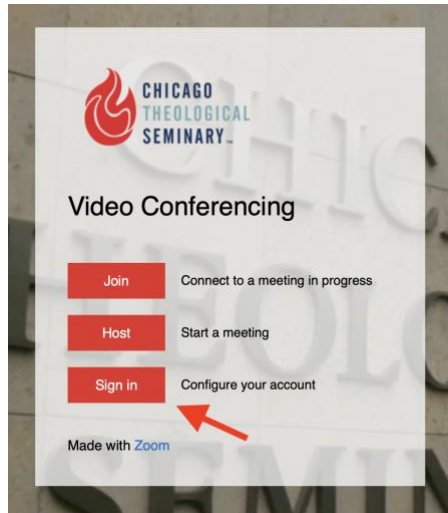


Create a Zoom CTS Basic Account

1. Open a [Browser](#), navigate to ctschicago-edu.zoom.us
2. Your browser will direct you to CTS's Zoom Sign-in page. Click [Sign in](#)



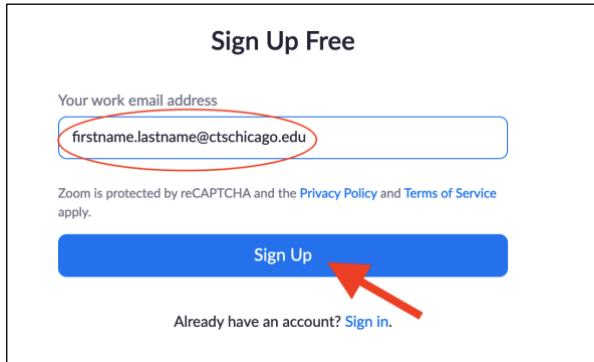
3. If you do not have a CTS Zoom account, Click [Sign Up Free](#)

4. Select the [Month](#), [Day](#), and [Year](#) of your date of birth and press [Continue](#)

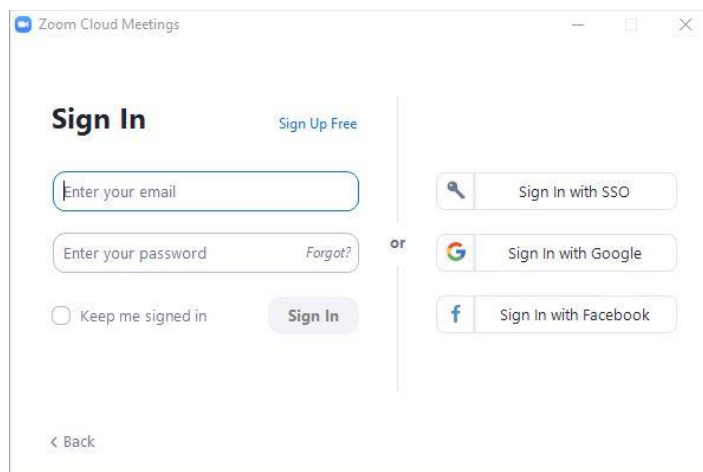
For verification, please confirm your date of birth.



- 5. Type in your [CTS email address](#) and press [Sign up](#)



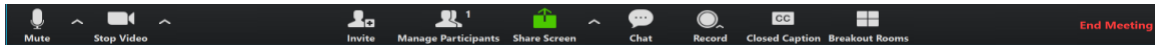
- 6. You may receive a prompt CAPTCHA window. Please confirm it. Then, you will receive a Zoom verification email, make sure you confirm it as well.
- 7. Once you sign in, the browser will prompt you to install the Zoom application. If not, follow the instructions onscreen to [download and run Zoom](#)
- 8. Run the Zoom Installer on your computer if it is not already installed. Once the installation is completed and the app is launched, [Enter your email](#): your-username@ctsichicago.edu, [Enter your password](#), and press [Sign in](#) to start the app



CTS-DOL

Zoom Instruction for Students

9. A dialog screen will launch, select [New Meeting](#)
10. Zoom will launch and turn on your camera
11. Click [Allow](#) your Microphone and Camera
12. The audio conference window will prompt up, click [Join With Computer Audio](#)
13. Zoom bar will show at the bottom of your screen to configure the program



Record a Zoom Video



1. As Zoom is open on your computer screen, select Record
2. Next, select [Record on this Computer](#) (Be advised that students' basic zoom account cannot be recorded on the Zoom cloud. Only online users with a licensed account may record on the cloud).
3. Next, to record a project for the course, click [Share Screen](#) and select the proper medium and app you want Zoom to capture the video from.
4. Once you are done recording press stop recording
5. As noted in item 2, Zoom will email you and let you know how to view and download the video on your computer.

