

Registering and creating a meeting using ZOOM

1. <https://zoom.us/signup>
2. Confirm your date of birth
3. Signup using your UKZN email account eg (nzuzas@ukzn.ac.za) then click on signup
4. An email will be sent to your UKZN mailbox with a link asking you to **Activate Account**, click on the link

Welcome to Zoom!

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

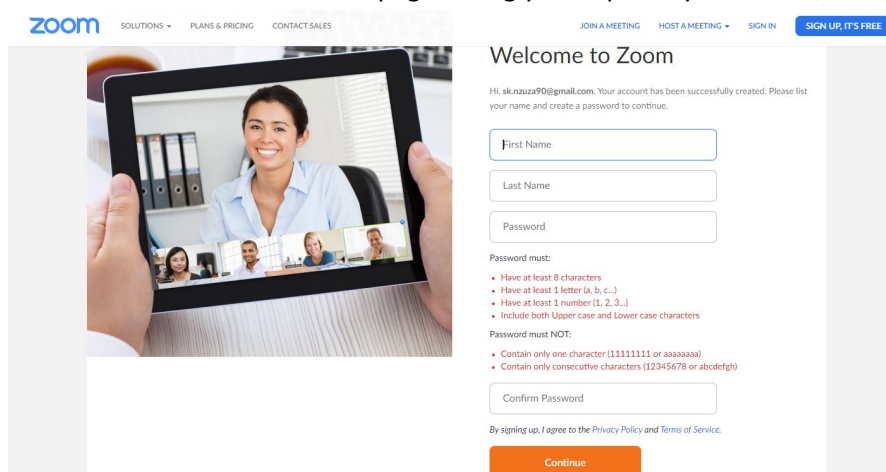
Activate Account

By clicking this button, you confirm that you are at least 16 years of age.

Or paste this link into your browser:

https://us04web.zoom.us/activate?code=iMRTMY2aA9vWYxn6qWHfLVAT-uxTC_OskmUnXPB71g.BQgAAAFxT4_McAAjQAUC2subnp1emE5MEBnbWFpbC5jb20BAGQAABZ2RVZ

5. You will be directed to a Zoom page asking you to put in your Name, Surname and password



zoom SOLUTIONS PLANS & PRICING CONTACT SALES

JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

Welcome to Zoom

Hi, sk.nzuzas9@gmail.com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Password must NOT:

- Contain only one character (11111111 or aaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)

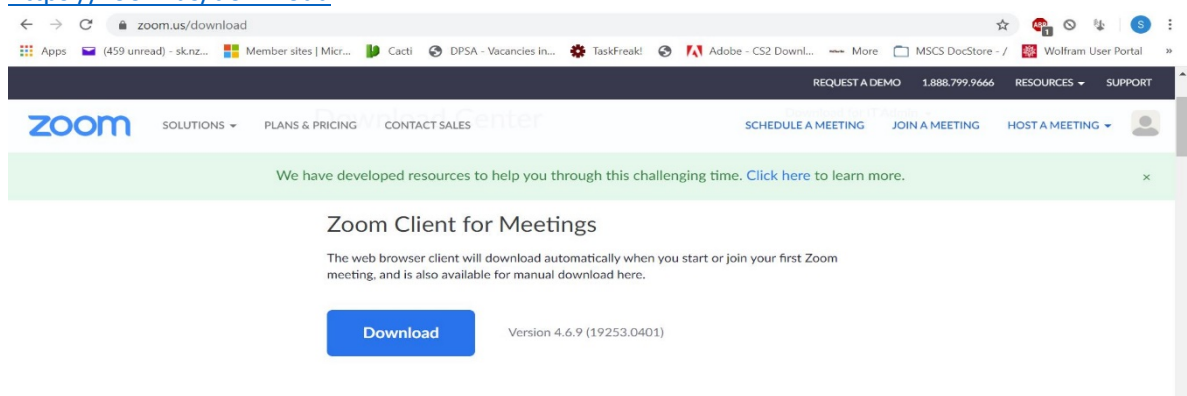
Confirm Password

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

Continue

6. At this stage you are registered and ready to setup meetings, you can use the link below to download the zoom desktop meeting client

<https://zoom.us/download>



zoom SOLUTIONS PLANS & PRICING CONTACT SALES center SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

We have developed resources to help you through this challenging time. [Click here](#) to learn more.

Zoom Client for Meetings

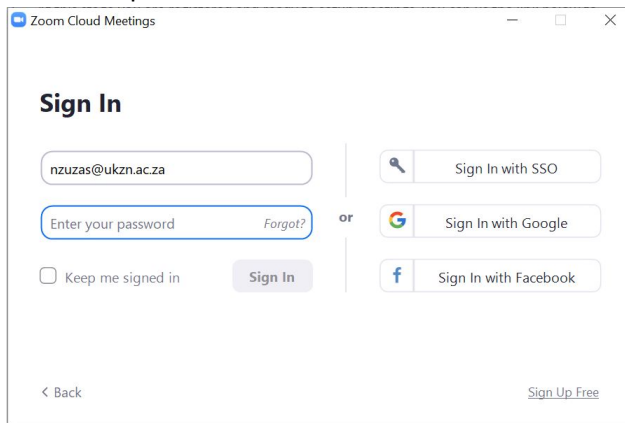
The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download Version 4.6.9 (19253.0401)

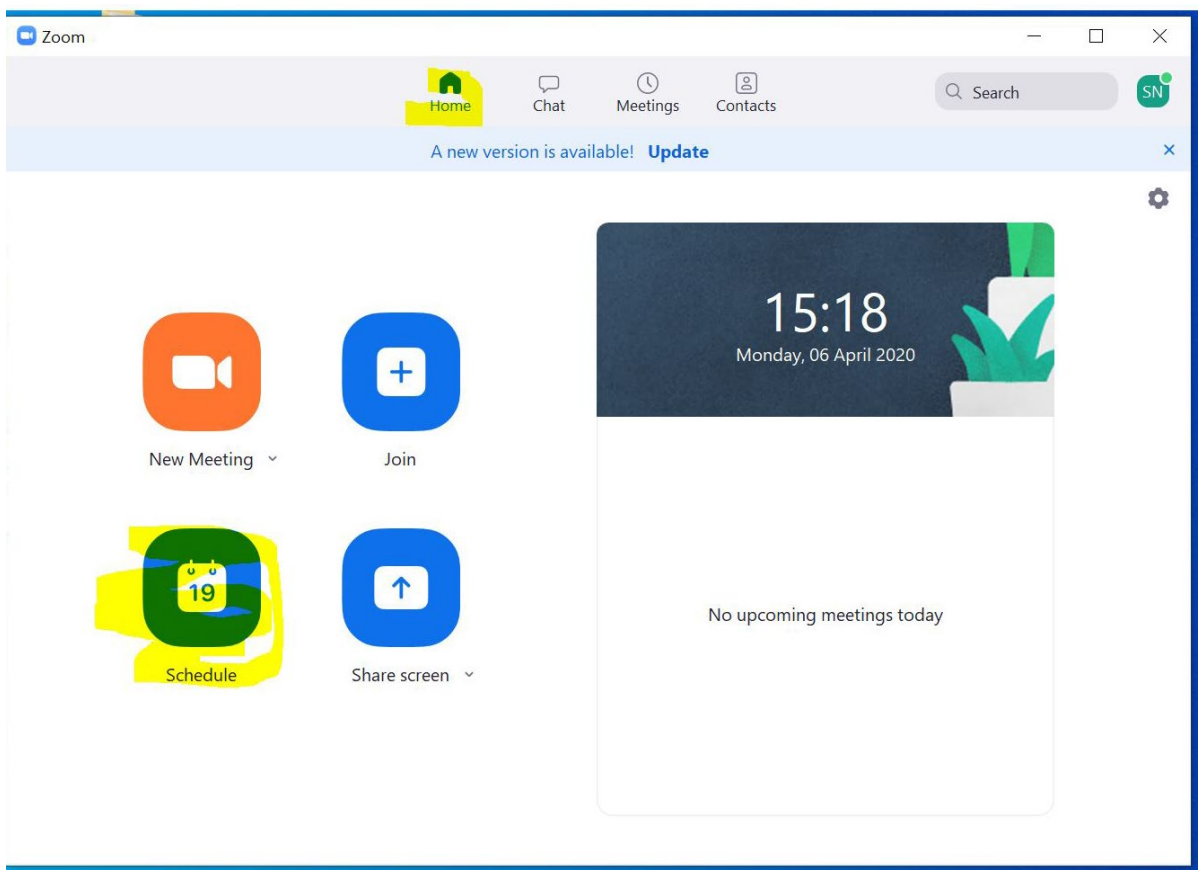
Created by: Sandile Nzuzas

T: +27 312604425 E: nzuzas@ukzn.ac.za | VLP@ukzn.ac.za

- Once the client is downloaded and installed, you will be required to login using your UKZN email and password that was create earlier



- Scheduling a meeting: in the zoom client select the **HOME** option then **SCHEDULE**



- Add a topic, date, time and duration of the meeting then click **schedule**

Created by: **Sandile Nzuz**

T: +27 312604425 E: nzuzas@ukzn.ac.za | VLP@ukzn.ac.za

Schedule meeting

Schedule Meeting

Topic

Start:

Duration:

Recurring meeting Time Zone: Harare, Pretoria

Meeting ID
 Generate Automatically Personal Meeting ID 929-834-2179

Password
 Require meeting password

Video
 Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
 Dial in from [Edit](#)

Calendar
 Outlook Google Calendar Other Calendars

10. A meeting link is generated and ready to be sent to all intended participants

sandile nzuza's Zoom Meeting - Meeting

File Meeting Insert Format Text Review Tell me what you want to do...

Appointment Scheduling Assistant Skype Meeting Online Meeting Meeting Notes Cancel Invitation Busy 15 minutes Recurrence Time Zones Room Finder Categorize Office Add-ins View Templates

Room Finder

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	2	9

Good Fair Poor

Choose an available room:
None

Suggested times:

- 15:30 - 16:00
1 conflict: Sandile Nzuza
- 16:00 - 16:30
1 conflict: Sandile Nzuza
- 16:30 - 17:00
1 conflict: Sandile Nzuza

Send

To:

Subject: sandile nzuza's Zoom Meeting

Location: <https://us04web.zoom.us/j/340083606?pwd=QWJpb2x3OE1NUnphbDFvK2JpdStHUT09> Rooms...

Start time: Mon 2020/04/06 16:00 All day event

End time: Mon 2020/04/06 16:30

sandile nzuza is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting <https://us04web.zoom.us/j/340083606?pwd=QWJpb2x3OE1NUnphbDFvK2JpdStHUT09>

Meeting ID: 340 083 606
 Password: 013232

In Shared Folder Calendar

Created by: Sandile Nzuza

T: +27 312604425 E: nzuzas@ukzn.ac.za | VLP@ukzn.ac.za