# Guide to setting up Zoom

## Creating your own account

To sign up for your own free account, visit [zoom.us/signup](zoom.us/signup) and enter your email address. You will receive an email from Zoom ([no-reply@zoom.us](no-reply@zoom.us)). In this email, click **Activate Account**. You may also sign in with your Google or Facebook accounts.

### Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

**Sign Up**

Already have an account? Sign in.

or

Sign in with SSO

G  Sign in with Google

f  Sign in with Facebook

## Signing into your Zoom account on the web

You can login to your Zoom account on the web at any time, at [zoom.us/signin](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.

### Sign In

Email Address

Email Address

Password

Password                    Forgot password?

**Sign In**

☑ Stay signed in            New to Zoom? Sign Up Free
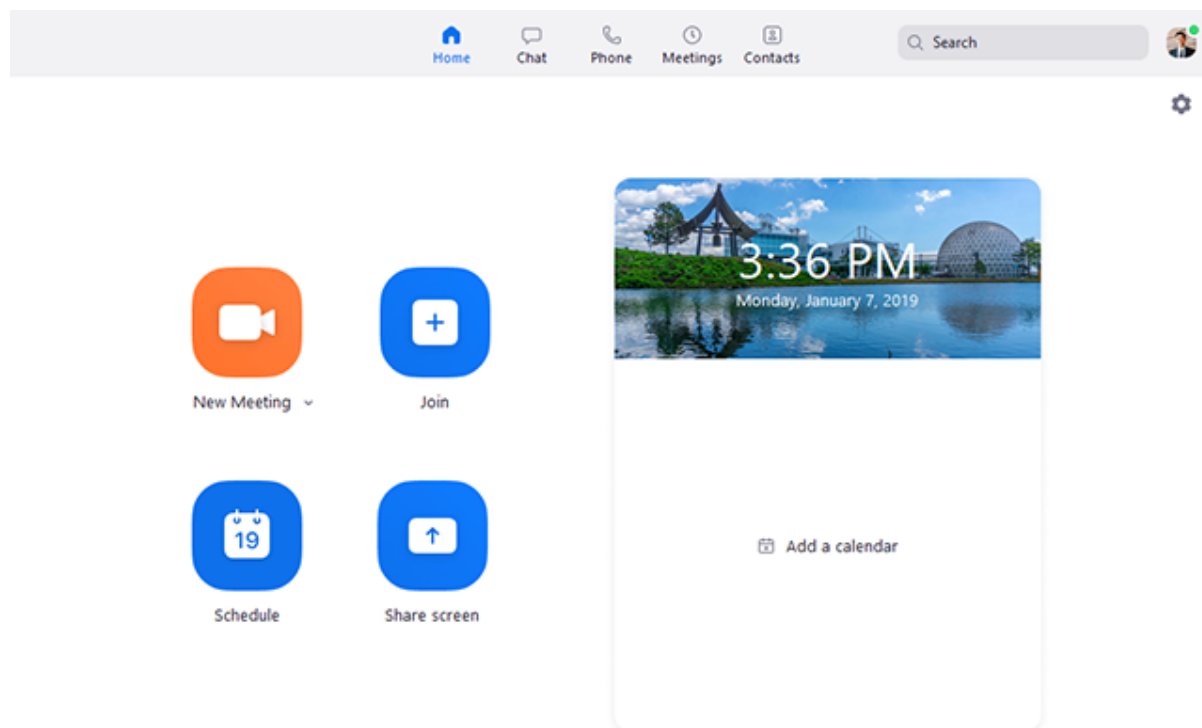
or

Sign in with SSO

G  Sign in with Google

f  Sign in with Facebook

# Home

After signing in, you will see the **Home** tab, where you can click these options:



- **New Meeting**: Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID (PMI) for instant meetings.
- **Join**: Join a meeting that is in progress.
- **Schedule**: Set up a future meeting.
- **Share Screen**: Share your screen in a Zoom Room by entering in the sharing key or meeting ID.

# Updating 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 into the Zoom web portal and click **Profile**.
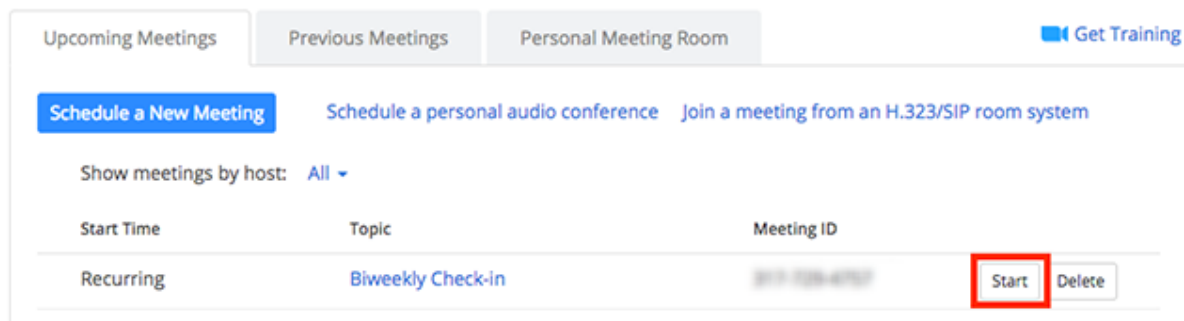
# Downloading Zoom Desktop Client

You can download the Zoom Desktop Client for Mac, Windows, ChromeOS and Linux, as well as the Zoom Mobile App for iOS and Android from the Downloads page.

# Setting up a meeting as the host

As the meeting host, there are several ways you can start your meeting. Your upcoming meetings will be listed in the Meetings tab of your Zoom desktop client or mobile app. You can click **Start** by the meeting name. You can also start your meetings from the Zoom web portal.

1. Login to **My Meetings**.

2. Under **Upcoming Meetings**, click **Start** next to the meeting you want to start.
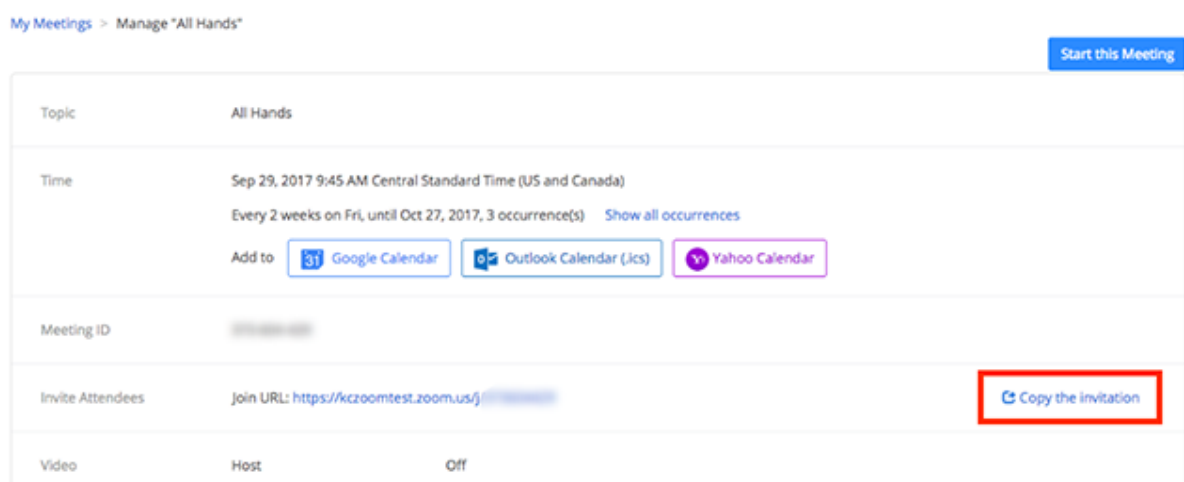


3. The Zoom client should launch automatically to start the meeting.

## Inviting others to join your meeting

Inviting others to join your meeting is as simple as sharing the invitation or join link. You can do this after scheduling your meeting by clicking **Copy the Invitation**.

# Joining another user's meeting

## Prerequisites

- Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting
- If you are joining via telephone, you will need the teleconferencing number provided in the invite.

## Windows / Mac

1. Open the Zoom desktop client.

2. Join a meeting using one of these methods:
   - Click **Join a Meeting** if you want to join without signing in.



   - Sign in to Zoom then click **Join.**

3. Enter the meeting ID number and your display name.
   - If you're signed in, change your name if you don't want your default name to appear.
   - If you're not signed in, enter a display name.

# Join a Meeting

| Meeting ID or Personal Link Name | ⌄ |

| Grant MacLaren |

◯ Do not connect to audio
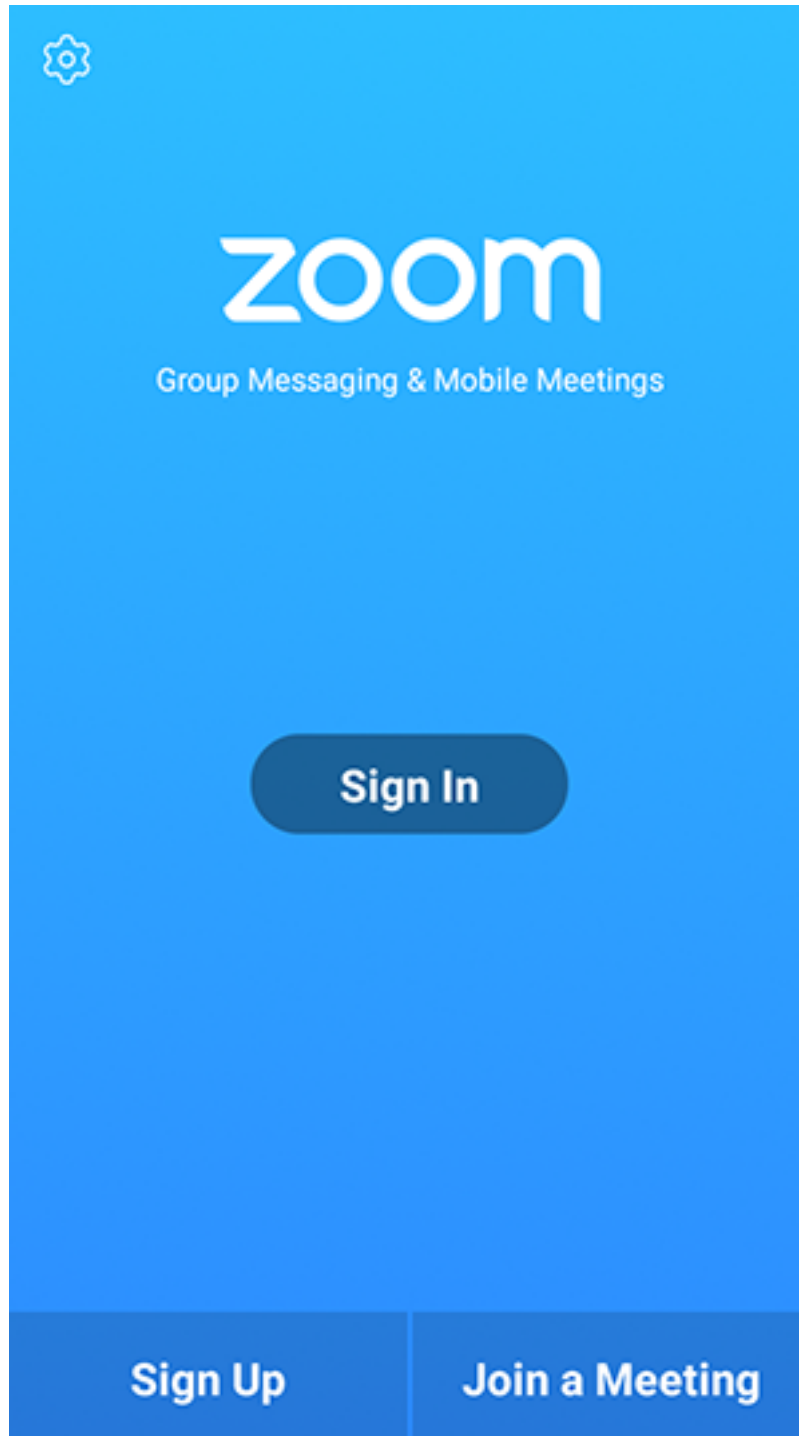
◯ Turn off my video

Join    Cancel

4. Select if you would like to connect audio and/or video and click **Join**.

**Android**

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.

2. Join a meeting using one of these methods:
   - Tap **Join a Meeting** if you want to join without signing in.



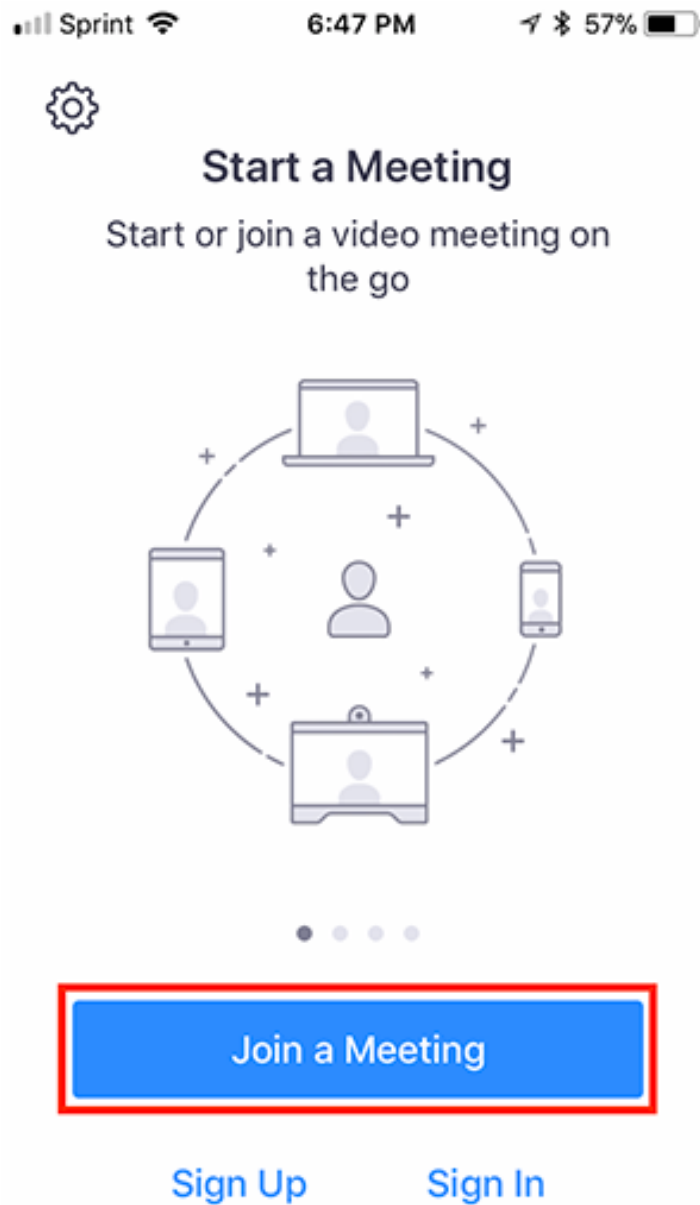   - Sign in to Zoom then tap **Join.**

3. Enter the meeting ID number and your display name.
   - If you're signed in, change your name if you don't want your default name to appear.
   - If you're not signed in, enter a display name.

4. Select if you would like to connect audio and/or video and tap **Join Meeting**.

**iOS**

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.

2. Join a meeting using one of these methods:
   - Tap **Join a Meeting** if you want to join without signing in.



   - Sign in to Zoom then tap **Join.**

3. Enter the meeting ID number and your display name.
   - If you're signed in, change your name if you don't want your default name to appear.
   - If you're not signed in, enter a display name.

4. Select if you would like to connect audio and/or video and select **Join.**

**Web Browser**
**Google Chrome**
   1. Open Chrome.

   2. Go to join.zoom.us.

   3. Enter your meeting ID provided by the host/organizer.

# Join a Meeting

Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number

Join

Join a meeting from an H.323/SIP room system

   4. Click **Join**.
      - If this is your first time joining from Google Chrome, you will be asked to open the Zoom client to join the meeting.
      - You can check **Always open these types of links in the associated app** to skip this step in the future.
      - Click **Open Zoom Meetings** (PC) or **Open zoom.us** (Mac).

Open Zoom?

https://zoom.us wants to open this application.

Open Zoom          Cancel

**Safari**
1. Open Safari.

2. Go to join.zoom.us.

3. Enter your meeting ID provided by the host/organizer.



4. Click **Join**.

5. When asked if you want to open zoom.us, click **Allow**.

**Microsoft Edge / Internet Explorer**
1. Open Edge or Internet Explorer.

2. Go to join.zoom.us.

3. Enter your meeting ID provided by the host/organizer.

# Join a Meeting

Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number

Join

Join a meeting from an H.323/SIP room system

4. Click **Join**.

**Mozilla Firefox**
1. Open Firefox.

2. Go to join.zoom.us.

3. Enter your meeting ID provided by the host/organizer.
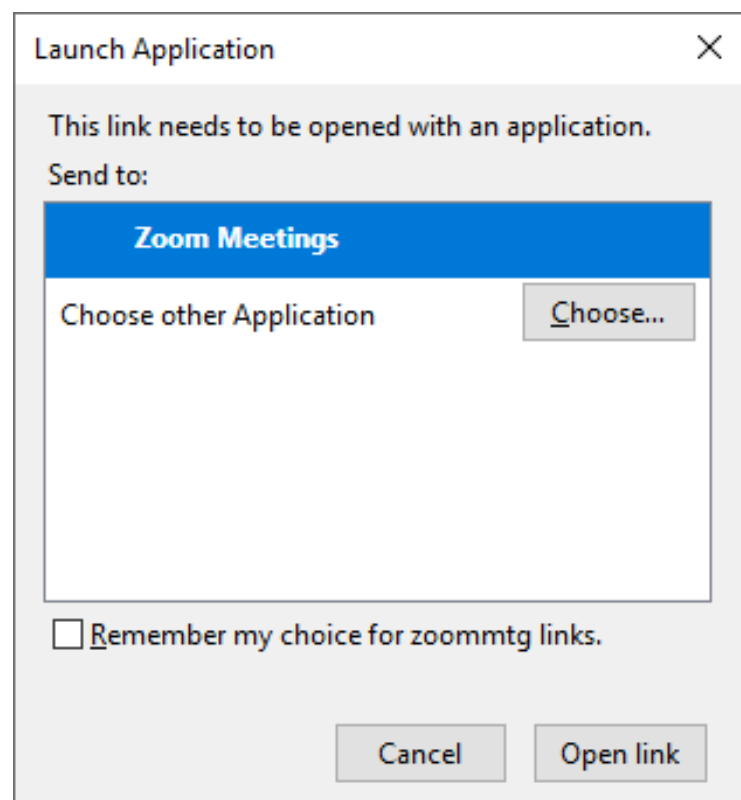
# Join a Meeting

| Meeting ID or Personal Link Name |

Your meeting ID is a 9, 10, or 11-digit number

**Join**

Join a meeting from an H.323/SIP room system

4. Click **Join**.
   - If this is your first time joining from Firefox, you may be asked to open Zoom or the Zoom installer package.
   - To skip this step in the future, check **Remember my choice for zoommtg links**.
   - Click **Open Link.**

**Launch Application**                                    ✕

This link needs to be opened with an application.
Send to:

| **Zoom Meetings** | |
| Choose other Application | Choose... |

☐ Remember my choice for zoommtg links.

Cancel          Open link

## Email

1. Click the join link in your email or calendar invitation.

Hi there,

[blurred name] is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android https://[blurred].zoom.us/j/[blurred]

Or iPhone one-tap :
   US: +16468769923, [blurred] or +16699006833, [blurred]
Or Telephone：
   Dial(for higher quality, dial a number based on your current location)：

2. Depending on your default web browser, you may be prompted to open Zoom.

Do you want to allow this page to open "zoom.us"?

Cancel    Allow