

Zoom

How to Sign-up to and Install

Signing up and installing Zoom is a quick and straight forward process however there some things you should be aware of before you proceed.

SJOG ICT has purchased the Zoom Enterprise plan which means that if you sign up independently with your SJOG email address you will automatically receive a basic user licence. If however you are on the list of SJOG users who should receive one of the Paid licences you will be issues a Paid licence.



Should you choose to sign up with your SJOG email address you will subject to all SJOG usage policies and restrictions.

Paid licences (€15+vat per month) need to be approved by your local administration manager and will be charged to your local company.

Contents

Signing up to Zoom	1
Activate your Zoom account	3
Installing Zoom.....	5
Zoom Licences.....	7

Signing up to Zoom

You can initiate the process yourself by clicking on the following link <https://zoom.us/signup>. This will launch a page in your browser.

If you have already received an email prompting you to activate your Zoom account proceed to **Activate your Zoom account** below.

Sign Up Free

Your work email address

1


Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

2

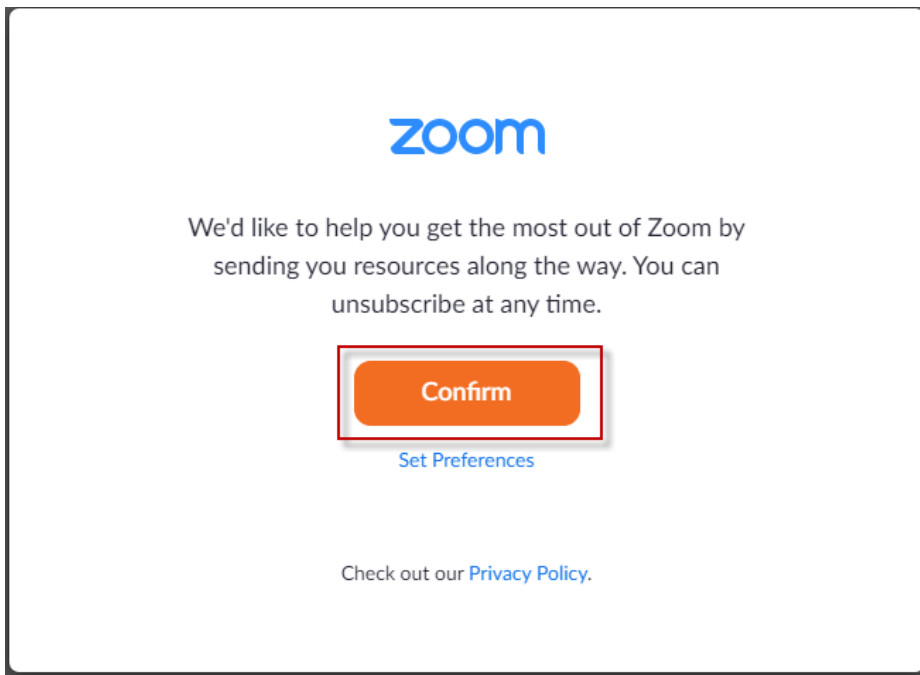
By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

or

 Sign in with Google

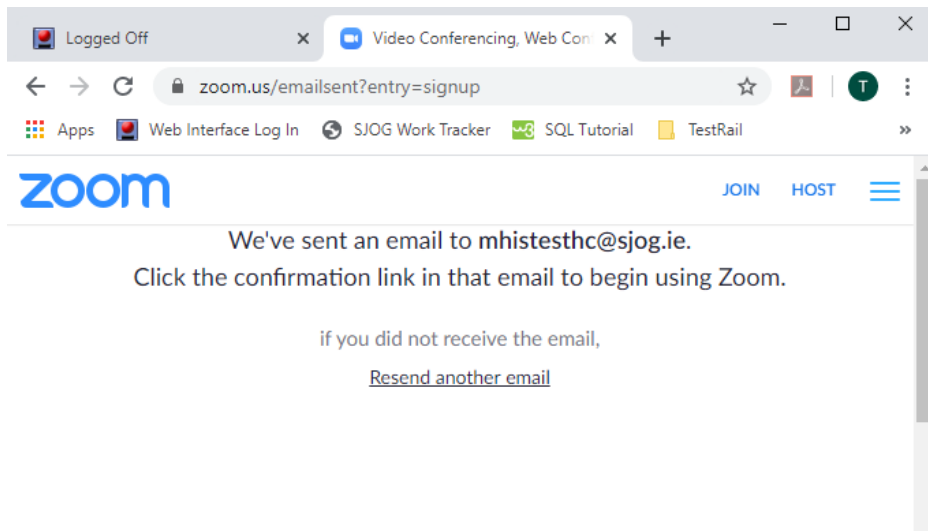
 Sign in with Facebook

1. Enter your SJOG email address.
2. Click on Signup



1. Select Confirm to proceed (you can set your own preferences if you prefer)

You should be presented with the following notification.

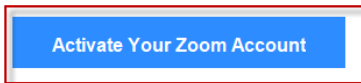


You will receive an email from **Zoom <no-reply@zoom.us>** or ICT which will look like the following.

Activate your Zoom account

Hello Zoom.User@sjog.ie.

Zoom Host Zoom.Host@sjog.ie) has created a Zoom account for you. Please click the button below to activate your account within 30 days.



If the above button does not work for you. Copy and paste the link to your browser address bar and try again.

https://www.zoom.us/activate_help?code=JvjLEB-Ci8PzamfUXUVXGeHHfVAnqWgbsUNE4oi0I5I.BQgAAAFxFYldgAnjQAVVG9ueS5LaW5zZWxsYUBzam9nLmlAxZ FV0Q4QUZRaINaT2FmQnFtbUU1dVVBZBZ6Qkc3V2M1dFRZMk02S0RhWDRUIUJBABZpRlc4NERIN1RTT3ZCSGt3cU1qazNBAAAAAAAAAAAA&fr=hostinvite

Thank you for choosing Zoom.
-The Zoom Team

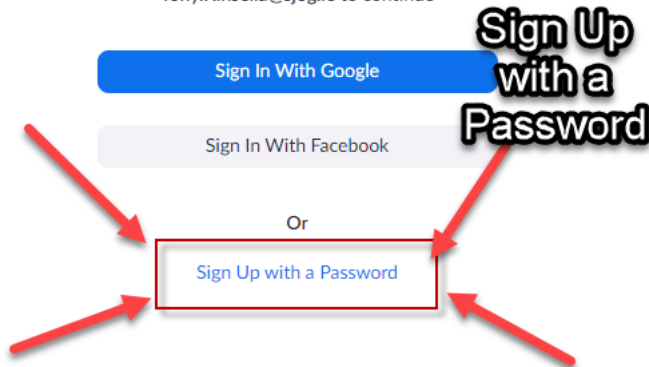


Please follow the proceeding steps to Sign up to and install Zoom

1. Click on the **Activate Your Zoom Account** link which will bring you to the activation screen.
2. Select the **Sign Up with a Password** option.



Activate your Zoom Account
Choose the following sign in methods, and use your email address
Tony.Kinsella@sjog.ie to continue



3. Fill in your First and Last name and the Password you would like to use with Zoom and select Continue.

Welcome to Zoom

Hi, Tony.Kinsella@sjog.ie. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

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

Continue

4. Click on the **Your personal meeting url** link

Start your test meeting.

Excellent! Now it's time to start meeting.

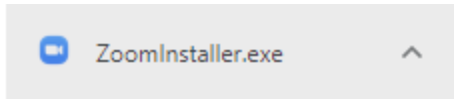
Your personal meeting url:

<https://zoom.us/j/7435150958>

Start Meeting Now

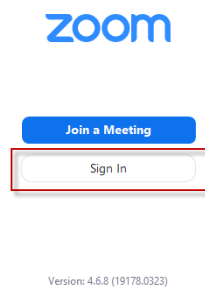
Go to My Account

5. You will be prompted to download the Zoom Client. Select **Yes** and it will start to download and when completed you will see the following on the bottom left had corner of your screen.

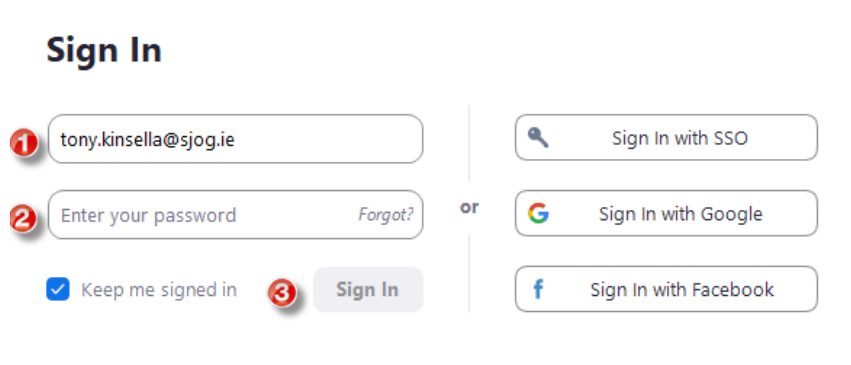


Installing Zoom

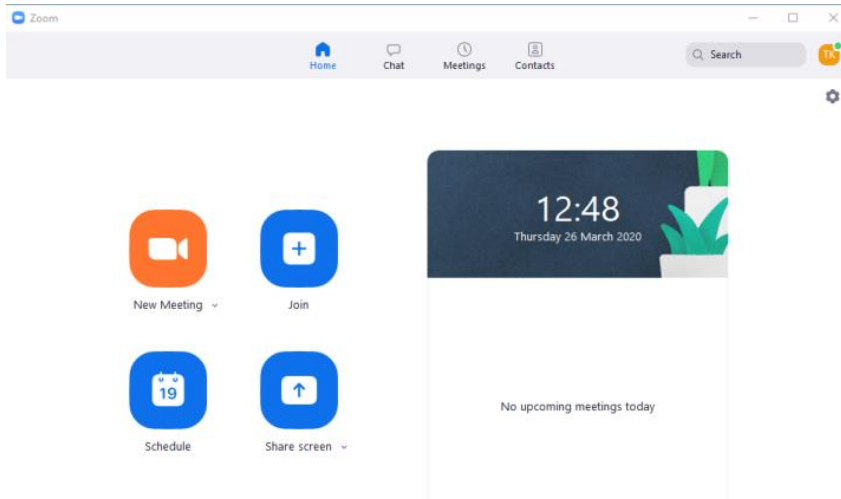
1. Double click on the ZoomInstaller above.
2. When the install is complete you will be presented with the following screen.



3. Select Sign In.



4. Enter your **1** user name ([Your.Name@sjog.ie](#)) , **2** password created earlier and click on **3** Sign In.
5. You are now ready to use Zoom on your device. The [Zoom Help Centre](#) is a great source of support information, 1 minute videos etc.



Joining the SJOG Enterprise Plan will not upgrade your Basic license to a Paid licence so you will still have the Basic level of access (i.e. Group meetings restricted to 40 minutes).

The cost to upgrade to a Paid license which extends the time limit on Group meeting to 24 hours (among other features) is €15+vat per month. This cost needs to be approved by your local administration manager.

Zoom Licences

SJOG Enterprise Plan

For details on the Enterprise Plan that SJOG have purchased see the following <https://zoom.us/pricing> .

Basic License

- Can host **unlimited 1 to 1 meetings with no time restrictions** (participants don't need a Zoom licence to join the call).
- Can host a meeting with up to **100 participants (time limit of 40 minutes)** applies, but participants **can easily re-join at the end of the 40 minutes**, and continue where they left off).

Paid license

- All of the benefits associated with the Basic Licence, but can host a meeting with up to **500 participants, and the time limit for the meeting is 24 hours.**