

Creating a free Zoom account for external guests

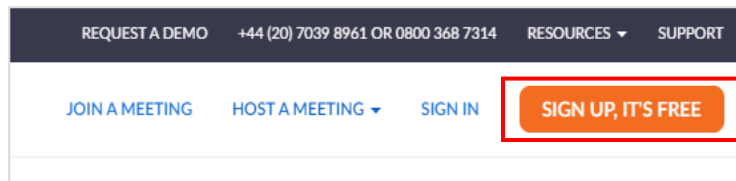
Step 1: Create a Zoom account

If you are external to the University and do not have a University of Bath Zoom account, you can either:

- Use a Zoom account provided by your institution, or
- Create your own free Zoom account (if you do not already have one)

To register for a free Zoom account, sign up at <https://zoom.us/signup>

Note: You must create your account prior to joining a meeting.



When you log in to Zoom, you will be prompted to enter your **email address and password**. Note this is not the same as the unique passcode in the joining instructions for each meeting.

Step 2: Download the Desktop client

To benefit from and use the full range of features during a Zoom meeting, it is recommended that you [download the Zoom Desktop client](#).

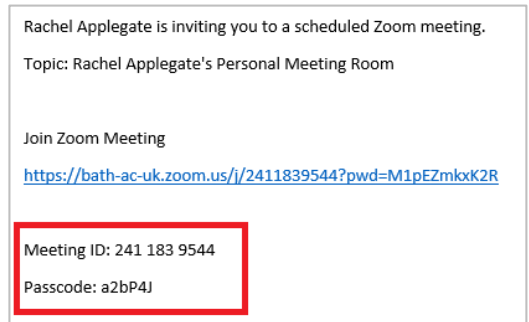
You may also access Zoom [via a web browser](#) or mobile app but not all [meeting features](#) are available in these versions.

Joining a University of Bath Zoom meeting – external guests

Step 3: Joining a Zoom meeting

The meeting host will send you joining instructions. This can be in the form of a URL or a Meeting ID with Passcode.

Before attempting to join the meeting, **ensure that you are logged into your Zoom account by using your email address and password.**



Join using a meeting link

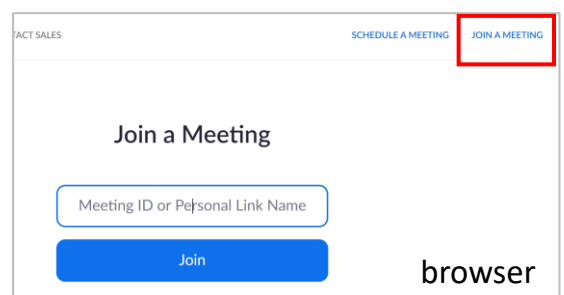
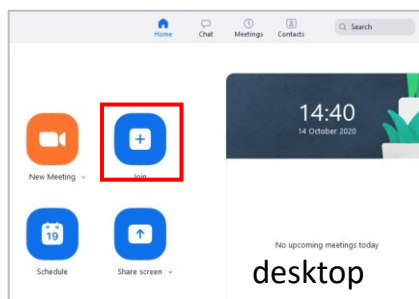
- If you are sent a URL, the Meeting ID and Passcode are normally included within the link
- Click on the link or paste it into a web browser and this will prompt you to open the Desktop Zoom client or will open the meeting in your web browser

You should be directed into a Waiting Room initially; the meeting host will admit you from there

Join using a Meeting ID and Passcode

- Open the Desktop client or web browser
- Click on the **Join** button (desktop) or **Join A Meeting** (browser)
- When prompted, enter the **Meeting ID** and **Passcode** (if required)

You should be directed into a Waiting Room initially; the meeting host will admit you from there.



For further help, see [Getting started with Zoom](#) or contact your local IT supporter