Go to: https://zoom.us/
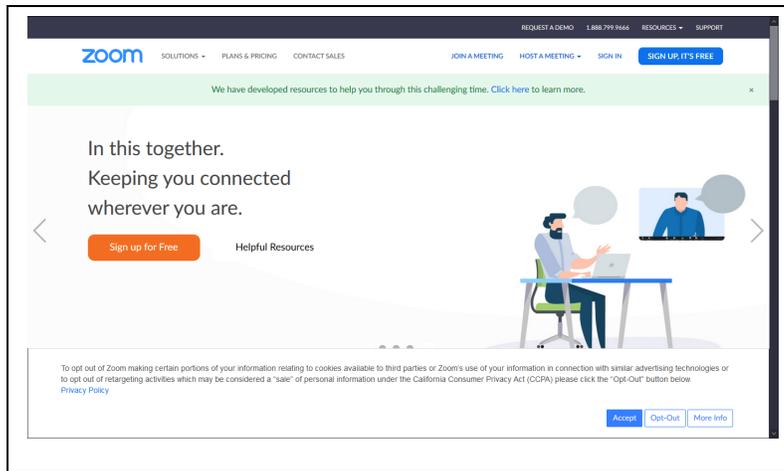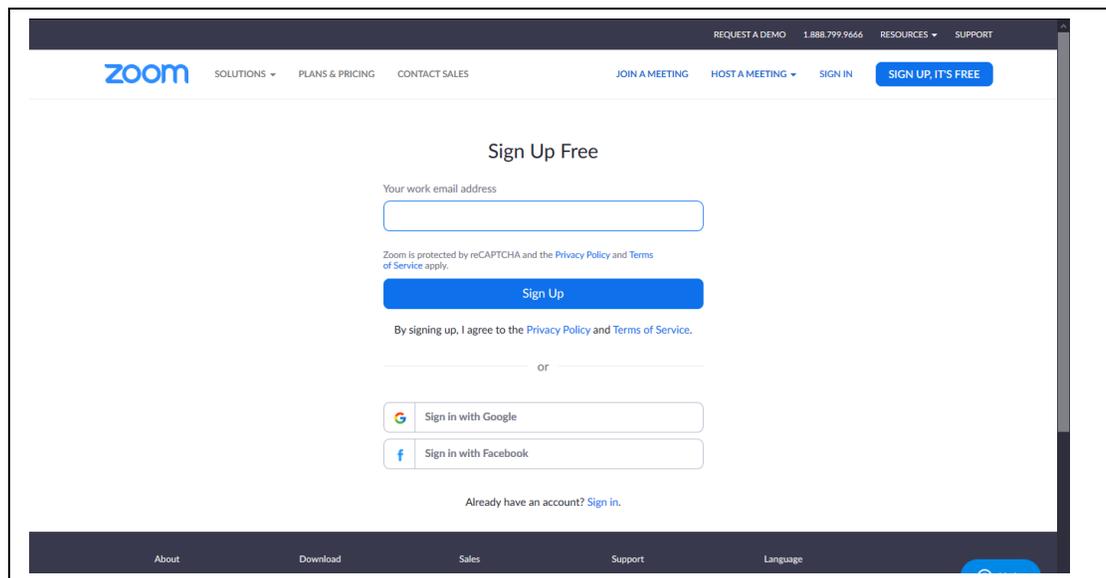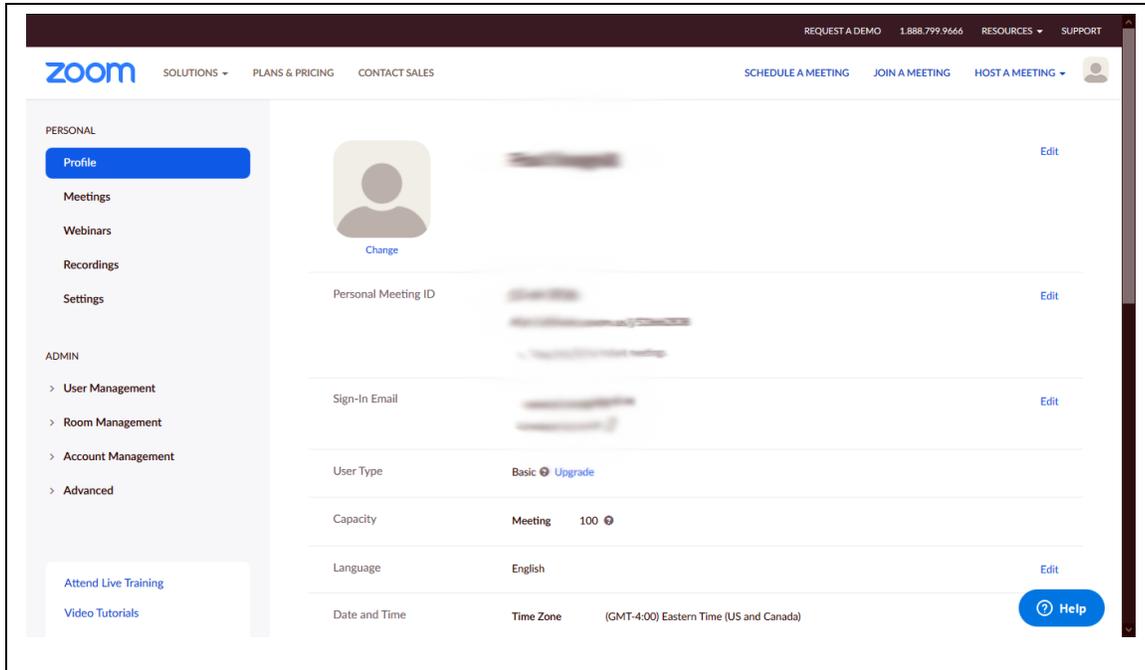

Upper Right: "Sign Up, It's Free"
        and the page will look like this:

Where it asks for your "Work email address", use your favorite *personal* email address.

After creating your account and logging in, you will be issued an exclusive Personal Meeting ID and relevant information; it will look like this:
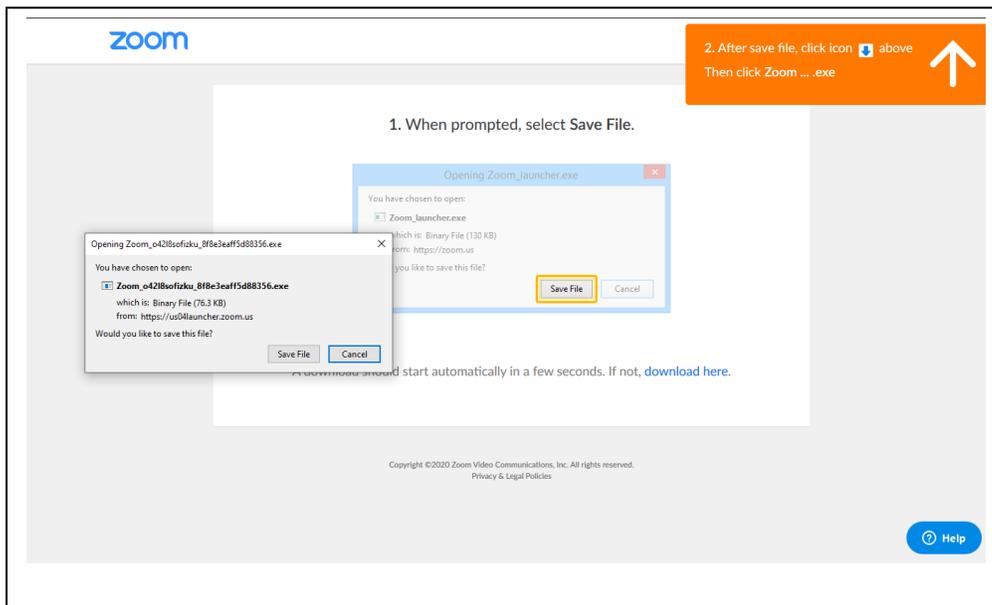

To Host a Meeting:

  Click "Host a Meeting" in the upper right. You'll have two options:

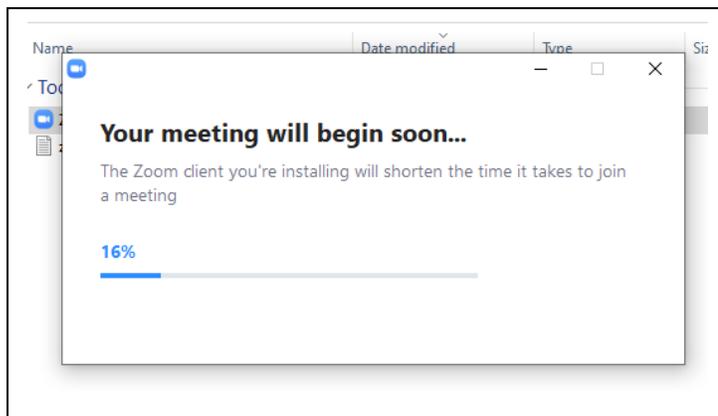   With Video Off (for this exercise select this)

    With Video On

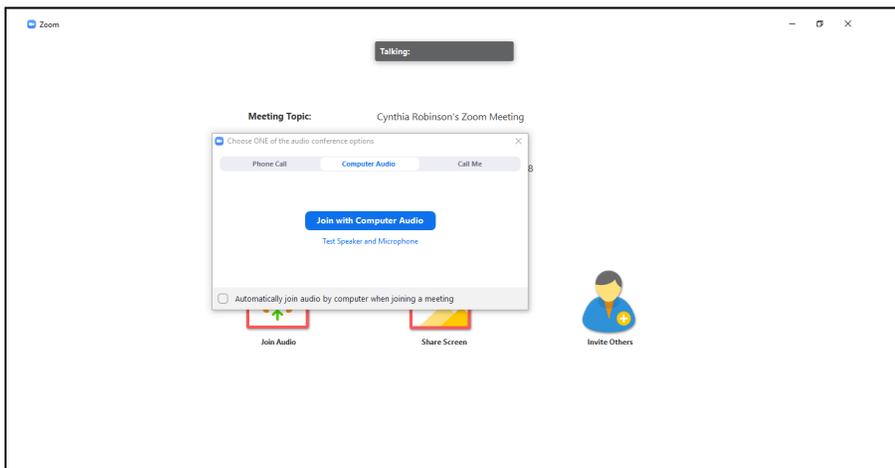It commences with installing the software; the page will look like this:

Pay attention to the directions in your particular browser here. In Windows, this is what it looks like.
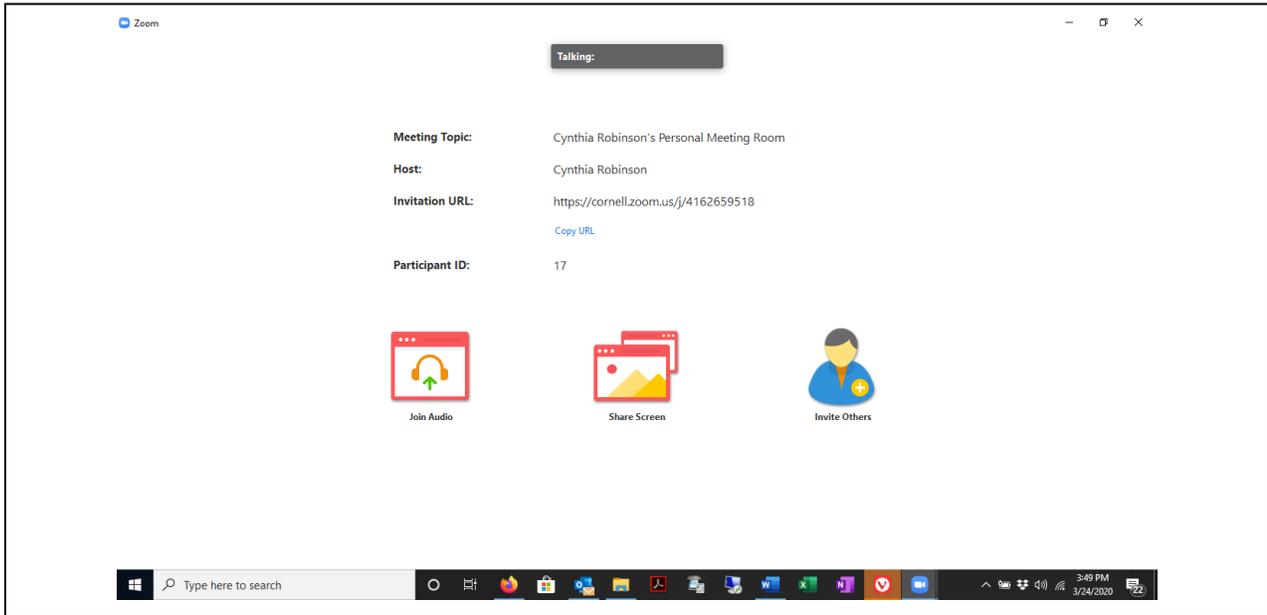
When Zoom software is installing, this window will pop up:

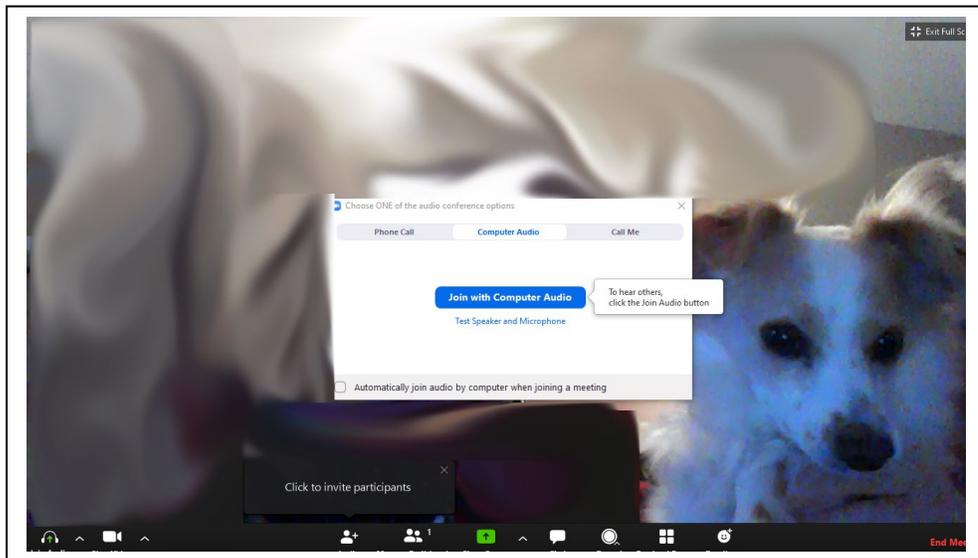If you launched a "Video Off" meeting, the page will look like this

It suggests you test the speaker/microphone. I needed earbuds, so it is important to do this test. Turn up your speakers, adjust as necessary; use earbuds if you need them. When finished, click yes. The page will then look like this:

To the right you have "Invite Others" option (you can also use the "Invite" Feature at the bottom. You'll also see other options there, as well – there's a chat window that launches, for an interactive meeting.

When you're done with the meeting, click X in upper right to either leave the meeting or end the meeting; you can do the same in the lower right, as well.

If you launched the "Video On" feature, the window would look a little more like this:

The same options are available here: to the right you have "Invite Others" option (you can also use the "Invite" Feature at the bottom. You'll also see other options there, as well – there's a chat window that launches, for an interactive meeting.

When you're done with the meeting, click X in upper right to either leave the meeting or end the meeting; you can do the same in the lower right, as well.