



Getting Started | Account Registration

Hoot™ Meeting

- Once your Hoot™ account has been created you will receive a registration email.
- Your email address will be your username by default and cannot be changed.
- Click the Get Started button to begin the registration process

NOTE: The registration email is valid for only 1 hour. To resend, click on the “[here](#)” to send a new registration email. You can also resend the registration email by going to the Hoot homepage and click on “Resend registration email” link.

Welcome to Hoot™

Hello Keith Starr,

Thank you for choosing Hoot. You are one step away from starting your first meeting.

Click **Get Started** below and enter your username to complete your account registration.

Your Hoot Username: keithstarr@abc.com

Get Started

Note: This registration email is valid for only 1 hour. Click [here](#) to send a new registration email if this one has expired.

Welcome!

To complete your new Hoot™ account, enter your new password and click NEXT.

Password creation tips

keithstarr@abc.com

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NEXT

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- You are prompted to create a password as you will utilize the password creation tips to ensure you have a suitable password
- The password requirements are ticked when creating to indicate it has been successfully completed.
- Once the password is successfully created select NEXT in the bottom right hand corner.

- Once completed your one-time registration is now complete.
- You will then receive your Hoot™ confirmation email.
- You will be able to login to the Hoot™ homepage at <https://my.hootmeeting.com> using your credentials to start a meeting and manage your account.

Congratulations!

You should receive a registration confirmation email shortly.

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