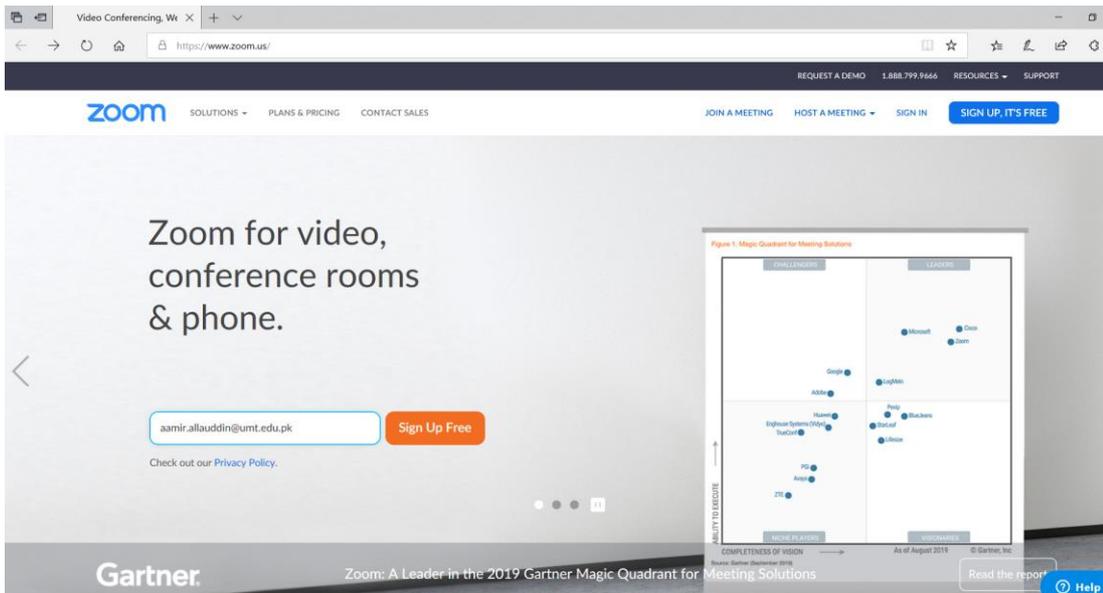


## How to – Install and Login and Use ZOOM.

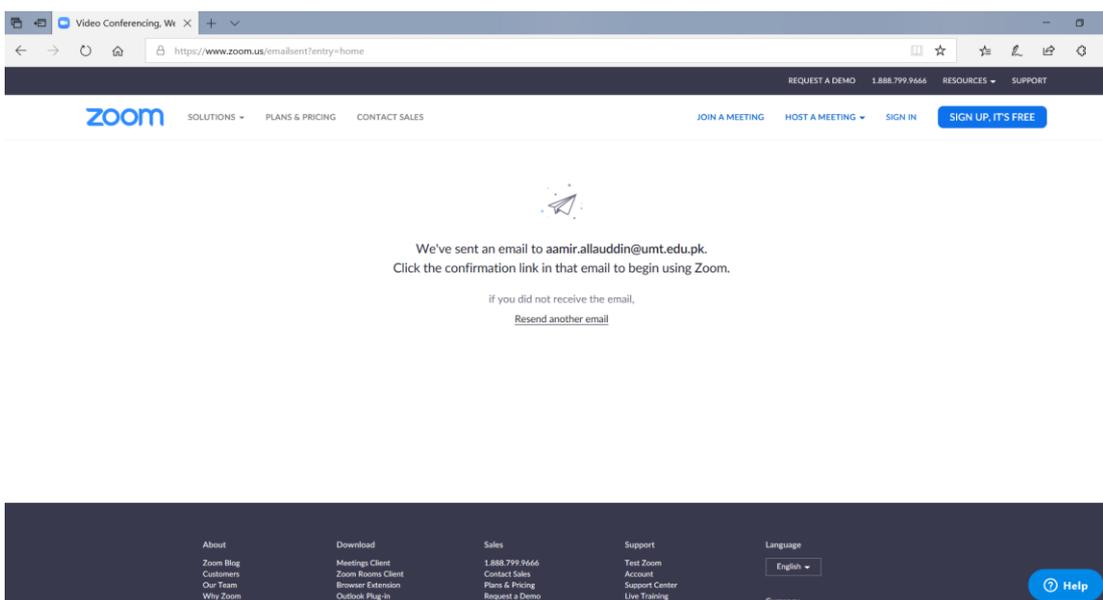
1. You can access ZOOM on following URL

[www.zoom.us](https://www.zoom.us)

2. Click on the button on the upper right corner saying “SIGN UP, IT’S FREE”. Or Center of the Page



3. It will ask your email address. Provide your university email address e.g. [aamir.allauddin@umt.edu.pk](mailto:aamir.allauddin@umt.edu.pk), and click on SIGNUP button
4. It will send a conformation Email to your mail box.



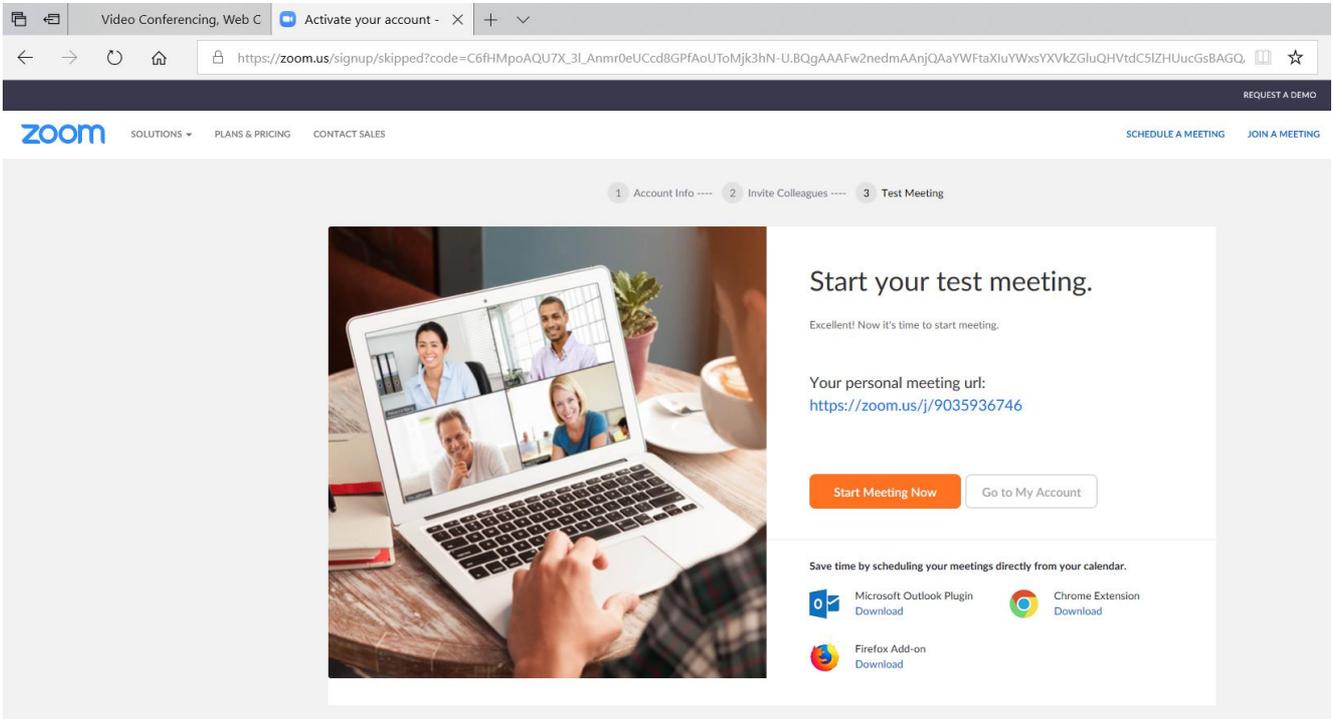
5. Open mail box and locate the Email. Click on “Activate Account”.

The screenshot shows an email client interface. At the top, there's a blue header with the text "Please activate your Zoom account - Message (HTML)". Below this is a toolbar with various icons for actions like Ignore, Delete, Archive, Reply, Forward, Meeting, Move to, Team Email, Create New, Move, Actions, Mark Unread, Follow Up, Translate, Find, Related, Select, Read Aloud, and Zoom. The email content starts with a circular profile picture of Zoom and the text "Zoom <no-reply@zoom.us> Please activate your Zoom account". Below this, it says "To: aamir.allauddin@umt.edu.pk" and "Sun 3/15/2020 12:14 AM". The main body of the email features the Zoom logo, a "Sign In" link, and a greeting "Hello aamir.allauddin@umt.edu.pk, Welcome to Zoom!". It then instructs the user to click a button to verify their email address, with a prominent blue "Activate Account" button. Below the button, it provides a long URL to paste into a browser. At the bottom, it says "Questions? Please visit our Support Center."

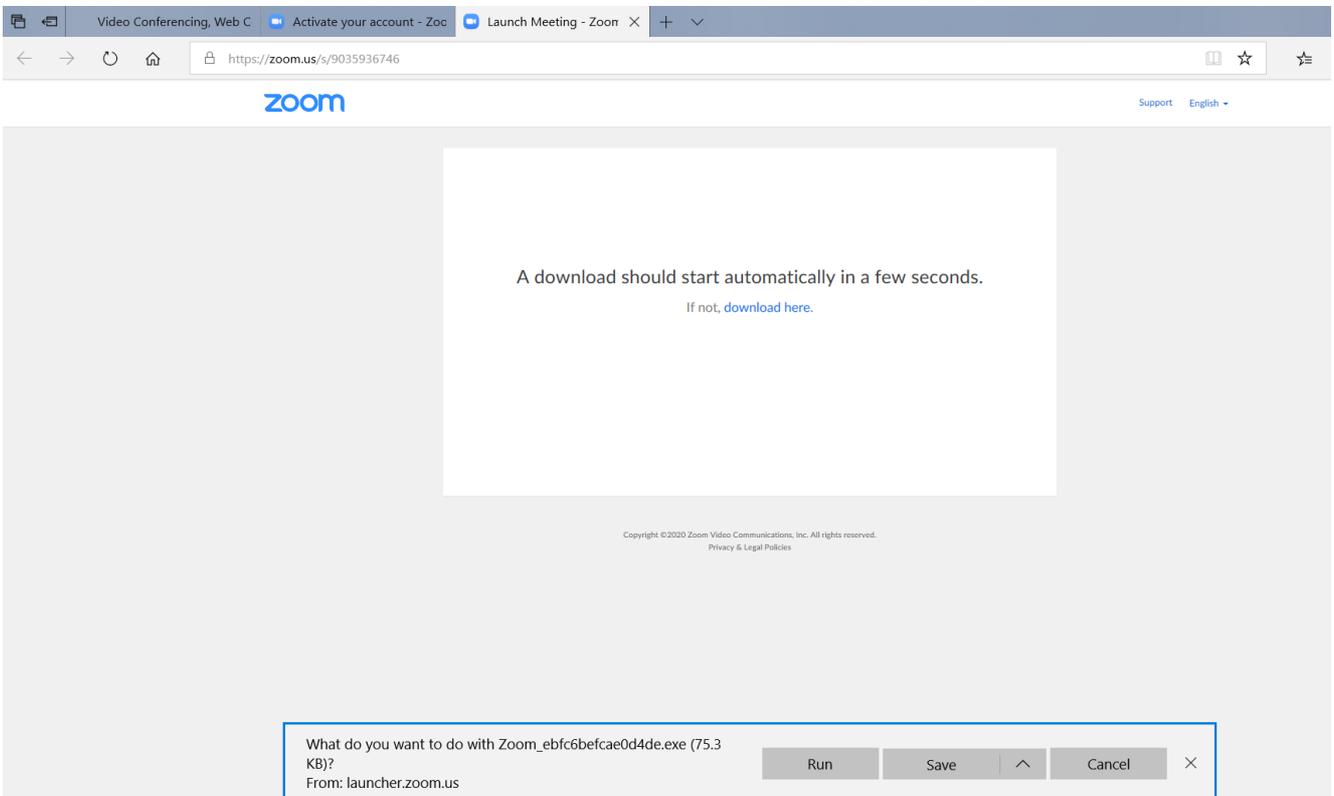
6. On Next Window Provide your personal information. And Continue

The screenshot shows a web browser window with the URL "https://zoom.us/activate?code=C6fHMpoAQU7X\_3l\_Anmr0eUCcd8GPFaOToMjk3hN-U.BQgAAAFw2nedmAAAnjQAaYWFtaXluYWxsYXVvZGluQHVtdC5lZHUucGsBAGQAABZaa". The page has a dark blue header with the Zoom logo and navigation links like "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "JOIN A MEETING", "HOST A MEETING", "SIGN IN", and "SIGN UP, IT'S FREE". Below the header, there are three steps: "1 Account Info", "2 Invite Colleagues", and "3 Test Meeting". The main content area features a large image of a woman on a tablet screen. To the right of the image, there's a "Welcome to Zoom" section with a message: "Hi, aamir.allauddin@umt.edu.pk. Your account has been successfully created. Please list your name and create a password to continue." Below this message are three input fields: one for the first name "Aamir", one for the last name "Allaud Din", and one for a password represented by dots. A "Password must:" section lists requirements: "Have at least 8 characters", "Have at least 1 letter (a, b, c...)", "Have at least 1 number (1, 2, 3...)", and "Include both Upper case and Lower case characters". A "Password must NOT:" section lists restrictions: "Contain only one character (11111111 or aaaaaaaa)" and "Contain only consecutive characters (12345678 or abcdefgh)". At the bottom, there's a "By signing up, I agree to the Privacy Policy and Terms of Service." and a large orange "Continue" button.

7. Skip the Next Step.
8. Click on “Start Meeting now”. It will download and application (This Step will be required for the first time only)

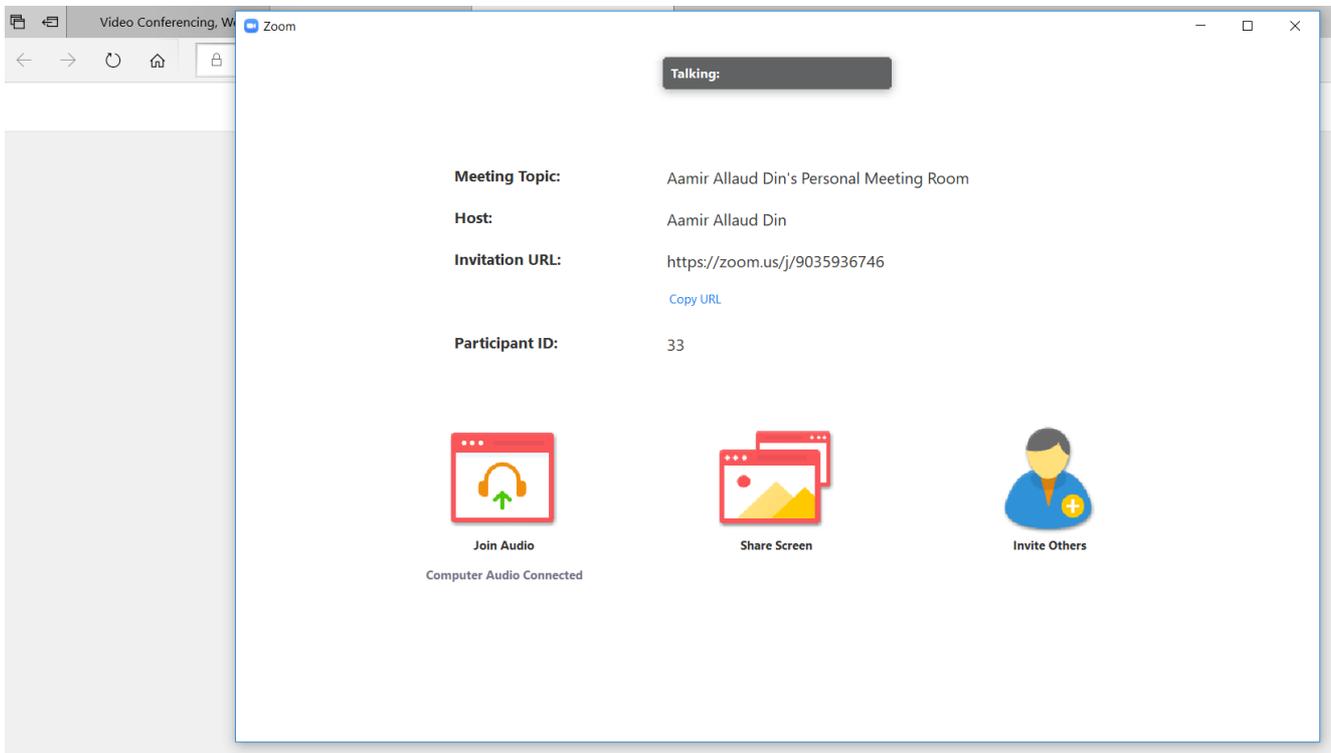


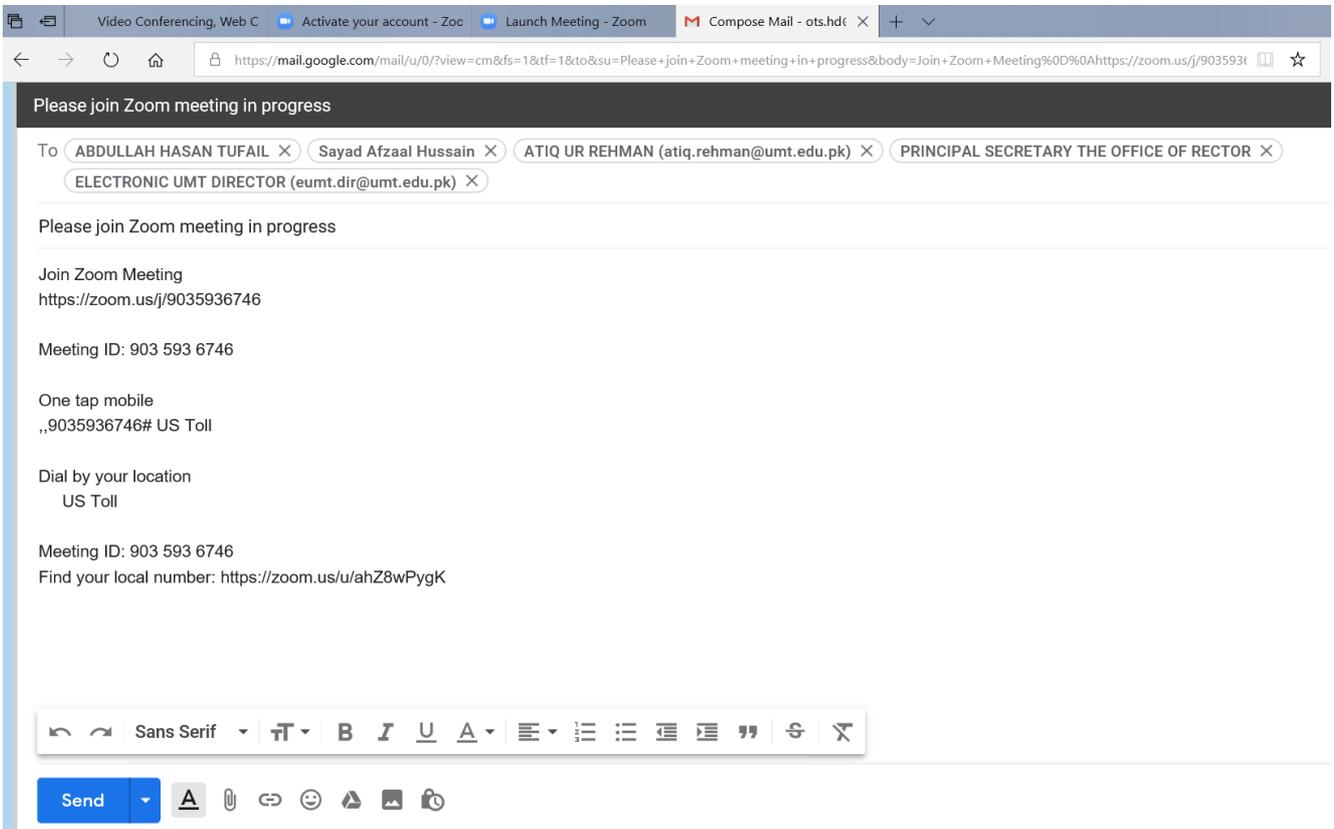
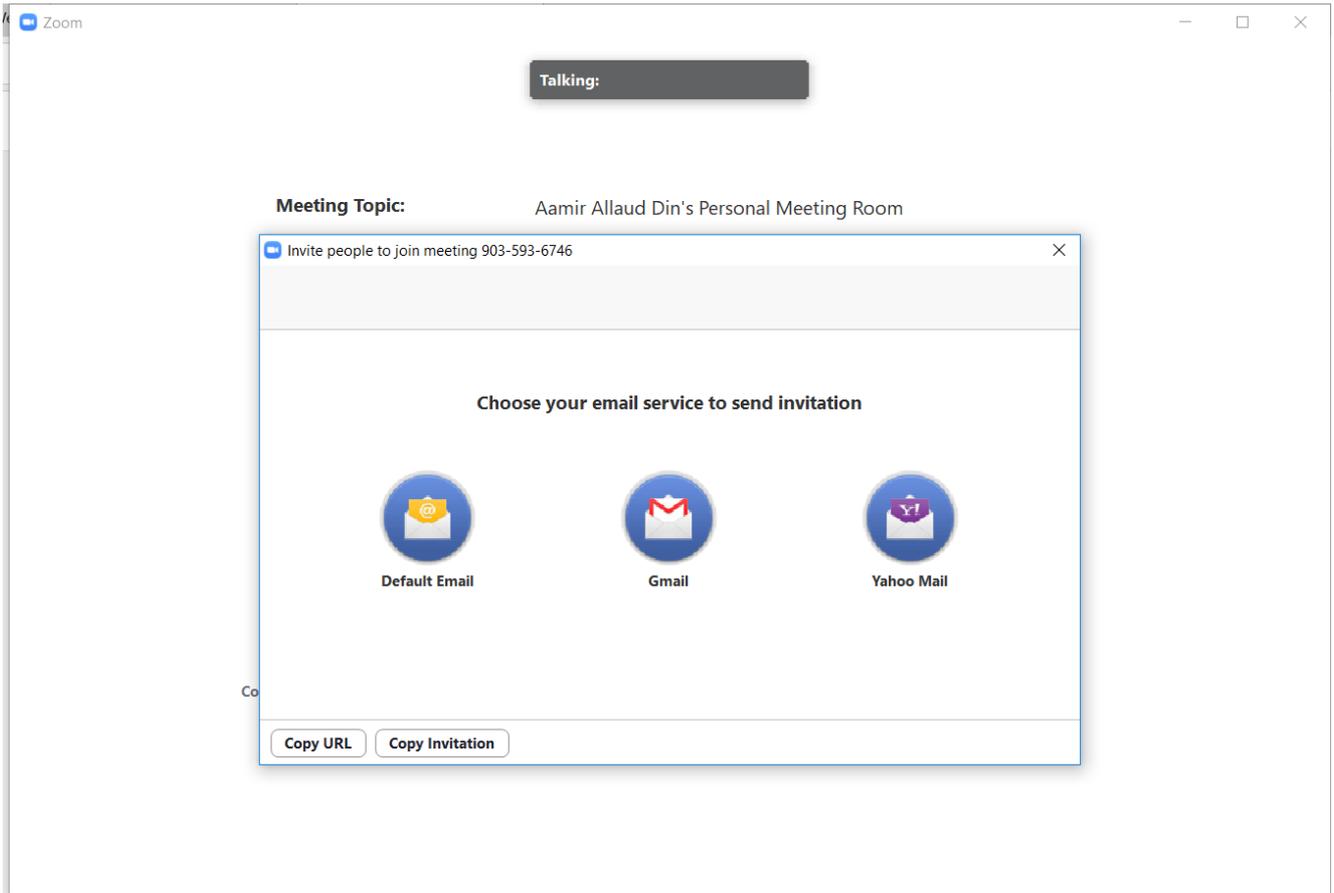
9. Save File, When download complete, double click the icon to install the application.



10. After the installation the application will load.
11. Click on “Join with computer Audio”.
12. Click on Invite to send invitation.

**Note( If only one person is invited in meeting then this session can go on for unlimited time, But if more than one person is invited the total time for this session will be a maximum of 40 min.)**





13. Your Session has started.

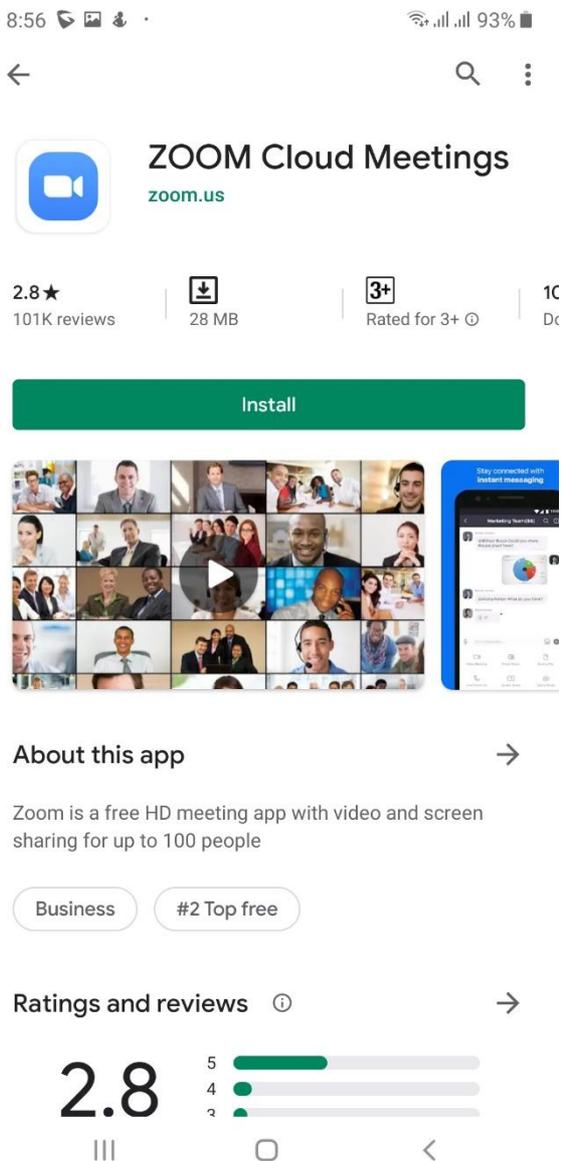
14. You can also record this Session.

**Note: For recording and other features please ref. to the video along with this document**

[https://www.youtube.com/watch?v=yGC\\_KtEF5uY](https://www.youtube.com/watch?v=yGC_KtEF5uY)

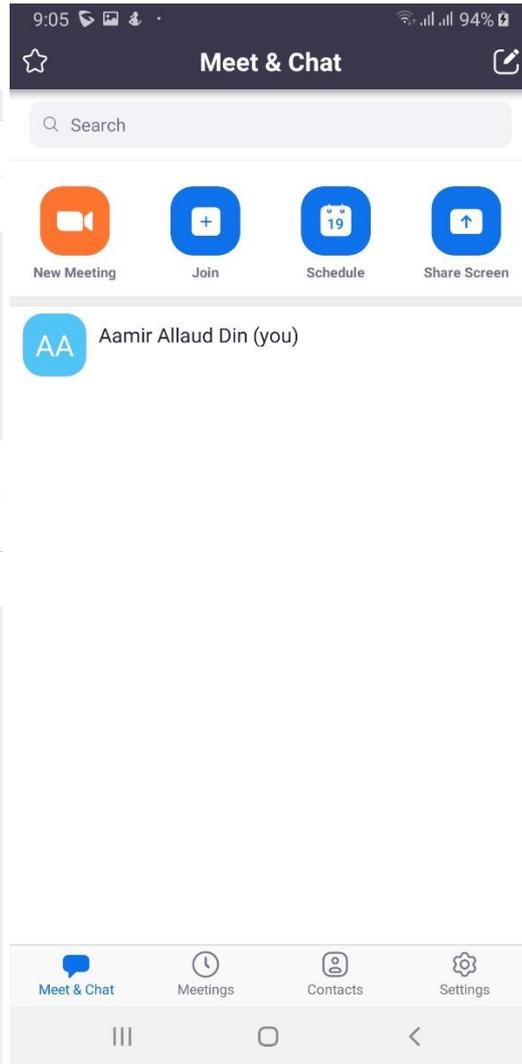
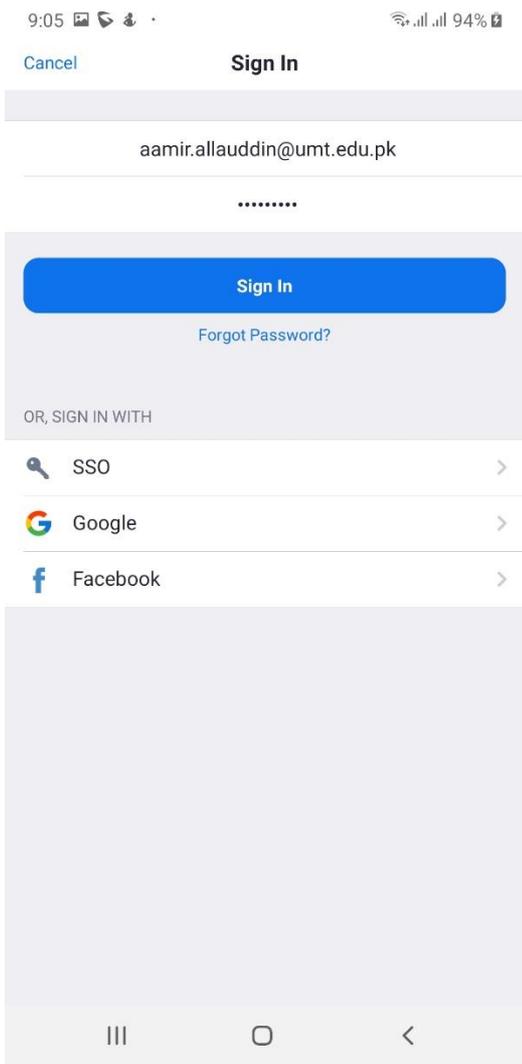
ZOOM Mobile App Available both for IOS and Android Phones.

1. For Android Phone Please see the Configurations Below:



2. Use your already created Login (If you created through Zoom Website) and if you are first time using Zoom Create your Login Using UMT Email address.





**S.T.A.I.R.S. office is always  
there to help you out!**

**Feel free to visit the office  
3S/32 Main Building**

**Call Us @ 0307 444 6362  
Email Us @ [stairs@umt.edu.pk](mailto:stairs@umt.edu.pk)**

## Office of Technology Support

<b>Main Building Helpdesk:</b>	<b>3421, 3600</b>
<b>STD Building:</b>	<b>3888</b>
<b>SEN/LRC</b>	<b>3500</b>
<b>NOC Support</b>	<b>3334/3640</b>
<b>LMS Support</b>	<b>3334 (Abdullah Hassan)</b>
<b>EMAIL For Support</b>	<b><u><a href="mailto:ots.support@umt.edu.pk">ots.support@umt.edu.pk</a></u></b>