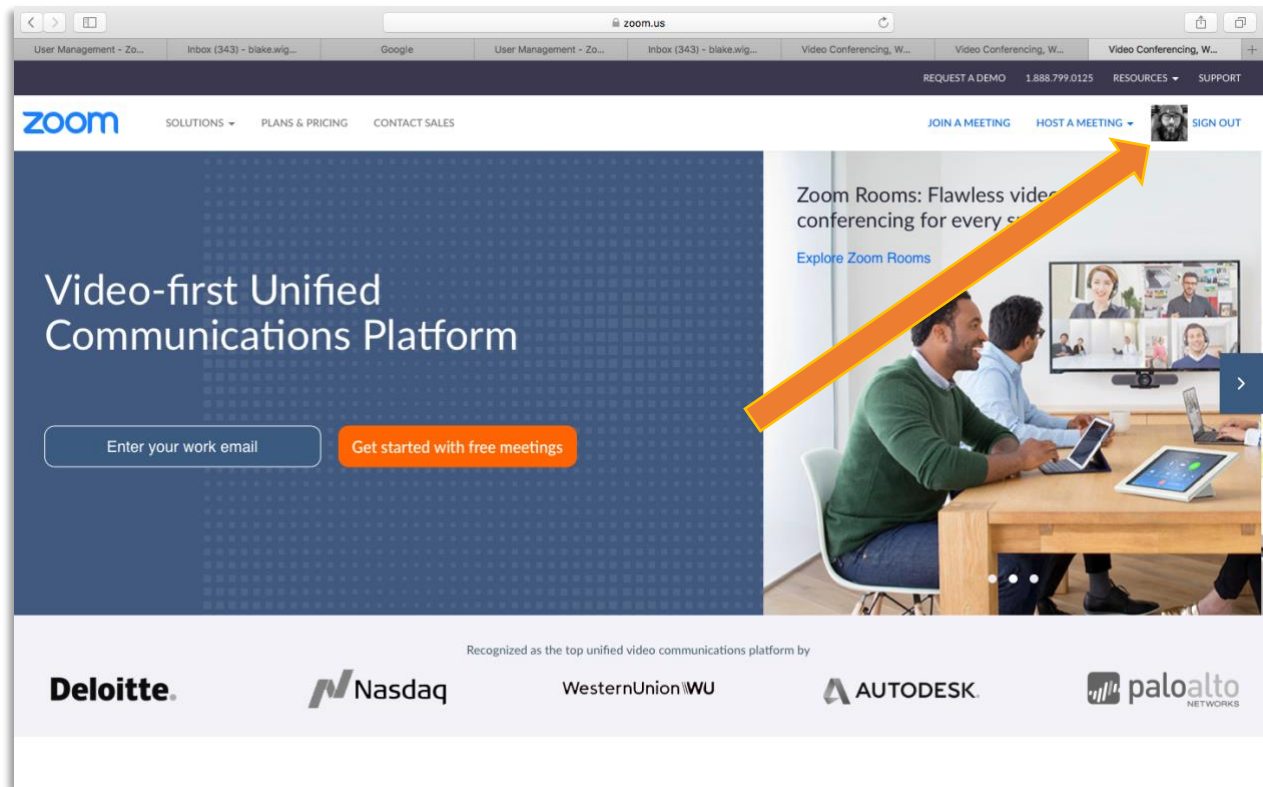
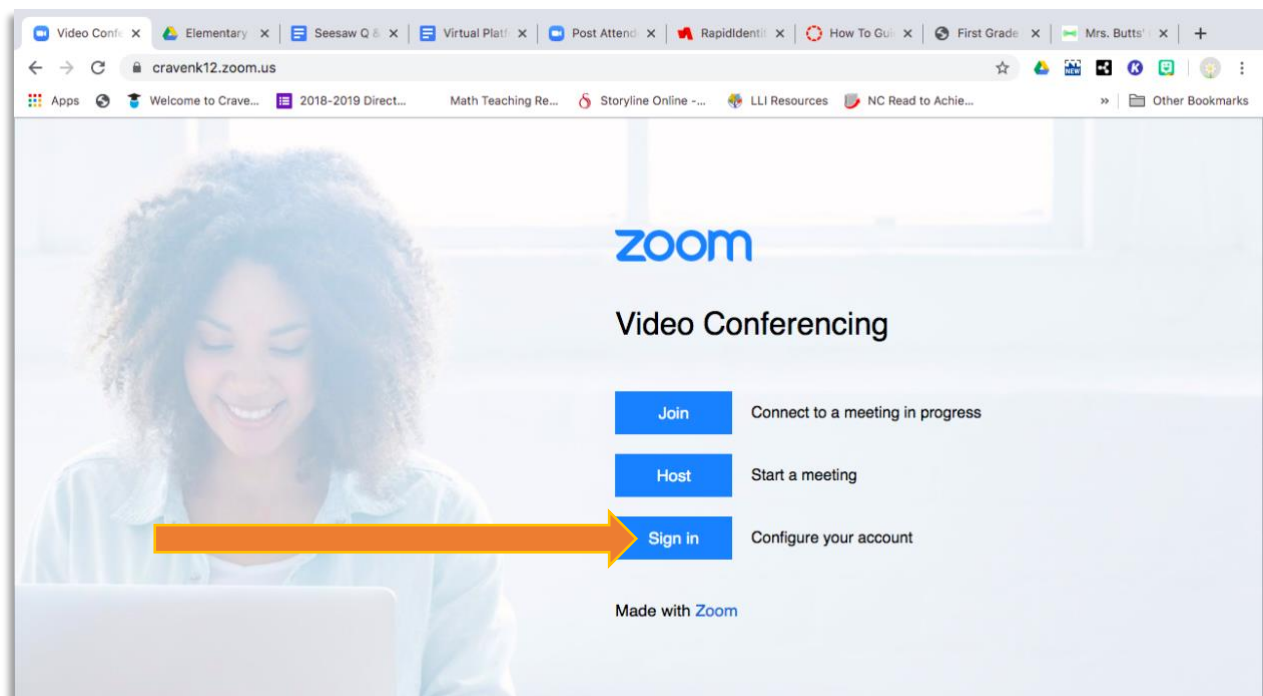


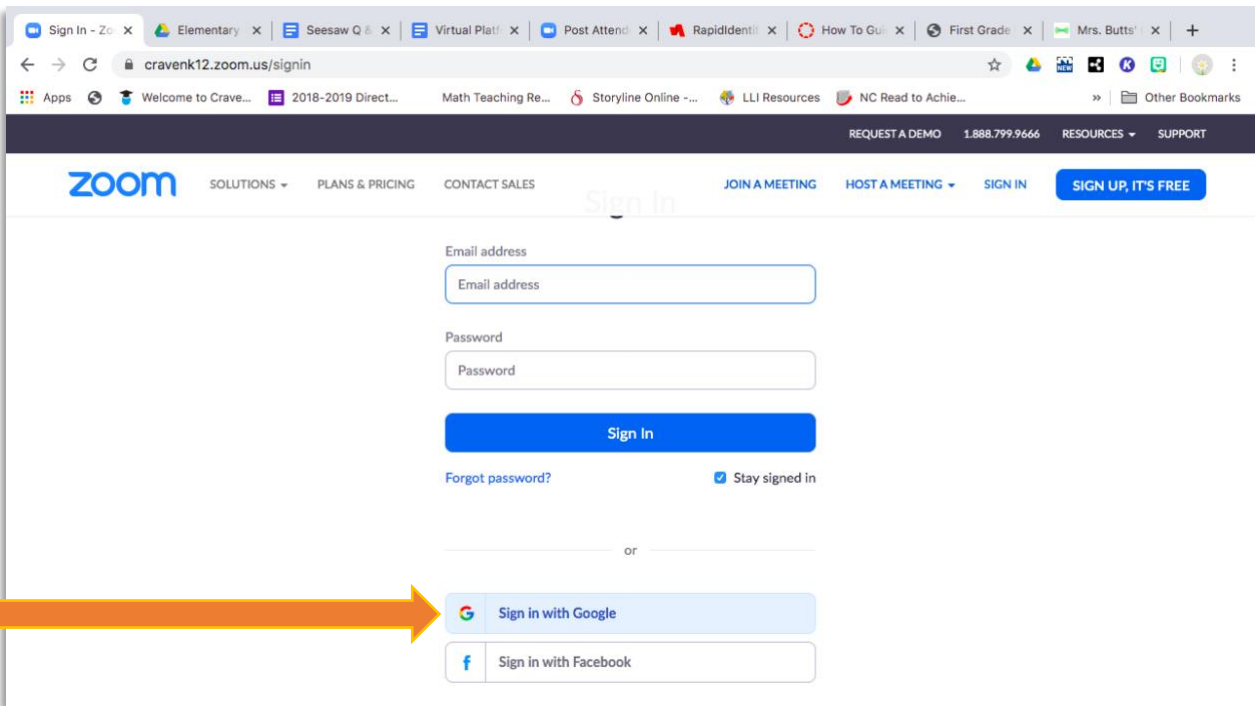
**Step 1: If signed into zoom, sign out. (If not, continue to step 2)**



**Step 2: Visit <https://cravenk12.zoom.us/> and select “Sign in”**

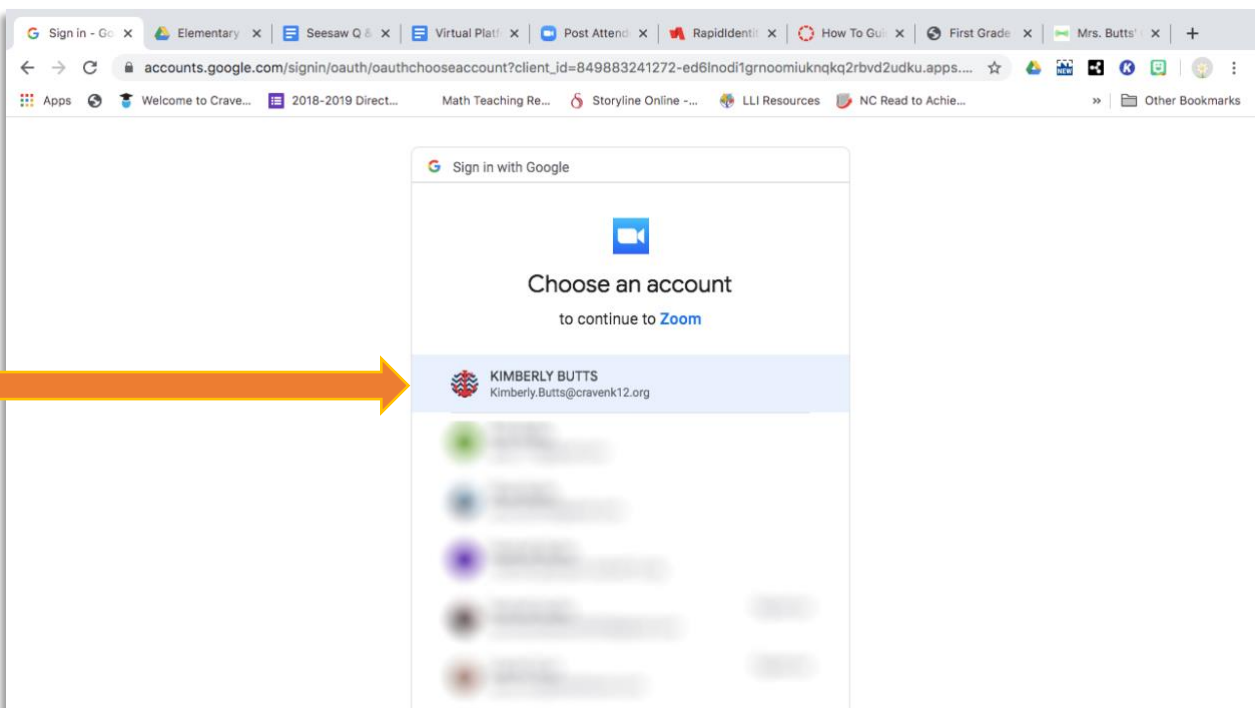


**Step 3: Select “Sign in with Google” (If you only have one Gmail account, it will likely jump to Step 6)**



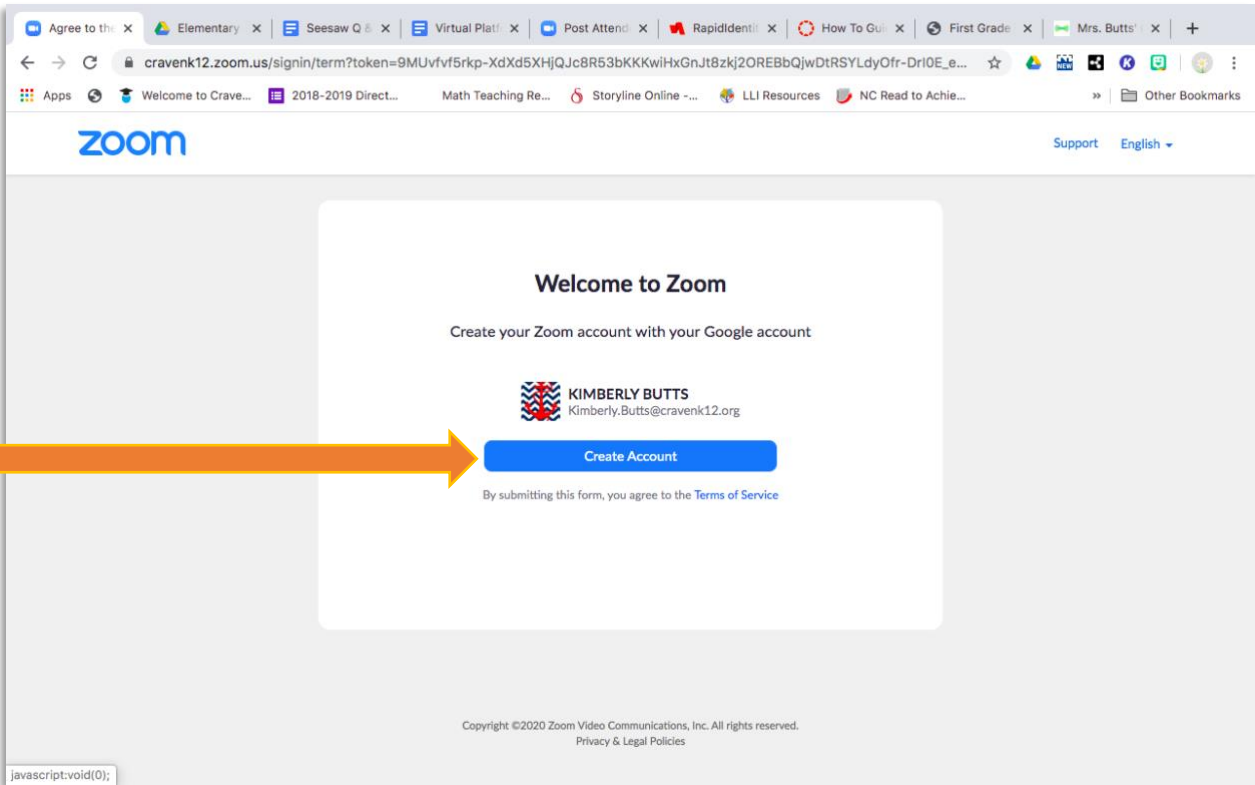
The screenshot shows the Zoom sign-in page in a web browser. The address bar displays 'cravenk12.zoom.us/signin'. The page features a 'Sign in' section with fields for 'Email address' and 'Password', a 'Sign in' button, and links for 'Forgot password?' and 'Stay signed in'. Below these, there are social login options: 'Sign in with Google' and 'Sign in with Facebook'. An orange arrow points to the 'Sign in with Google' button.

**Step 4: Select your work email**



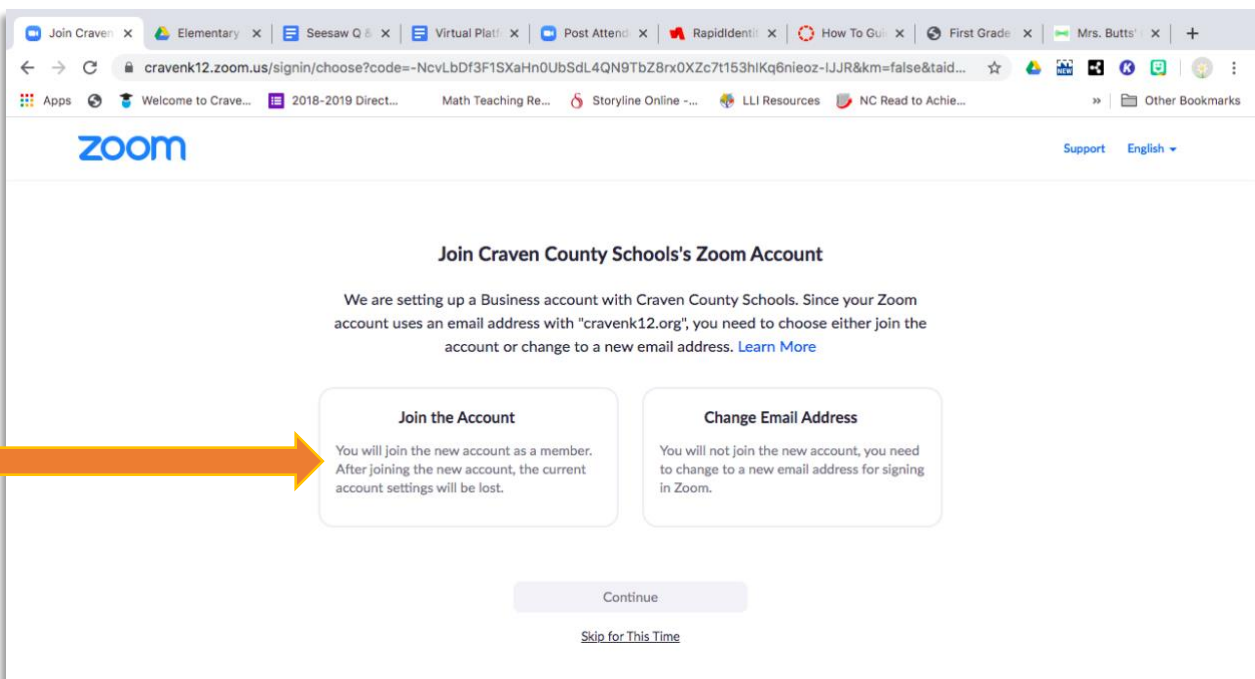
The screenshot shows the Google account selection screen. The title is 'Choose an account to continue to Zoom'. Below the title, there is a list of accounts. The first account is 'KIMBERLY BUTTS' with the email 'Kimberly.Butts@cravenk12.org'. An orange arrow points to this account.

## Step 5: Select "Create Account"



The screenshot shows a web browser window with the Zoom login page. The address bar shows the URL: `cravenk12.zoom.us/signin/term?token=9MUvf5r5kp-XdXd5XHjQJc8R53bKKKwiHxGnJt8zkj2OREBbQjwDtrSYLdyOfr-Dri0E_e...`. The page has a Zoom logo at the top left and 'Support' and 'English' links at the top right. The main content area is a white box with the heading 'Welcome to Zoom' and the text 'Create your Zoom account with your Google account'. Below this is a Google account card for 'KIMBERLY BUTTS' with the email 'Kimberly.Butts@cravenk12.org'. A large orange arrow points from the left to a blue 'Create Account' button. Below the button, it says 'By submitting this form, you agree to the [Terms of Service](#)'. At the bottom of the page, there is a copyright notice: 'Copyright ©2020 Zoom Video Communications, Inc. All rights reserved. Privacy & Legal Policies'.

## Step 6: Select "Join the Account"



The screenshot shows the Zoom 'Join Craven County Schools's Zoom Account' page. The address bar shows the URL: `cravenk12.zoom.us/signin/choose?code=-NcvLbDf3F1SXaHn0UbSdL4QN9TbZ8rx0XZc7t153hIKq6nieoz-IJJR&km=false&taid...`. The page has a Zoom logo at the top left and 'Support' and 'English' links at the top right. The main content area is a white box with the heading 'Join Craven County Schools's Zoom Account'. Below this is the text: 'We are setting up a Business account with Craven County Schools. Since your Zoom account uses an email address with "cravenk12.org", you need to choose either join the account or change to a new email address. [Learn More](#)'. There are two buttons: 'Join the Account' and 'Change Email Address'. A large orange arrow points from the left to the 'Join the Account' button. Below the 'Join the Account' button, it says: 'You will join the new account as a member. After joining the new account, the current account settings will be lost.' Below the 'Change Email Address' button, it says: 'You will not join the new account, you need to change to a new email address for signing in Zoom.' At the bottom of the page, there are two buttons: 'Continue' and 'Skip for This Time'.

