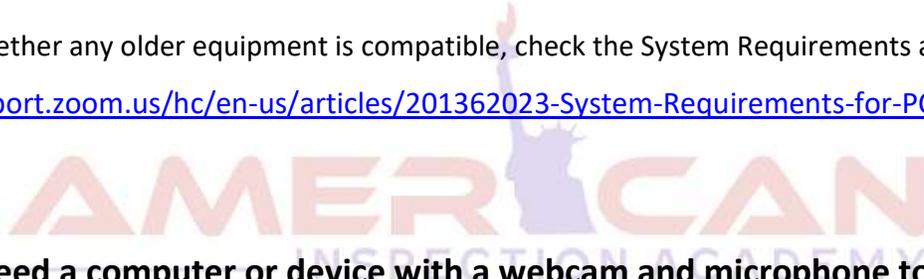


Guide to Zoom Cloud Meetings

You don't need a Zoom account to attend a Zoom meeting. Once you have clicked on the link that has been emailed to you, you will be prompted to download the software. If you like, you can create a free account, but that is not required to participate in a Zoom meeting. If you do not wish to have an account, all you'll need to do to participate is click on the link for the class that you receive in your email invitation.

To verify whether any older equipment is compatible, check the System Requirements at this webpage:

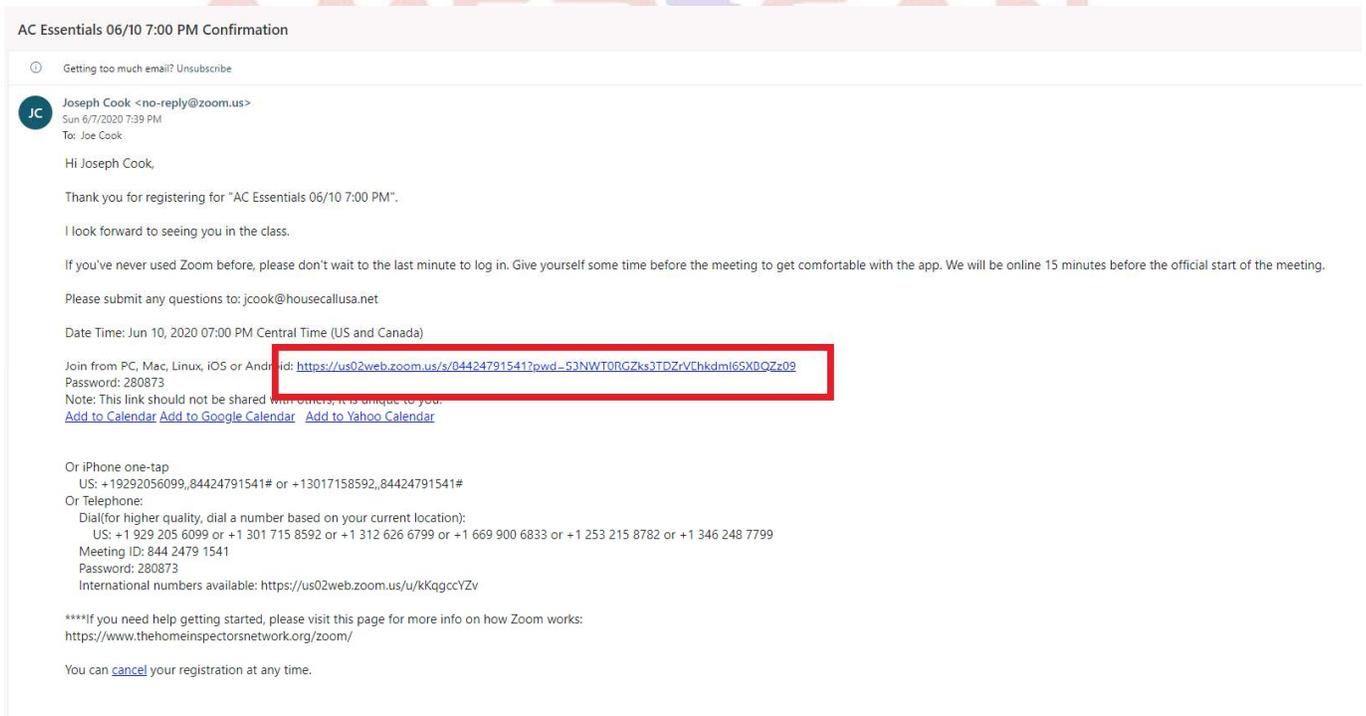
<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-and-Mac>



You will need a computer or device with a webcam and microphone to participate in a Zoom session.

For inspectors who have never used the Zoom platform, follow these instructions to get ready for the first class:

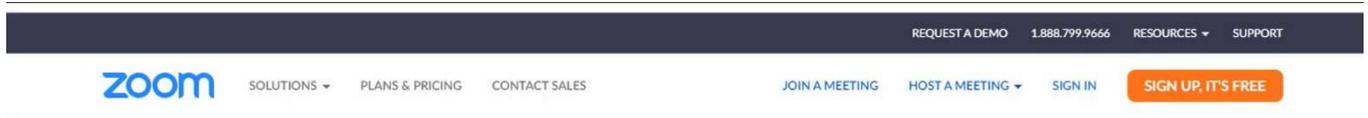
Step 1: Click on the link provided in the confirmation email.



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Guide to Zoom Cloud Meetings

Step 2: You will be prompted to “Join Meeting as an Attendee.” Click this link.



If you are the meeting host, sign in to start the meeting(844 2479 1541)

Sign In to Start

I'm not the meeting host, [Join Meeting as an Attendee](#)

Trouble joining? If you haven't already, update to the latest version of Zoom



Step 3: Enter your information in the Meeting Registration page and click “Register”

Meeting Registration



This meeting is for users with a Zoom account. New to Zoom? [Sign up free.](#)

Topic AC Essentials 06/10 7:00 PM
Description A one-hour streaming CE class about inspecting ACs!
Time Jun 10, 2020 07:00 PM in Central Time (US and Canada)

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Email Address*	Confirm Email Address*
<input type="text"/>	<input type="text"/>
LSBHI license number*	

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Guide to Zoom Cloud Meetings

Step 4: If you have never used Zoom before, you will see a message pop up that says “The email address has not been used as a Zoom account. Sign up free.” Click the words “Sign up free” to open the next page.

The screenshot shows the Zoom registration page. At the top, there are two input fields for 'Name' and 'Last'. Below these are two 'Email Address*' fields. The first field contains 'thedeb@inspectoracademy.com' and is highlighted with a red border. Below it, a message reads: 'The email address has not been used as a Zoom account free.' To the right of this message is a blue link 'Sign up free' which is also highlighted with a red box. To the right of the first email field is a 'Confirm Email Address*' field containing the same email address. Below the email fields is an 'LSBHI license number*' field with '123456' entered. At the bottom left, there is a blue 'Register' button. At the bottom of the page, there is a dark blue footer with navigation links: About, Download, Sales, Support, Language, and Currency. A blue chat bubble icon is in the bottom right corner.

Step 5: On the next page, enter your date of birth and click “Continue”

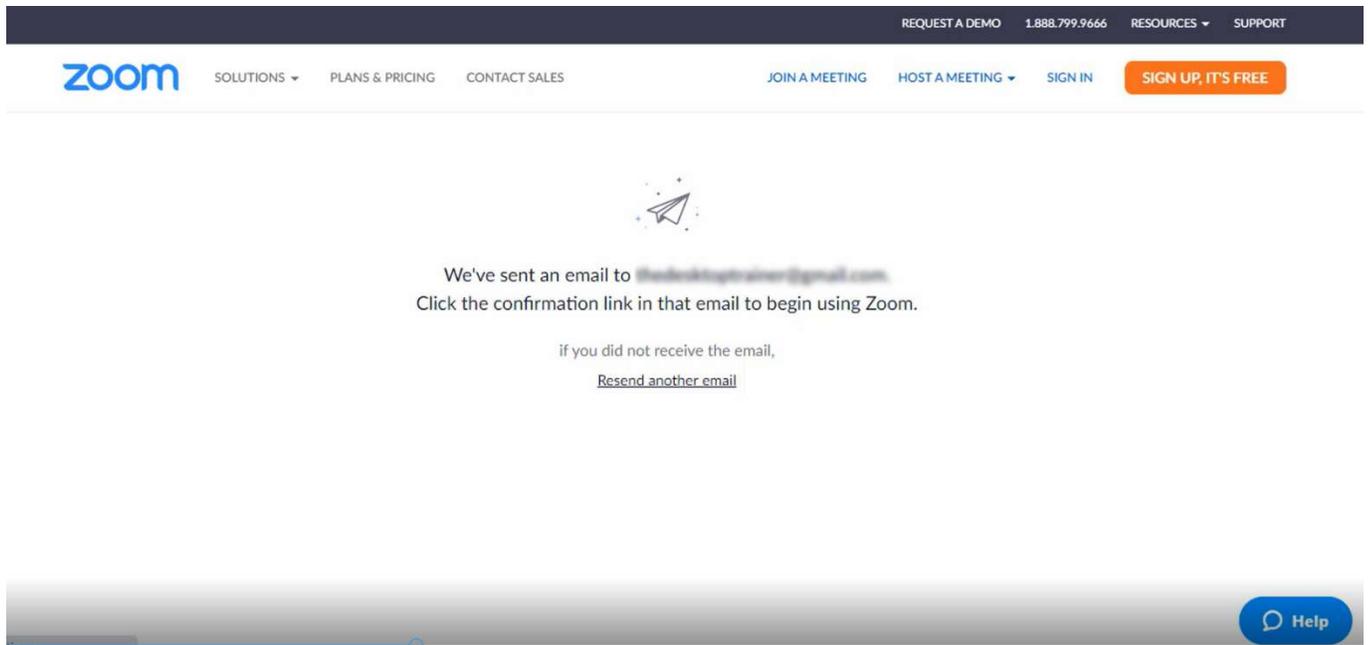
Step 6: On the next page, enter whatever email address you would like to use and click “Sign Up”



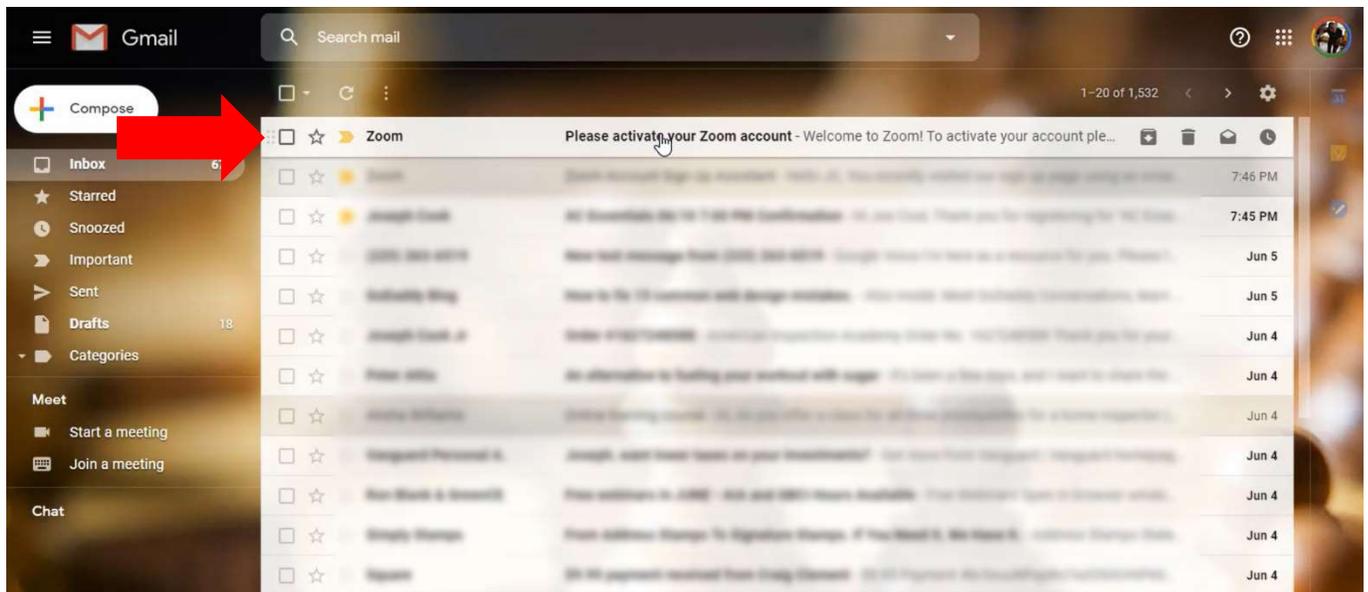
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Guide to Zoom Cloud Meetings

Step 7: The next page will prompt you to open your email program and click on the link that Zoom sent to confirm your account.



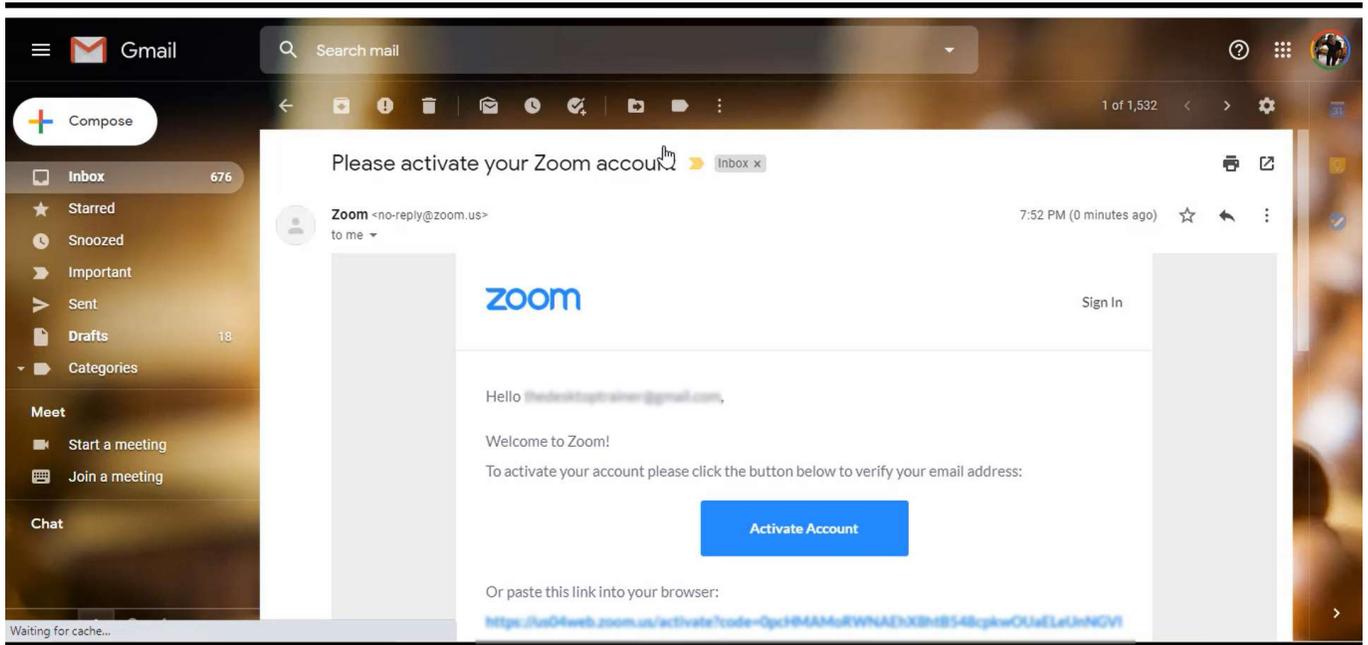
Step 8: Open your email account and click to open the email from Zoom.



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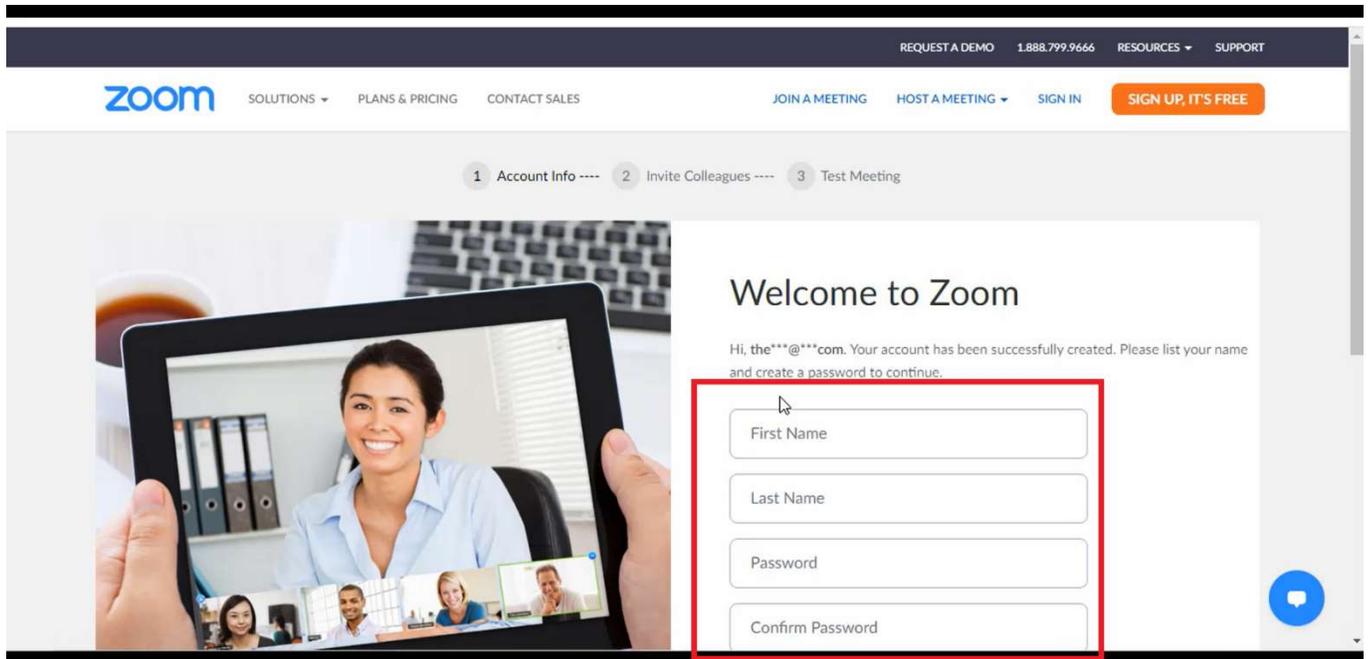
Guide to Zoom Cloud Meetings

Step 9: When email opens, click on the “Activate Account” button



Step 10: You will be asked if you are signing on behalf of a school, click “No” and “Continue”

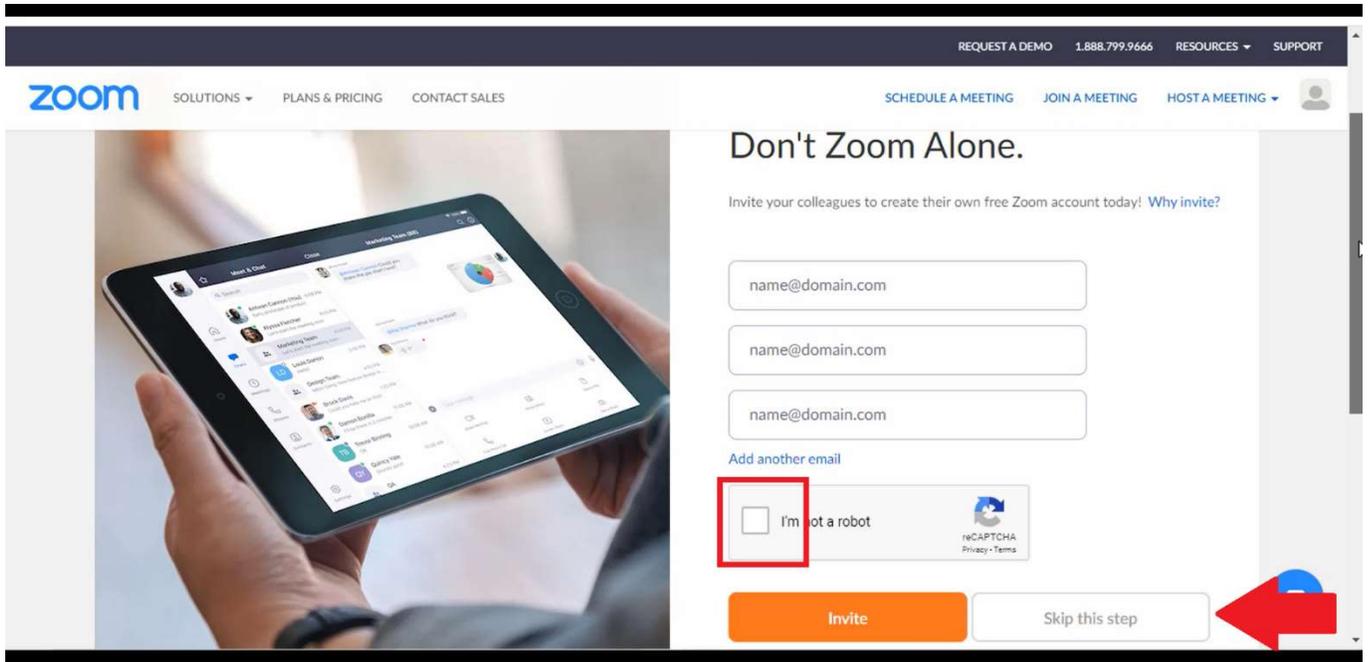
Step 11: On the next screen, you will be prompted to enter your name and create a password. The name you enter will be what shows up on the screen for other students to see during the class. Be sure to keep a record of the password you use. Click “Continue” when finished entering your information.



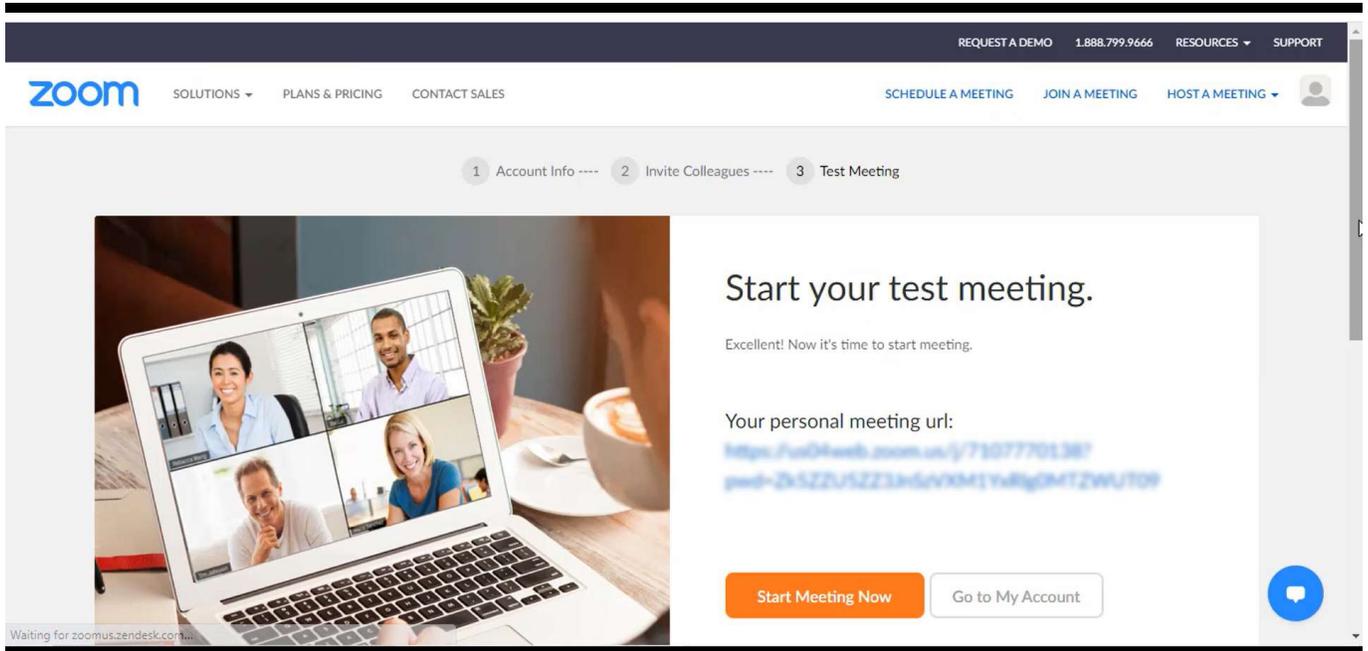
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Guide to Zoom Cloud Meetings

Step 12: The next page will prompt you to invite your friends to join Zoom. You can ignore this request. Simply scroll down to the bottom of the page, click the box next to “I’m not a robot” and once the check mark appears, click “Skip this step”



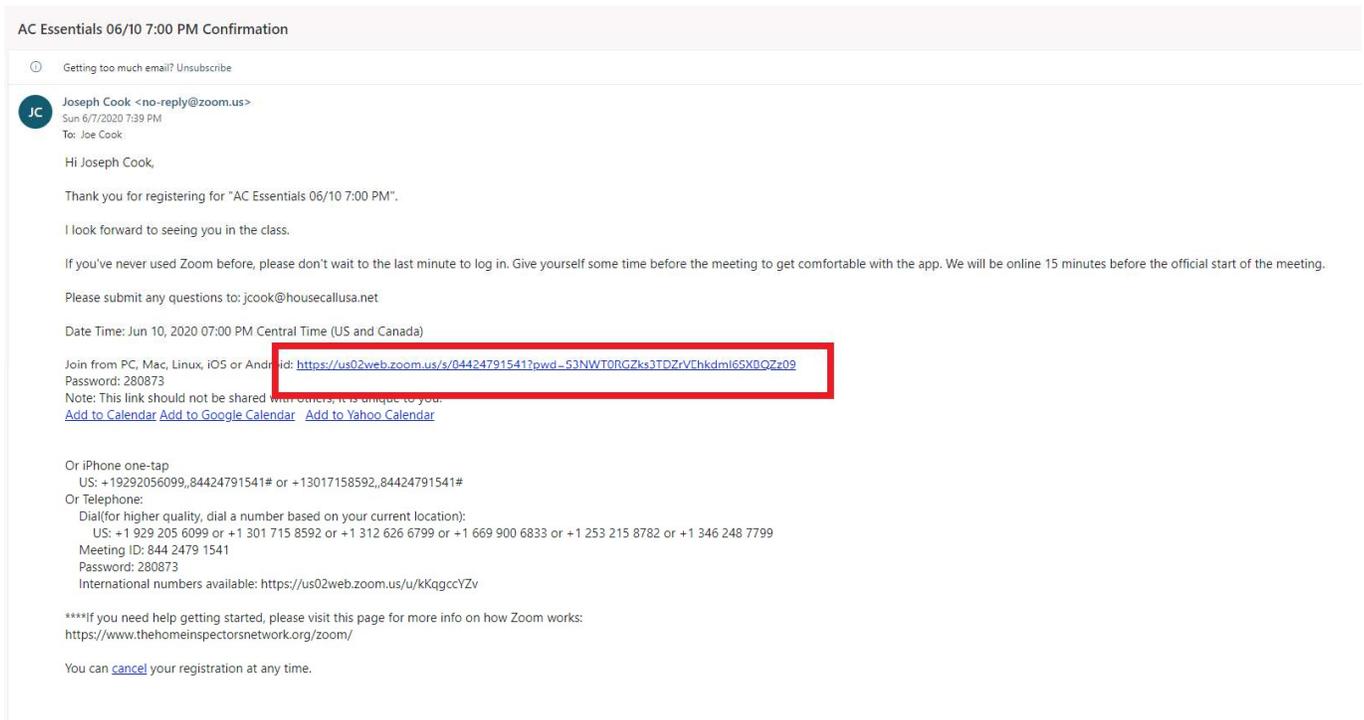
Step 13: The next page, “Start your test meeting” can be closed. This would be used if you were about to start your own Zoom meeting and wanted to test out the software. For our purposes, simply close this window.



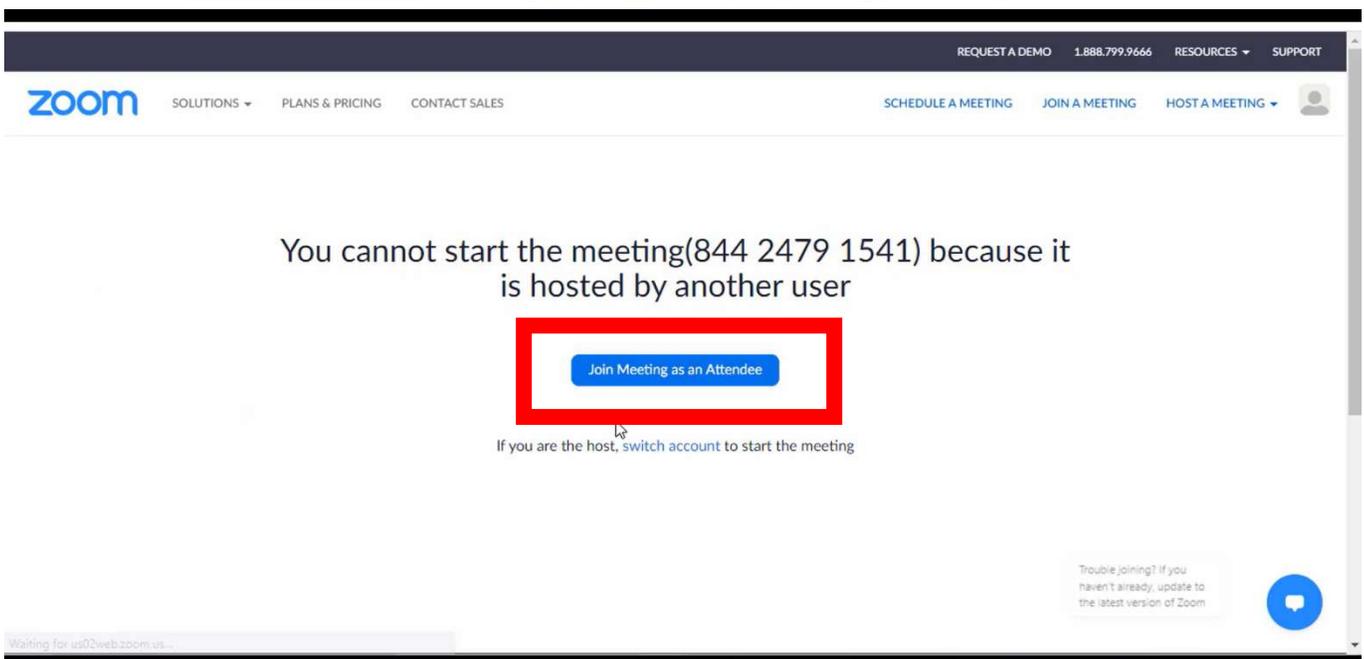
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Guide to Zoom Cloud Meetings

Step 14: Go back to the original confirmation email and click on the link again.



Step 15: You will see a screen that says: "You cannot start the meeting..." Click the "Join Meeting as an Attendee" button.



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Guide to Zoom Cloud Meetings

Step 16: You will be taken back to the registration page. Finish entering your information and click the box next to “I’m not a robot” and once the check mark appears, click “Register”

Meeting Registration

[f](#) [t](#) [in](#) [m](#)

This meeting is for users with a Zoom account. New to Zoom? [Sign up free.](#)

Topic AC Essentials 06/10 7:00 PM

Description A one-hour streaming CE class about inspecting ACs!

Time Jun 10, 2020 07:00 PM in Central Time (US and Canada)

First Name* Last Name*

Email Address* Confirm Email Address*

LSBHI license number*

* Required information

I'm not a robot 

INSPECTION ACADEMY

Step 17: The “Meeting Registration Approved” page will open, with the URL link to join the meeting. Click on this link.

Meeting Registration Approved

Topic AC Essentials 06/10 7:00 PM

Description A one-hour streaming CE class about inspecting ACs!

Time Jun 10, 2020 07:00 PM in Central Time (US and Canada)

 Add to calendar

Meeting ID: 844 2479 1541

To Join the Meeting

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. https://us02web.zoom.us/j/84424791541?tk=OHmgbMZr6uRoq5zSgUPlxYcNQKNI6r-xpHF_OqPuhCQ_DQIAAAATqBwV9RZyWnRidGdDMVFIS1IXclD2X3dOaVdRAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=S3NWT0RGZks3TDZrVEhkdmI6SXBQZz09

To Cancel This Registration

You can [cancel](#) your registration at any time.

Check out the [American Inspection Academy!](#)

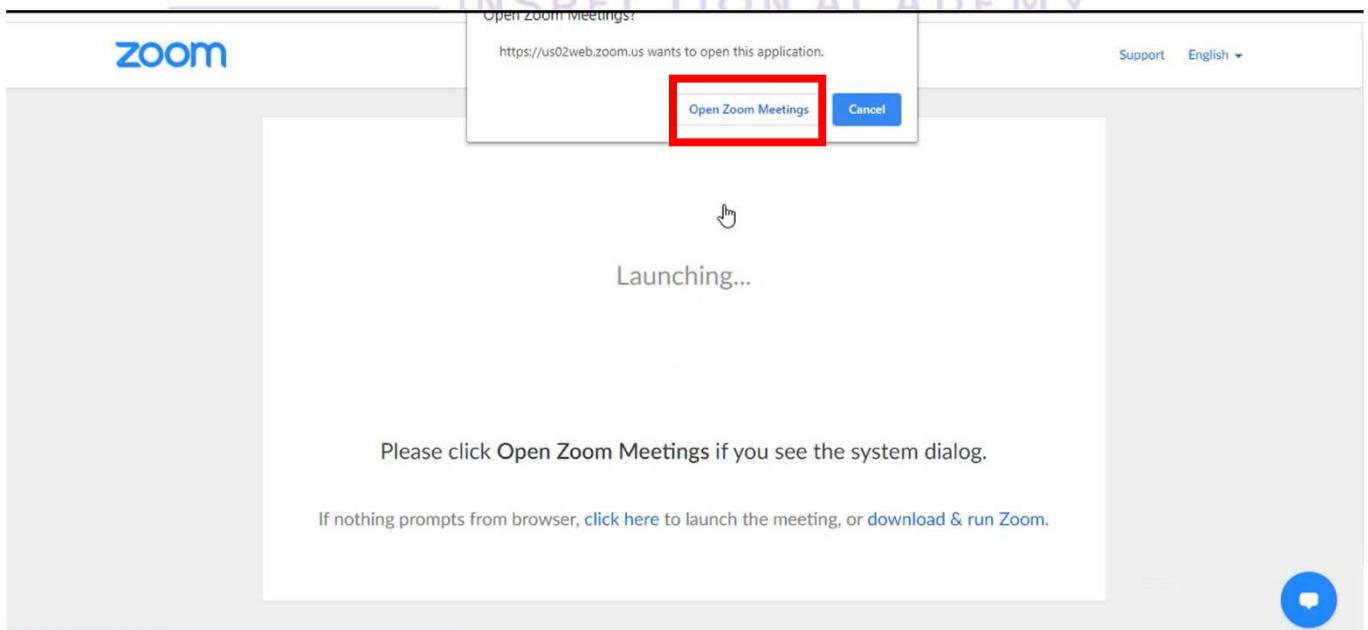
Guide to Zoom Cloud Meetings

Step 18: You may be prompted to download the Zoom Desktop Client app. Simply follow the prompts to download and install the correct Zoom desktop client app for your device and operating system.

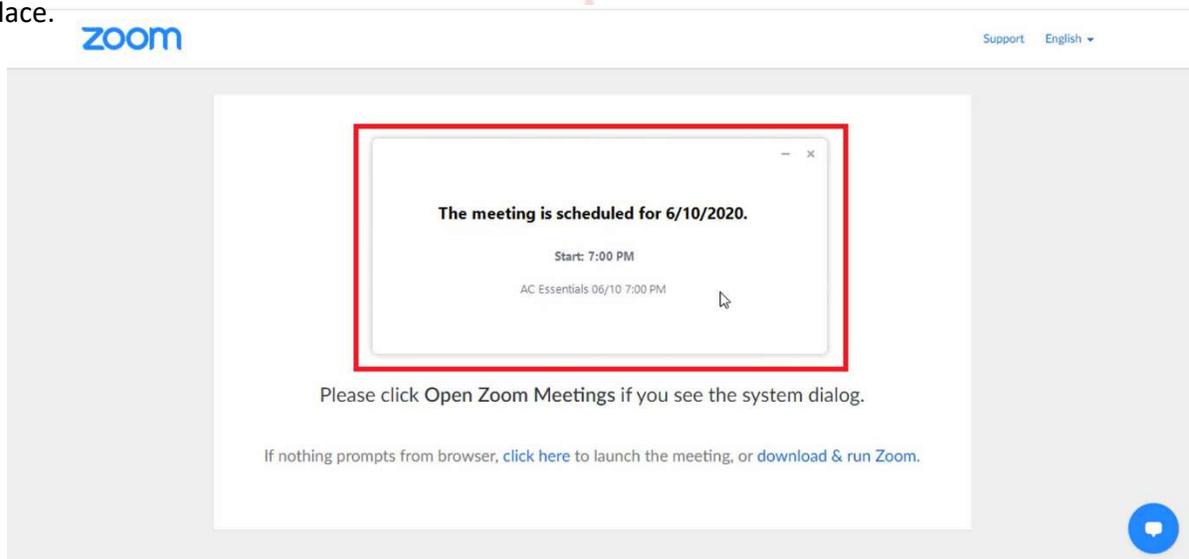
Note that you may also download client apps for your phone or tablet (IOS and Android devices.)

Step 19: Once you have downloaded the desktop client app, you can then join the meeting. **You may have to click on the link again in the email to connect to the meeting, once you have installed the software.**

Step 20: Once you have downloaded and installed the app and clicked on the link again to join the meeting, a pop up will prompt you to “Open Zoom Meetings.” Click on this button to launch the meeting software.



Step 21: If it's time for the meeting, you will be taken to the class page. If you are trying this out before the meeting (which is HIGHLY recommended), you will see a notification letting you know when the meeting will take place.



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Guide to Zoom Cloud Meetings

PLEASE NOTE that you will only have to go through these steps the first time you register for a Zoom class. Once you have your account set up and the Zoom app on your device, you will simply have to enter your information when you register and click the link when you are joining the meeting.

PLEASE BE SURE THAT YOU COMPLETE THESE STEPS IN ADVANCE OF THE SCHEDULED MEETING. Once the meeting has started (15 minutes prior to the announced start time), I will not be able to offer any help to you with setting up your account. Please be sure to confirm that your account is set up and working before the class!

Thanks, Joe

If you have any problems with the process, visit <https://support.zoom.us/hc/en-us> for more information.

See the next page for some tips on how to get the best experience possible when using Zoom meetings.

Check out the [American Inspection Academy!](#)

Guide to Zoom Cloud Meetings

These are some tips to help make sure you have the best possible experience. Follow these recommendations to ensure a good quality CE class experience.

1. **Obtain a high-quality web camera if you're using a desktop.** For laptops, if your computer is less than 3 years old, the built-in camera (if it has one) should be adequate.
2. **Obtain a computer headset.** This will greatly reduce the chance for feedback and improve your voice quality for those who are communicating with you on the other side. Headsets that connect via USB are the best choice.
3. When possible, connect to the Internet with a physical cable connection, **not just Wi-Fi**. This will give you much greater speed and service.
4. A laptop or desktop is preferred over a smartphone or tablet, but smartphones and tablets can still be used.
5. **Don't attend the classes while outside.** Wind and background noise may make your device's microphone automatically adjust to compensate for the noise, and your voice may sound muffled when you speak.
6. Don't have several programs running while using Zoom. Close all unnecessary applications during your call so all processing power can be used to maximize the quality of your Zoom session.
7. Don't have several additional items using Wi-Fi while using Zoom. Shut off unnecessary equipment during your call so all your internet connection speed can be used to maximize the quality of your Zoom session.
8. Pay attention to your background. Too much light behind you will cause you to appear as a dark figure. Also, don't have anything behind you that may be distracting to those who are also watching the class.
9. To counteract back lighting, make sure you have a good source of light in front of you and behind the camera that you're using with your computer.
10. Pay attention to your attire. Don't wear stripes or anything too bright. Solid colors are best to reduce glare.
11. Avoid moving your head too much or "talking with your hands." Video over the internet is different than television, and too much movement can cause the video to look bad.

Check out the American Inspection Academy!