

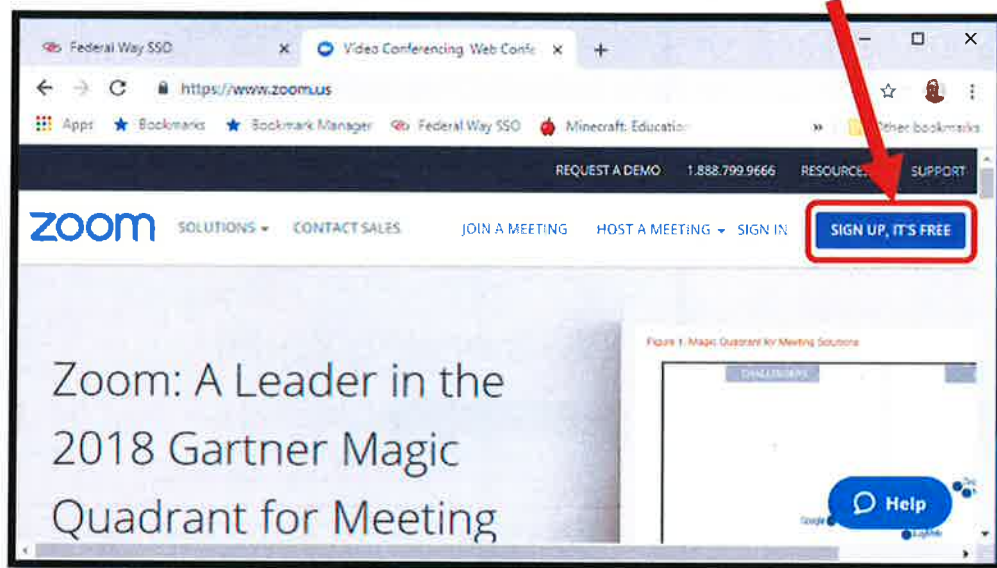


How To Set-up your Free Zoom Account

NOTE: You will need to create and access your Zoom account through your @fwps.org email as a username. This guide will walk you through the steps of creating your free Zoom account.

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems

Step 1: From a web browser (we will use and recommend Chrome for this tutorial), navigate to <https://www.zoom.us> and click-on "SIGN UP, IT'S FREE".



Step 2: Type in your @fwps.org email in the "Your work email address" text field and then left-click "Sign Up".

Sign Up Free

Your work email address

██████████@fwps.org

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

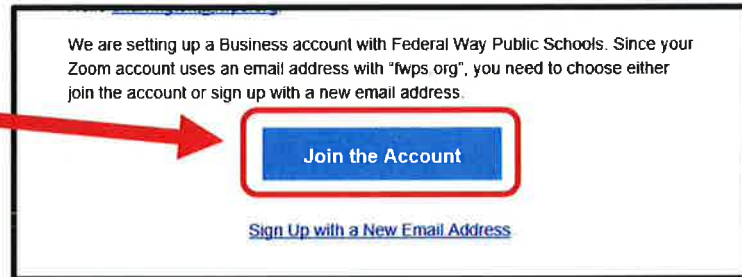
Sign Up

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

Step 3: You will find an email from Zoom in your district Outlook email. Open that email.

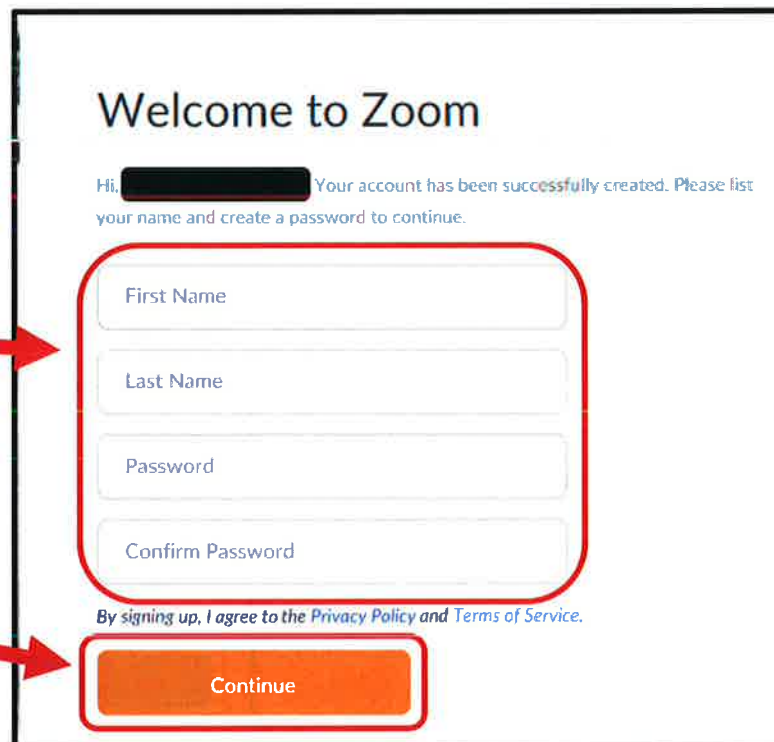


Step 4: In that email, left-click the "Join the Account" button.



Step 5: You will be navigated to the account set-up options. Please enter your:

- 1) First Name
- 2) Last Name
- 3) Password
- 4) Confirm Password



A screenshot of the Zoom account creation form. The title is "Welcome to Zoom". Below the title, it says "Hi, [redacted] 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". A red box highlights these four fields. Below the fields, it says "By signing up, I agree to the Privacy Policy and Terms of Service." There is an orange "Continue" button at the bottom, which is also highlighted with a red box and a red arrow.

Step 6: After entering the above information, left-click the "Continue" button.



Step 7: On the invite page, left-click the "Skip this step" button.

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

CARTONIA
Always - There

Invite **Skip this step**

Step 8: Left-click the "Go to My Account" button and you will navigate to your Zoom account's homepage.

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:
<https://fwps.zoom.us/j/>

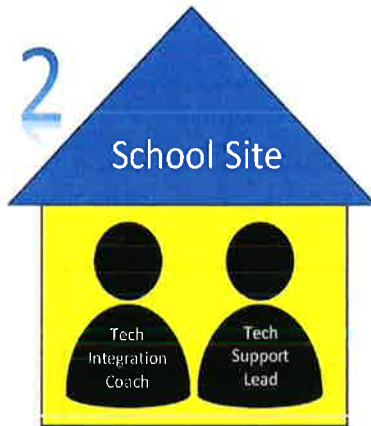
Start Meeting Now **Go to My Account**

Congratulations on completing this step by step tutorial!

Support for technology is critical whether it is instructional or technical, to get the most efficient support, follow the steps in the order below:

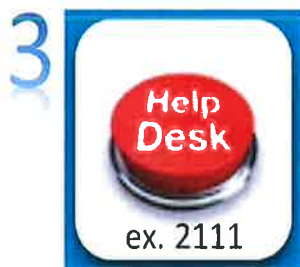


Technology Guides and How to is a OneNote Notebook that contains support and information on technology tools and classroom lesson integration. You can look up a specific tool and be provided with links and supports for Scholars, Teachers, Administrators, and Help Desk. Click this button in WebCentral to browse.



School Onsite Support happens in two ways. Each school has a tech integration coach and a tech lead.

1. The **technology integration coach** supports the integration of the WA State Ed Tech Standards and tools into lessons as well as supporting each teacher in technology learning to meet their individual needs. They collaborate directly with the TFL Instructional Technology (TFL IT) department.
2. The **tech lead** supports technical fixes and helps refer the technology fixes to Information Technology Services(ITS) when it cannot be fixed at the school site.



Help Desk provides support in person, by phone, and through email. To access their services and receive the fastest response, provided detailed information regarding the technical need with a Help Ticket. Here is additional information about [Technology Repairs and Help Tickets](#). They are also available by phone at ex. 2111 for those unexpected emergencies.

You can also contact Instructional Technology:

- Dennis Purcell, dpurcell@fwps.org, ext. 2175
- Shea Eakes, seakes@fwps.org, ext. 2173