



Saint Peter's School

There are three steps to attend an SPS Zoom Alumni Event

Step 1 – Open a Zoom Account. The account is free. The purpose of the account is for the Zoom website to recognize you as a meeting participant when you join the meeting. You must create an account any time before the event.

There is no cost to open a Zoom account or to be a participant in a Zoom meeting. Below are the directions to open a Zoom account.

1. Enter [Zoom.com](https://zoom.us) into your browser
2. Click the sign-up button at the top right of the page
3. Enter your email address and click continue
4. Zoom will then email a 6-digit number to you
5. Check your email to retrieve the number. If the number does not appear, check your SPAM folder.
6. Enter the number on the sign-up page and click [Verify](#)
7. Enter your name and a password of your choosing
8. Click [Continue](#) and then you will have created an account

Step 2 – You will be sent an email about 10 days before the event. The email will contain a link that will connect you to the SPS Zoom event.

The email that you will receive look somewhat like this:

Ken Adams cordially invites you to attend the SPS XXX Alumni Reunion Event.

Date and time: Thursday, December 18, XXXX, at 11:00 AM Eastern Time (US and Canada)

To join the Zoom meeting, click on the link below:

<https://us06web.zoom.us/j/813414915879546?pwd=r1kErukXC8Aa4VMAYTaLJGVKDwyaaXxXYJ.1> (Note: This is a sample link.)

Retain this email on your device as the link will be your method of connection to the SPS event.

Step 3 - On the day of the SPS Zoom event, at about 15 minutes before the scheduled start time, you should pull up on your device the email that was sent you. Click on the link. When you click on that link, you will be connected to the Zoom event. No further action is required.