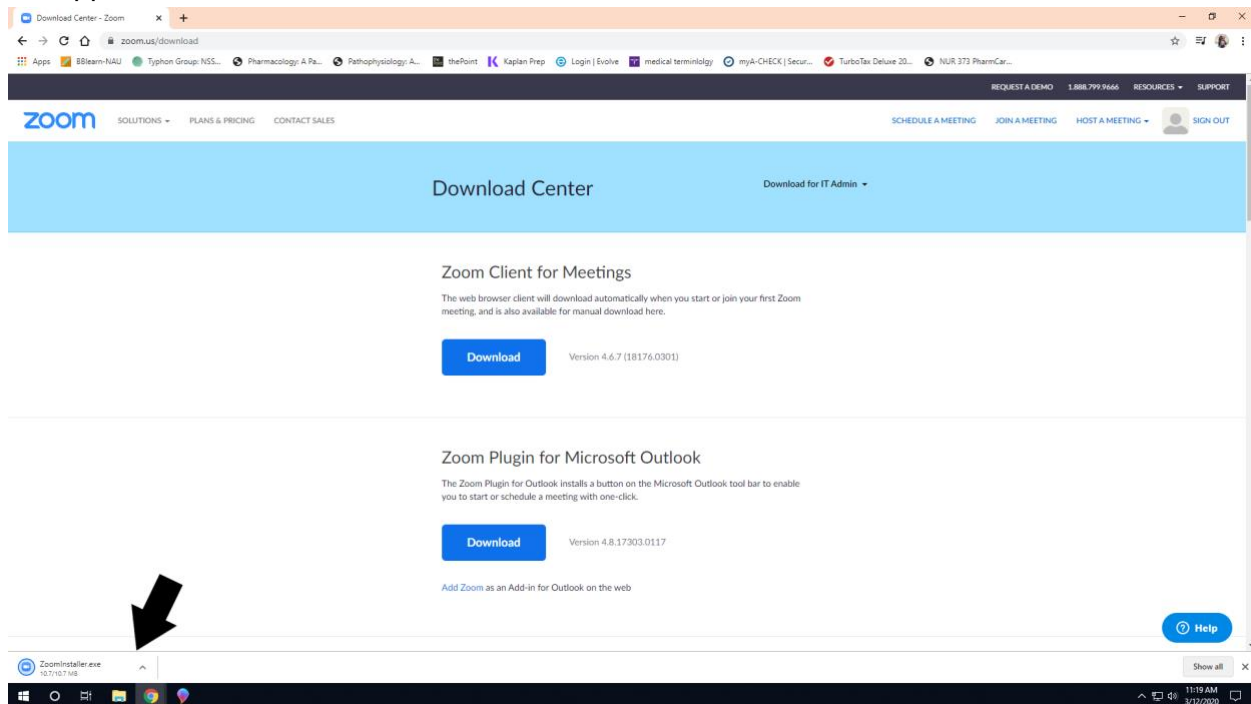
Step 4: Once you click the tab, it will take you to the main page of the Zoom website.
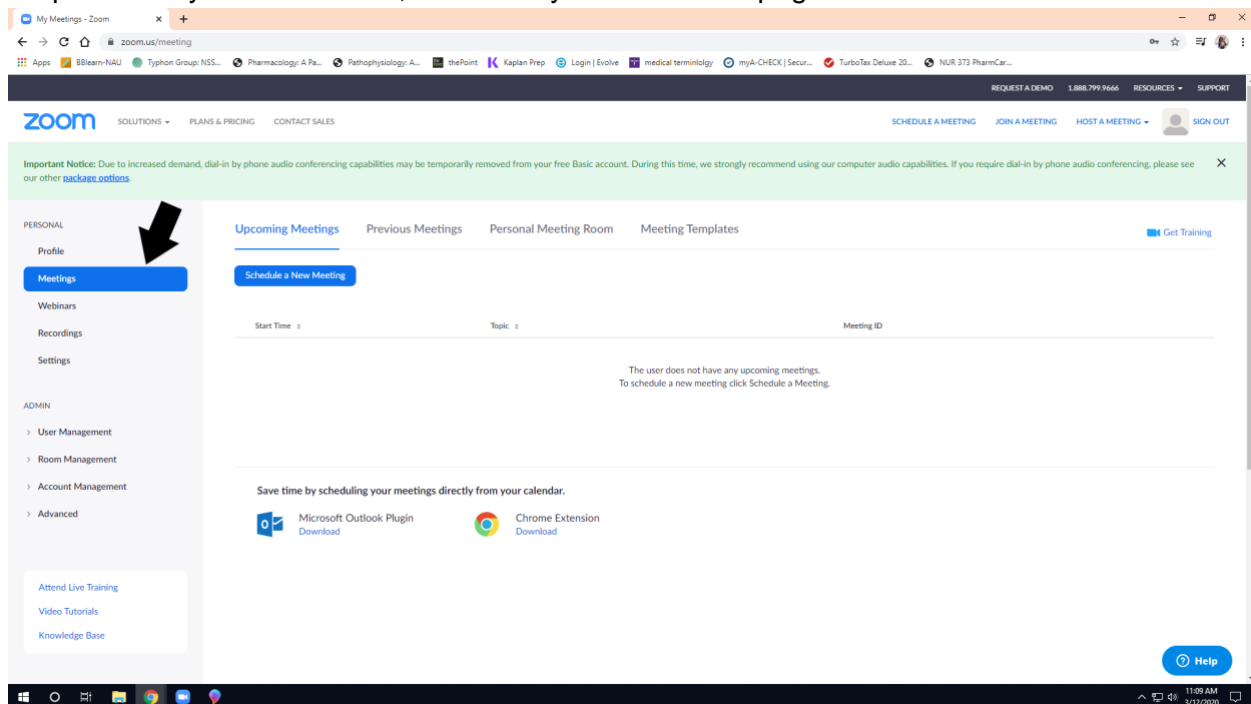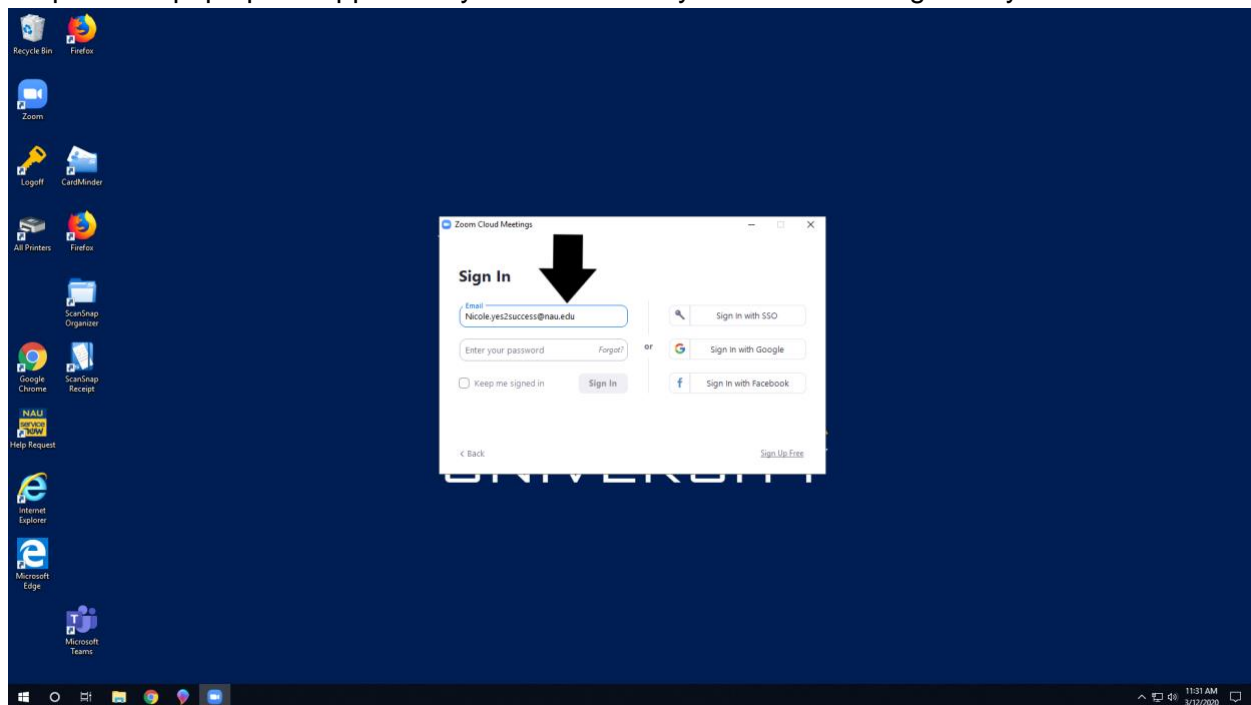

Step 5: Once you are on the main page, add another tab and go to https://zoom.us/download. Once you are on this site click on the 'download' tab under Zoom Client for Meetings, this will download the app on your computer.
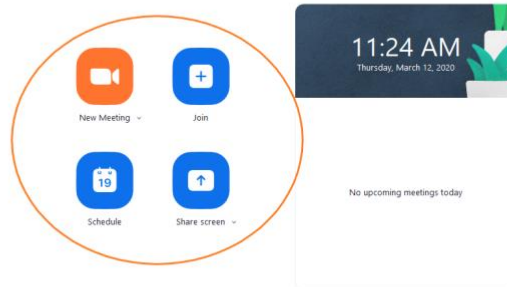
Once you download the app it will appear on the bottom left hand corner, click the tab to open the app.
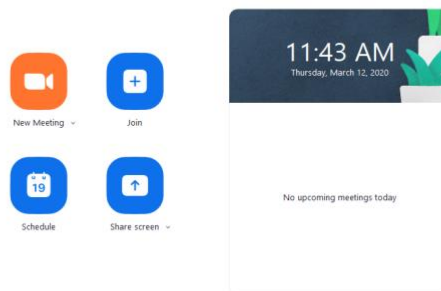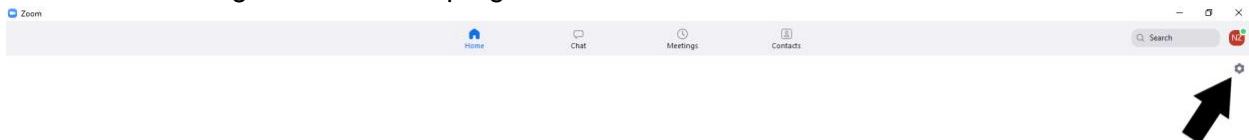

Step 6: This pop up will appear on your screen and you will need to sign into your account.
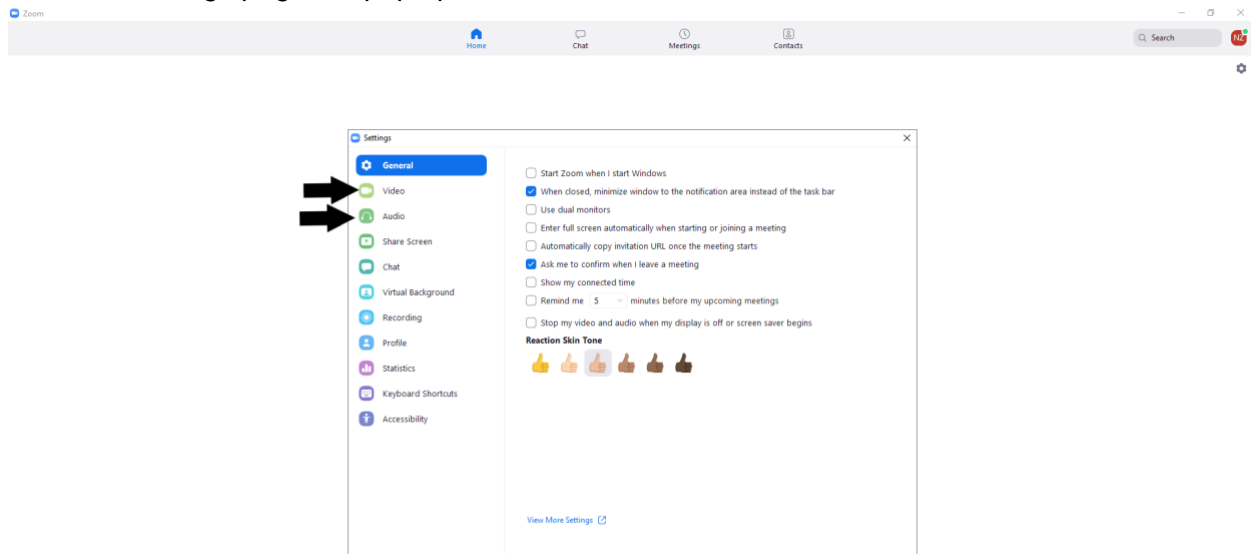
Step 7: Once you sign in, you'll be able to successfully navigate through the Zoom app. Inside the orange circle are the options to either begin, join, and schedule meetings, it also gives you the option to share your screen with others. On the top, inside the black oval you will be able to chat with others, check on your upcoming meetings and look up your contacts.
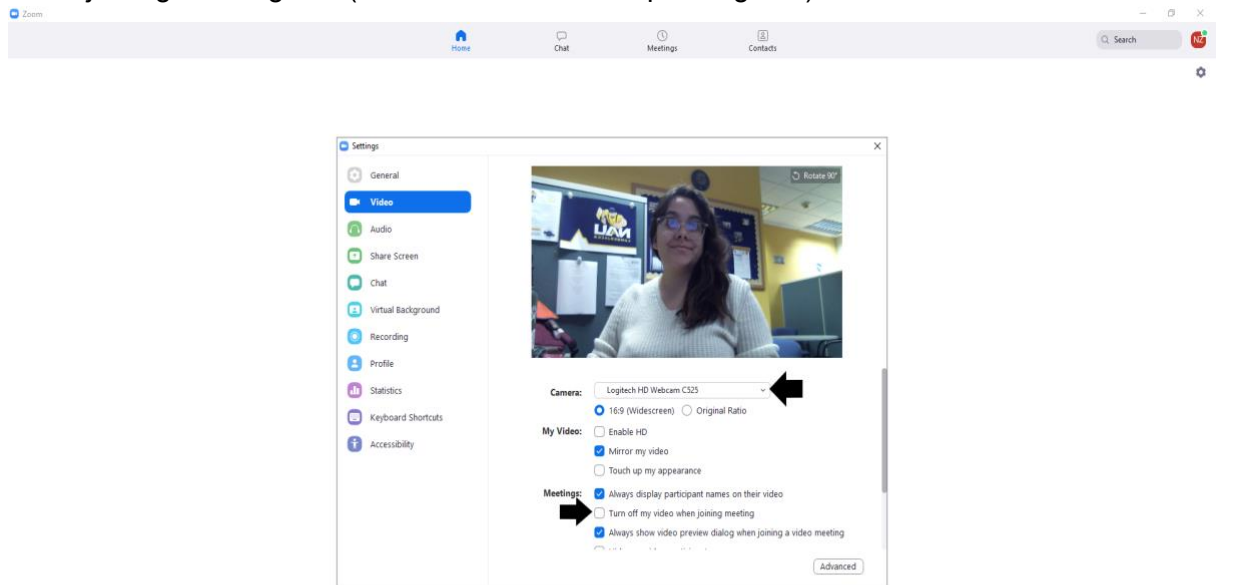

Step 8: To check if both your microphone and camera on your computer work properly, you will click on the settings icon on the top right-hand side.
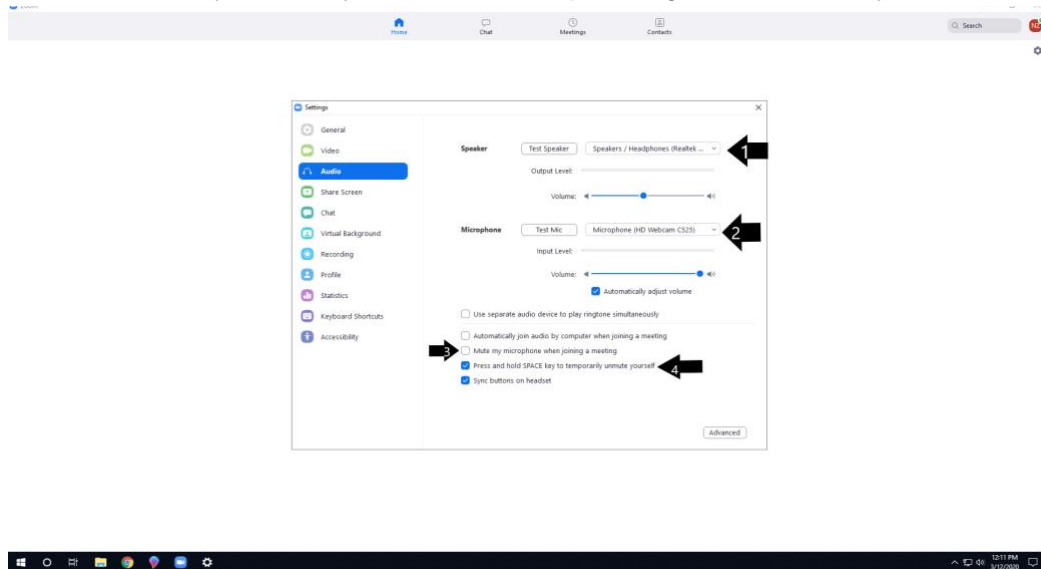
Then the settings page will pop up and the audio and video tabs will be at the left hand side.

To check on the video, click on the video tab. Once that you click it will automatically turn on your camera on your computer. If it does not turn on automatically, then you will have to click on the camera tab (first black arrow is pointing at it) and select your camera. If you wish to not have your camera turn on as soon as you join or create a meeting click on the 'Turn off my video when joining meeting' tab (second black arrow is pointing at it).
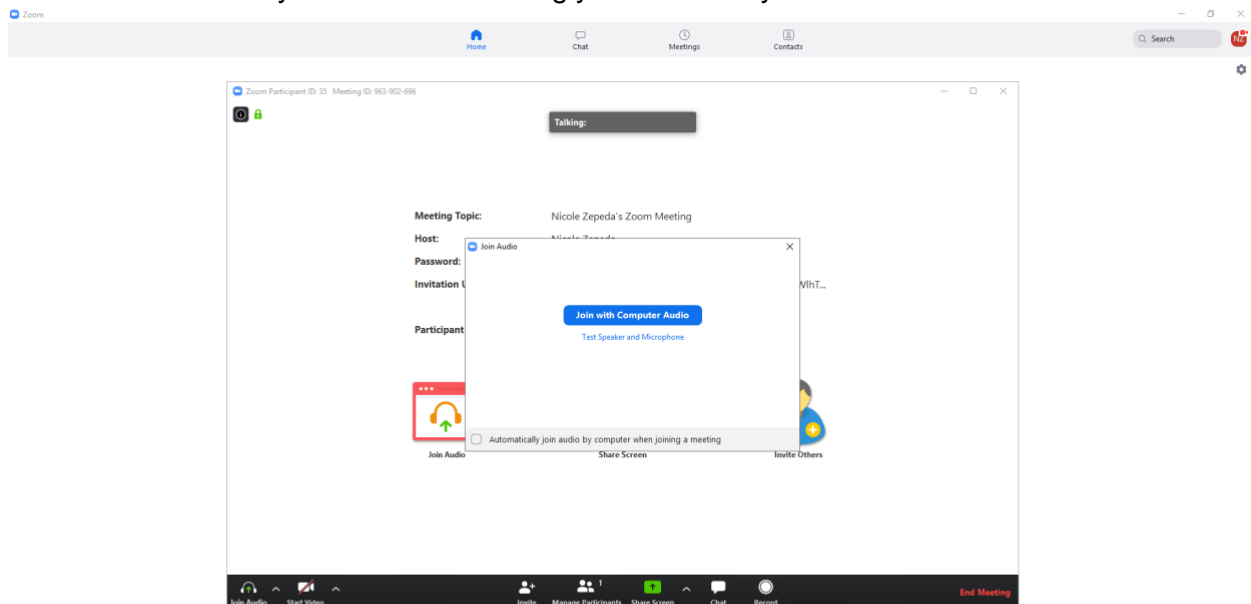
To check on your microphone, click on the audio tab on the left side. First, test your speaker's ability to play sound by clicking the 'test speaker' tab and be sure that the correct speaker is selected. Then, check your microphone by clicking the 'test mic' tab, this will record a short recording so speak clear and loud enough for it to catch your voice. Once it ends the recording, it will play it back and you'll be able to hear your own recording. Once again be sure that the correct mic is selected. You are also able to select the option to automatically mute yourself when joining a meeting and creating one (#3 black arrow). In addition, you are able to remain on mute throughout a meeting and when your need to speak you can press the SPACE key and will automatically unmute you, ONLY while pressing the SPACE key.
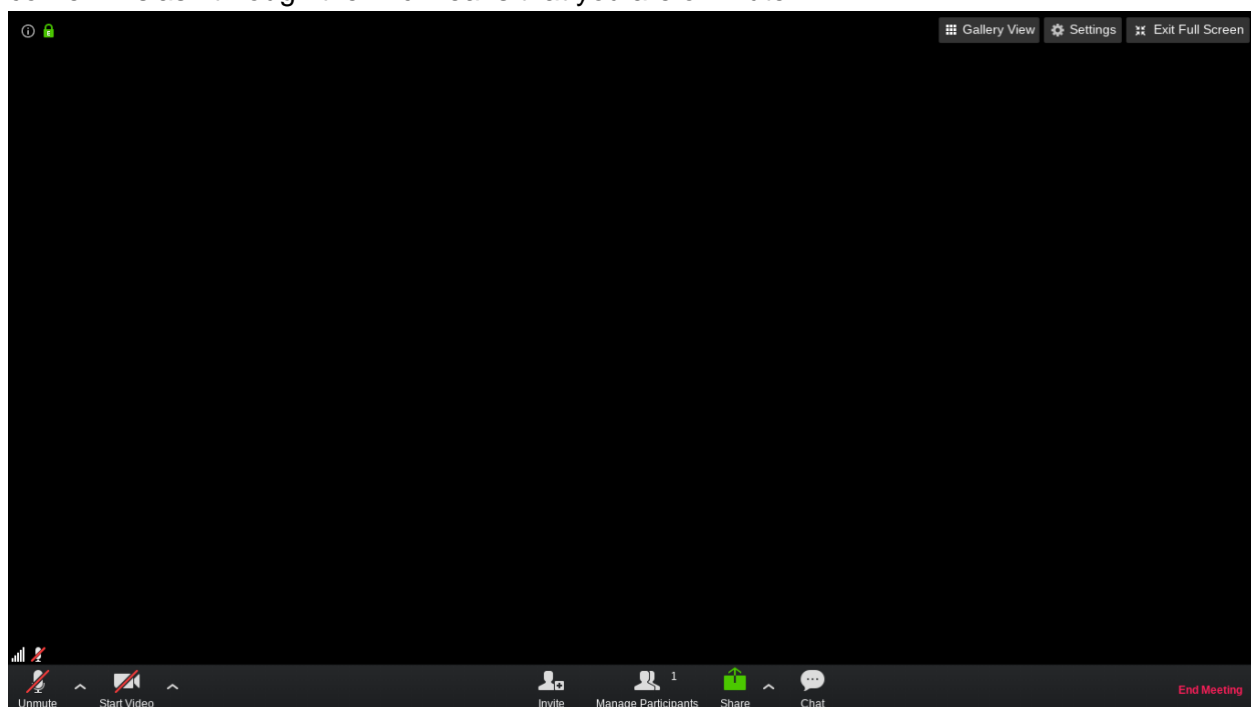

Step 9: You are now able to create a meeting by clicking the orange icon, if you chose to begin a meeting without video please be sure that the video icon has a slash through it. You can do this by clicking the upside down arrow next to 'New Meeting'.

Step 10: Once you are in you'll have a pop up that asks about joining with audio, please join in with audio and once you are in the meeting you can mute yourself.

Once you are in a meeting you can mute yourself by clicking the mic icon at the bottom left corner. A slash through the mic means that you are on mute.
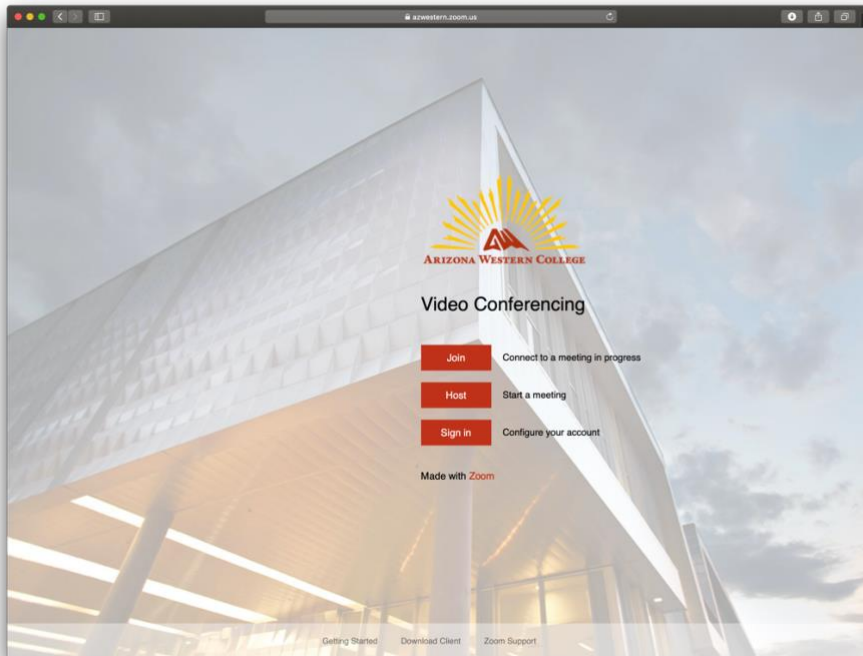

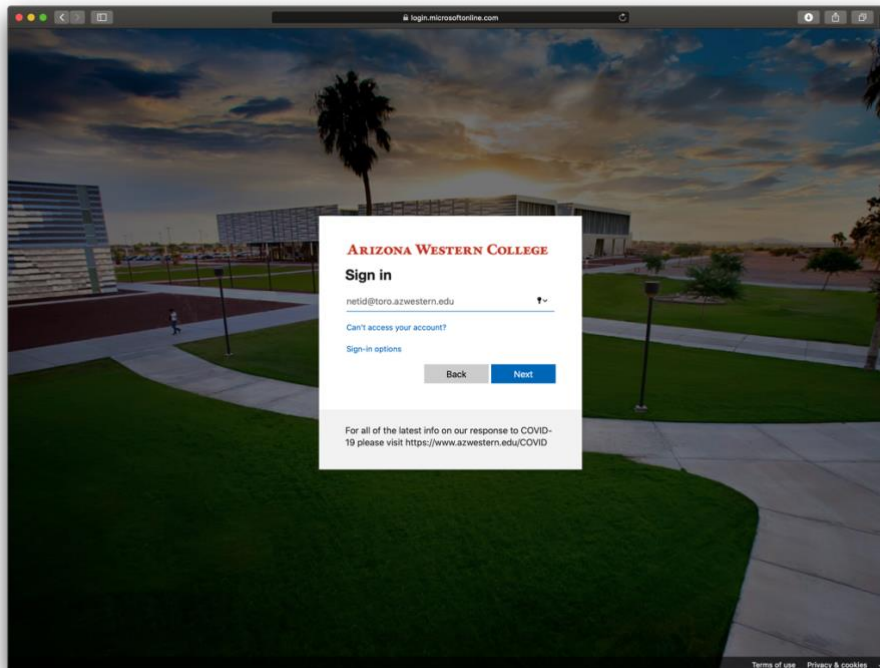Congratulations, you just successfully signed into your Zoom account and created your own meeting.

AWC Faculty and Staff - Step by step to creating a Zoom account and beginning a new meeting

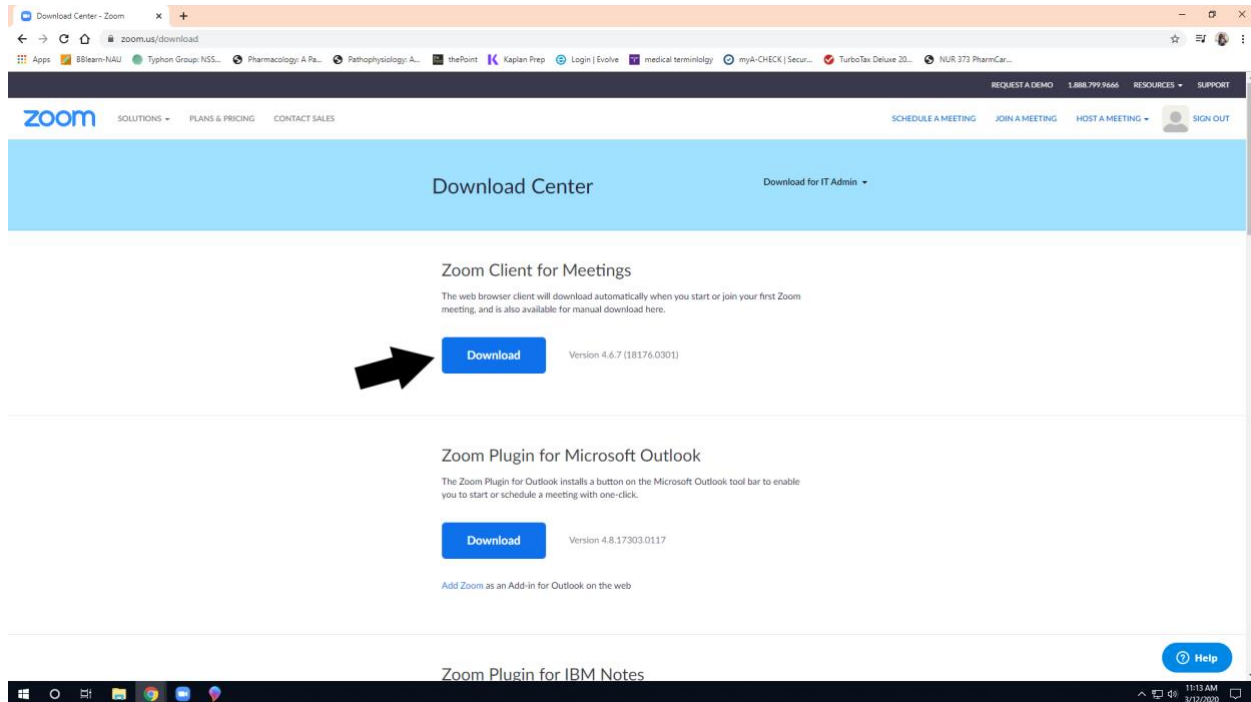Step 1: Go to https://azwestern.zoom.us/

Step 2: Click Sign In

Step 3: Sign in with your AWC email address (First.Last@azwestern.edu)
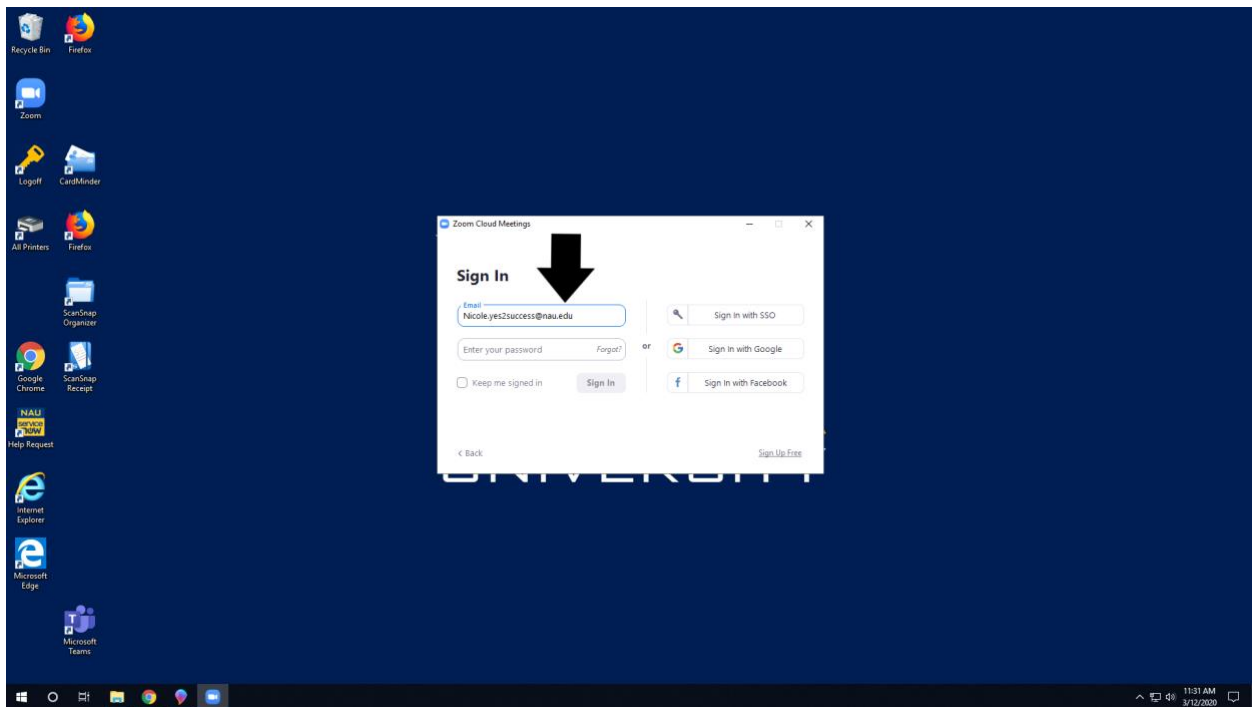

Step 4: Your Zoom account has been created.

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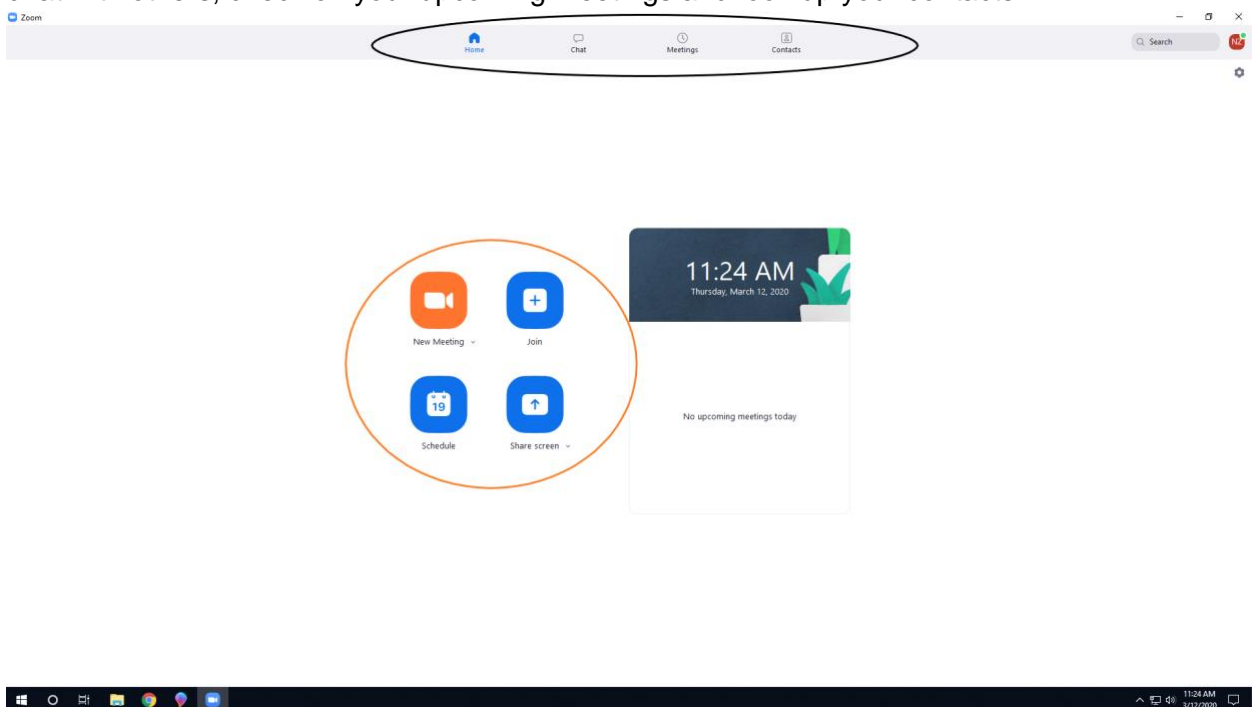

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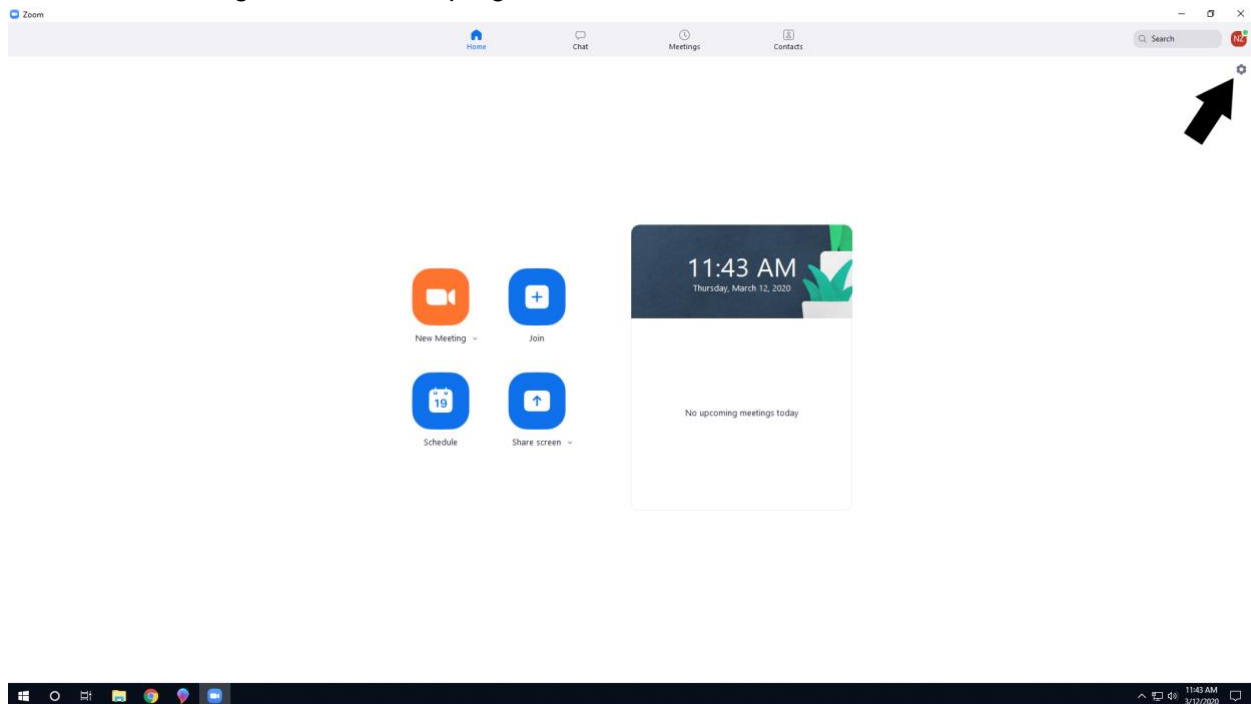

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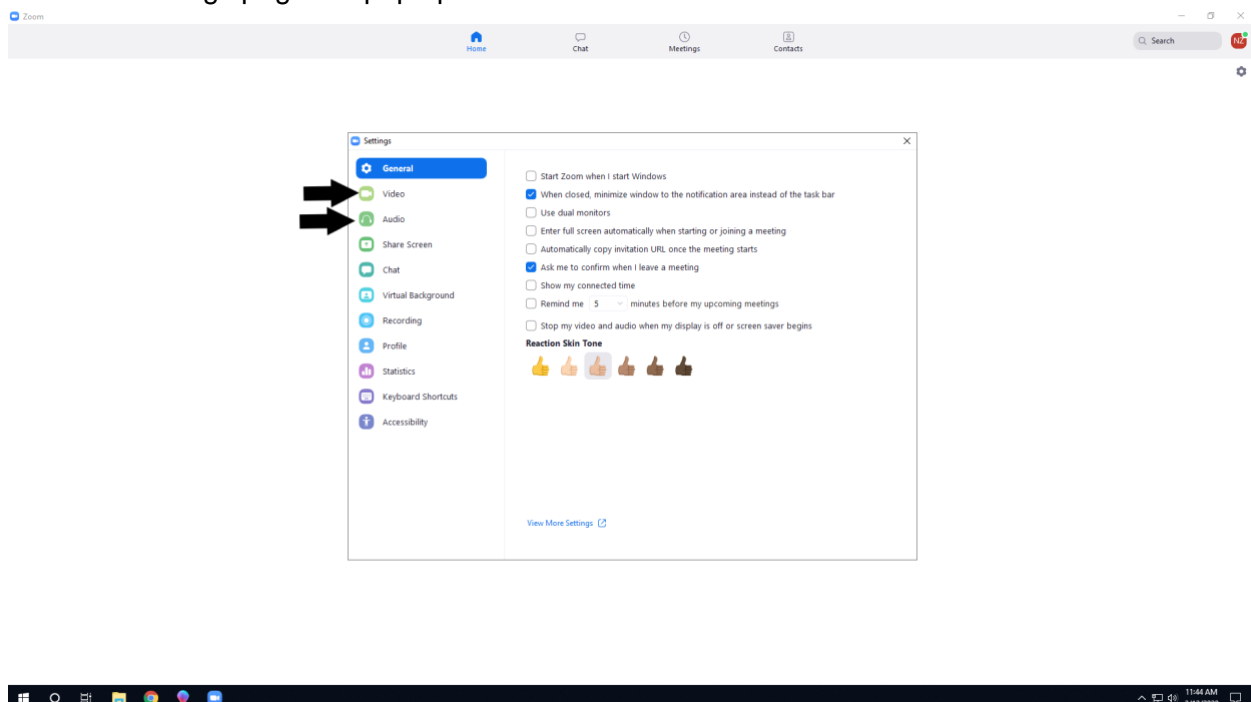
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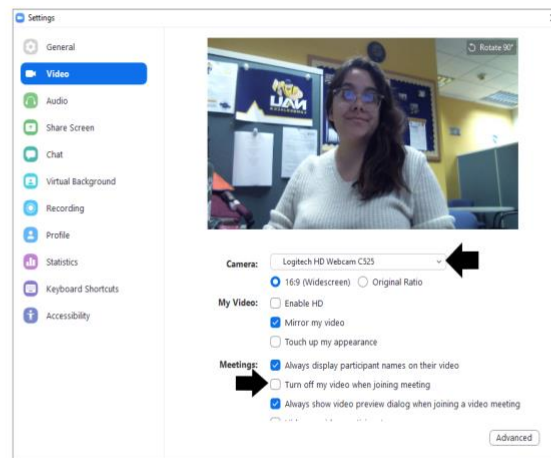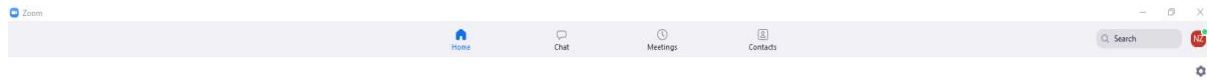

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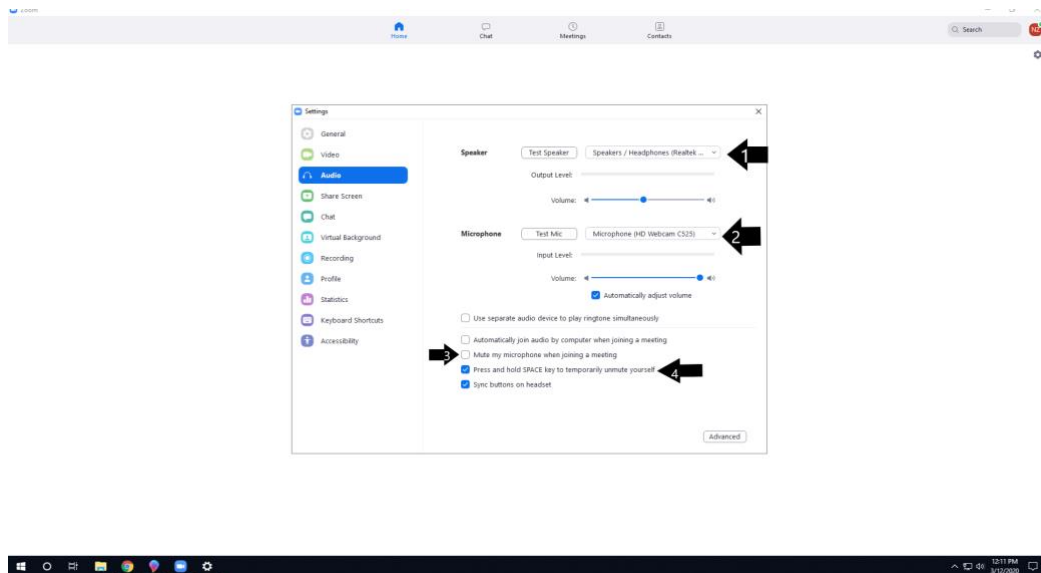

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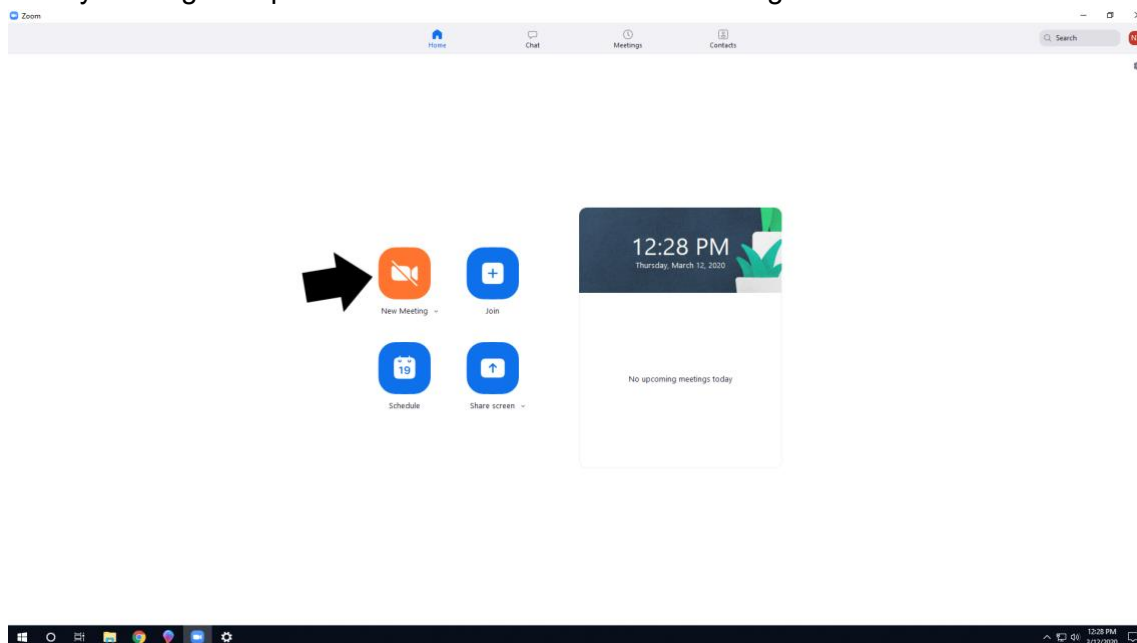
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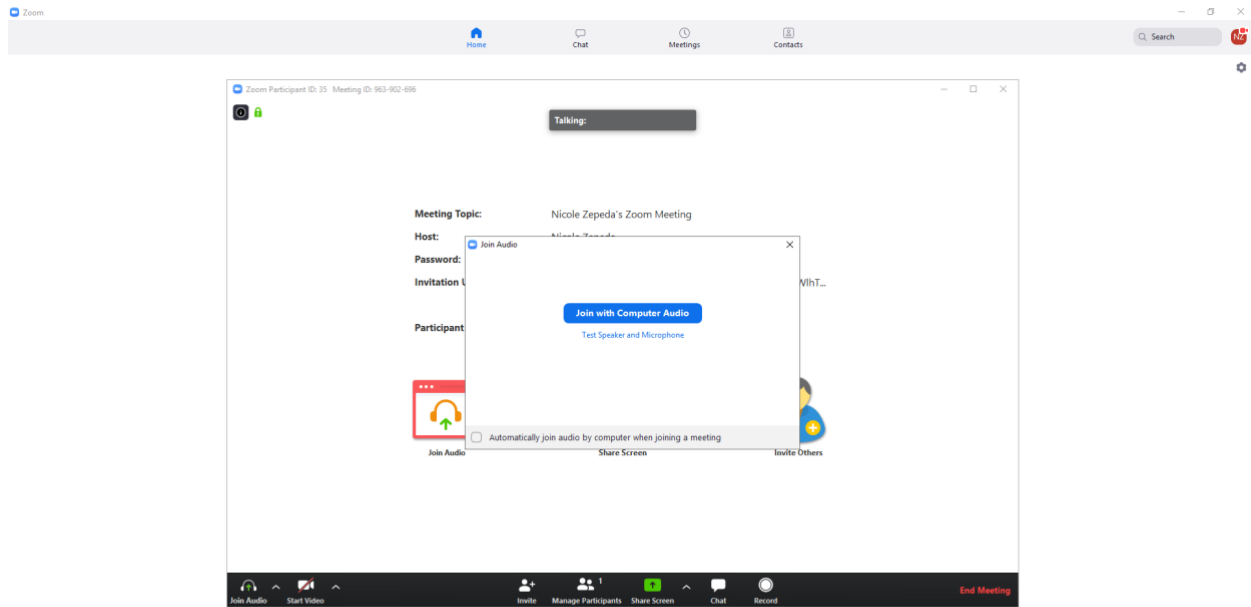

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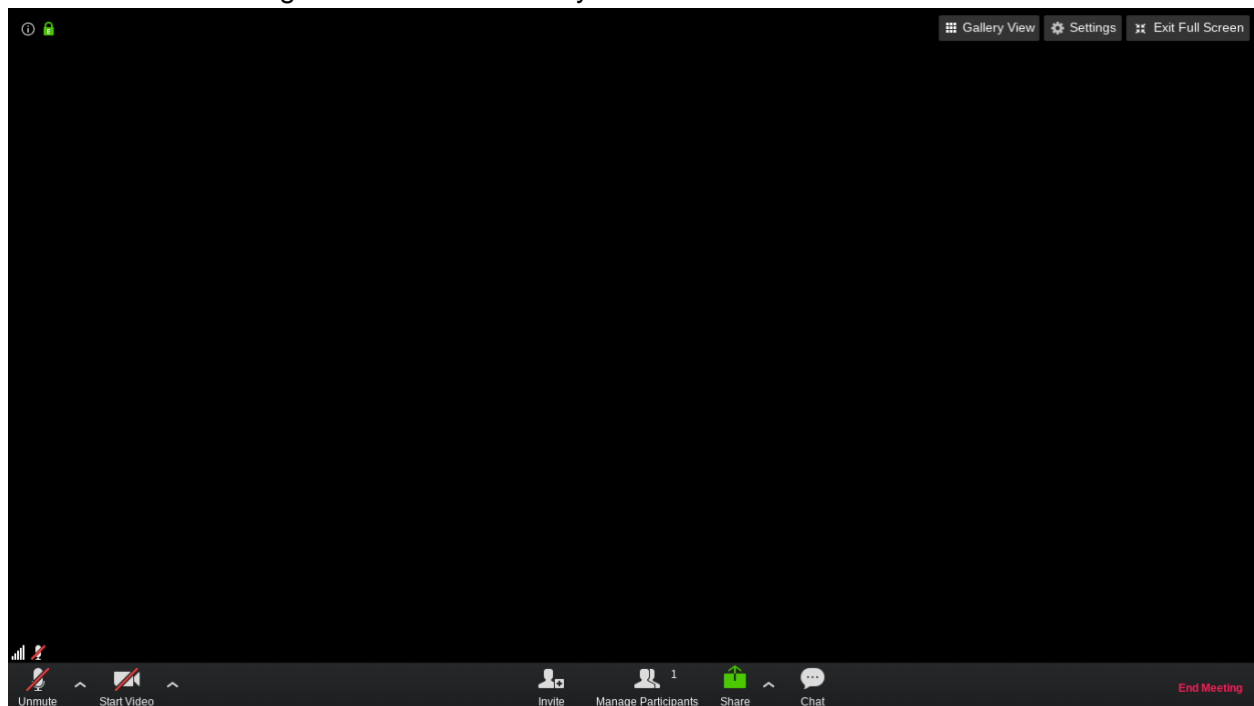
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