Zoom Account Instructions

For attendees <u>WITH</u> a Zoom Account:

Each attendee will be required to make sure the first name, last name and email address on their current account matches the information submitted on their CYY online registration. To check this information, complete the following steps:

- Sign into your Zoom Account - https://zoom.us/
- Click the blue "Profile" button on the left side of the page.
- In the top box, review the name and email address listed on your account. If BOTH the name and email address match the name and email address on your CYY registration. No changes will need to be made.
- If either your name and/or email address do not match your CYY registration, click the "Edit" button on the right side of the page near this area and edit this information to match.
- Click the blue "Save Changes" button at the bottom of the section.

For attendees <u>WITHOUT</u> a Zoom Account:

Each attendee will be required to set up a complimentary Zoom Account.

- Go to https://zoom.us/
- Click the orange "Sign Up, It's Free" button in the top right corner of the screen.
- Type in your birthdate and click Continue.
- Type in the email address submitted on your CYY registration (check your confirmation to verify) and click "Sign Up."
- Zoom will send an email to activate your account.
- Go to your email account, locate the email, and click "Activate Account".
- Type in your first name and last name as submitted on your CYY registration and create a password (please make note of the password, as it will be needed to log into the conference) and click "Continue."
- Zoom will ask if you want to invite other colleagues – click "Skip this step".
- Your Zoom account is ready.