

# How people outside the department can join a Zoom meeting

Zoom is a cloud-based video communications service, which makes online communication and collaboration easy.

To ensure a safe online environment for everyone, certain features must be used in a Department of Education Zoom environment. One of these features is that Department of Education teachers and principals must only meet with authenticated users of Zoom.

For parents and community members who are joining a Department of Education school meetings, you will need to create a free Zoom account.

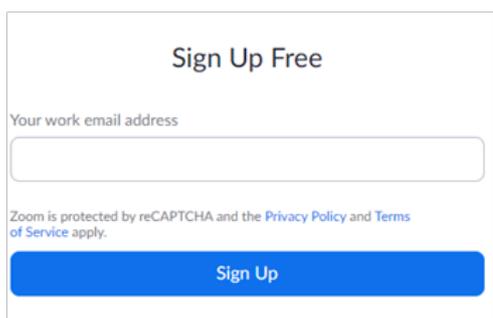
1. On your computer.

Go to <https://www.zoom.us>

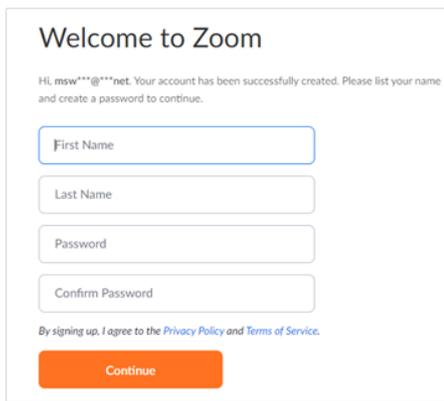
Click on the Sign up button.



2. You will be asked to provide your date of birth, then your email address.

A screenshot of the Zoom 'Sign Up Free' form. The title 'Sign Up Free' is centered at the top. Below it is a text input field labeled 'Your work email address'. Underneath the field is a small line of text: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' At the bottom of the form is a large blue button labeled 'Sign Up'.

3. You will be sent an email to the address provided to confirm that you want to create an account. Follow on the link in your email to activate.
4. You will be asked to set up your account details. Fill out your details, as appropriate.



**Welcome to Zoom**

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

First Name

Last Name

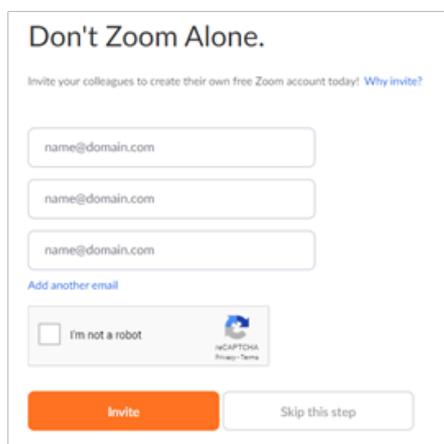
Password

Confirm Password

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

**Continue**

- You will be prompted to invite others – this is optional, and certainly not necessary to join in meetings with a Department of Education school. Click I am not a robot, then skip this step to move on.



**Don't Zoom Alone.**

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

name@domain.com

name@domain.com

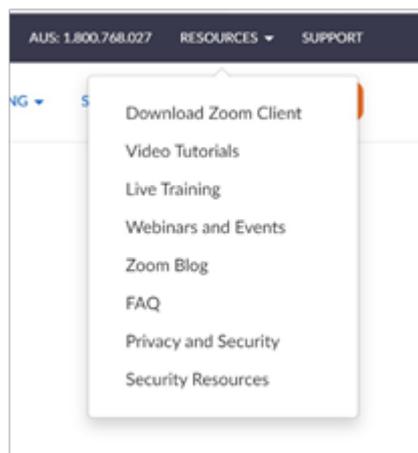
name@domain.com

[Add another email](#)

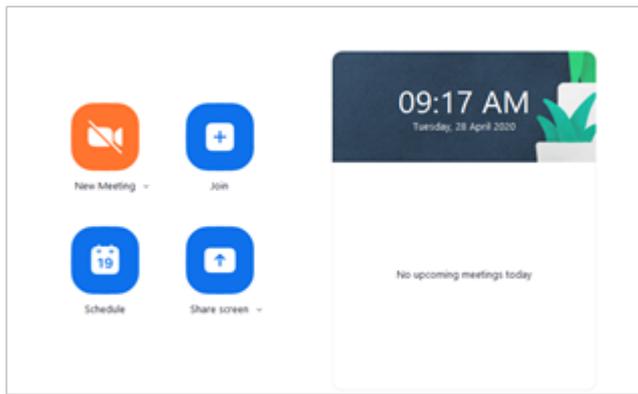
I'm not a robot 

**Invite**

- Now you can go to your account and download the app.



- From the app, you can join a meeting.



8. Click on the link provided in the weekly unit of work. This link will work directly if all the previous steps have been completed.