

# How to sign up for a Zoom account

Parents and community members who are joining Department of Education school meetings, need to create a free Zoom account.

1. On your computer, smartphone or tablet.

Go to <https://www.zoom.us>

Click on the Sign up button.



2. You will be asked to provide your date of birth, then your email address.

A screenshot of the "Sign Up Free" form on the Zoom website. The form has a title "Sign Up Free" and a label "Your work email address" above a text input field. Below the input field, there is a small text note: "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." At the bottom of the form is a blue button labeled "Sign Up".

3. You will be sent an email to the address provided to confirm that you want to create an account. Follow on the link in your email to activate.
4. You will be asked to set up your account details. Fill out your details, as appropriate.

A screenshot of the "Welcome to Zoom" form. The title is "Welcome to Zoom". Below the title is a message: "Hi, msw\*\*\*@\*\*\*.net. Your account has been successfully created. Please list your name and create a password to continue." There are four input fields: "First Name", "Last Name", "Password", and "Confirm Password". Below the input fields is a small text note: "By signing up, I agree to the Privacy Policy and Terms of Service." At the bottom is an orange button labeled "Continue".

5. Click I am not a robot, then skip this step to move on.

**Don't Zoom Alone.**

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 

6. If on a tablet or smartphone you will need to download the Zoom app.



**Note:** If your child is also attending the meetings you can use their school Zoom account to log on at <https://nsweducation.zoom.us>.