Please do not forget to update your Zoom account to the latest version.

**Step 1: Sign in and activate your Zoom account**

- **Create your own account**
  - To sign up for your own free account, visit the [Zoom sign-up page](https://www.zoom.us/signup) and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.

- **How to sign in to your Zoom account on the web**
  - You can sign in to your Zoom account on the web at any time, at [www.zoom.us/signin](http://www.zoom.us/signin). Once you're logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more.

**Step 2: Update your profile**

- You can update your profile by adding a profile picture, set your time zone, update your password and more. To access your Zoom profile, sign in to the Zoom web portal and click Profile.

- **Please change your name accordingly**
  - Team members: Firstname_Lastname_T A/B/C/D/E/F/G
  - Expert-Mentors: Firstname_Lastname_Mentor
  - Speakers: Firstname_Lastname_Speaker
  - Mentors/Speaker: Firstname_Lastname_Mentor/Speaker
  - Participants: Firstname_Lastname_Participant
  - Participants joining a team: Firstname_Lastname_P A/B/C/D/E/F/G
  - IFAI team members: Firstname_Lastname_IFAI
  - Jury members: Firstname_Lastname_Jury
Step 3: Join a meeting

- There are many ways to join a meeting, but the easiest way is to click the join link that the meeting host provided. You can also click Join in your Zoom client and enter the meeting ID. You may also be prompted for a meeting passcode, so keep the meeting invite information available.