



Guidelines for using Zoom with the Student Email Address

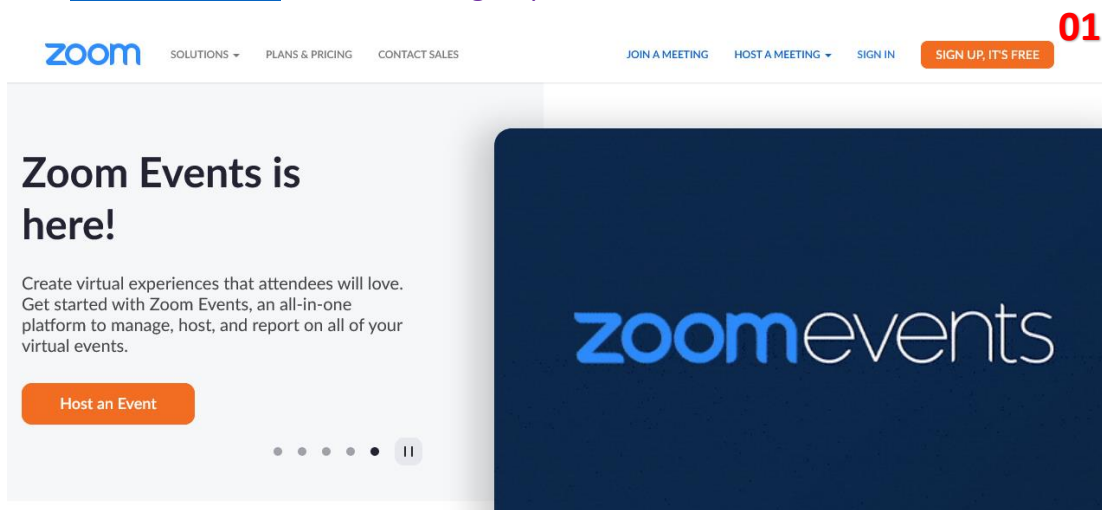
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Guideline created by ICT Centre, University of Kelaniya

1. Create Zoom Account

Visit <https://zoom.us> and click on Sign Up Button¹



Select Your Birthday and click on Continue²

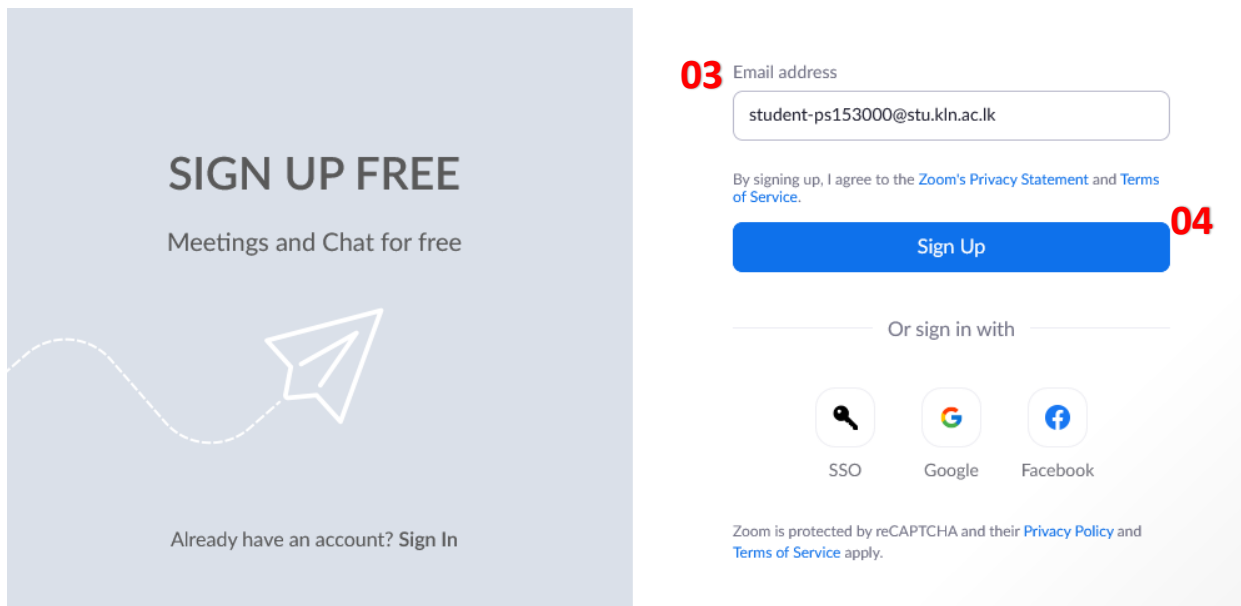
Verification

For verification, please confirm your date of birth.

Aug 22 1995

Continue

Then Enter your student email address³(****@stu.kln.ac.lk*) and click on Sign Up Button⁴



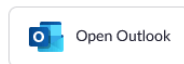
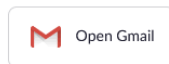
Next, you have to [confirm your email address](#). For that, check your email account(outlook.com)

Activation Email Sent!

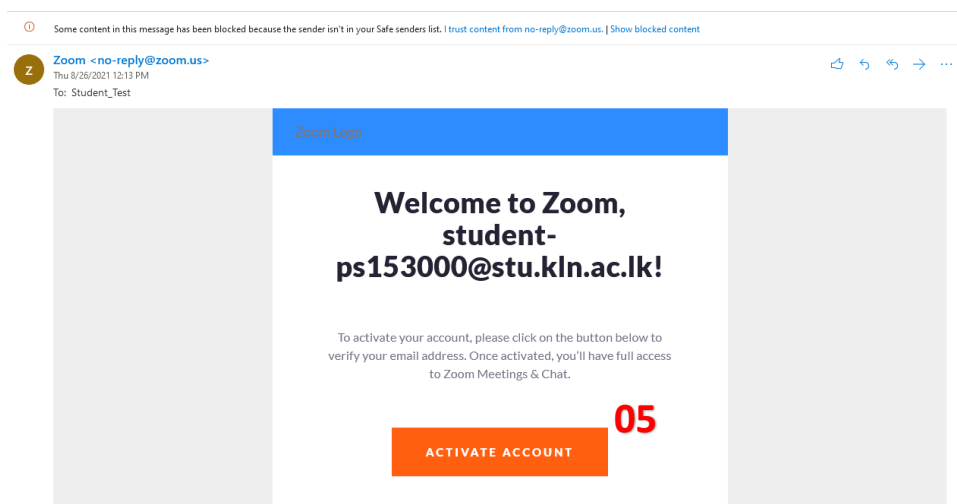
We've sent an email to student-ps153000@stu.kln.ac.lk.
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)



Click on [Activate Account Button](#)⁵



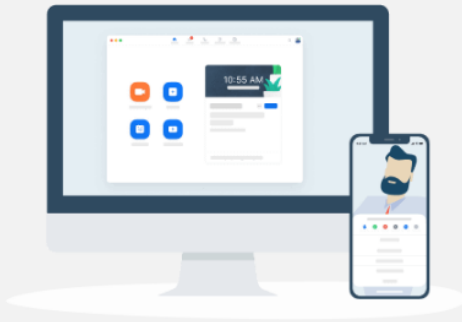
Enter your [First Name](#)⁶, [Last Name](#)⁷, and [password](#)⁸ for your zoom account on the next window.

Check the [checkbox](#)⁹ "I'm not a robot" and also "[yes](#)"¹⁰ for "Are you signing up on behalf of a primary or secondary (K-12) institution?"

Then agree with terms and conditions and click on the [continue button](#)¹¹ as below

Welcome to Zoom

Hello! To get started with Zoom we need a few details from you to create your free account.



06

First Name

Student

07

Last Name

KLN

08

Password

••••••••

Confirm Password

••••••••

09

 I'm not a robot
reCAPTCHA
Privacy - Terms

Are you signing up on behalf of a primary or secondary (K-12) institution?

10

 Yes No

I agree to use Zoom Education K-12 solely for educational purposes for the benefit of my school and its students

I accept the [Terms of Service](#)

I consent to the information practices described in [Zoom's K-12 Schools & Districts Privacy Policy](#)

I verify that I am authorized to create an account on behalf of the school named above

Continue

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By signing up, I agree to the [Zoom's Privacy Statement](#) and [Terms of Service](#).

Next, click on "Skip this step."¹²

Don't Zoom alone

Invite your colleagues to create their own free Zoom account today!

[Why invite?](#)



Email Address

name@domain.com

Email Address

name@domain.com

Email Address

name@domain.com

Add another email

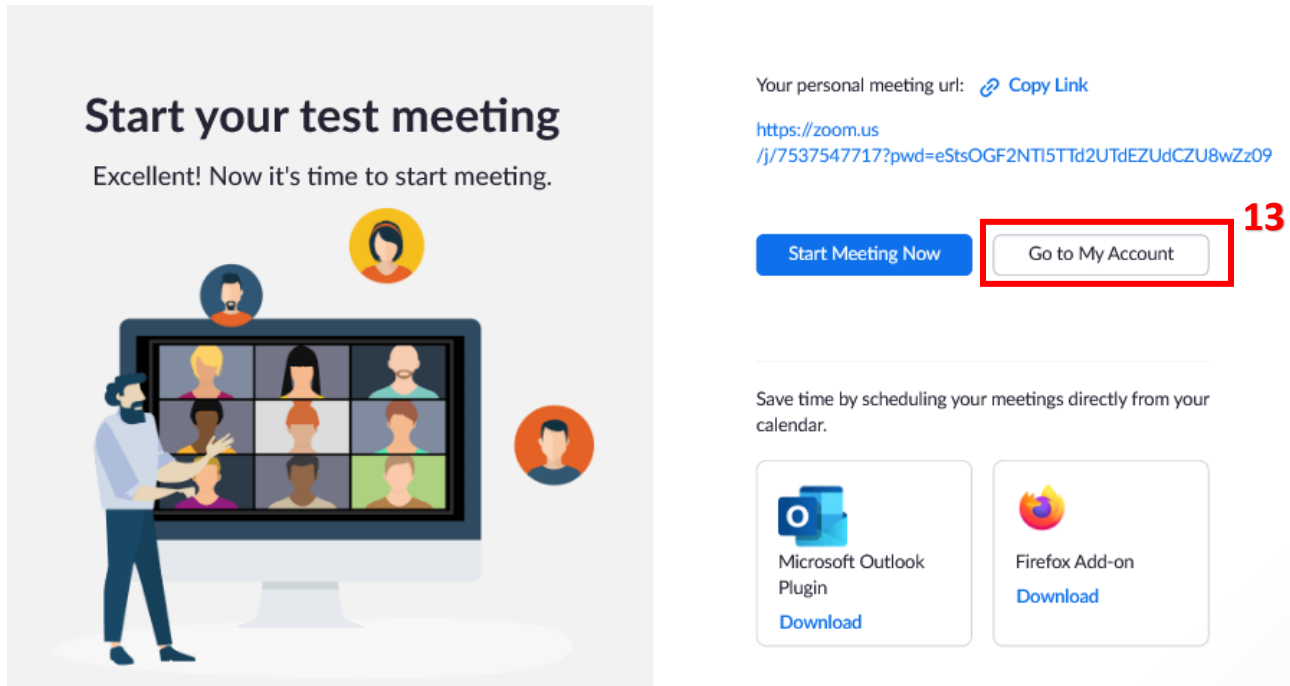
 I'm not a robot
reCAPTCHA
Privacy - Terms

Invite

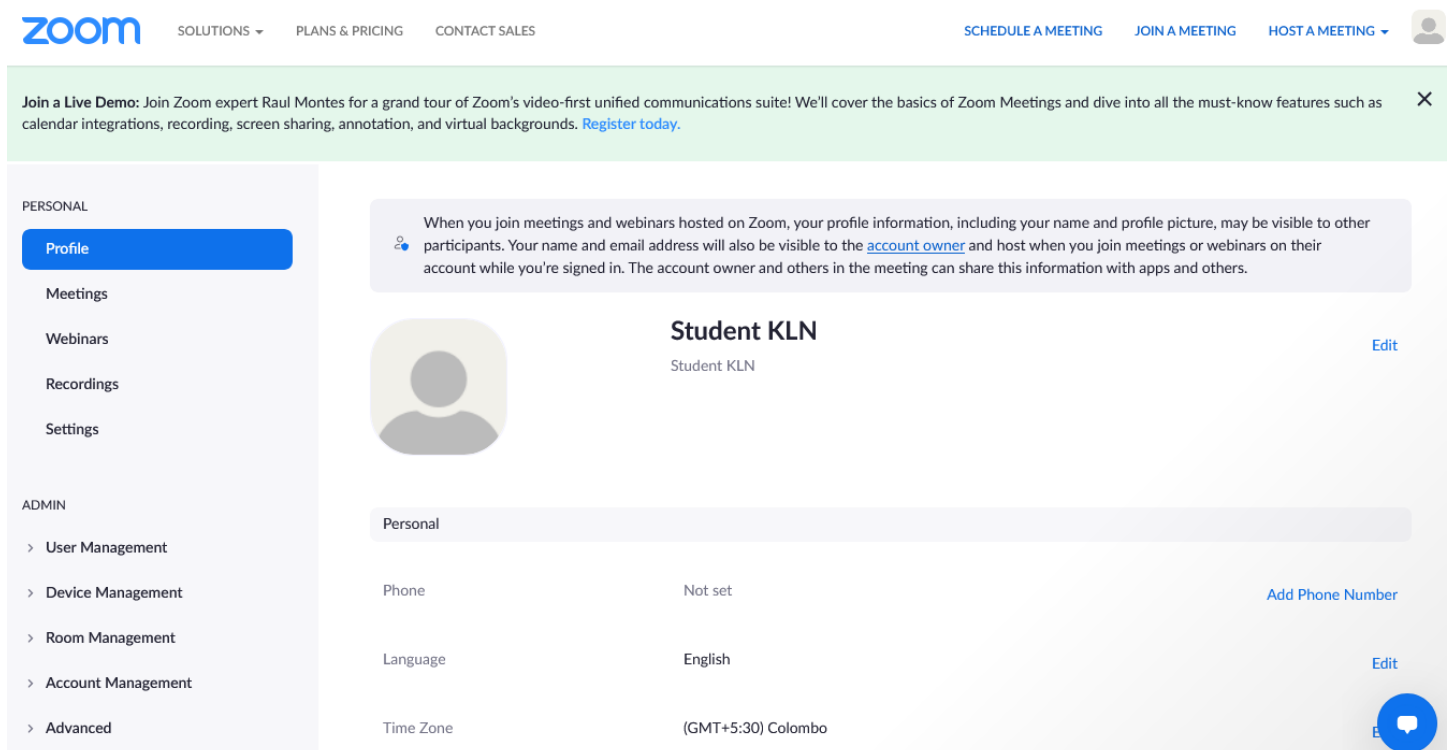
Skip this step

12

Now You have created your zoom account. To check your zoom account, click on “Go to My Account.”¹³



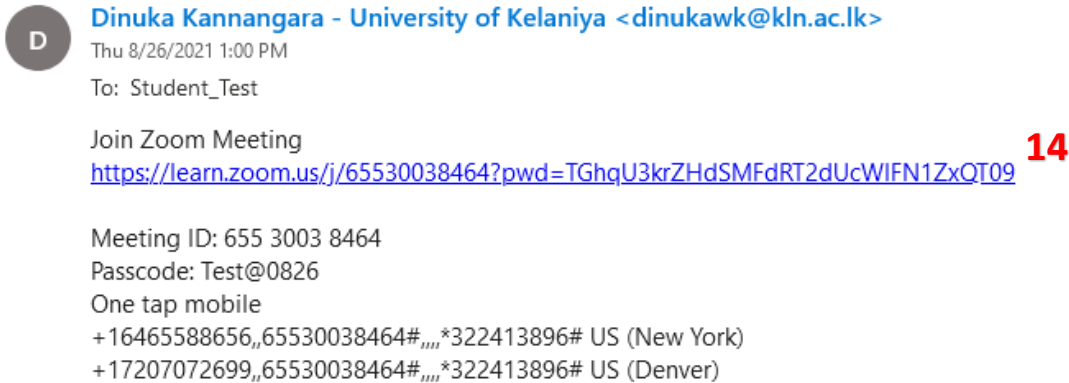
The image shows the Zoom account setup page. On the left, there is a large illustration of a person standing next to a computer monitor displaying a video conference grid. Above the illustration, the text reads "Start your test meeting" and "Excellent! Now it's time to start meeting." On the right side, there is a section for the personal meeting URL, which is "https://zoom.us/j/7537547717?pwd=eStsOGF2NTI5TTd2UTdEZUdCZU8wZz09". Below the URL, there are two buttons: "Start Meeting Now" and "Go to My Account". The "Go to My Account" button is highlighted with a red box and the number "13". Below the buttons, there is a section for scheduling meetings directly from a calendar, with options for "Microsoft Outlook Plugin" and "Firefox Add-on".



The image shows the Zoom account dashboard. At the top, there is a navigation bar with the Zoom logo and links for "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "SCHEDULE A MEETING", "JOIN A MEETING", and "HOST A MEETING". Below the navigation bar, there is a green banner for a "Live Demo" by Raul Montes. The main content area is divided into two sections: "PERSONAL" and "ADMIN". The "PERSONAL" section is currently active, showing the "Profile" page. The profile page includes a warning message about profile visibility, a profile picture placeholder, and the name "Student KLN". Below the profile information, there is a "Personal" section with fields for "Phone", "Language", and "Time Zone". The "Phone" field is currently "Not set" with an "Add Phone Number" link. The "Language" field is set to "English" with an "Edit" link. The "Time Zone" field is set to "(GMT+5:30) Colombo" with an "Edit" link. There is also a blue chat icon in the bottom right corner.

2. How to Join Zoom Meeting with Your Zoom Account

To join the zoom meeting, click on the [zoom link](#)¹⁴ that you received.

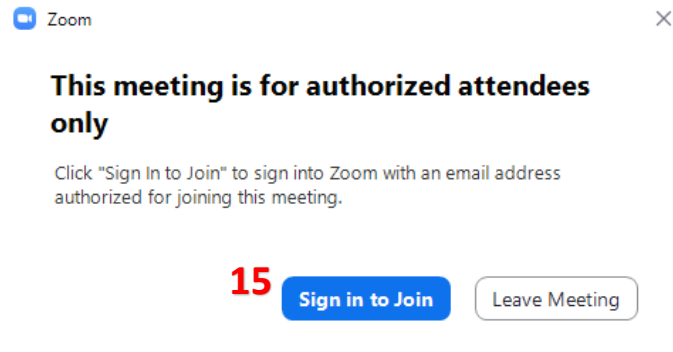


D **Dinuka Kannangara - University of Kelaniya** <dinukawk@kln.ac.lk>
Thu 8/26/2021 1:00 PM
To: Student_Test

Join Zoom Meeting **14**
<https://learn.zoom.us/j/65530038464?pwd=TGhqU3krZHdSMFdRT2dUcWIFN1ZxQT09>

Meeting ID: 655 3003 8464
Passcode: Test@0826
One tap mobile
+16465588656,,65530038464#,,,,*322413896# US (New York)
+17207072699,,65530038464#,,,,*322413896# US (Denver)

If you are **not already signed** into your zoom account, it will promote below the window. Click on the [Sign in to Join Button](#).¹⁵



Zoom ×

This meeting is for authorized attendees only

Click "Sign In to Join" to sign into Zoom with an email address authorized for joining this meeting.

15 [Sign in to Join](#) [Leave Meeting](#)

Then you can sign in to your zoom account by entering your [student email address](#)¹⁶ and [password](#)¹⁷ that you provide when you sign up to zoom.

Please note that if you **forgot your password**, use [forgot password option](#)¹⁸. Your zoom account password is not related to **Kelani Net Password**.



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17 [Forgot?](#) 18

Sign In

Keep me signed in

or sign in with

SSO Google Facebook

[< Back](#)

[Sign Up](#)

After signing in to a Zoom account, you can join Zoom Meeting. You will no longer be able to join the Zoom Meeting held by the University **with or without another personal Zoom account.**

If you already sign in to another zoom account, **switch¹⁹** to the student email zoom account before joining a zoom meeting.

The screenshot shows the Zoom desktop client interface. At the top, there is a navigation bar with icons for Home, Chat, Meetings, Contacts, and Apps, along with a search bar and a user profile picture. Below the navigation bar, there are four large buttons: 'New Meeting', 'Join', 'Schedule', and 'Share screen'. On the right side, a profile menu is open for 'Dinuka Kannangara' (din***@gmail.com). The menu includes options like 'Add a Personal Note', 'Settings', 'Available', 'Away', 'Do not disturb', 'My Profile', 'Try Top Features', 'Help', 'Check for Updates', 'Switch to Portrait View', 'Switch Account', and 'Sign Out'. The 'Switch Account' option is highlighted with a red box and labeled with the number 19. At the bottom of the menu is a 'Buy a License' button. The background shows a meeting card for '03:17 PM Thursday, August 26, 2021' and a message 'No upcoming meetings today'.