

Installing the Zoom application

1. Sign up for Zoom (<https://zoom.us/signup>) by entering your email address.
2. Zoom will send you an email to your email address.
3. Click the “Activate Account” button in that email to begin using Zoom.
4. You will be taken to the Zoom Activation form where you should fill in your details and click “Continue.”
5. On the next page – you don’t want to invite anyone so click “Skip this Step.”
6. Then click on “Host a Meeting” and the Zoom desktop app will automatically download. Follow the instructions to install once it has downloaded.
7. Now Sign in with your email and password that you entered earlier.
8. When you have finished, close the window by clicking “End Meeting” at the bottom right-hand corner of the window.

Zoom Webinar Registration Procedure

To join a webinar as an attendee, you must follow the step-by-step guide for registration.

1. Click the Registration URL below to open the registration form
https://us02web.zoom.us/webinar/register/WN_tlgradWoThGkZKMni_V2mg
2. Fill out all required fields including your first name, last name, and email address, then click **Register**.
3. Once you've successfully registered, you'll immediately receive a confirmation email with information on how to join the session.
4. Make sure that you are logged into your Zoom Account before clicking the link.
5. Now that you've successfully registered, set an appointment to your calendar as a reminder to join the session at the specified time and date.