

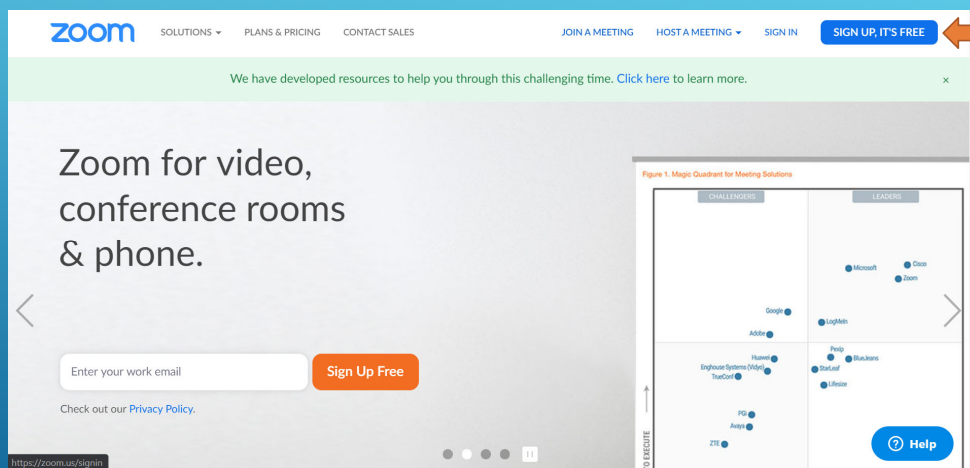
BEING THE CHURCH ONLINE

Setting up a Zoom Account



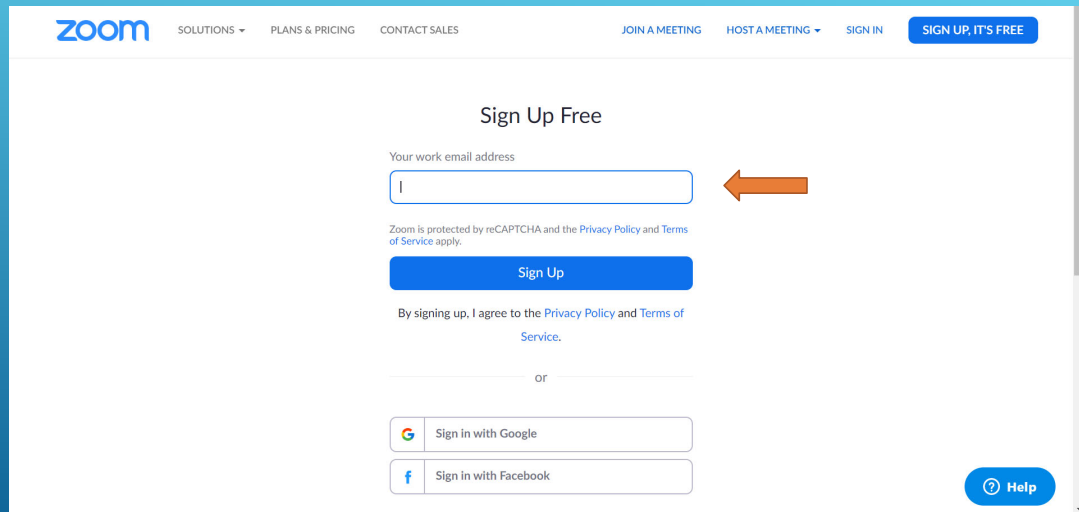
1

Go to www.zoom.us



2

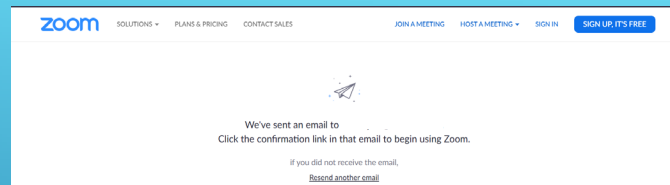
Enter the email address for this account. This email will be used to log into the account. If you do not have a church email you might want to think about setting up a Gmail account.



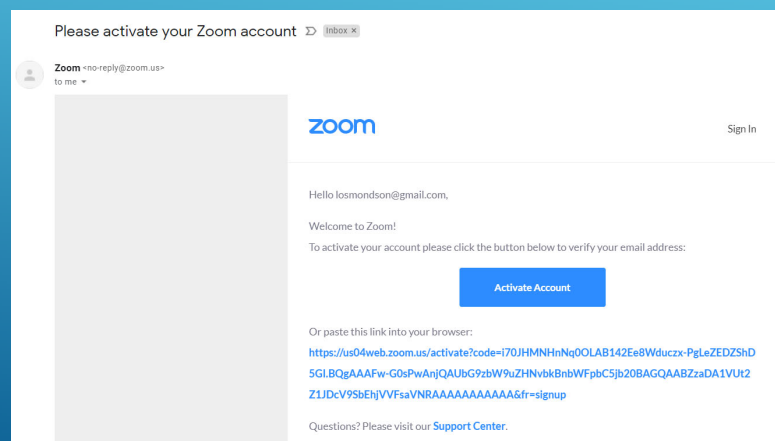
The image shows the Zoom 'Sign Up Free' page. At the top, there's a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a blue button labeled 'SIGN UP, IT'S FREE'. The main heading is 'Sign Up Free'. Below it, there's a section for 'Your work email address' with a text input field. An orange arrow points to this field. Below the input field, there's a small note: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' followed by a blue 'Sign Up' button. Below the button, it says 'By signing up, I agree to the Privacy Policy and Terms of Service.' with a link to the terms. There's an 'or' separator, followed by two buttons: 'Sign in with Google' and 'Sign in with Facebook'. A 'Help' button is in the bottom right corner.

3

Zoom will send an email to verify the account.



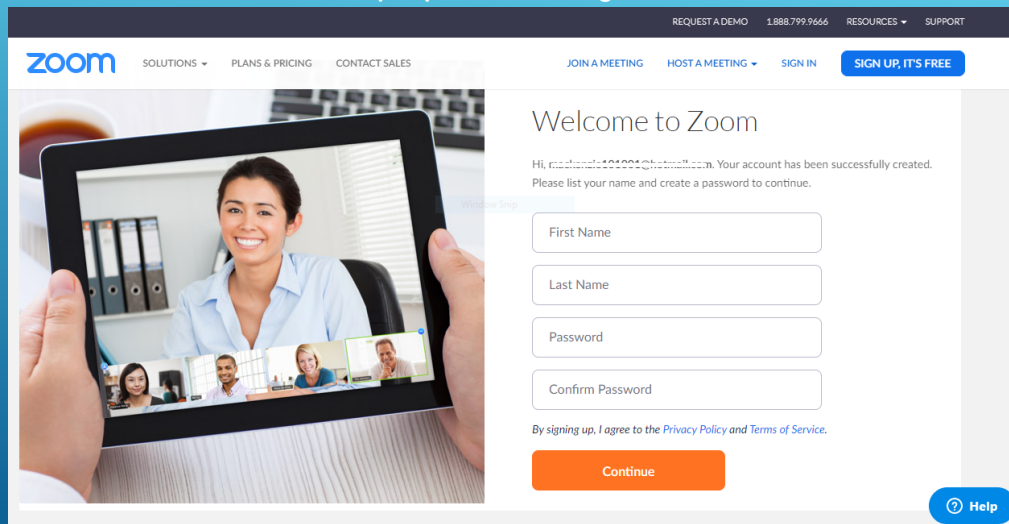
Go to your email and click the blue Activate Account button



4

Enter the First Name, Last Name and create the password for the account. Then click continue.

We recommend that two people have the log information for the account.



REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

SOLUTIONS PLANS & PRICING CONTACT SALES

JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

Welcome to Zoom

Hi, randall.t@zoom.com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

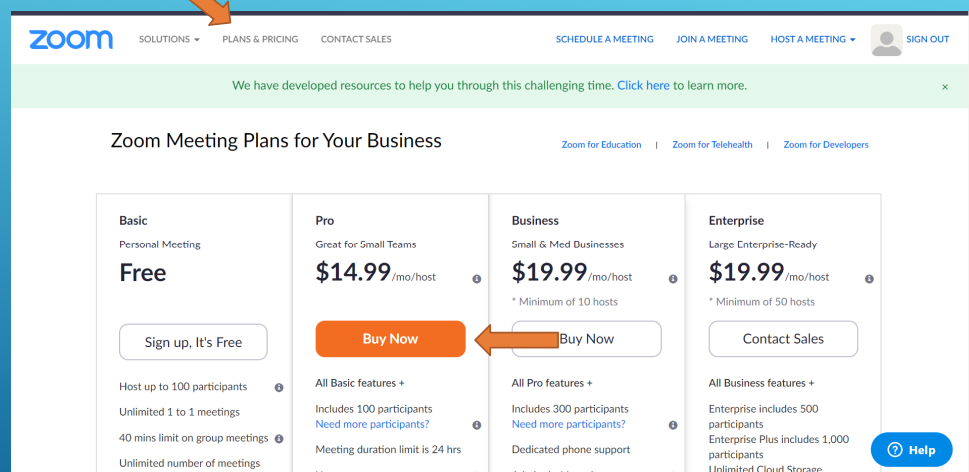
By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

Help

5

Click Plans & Pricing
Select the Buy Now button under the Pro Plan



SOLUTIONS PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

We have developed resources to help you through this challenging time. [Click here to learn more.](#)

Zoom Meeting Plans for Your Business

[Zoom for Education](#) | [Zoom for Telehealth](#) | [Zoom for Developers](#)

Basic	Pro	Business	Enterprise
Personal Meeting	Great for Small Teams	Small & Med Businesses	Large Enterprise-Ready
Free	\$14.99 /mo/host	\$19.99 /mo/host	\$19.99 /mo/host
	* Minimum of 10 hosts	* Minimum of 50 hosts	
Sign up, It's Free	Buy Now	Buy Now	Contact Sales
Host up to 100 participants	All Basic features +	All Pro features +	All Business features +
Unlimited 1 to 1 meetings	Includes 100 participants	Includes 300 participants	Enterprise includes 500 participants
40 mins limit on group meetings	Need more participants?	Need more participants?	Enterprise Plus includes 1,000 participants
Unlimited number of meetings	Meeting duration limit is 24 hrs	Dedicated phone support	Unlimited Cloud Storage
	User management	Admin dashboard	

Help

6

Select the Monthly Plan for \$14.99 or if you want to purchase and pay for the annual plan you can. The synod will reimburse up to \$30 for two months.

The screenshot shows the Zoom pricing page. At the top, there are navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and a user profile icon with a SIGN OUT button. Below the navigation, there are two steps: 1. Select a plan and 2. Payment. Under '1. Select a plan', there is a 'Pro' dropdown menu, a quantity selector set to '1 host', and a currency dropdown set to 'US Dollars \$'. Two plan options are shown: 'Monthly' for \$14.99/mo/host (Billed monthly) and 'Annual' for \$12.49/mo/host (Billed annually). A green badge indicates a 'Save \$30' discount. Below the plans is an 'Available Add-ons' section with a 'Webinar' add-on. To the right, the 'Order Summary' shows the total for the Pro plan at \$14.99/monthly, today's charge at \$14.99 before taxes, and the recurring monthly charge at \$14.99 before taxes. A 'Help' button is in the bottom right corner.

7

Select Continue

The screenshot shows the Zoom checkout page. At the top, there are navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and a user profile icon with a SIGN OUT button. Below the navigation, there is a list of add-ons: Zoom Rooms, Zoom Phone, H.323/SIP Room Connector, Large Meeting, Audio Conferencing Options, and Cloud Recording. To the right, there is a payment section with a 'PayPal' logo and a 'Share Cart' button. Below the payment section, there is a 'Coupon Code' field and an 'Apply' button. At the bottom, there is a 'Need help? Call us at 1.888.799.9666' section. A 'Continue' button is highlighted with an orange arrow pointing to it. A 'Help' button is in the bottom right corner.

8

Complete the billing information and click upgrade now on the bottom

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

1. Select a plan 2. Payment

Billing Contact

Lenae Osmondson

osmondson@vasynod.org

Company/Organization Name Select total employee count

Address

Apt./Suite

City Virginia

Zip/Postal United States of America

Order Summary

Pro \$14.99 monthly
1 host \$14.99/mo/host

Today's Charge \$14.99 before taxes

Recurring monthly charge \$14.99 before taxes
Start next month

Charges auto-renew (unless cancelled before next renewal date)

PayPal

All amounts shown in U.S. dollars

Coupon Code Apply

Need help? Call us at 1.888.799.9666

Help

9

Reimbursement for a two month Pro Zoom account

To help support congregations, the Virginia Synod will reimburse congregations for a two month Zoom subscription for a Pro Account (\$30).
Go to www.vasynod.org/zoom for the [Reimbursement Request link](#)

Reimbursement Request

zoom Video Conferencing

Individual Name *

First Name Last Name

Email *

10