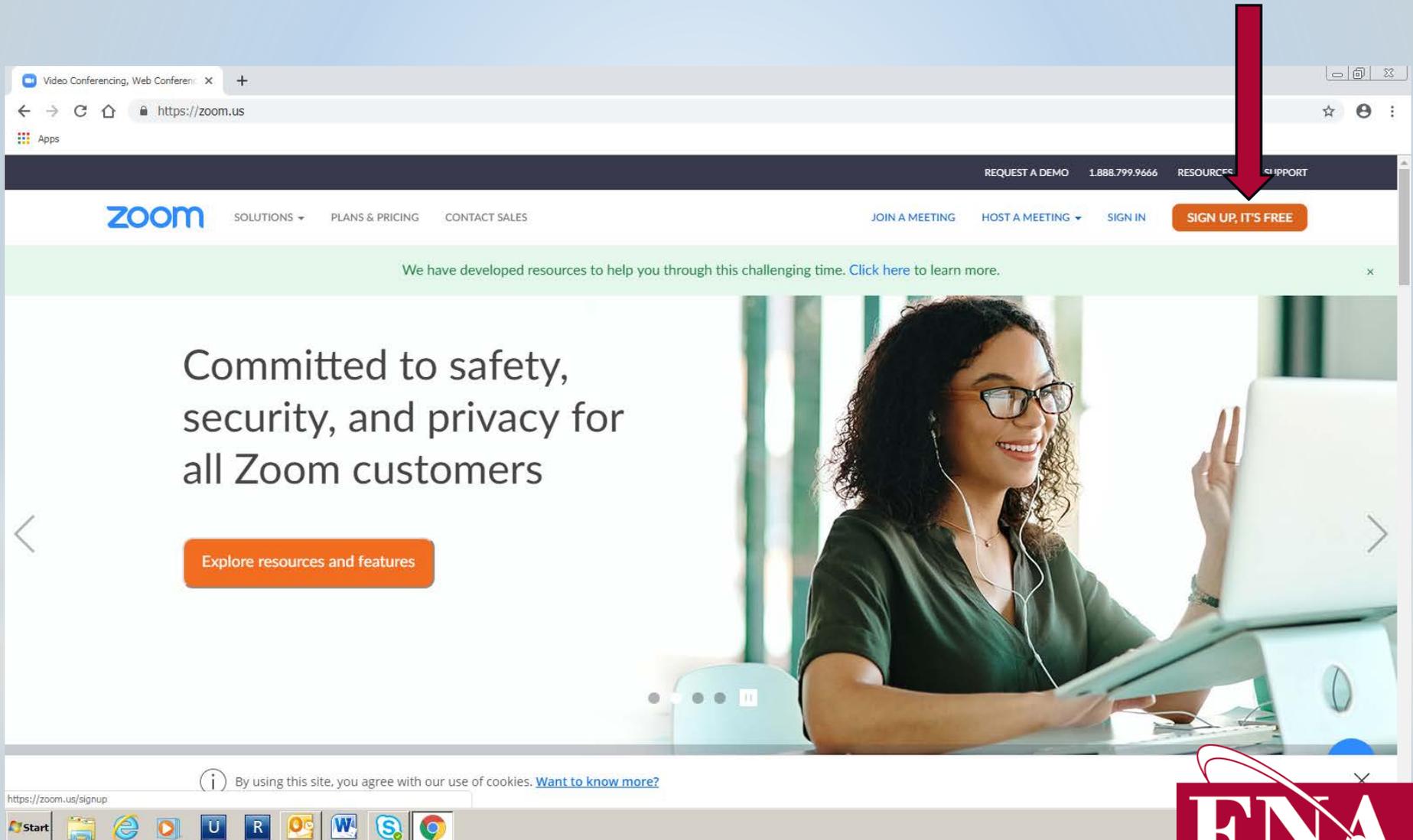




FNA Insurance Services, Inc.

FNA Insurance Services
Guide to Zoom
May 6, 2020

1. Click “Sign Up, Its Free”



Sign Up Free - Zoom

https://zoom.us/signup

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Sign Up

Already have an account? [Sign in.](#)

or

Sign in with SSO

Sign in with Google

Sign in with Facebook

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



2. Insert work email address & click “Sign Up”.

3. Go to your email inbox (the email address you provided to zoom). You should have a confirmation email from Zoom to activate your account. Click “Activate Account”

The screenshot shows a Gmail inbox with a single email from Zoom. The email subject is "Please activate your Zoom account". The sender is "Zoom <no-reply@zoom.us>". The email content includes the Zoom logo, a "Sign In" link, and a message: "Hello eperreta22@gmail.com, Welcome to Zoom! To activate your account please click the button below to verify your email address:". Below this text is a blue button labeled "Activate Account". A large red arrow points to this button. Below the button, there is a long URL for account activation. At the bottom of the email, it says "Questions? Please visit our Support Center." The Gmail interface includes a search bar, navigation icons, and a taskbar at the bottom with various application icons.

Video Conferencing, Web Conferenc x | Gmail - Email from Google x | Please activate your Zoom account x +

https://mail.google.com/mail/u/0/#inbox/FMfcgxwHNDcsxSMrCTbShKjNFHVJPFdG

Apps

Gmail Search mail

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Please activate your Zoom account Inbox x

Zoom <no-reply@zoom.us> to me 11:20 AM (4 minutes ago)

zoom Sign In

Hello eperreta22@gmail.com,

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

[Activate Account](#)

Or paste this link into your browser:

https://us04web.zoom.us/activate?code=BYcqja5sBQzOcdw-wop--TR7ZQSnxjXY-fM7CqM_YFs.BQgAAAFx6pKLvQAnjQAUZXBlcnJldGEyMkbnBWFpbC5jb20BAGQAABZ3UUhHTWkzV1FDaV9aZV9VU0V4Y193AAAAAAAAAAAA&fr=signup

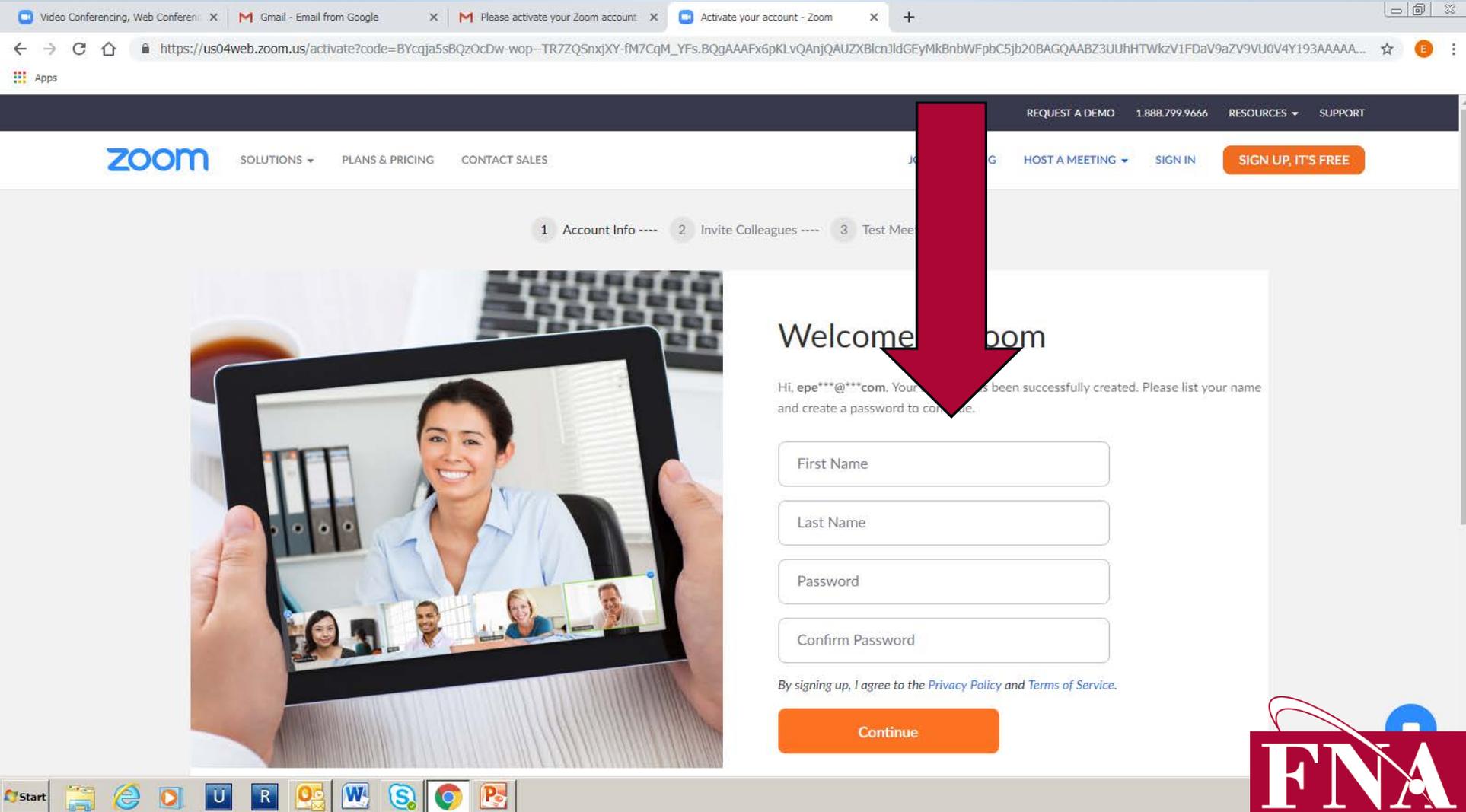
Questions? Please visit our [Support Center](#).

Happy Zooming!

Start | File Explorer | Edge | U | R | Outlook | Word | Skype | Chrome | PowerPoint | 5/6/2020

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4. Insert the following information



The screenshot shows the Zoom account activation page. The browser's address bar contains the URL: https://us04web.zoom.us/activate?code=BYcqja5sBQzOcDw-wop--TR7ZQSnxjXY-fm7CqM_YFs.BQgAAAFx6pKlvQAnjQAUZXBlcnJldGEyMkbnBWFpbC5jb20BAGQAABZ3UUhHTWkzV1FDaV9aZV9VU0V4Y193AAAAA.... The page features the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, HOST A MEETING, SIGN IN, and a prominent orange button labeled "SIGN UP, IT'S FREE". A progress indicator shows three steps: 1. Account Info (active), 2. Invite Colleagues, and 3. Test Meeting. A large red arrow points from the top of the page down to the registration form.

Zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES REQUEST A DEMO 1.888.799.9666 RESOURCES ▾ SUPPORT

HOST A MEETING ▾ SIGN IN **SIGN UP, IT'S FREE**

1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting

Welcome to Zoom

Hi, epe***@***.com. Your account has been successfully created. Please list your name and create a password to complete.

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

Continue

5. This is your zoom profile. From here you can schedule, host, and join meetings.

The screenshot shows a web browser window with the URL <https://us04web.zoom.us/profile>. The page displays the Zoom profile for Elizabeth Perreta. The navigation bar at the top includes links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this, the Zoom logo and navigation menu are visible, with 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING' buttons. A large red arrow points to the 'SCHEDULE A MEETING' button. The profile section shows a placeholder for a profile picture with a 'Change' link. The main content area lists various profile settings:

Personal Meeting ID	***-***-*234	Show	Edit
	https://us04web.zoom.us/j/*****234?pwd=*****		Show
	x Use this ID for instant meetings		
Sign-In Email	epe***@gmail.com	Show	Edit
	Linked accounts: [icon]		
User Type	Basic	Upgrade	
Capacity	Meeting	100	
Language	English		Edit
Date and Time	Time Zone	(GMT-4:00) Eastern Time (US and Canada)	
	Date Format	mm/dd/yyyy	Example: 08/15/2011

On the left side, there is a sidebar menu with 'Profile' selected, and other options like 'Meetings', 'Webinars', 'Recordings', 'Settings', 'ADMIN', 'User Management', 'Room Management', 'Account Management', and 'Advanced'. At the bottom left, there are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'.

6. If you click on host meeting it will prompt you here where you can select from the following options for your meeting.

The screenshot shows a web browser window displaying the Zoom meeting join page. The browser's address bar shows the URL: <https://us04web.zoom.us/j/79881199170>. The page title is "Zoom Participant ID: 145972 Meeting ID: 798-8119-9170".

The main content area displays the following meeting details:

- Meeting Topic:** Elizabeth Perreta's Zoom Meeting
- Host:** Elizabeth Perreta
- Password:** 9SzXk6
- Numeric Password:** 159720 (Telephone/Room Systems)
- Invitation URL:** <https://us04web.zoom.us/j/79881199170?pwd=b21PV0JmT...>
[Copy URL](#)
- Participant ID:** 145972

Below the details are three main options, each with an icon and a label:

- Join Audio:** Represented by a red icon with a headset and a green arrow pointing up. A large red arrow points to this icon.
- Share Screen:** Represented by a red icon with a screen and a yellow arrow pointing up.
- Invite Others:** Represented by a blue icon of a person with a yellow plus sign.

At the bottom of the page is a black navigation bar with the following options from left to right: Join Audio, Start Video, Invite, Manage Participants, Share Screen, Chat, Record, and End Meeting. An orange box with a white downward arrow and the text "Click Zoom" is positioned over the "Join Audio" button.

The Windows taskbar is visible at the bottom of the screen, showing the Start button and several application icons including File Explorer, Edge, U, R, Outlook, Word, Skype, Chrome, PowerPoint, and Zoom.

7. When you click “Schedule A Meeting” you can now schedule your own meeting. Be sure to include a Topic, Description, Date, Duration. ****Zoom’s basic plan allows you to have up to 40 minutes for free. To upgrade for additional time you will have to pay (quick tip save money- schedule two meetings back to back.****

**NOW YOUR ALL SET! HAPPY
ZOOMING!**



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