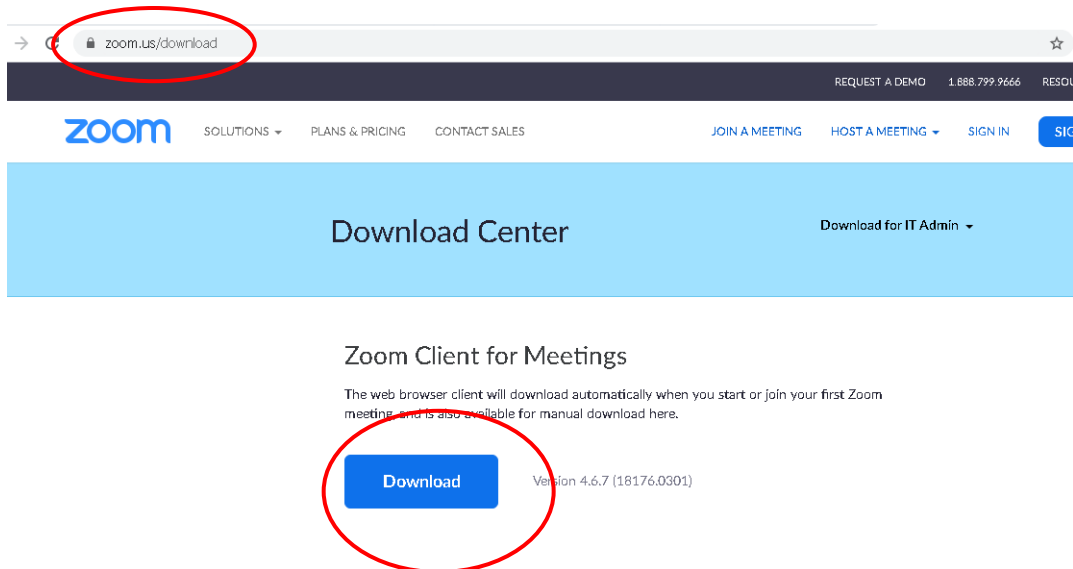
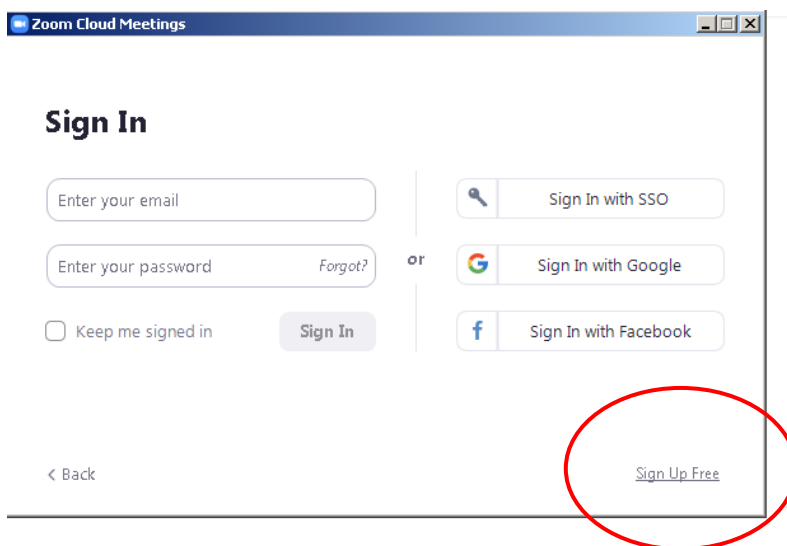


1. Go to <http://www.zoom.us/download>



2. Click the Download link and follow the prompts to install on your computer.

3. The program should automatically open after installing with a pop-up window to Sign In:



4. Choose Sign Up Free to make a new account.

5. This should take you to <http://www.zoom.us/signup> where you can create a new account. *(You may have differing success in different web browsers depending on your settings. If at first you do not succeed, a different browser such as Internet Explorer, Chrome, or Edge.)*

## Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

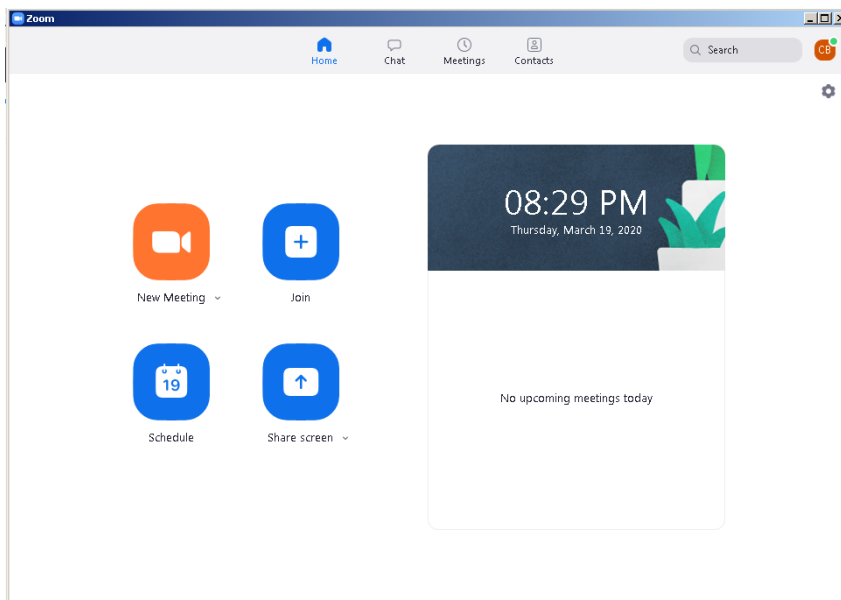
By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

or



If you want to link Zoom to your Google or Facebook account, you're welcome to do so, but you can create a standalone Zoom account as well.

6. After creating/linking the account, the program will open and you can then join a link of an existing meeting, create your own meeting, etc.



7. When your advisor sets up a Zoom meeting with you, you will receive an email in your BHSU email (Outlook). Click on the link in the email to access your advisor's Zoom meeting at the scheduled time. If you click "Accept" the meeting will be accessible from your Outlook calendar.

The screenshot shows an Outlook email interface. At the top, the subject is "FA20/SP21 Advising - [REDACTED]". The sender is "Hettick, Janette A" with a profile picture showing the initials "HJ". In the top right corner, there are several buttons: "Accept" (circled in red), "Tentative", "Decline", "Propose New Time", and a three-dot menu. Below the header, the email content reads: "Janette Hettick is inviting you to a scheduled Zoom meeting." Underneath, there is a "Join Zoom Meeting" link with the URL "https://bhsu.zoom.us/j/652892947" (circled in red). The meeting ID is "652 892 947". There are also sections for "One tap mobile" with phone numbers for San Jose and Houston, and "Dial by your location" with phone numbers for San Jose, Houston, Chicago, New York, and another location. At the bottom, it says "Find your local number: https://bhsu.zoom.us/j/abdTdTOKM3".

FA20/SP21 Advising - [REDACTED]

HJ Hettick, Janette A

Accept Tentative Decline Propose New Time

Tuesday, March 24, 2020 11:00 AM-12:00 PM <https://bhsu.zoom.us/j/652892947> Thu 3/19/2020 7:57 PM

Janette Hettick is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://bhsu.zoom.us/j/652892947>

Meeting ID: 652 892 947

One tap mobile  
+16699006833,,652892947# US (San Jose)  
+13462487799,,652892947# US (Houston)

Dial by your location  
+1 669 900 6833 US (San Jose)  
+1 346 248 7799 US (Houston)  
+1 301 715 8592 US  
+1 312 626 6799 US (Chicago)  
+1 929 436 2866 US (New York)  
+1 253 215 8782 US

Meeting ID: 652 892 947  
Find your local number: <https://bhsu.zoom.us/j/abdTdTOKM3>