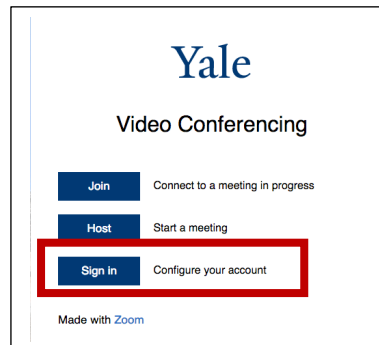


## Zoom Instructions: Set Up Your Account

Configure your account to HOST a meeting:

1. Go to [yale.zoom.us](https://yale.zoom.us)
2. Sign in to set up your account.  
(all Yale users have an account)
3. It will open a Yale CAS screen >  
use your Yale NetID and password.



4. **Open Profile** (left side)
5. It is *recommended* to make a **personal meeting ID** using your yale phone number. This number is always your Personal Meeting ID. This is good for instant meetings.
6. Go through the list on the left and check the options needed. It will ask about setting your default meeting preferences.

### Sign-in Options at Yale.zoom.us



- **Join** - Use this is for attending, not hosting.
- **Host** - Use this is for instant meetings. You can start a meeting and have others connect to you using your instant meeting ID. This is not for a scheduled meeting.
- **Sign In** - Use this to start a scheduled meeting. If you have sent a meeting invite you must use this option. You cannot send a unique scheduled meeting ID and then press HOST or you will have two meeting instances at the same time.