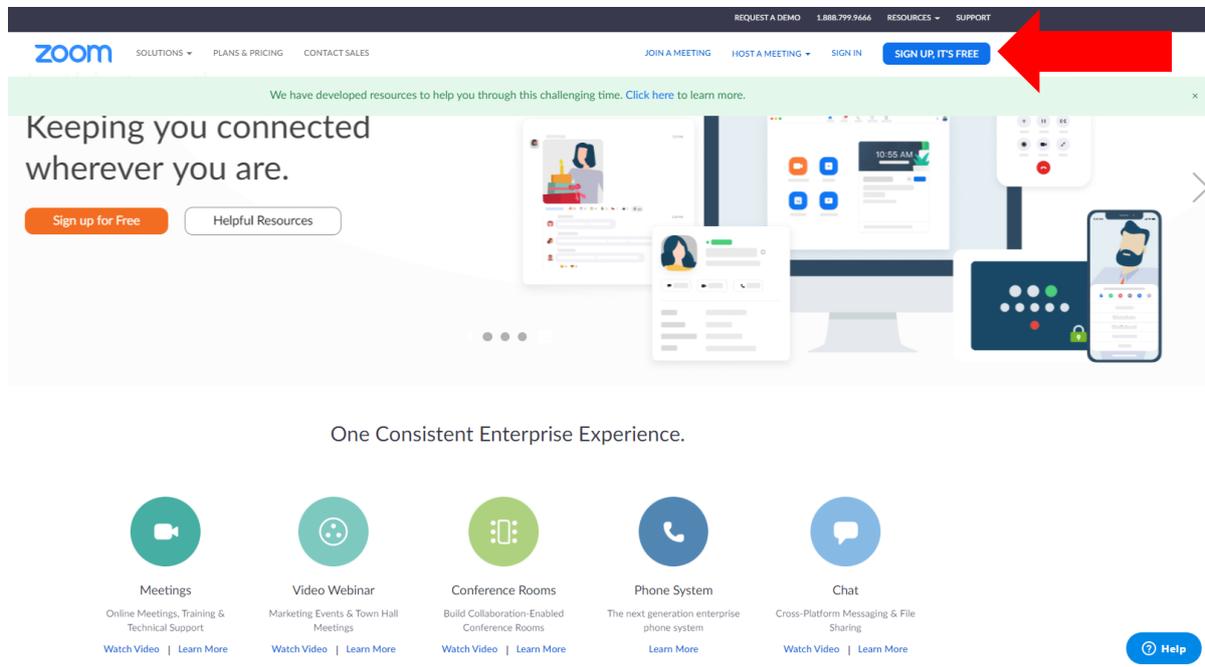


Setting up your ZOOM account (FREE)

1. Enter <http://zoom.us/> in your web browser, and select 'SIGN UP'



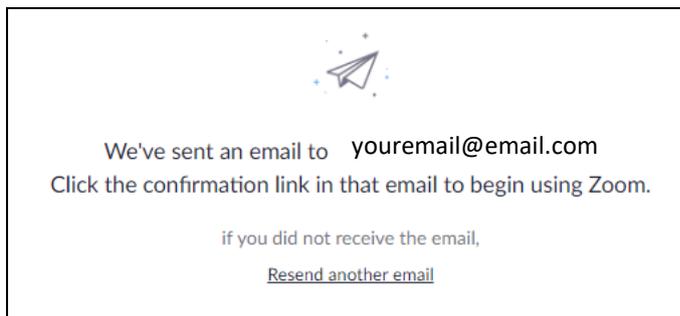
2. Fill in your information and select 'Continue'

The screenshot shows a verification step on the Zoom website. The text reads 'For verification, please confirm your date of birth.' Below this are three dropdown menus for 'Month', 'Day', and 'Year', followed by a grey 'Continue' button. A red arrow points to the 'Continue' button. At the bottom of the form, it says 'This data will not be stored'.

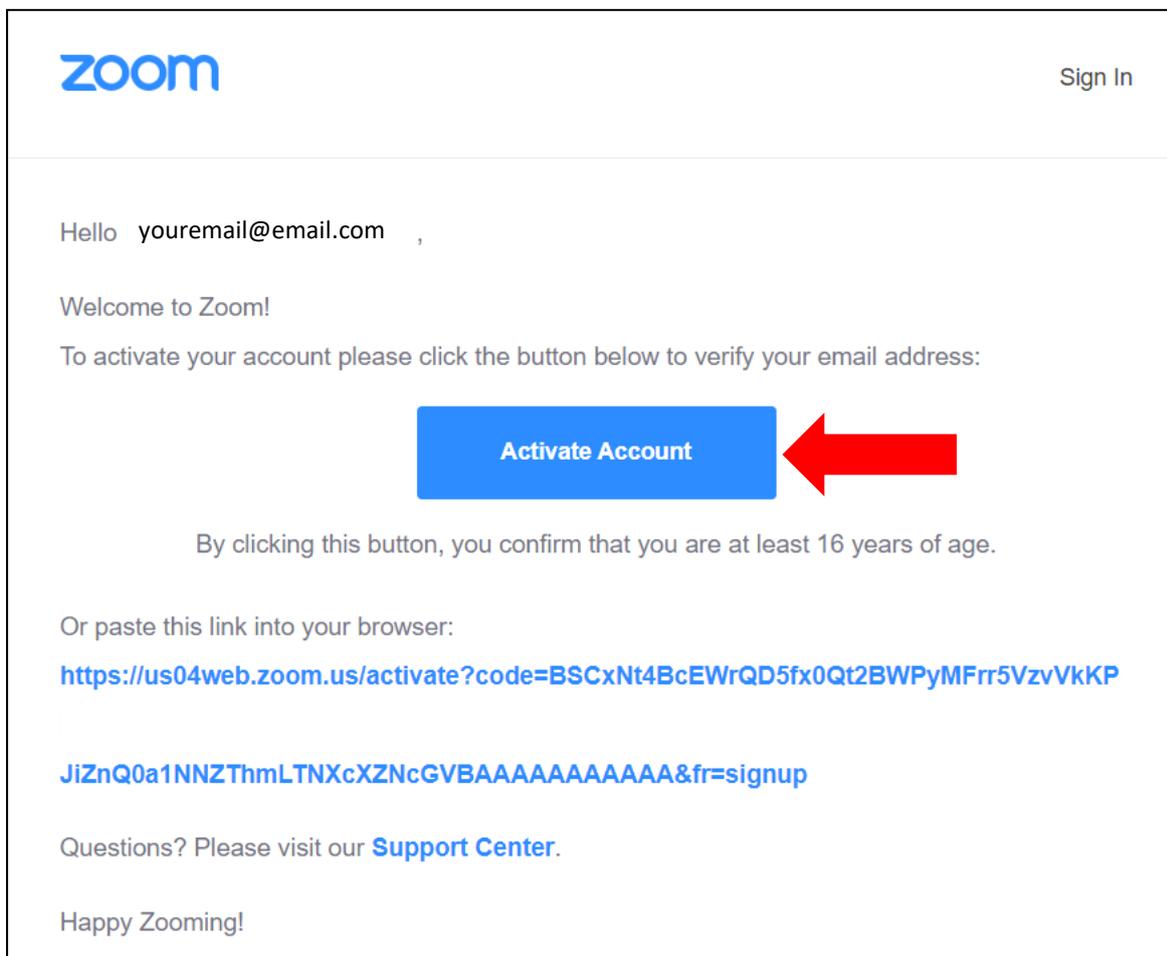
3. Enter your email address and select 'Sign Up', this will be registered as your account login

The screenshot shows the 'Sign Up Free' form on the Zoom website. It has a title 'Sign Up Free' and a label 'Your work email address' above an input field. Below the input field is a blue 'Sign Up' button. A red arrow points to the input field, and another red arrow points to the 'Sign Up' button. Below the button, there is a checkbox area with the text 'By signing up, I agree to the Privacy Policy and Terms of Service.' and an 'or' separator. At the bottom, there are two social login options: 'Sign in with Google' and 'Sign in with Facebook'.

4. A confirmation email is sent to the email address you input



5. Open your email and select 'Activate Account', it will lead you back to your browser



6. Fill in your information at your browser and select 'Continue'

1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting



Welcome to Zoom

Hi, robin.kuantan@gmail.com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

Red arrows point to the 'First Name' field and the 'Continue' button.

7. You may select 'Skip this step' if you do not wish to invite others

1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting



Invite Your Colleagues

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

name@domain.com

name@domain.com

name@domain.com

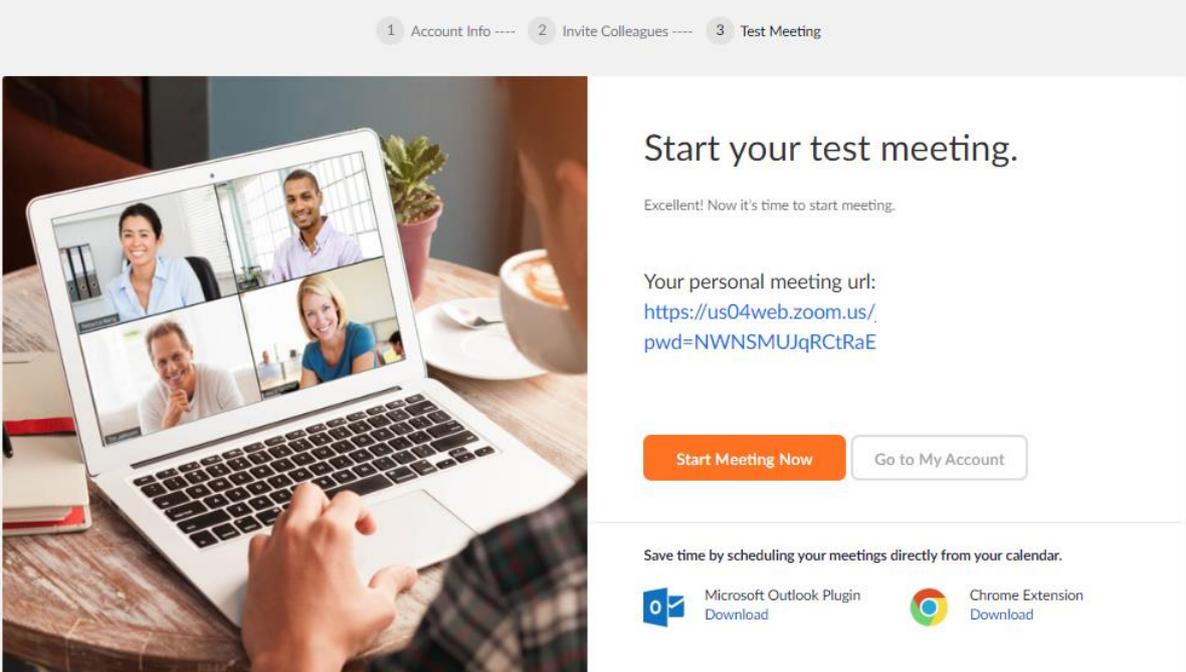
[Add another email](#)

I'm not a robot 

Invite Skip this step

A red arrow points to the 'Skip this step' button.

8. Congratulations! You have successfully set up your free ZOOM account



1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:
<https://us04web.zoom.us/j/pwd=NWNMSMUJqRCtRaE>

Start Meeting Now Go to My Account

Save time by scheduling your meetings directly from your calendar.

 Microsoft Outlook Plugin Download  Chrome Extension Download

9. You will receive an invitational link via email for the IEA courses you signed up. Please note the following:

- Do not share the content of the email with another party. Only one device can be used to log in to the lesson;
- Enter the lesson via the link 5-15 minutes before the lesson commence;
- Before the lesson, you will need to download IEA's Partner, Propsage App in your mobile phone and create an account, attendance will be registered utilizing this 3rd party App;
- Using the Propsage App, scan the QR Code to register your attendance;
- During the lesson, please do not use ZOOM's 'chat' or 'raise hand' functions to avoid interruption to the class, you are encouraged to use the 'Q&A' function instead by submitting your questions, the trainer shall address your questions during the interval;
- During the lesson, your microphone may be placed to mute by the administrator, this is to prevent disruption by any unnecessary background noise, submit your query via Q&A function;
- You are encouraged to use a PC / Laptop plugged in with a charger for your lesson instead of mobile phone as it may overheat, the battery may not last and your learning experience will also be interrupted by notifications or any incoming call.
- Choose a comfortable, quiet location and be attentive to your lesson.