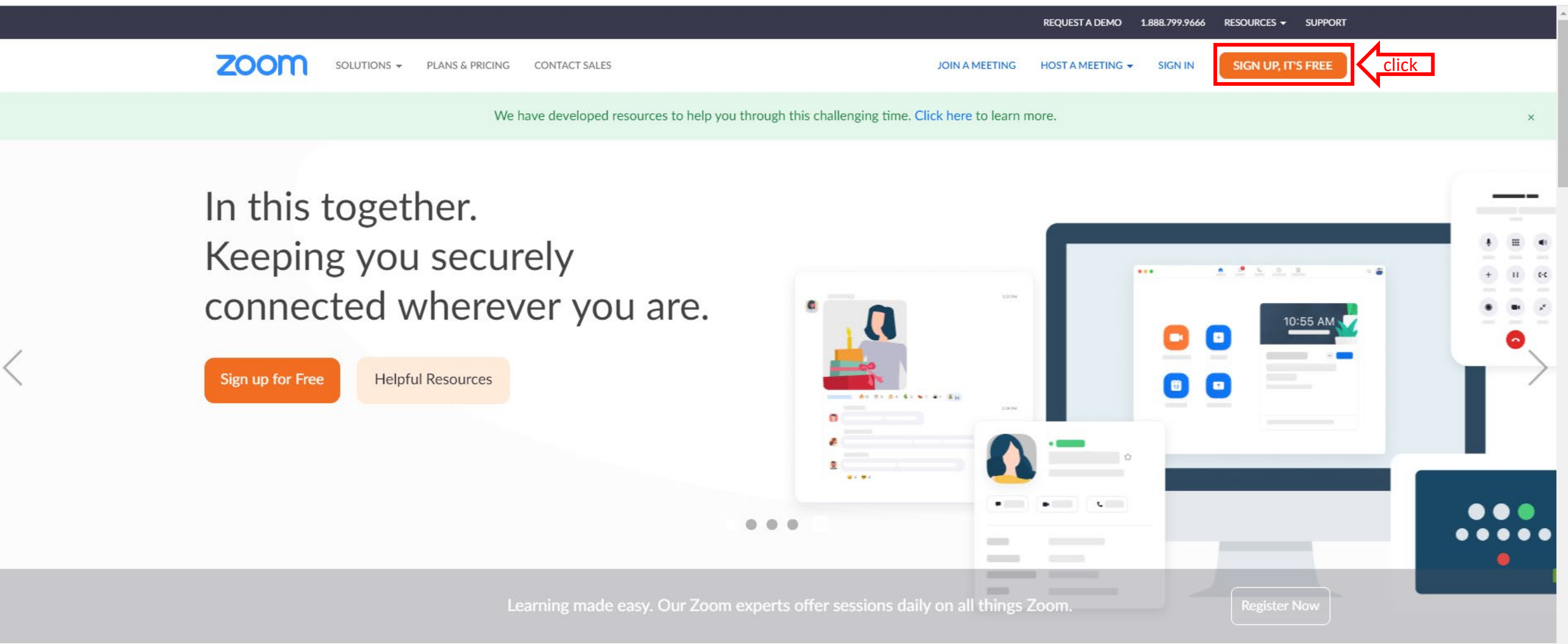


Part 1. How to create the Zoom account?

Guidelines by the EuChemS Secretariat



The following window will open and should **click** on “SIGN UP, IT’S FREE”:



One Consistent Enterprise Experience.



You will be asked to **add** your date of birth.
After doing so, **click** "Continue".



SIGN UP, IT'S FREE

For verification, please confirm your date of birth.

 ▾ ▾ ▾ 

This data will not be stored

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- Accessibility
- Privacy and Security

Language

English ▾

Currency

US Dollars \$ ▾



You will be asked to **add** your email address.
After doing so, **click** "Sign Up".

Sign Up Free

Your work email address




fill →

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

click ←

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](#).

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Language

English ▾

Currency

US Dollars \$ ▾





SOLUTIONS ▾

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JOIN A MEETING

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SIGN IN

SIGN UP, IT'S FREE



We've sent an email to [REDACTED]
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)

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Language

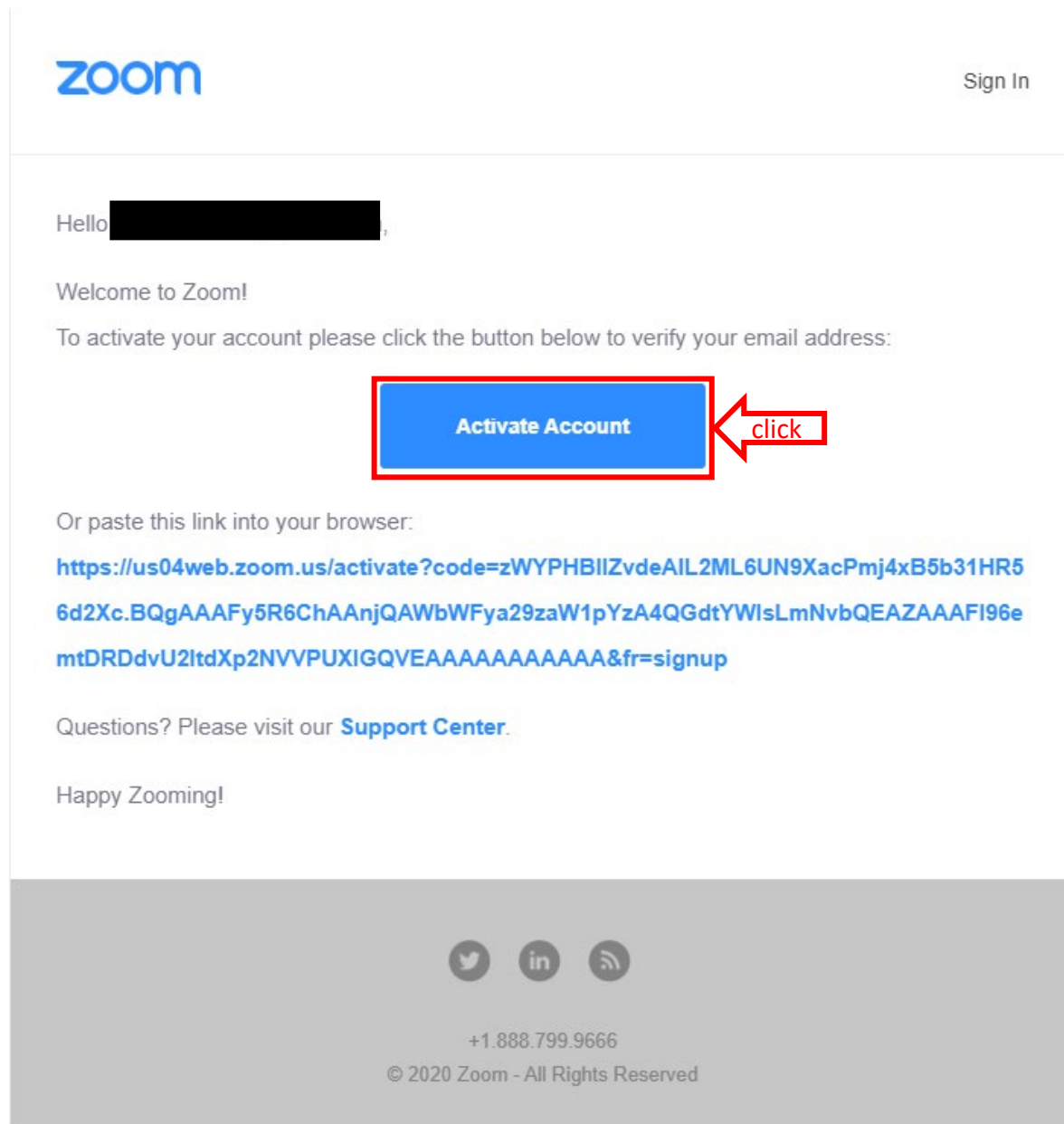
English ▾

Currency

US Dollars \$ ▾



The email will have the content as shown below.
You must **click** on the “Activate Account” button.



The screenshot shows an email from Zoom. At the top left is the Zoom logo, and at the top right is a "Sign In" link. The main body of the email starts with "Hello [redacted],". Below this is "Welcome to Zoom!". The next line says "To activate your account please click the button below to verify your email address:". A blue button with the text "Activate Account" is centered, and a red arrow points to it from the right with the word "click" written inside. Below the button, it says "Or paste this link into your browser:" followed by a long URL: <https://us04web.zoom.us/activate?code=zWYPHBIIzVdeAIL2ML6UN9XacPmj4xB5b31HR56d2Xc.BQgAAAFy5R6ChAAAnjQAWbWFya29zaW1pYzA4QGdtYWIsLmNvbQEAZAAAFI96emtDRDdvU2ltdXp2NVVPUXIGQVEAAAAAAAAAAAA&fr=signup>. Below the link, it says "Questions? Please visit our [Support Center](#)." and "Happy Zooming!". At the bottom, there are social media icons for Twitter, LinkedIn, and RSS, followed by the phone number "+1.888.799.9666" and the copyright notice "© 2020 Zoom - All Rights Reserved".

You will be asked if you are signing up on behalf of a school.
Select “No” and then **click** “Continue”.



SIGN UP, IT'S FREE

Are you signing up on behalf of a school?

Yes No

Continue ← **click**

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- Privacy and Security

Language

English ▾

Currency

US Dollars \$ ▾

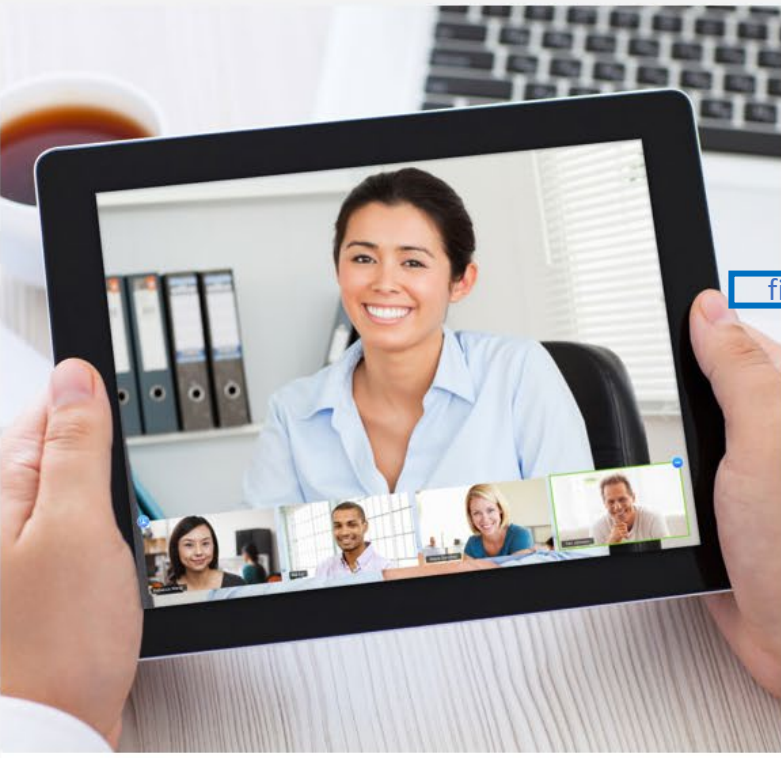


You will be redirected to the Welcome page, ① Account info, where you will have to add your First Name, Last Name and select (and confirm) the password. After doing so, click "Continue".



SIGN UP, IT'S FREE

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



Welcome to Zoom

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

fill

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

Continue

click

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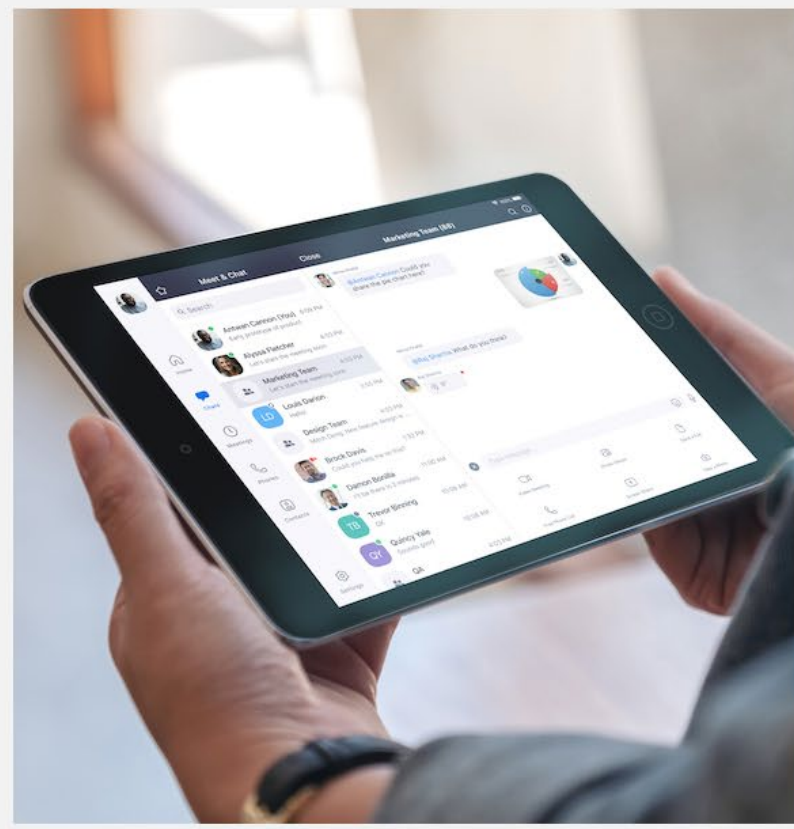
Language

English



You will be redirected to the Welcome page, ② Invite Colleagues.
You can **click** "Skip this step" or invite people to join Zoom.

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



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 



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




Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://us04web.zoom.us/j/8502820313?pwd=V0tpbmhNSFB4ejFrdzN3UWI1S2Y0QT09>

[Start Meeting Now](#) [Go to My Account](#) 

Save time by scheduling your meetings directly from your calendar.

 Microsoft Outlook Plugin [Download](#)  Chrome Extension [Download](#)





You will now be able to see your Zoom account.



New Features Our latest release went live on April 12th. Please subscribe to our [blog](#) and visit our [release notes](#) to stay up-to-date on all the latest enhancements to your account. To update to the latest version of Zoom, visit our [download](#) page. ✕

New Features Our latest release went live on April 7th. Check out our [blog](#) to review the new enhancements for ensuring the security and privacy of your account. To update to the latest version of Zoom, visit our [download page](#). ✕

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- ADMIN
- > User Management
 - > Room Management
 - > Account Management
 - > Advanced

- [Attend Live Training](#)
- [Video Tutorials](#)
- [Knowledge Base](#)

	<div style="background-color: black; width: 100%; height: 20px;"></div>	Edit
Change		
Personal Meeting ID	<div style="background-color: black; width: 100%; height: 20px;"></div> Show	Edit
	<div style="background-color: black; width: 100%; height: 20px;"></div> Show	
	<small>✕ Use this ID for instant meetings</small>	
Sign-In Email	<div style="background-color: black; width: 100%; height: 20px;"></div> Show	Edit
	Linked accounts:	
User Type	Basic Upgrade	
Capacity	Meeting 100	
Language	English	
Date and Time	Time Zone (GMT+2:00) Belgrade, Bratislava, Ljubljana	Edit

All About Zoom ✕

Join our Zoom experts for a grand tour of the Zoom product suite. We'll cover such features as calendar integrations, recording, screen sharing, annotation, virtual backgrounds, and more!

[Register Now](#)

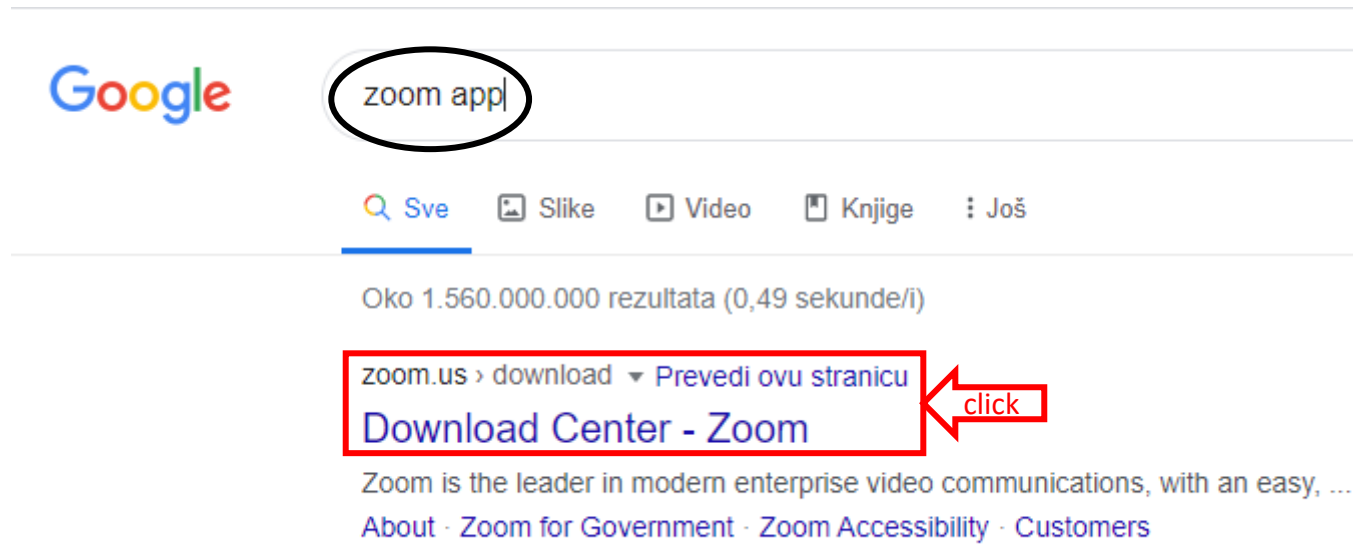


Part 2. How to get the Zoom app and add the event to my calendar?

Guidelines by the EuChemS Secretariat



Type “**zoom app**” in your search bar in the browser.
After doing so, **click** on Download Center - Zoom.



The image shows a Google search interface. The search bar contains the text "zoom app", which is circled in black. Below the search bar, there are filters for "Sve", "Slike", "Video", "Knjige", and "Još". The search results show "Oko 1.560.000.000 rezultata (0,49 sekunde/i)". The first result is "zoom.us > download ▾ Prevedi ovu stranicu", with the text "Download Center - Zoom" highlighted in a red box. A red arrow labeled "click" points to this text. Below the result, there is a snippet: "Zoom is the leader in modern enterprise video communications, with an easy, ..." and a list of links: "About · Zoom for Government · Zoom Accessibility · Customers".

Google

zoom app

Sve Slike Video Knjige Još

Oko 1.560.000.000 rezultata (0,49 sekunde/i)

zoom.us > download ▾ Prevedi ovu stranicu

Download Center - Zoom

Zoom is the leader in modern enterprise video communications, with an easy, ...

About · Zoom for Government · Zoom Accessibility · Customers

Download Center

Download for IT Admin ▾

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 5.1.0 (27830.0612)

click

Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

Download

Version 5.1.27830.0612

[Add Zoom as an Add-in for Outlook on the web](#)

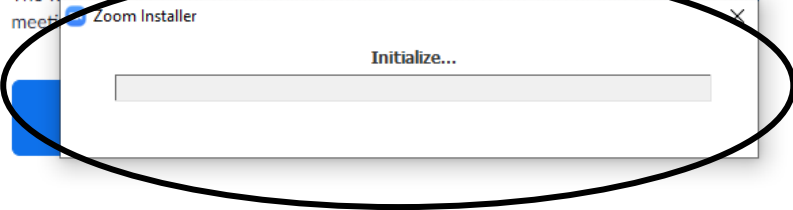


Download Center

Download for IT Admin

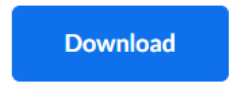
Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting.



Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

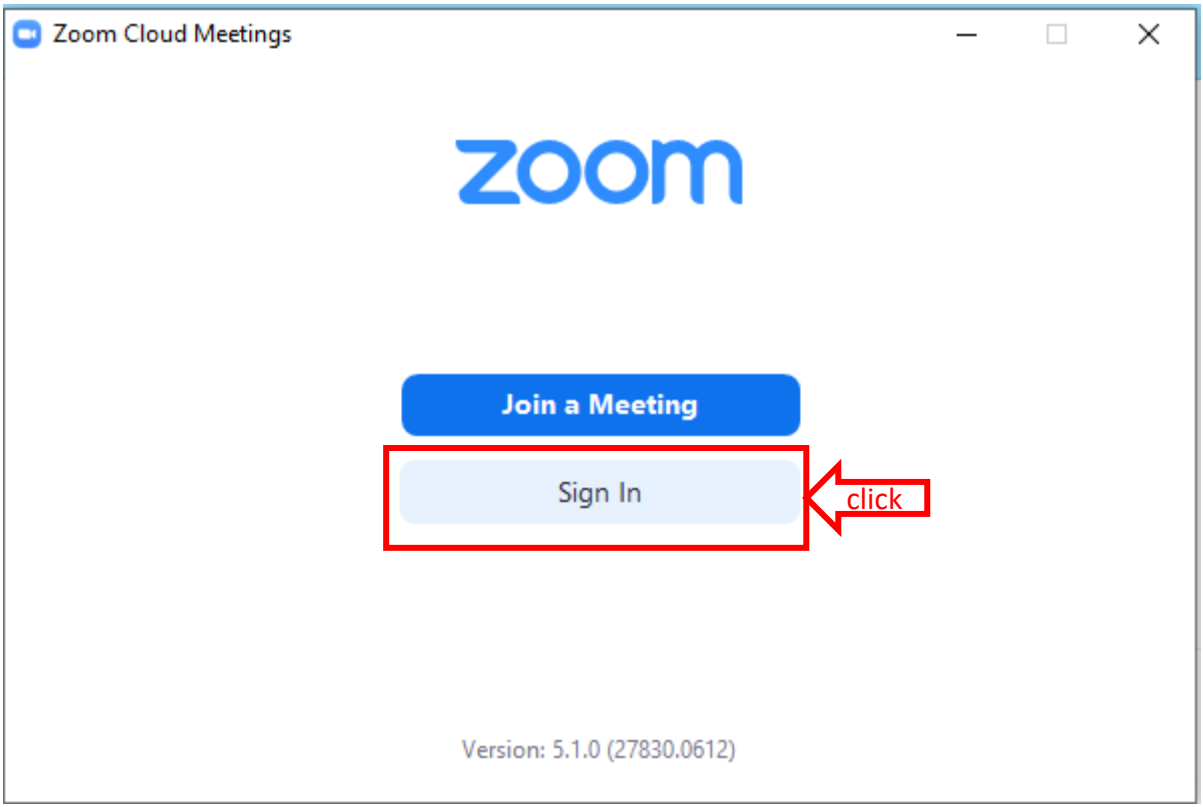


Version 5.1.27830.0612

[Add Zoom](#) as an Add-in for Outlook on the web



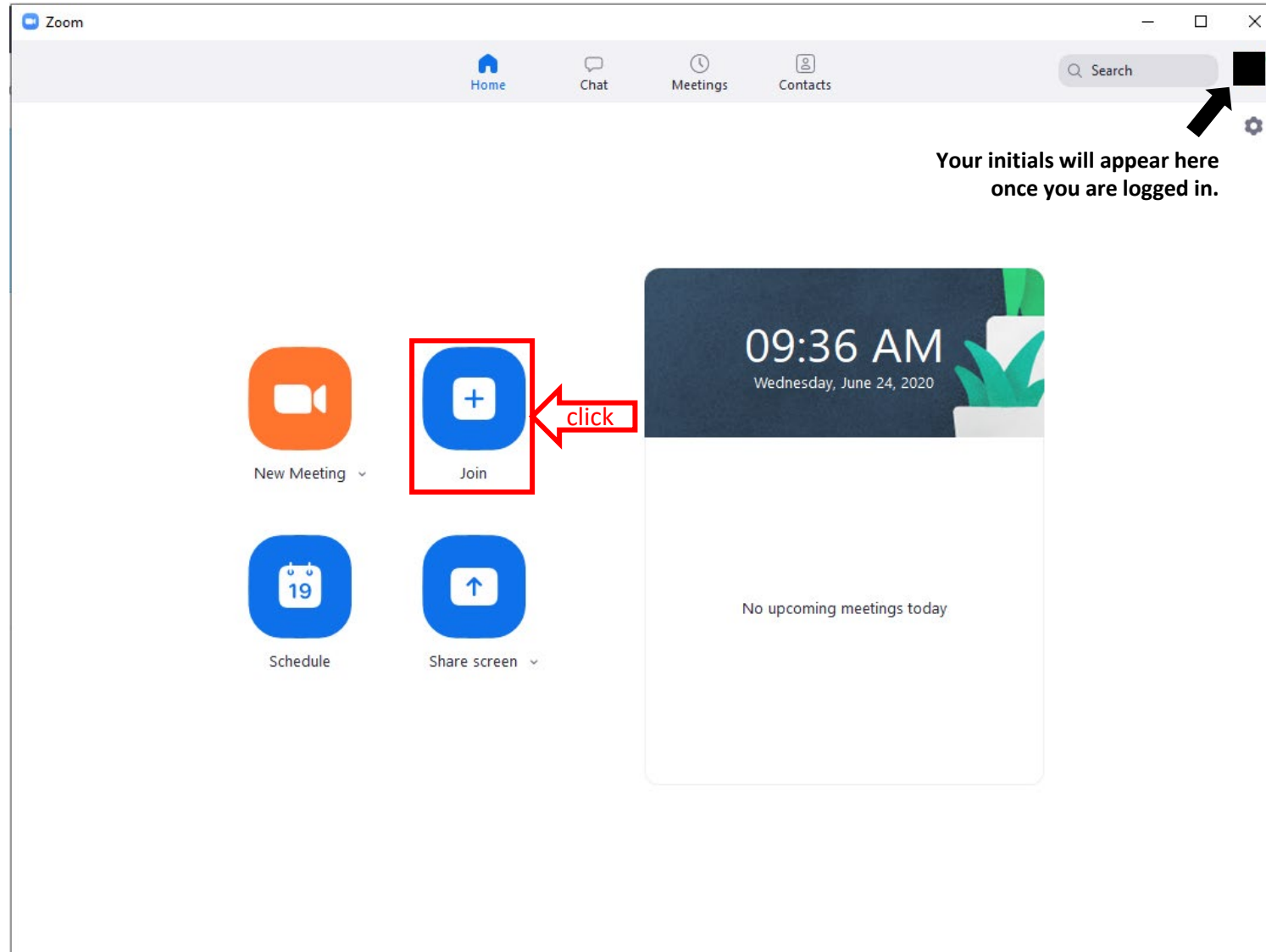
The Zoom app will open.
After that, you should sign in, so **click** on the “Sign In” button.



Fill your login details in the left part (email and password), then **click** on the “Sign In” button.

The image shows a screenshot of the Zoom Cloud Meetings sign-in interface. The window title is "Zoom Cloud Meetings". The main heading is "Sign In". On the left side, there are two input fields: "Enter your email" and "Enter your password" (with a "Forgot?" link). A blue box highlights these two fields, and a blue arrow labeled "fill" points to the email field. To the right of the password field is a "Sign In" button, which is highlighted with a red box and a red arrow labeled "click". Below the password field is a checkbox labeled "Keep me signed in". To the right of the input fields, separated by a vertical line and the word "or", are three social sign-in options: "Sign In with SSO", "Sign In with Google", and "Sign In with Facebook". At the bottom left, there is a "< Back" link, and at the bottom right, there is a "Sign Up Free" link.

In order to join a meeting/webinar, **click** on the “Join” box.



Zoom

Home Chat Meetings Contacts Search

Your initials will appear here once you are logged in.

09:36 AM
Wednesday, June 24, 2020

No upcoming meetings today

New Meeting ▾

Join

Schedule

Share screen ▾

Enter the meeting ID/copy the link that you have received *via* email.

Both information are available in the invitation email that is sent from secretariat@euchems.eu email address (please see the next slide)!

Your full name will appear here, and all webinar participants will see it.

Panelist for EuChemS 50th anniversary celebration ▶ [redacted]



EuChemS Secretariat <no-reply@zoom.us>



Hi [redacted]

You are invited to a Zoom webinar.

Date Time: Jul 3, 2020 10:00 AM Brussels
Topic: EuChemS 50th anniversary celebration

**If you have the Zoom app installed,
this is the only link you will need!**

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

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

Password: 002230

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

crucial information

Description: To mark its 50th anniversary since the foundation of the Federation of European Chemical Societies (FECS) in 1970, the European Chemical Society is pleased to invite you to join an online birthday celebration on Friday, 03 July 2020, from 10:00 - 11:30 CEST (Brussels time).

Or iPhone one-tap:

Belgium: +3222909360,88171504439# or +3225884188,88171504439#

You may now add this even to your calendar: Outlook and other (*.ics file), Google or Yahoo by clicking on the appropriate link.

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

Belgium: +32 2 290 9360 or +32 2 588 4188 or +32 2 788 0172 or +32 2 788 0173 or +32 1579 5132

Webinar ID: 881 7150 4439

Participant ID: 246313

Password: 002230

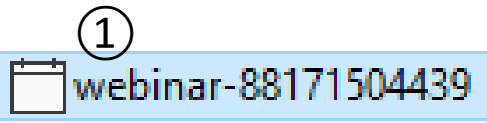
International numbers available: <https://us02web.zoom.us/j/kbeZNdIQ5G>

For detailed instructions how to add the event to Outlook Calendar, see the next page (21).

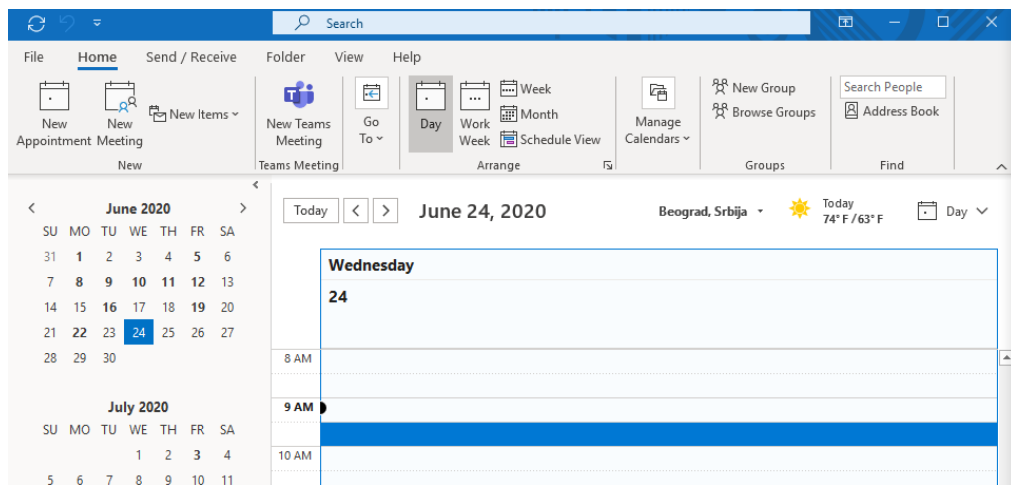
For detailed instructions how to add the event to Google Calendar, see the page after that (22).

Adding the event to your Outlook Calendar (after clicking on the link in the email):

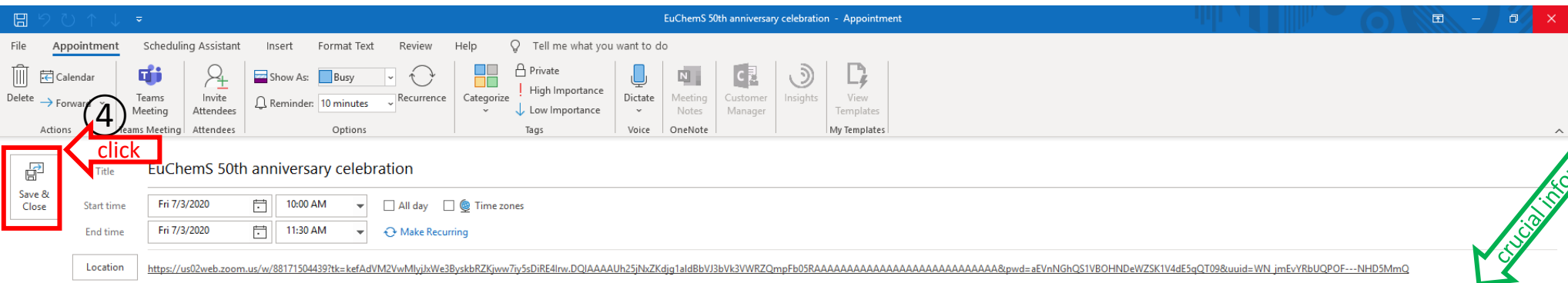
① Find the *.ics file you saved;



② Drag&Drop it onto your Outlook calendar;

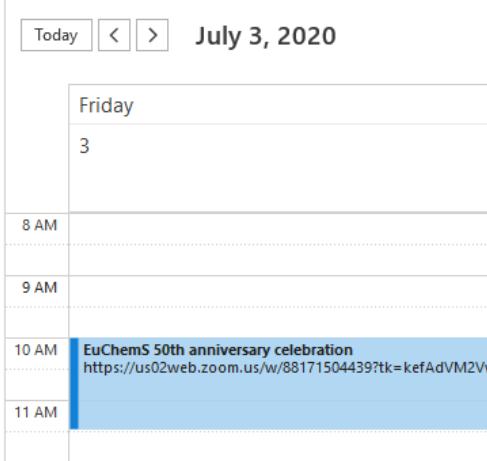


③ The following window will open, where all the information is shown (especially your unique URL for joining as a speaker);



Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join. https://us02web.zoom.us/j/88171504439?tk=kefAdVM2VvMlyjxWe3ByskbRZKjww7iy5sDiRE4lrw.DQIAAAAUh25jNzZKdjg1aldBbVj3bVv3VWRZQmpFb05RAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=aEvnNGhQS1VBOHNDeWZSK1V4dE5qQT09&uuiid=WN_jmEvYRbUQPOF---NHD5MmQ
Password: 002230

Or join by phone:
Dial(for higher quality, dial a number based on your current location):
Belgium: +32 2 290 9360 or +32 2 588 4188 or +32 2 788 0172 or +32 2 788 0173 or +32 1579 5132
Webinar ID: 881 7150 4439
Participant ID: 246313
Password: 002230
International numbers available: https://us02web.zoom.us/j/88171504439?tk=kefAdVM2VvMlyjxWe3ByskbRZKjww7iy5sDiRE4lrw.DQIAAAAUh25jNzZKdjg1aldBbVj3bVv3VWRZQmpFb05RAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=aEvnNGhQS1VBOHNDeWZSK1V4dE5qQT09&uuiid=WN_jmEvYRbUQPOF---NHD5MmQ

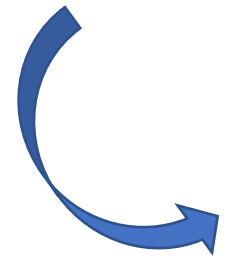


④ Click on “Save and Close”;

⑤ The event will appear in your Outlook Calendar.

- ① Select your Google account;
- ② Grant Zoom permission by **clicking** “Allow”;
- ③ Confirm your choices by **clicking** “Allow”;
- ④ The following window will open, where all the information is shown (especially **your unique URL** for joining as a speaker);

⑤ **Click** on “Save” and the event will appear in your calendar.



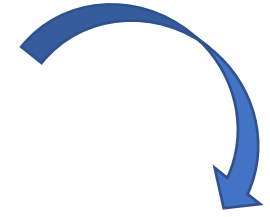
Grant Zoom permission

View and edit events on all your calendars

View and edit events on all calendars you have access to in Google Calendar

[Deny](#) [Allow](#)

② **click**



Sign in with Google

Confirm your choices

You are allowing Zoom to:

- View and edit events on all your calendars

Make sure you trust Zoom

You may be sharing sensitive info with this site or app. Learn about how Zoom will handle your data by reviewing its [terms of service](#) and [privacy policies](#). You can always see or remove access in your [Google Account](#).

[Learn about the risks](#)

[Cancel](#) [Allow](#)

③ **click**

EuChemS 50th anniversary celebration

Jul 3, 2020 10:00am to 11:30am Jul 3, 2020 (GMT+02:00) Central European Time - Brussels Time zone

All day Does not repeat

Event Details Find a Time

[Add Google Meet video conferencing](#)

<https://us02web.zoom.us/j/88171504439?tk=kefAdVM2VwMlyJxWe3ByskbRZKjww7iy5sDIRE4rW.DQIAAAAUh25>

Email 10 minutes Notification 30 minutes

markosimic08@gmail.com

Busy Default visibility

[Save](#) [More actions](#)

Guests

Add guests

Guest permissions

- Modify event
- Invite other
- See guest

crucial information

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join: https://us02web.zoom.us/j/88171504439?tk=kefAdVM2VwMlyJxWe3ByskbRZKjww7iy5sDIRE4rW.DQIAAAAUh25NvZkdjg1aldBbVj3bVx3VWRZ0mpFb05RAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=aEVnNHGh0S1VB0HNDewZSR1V4dE5q0T09&uicid=WN_lmEvyRBU0POP-NHDS4m10
Password: 002230

(FECS) in 1970, the European Chemical Society is pleased to invite you to join an online birthday celebration on Friday, 03 July 2020, from 10:00 - 11:30 CEST (Brussels time).

Or join by phone:
Dial (for higher quality, dial a number based on your current location):
Belgium: +32 2 290 9360 or +32 2 588 4188 or +32 2 788 0172 or +32 2 788 0173 or +32 1579 5132
Webinar ID: 881 7150 4439
Participant ID: 246313

Password: 002230
International numbers available: <https://us02web.zoom.us/j/kbeZNd05G>

⑤ **click**

④

