




How to create a Zoom account from a laptop or desktop computer

Creating a new Zoom account

1. In a web browser, open www.zoom.us
2. In the upper right corner, click the orange **Sign up it's free** button. 
3. You'll be prompted to enter your date of birth. Then click **Continue**.
4. Enter your email address and click the blue **Sign Up** button. 
5. A confirmation email message will be sent to the email address you entered. Open your email, look for a new message from **Zoom**, and click the **Activate Account** button. 
6. Once you've activated your account, another Zoom window will open. Enter your first name and last name, set a password, confirm the password, and click the **Continue** button.
7. On the **Don't Zoom Alone** page, click the **Skip this step** button near the bottom.
8. The next screen will give you the option to **Start a Meeting** or **Go to My Account**. You can ignore both options and go to the document [How to schedule a Zoom meeting on a desktop or laptop](#) to schedule a meeting.

NOTE: The free version of Zoom limits meeting length to 40 minutes if there are 3 or more participants. There is an annual subscription available for about \$150 that will allow you to hold longer meetings. However, even with the free version, meeting invitees can immediately restart the same meeting after the 40-minute session has ended.