

Guide to setting up Zoom

Creating your own account

To sign up for your own free account, visit 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**. 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



Sign in with Google



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. 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



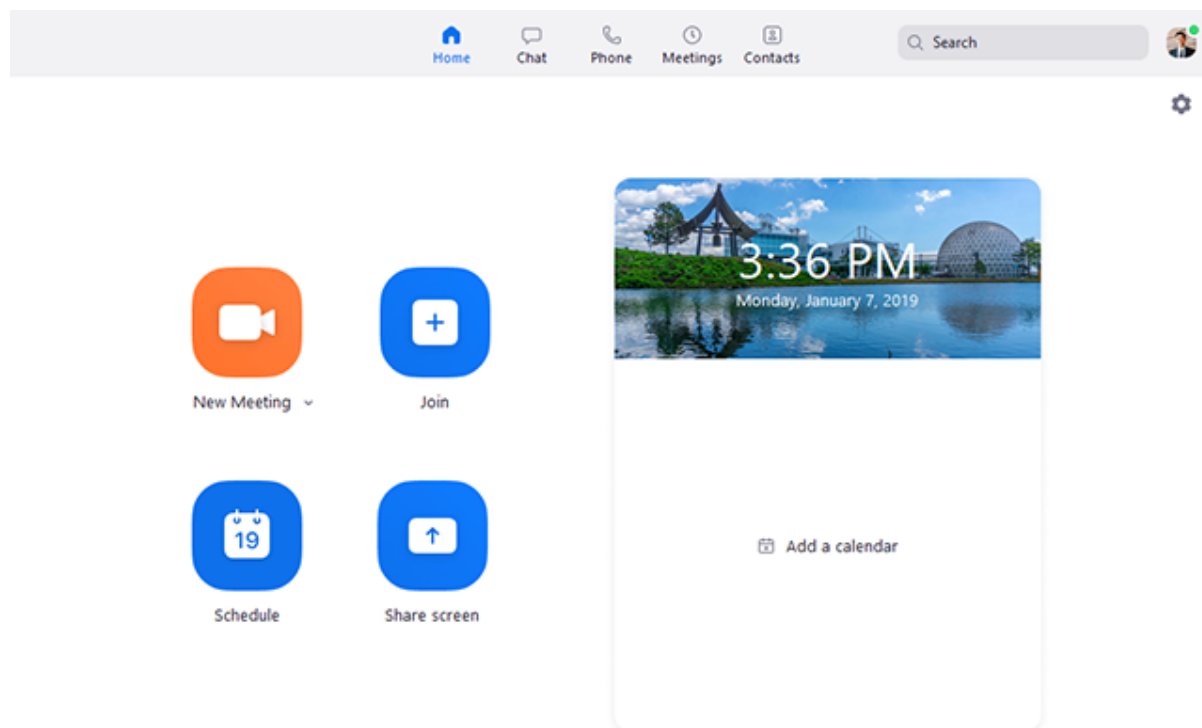
Sign in with Google



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**.

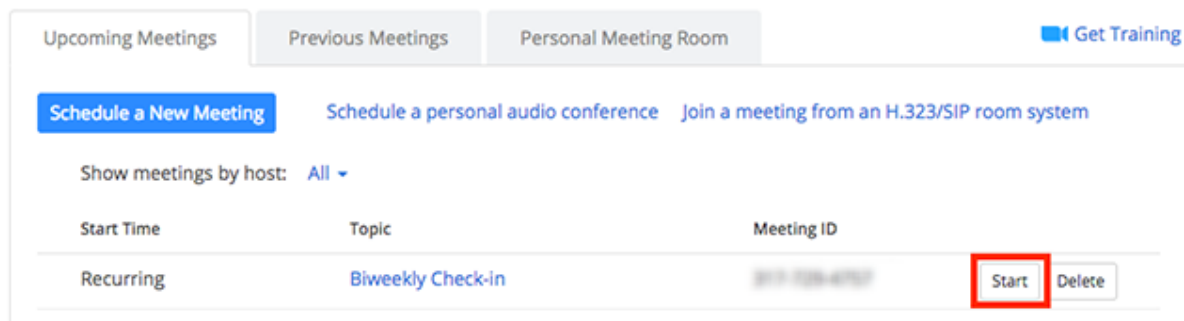
Downloading Zoom Desktop Client

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.



Upcoming Meetings Previous Meetings Personal Meeting Room [Get Training](#)

[Schedule a New Meeting](#) Schedule a personal audio conference Join a meeting from an H.323/SIP room system

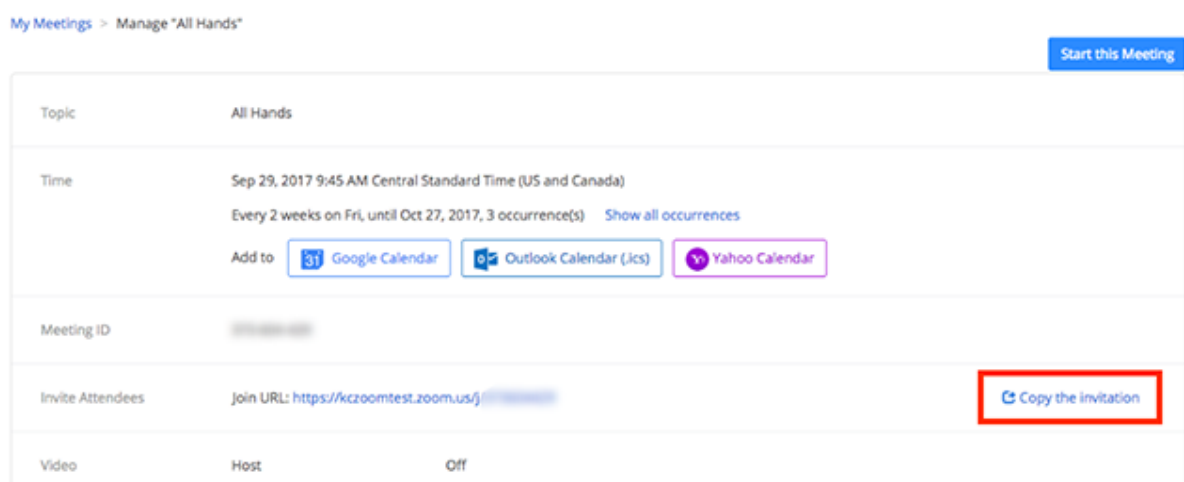
Show meetings by host: All ▾

Start Time	Topic	Meeting ID	
Recurring	Biweekly Check-in	2017-1026-40707	<div>Start</div> <div>Delete</div>

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**.



My Meetings > Manage "All Hands" [Start this Meeting](#)

Topic	All Hands
Time	Sep 29, 2017 9:45 AM Central Standard Time (US and Canada) Every 2 weeks on Fri, until Oct 27, 2017, 3 occurrence(s) Show all occurrences
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	2017-1026-40707
Invite Attendees	Join URL: https://kczoomtest.zoom.us/j/2017-1026-40707 <div>Copy the invitation</div>
Video	Host Off

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.

The Zoom logo, consisting of the word "zoom" in a blue, lowercase, sans-serif font.A blue, rounded rectangular button with the text "Join a Meeting" in white, bold, sans-serif font.A light gray, rounded rectangular button with the text "Sign In" in a dark gray, sans-serif font.

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



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

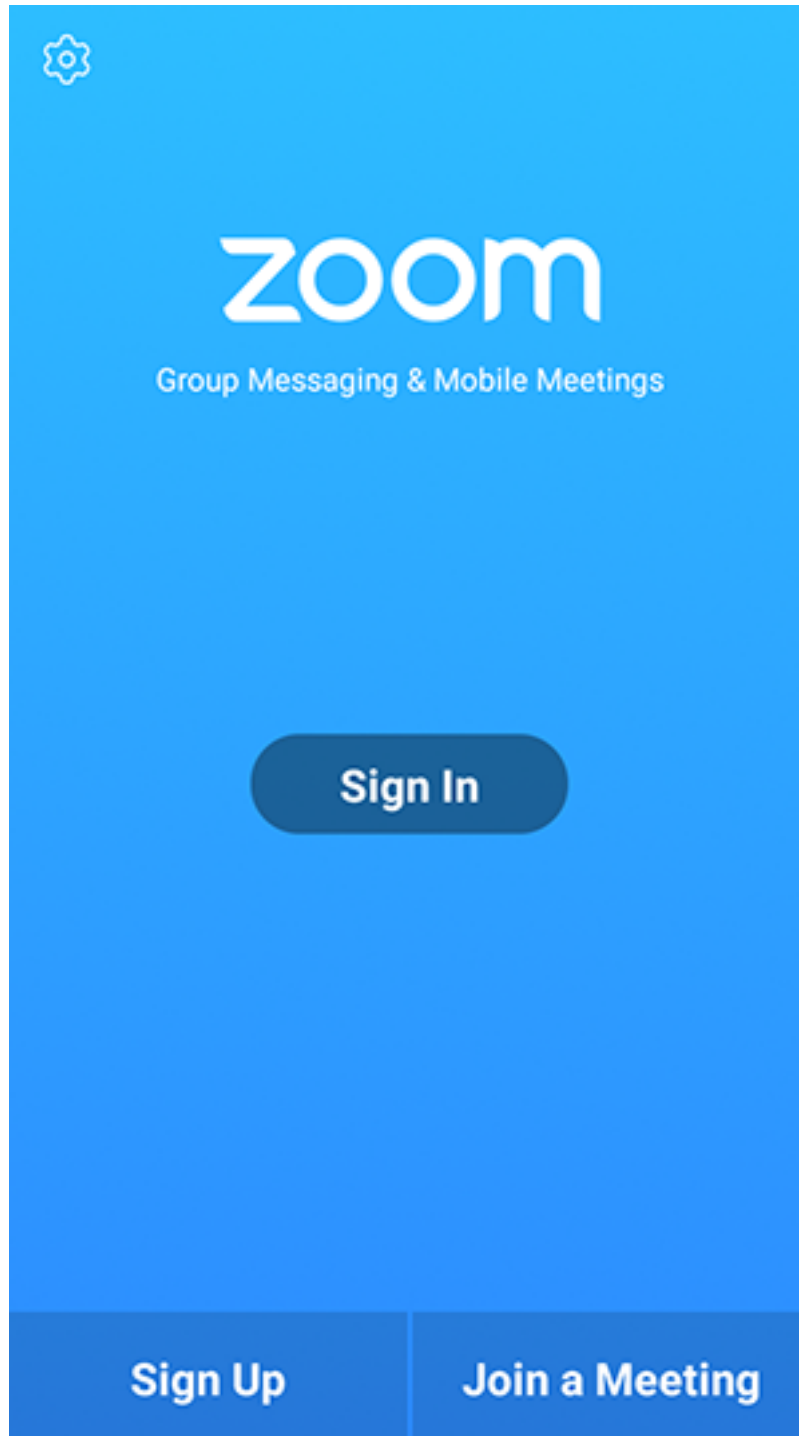
Join

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**.



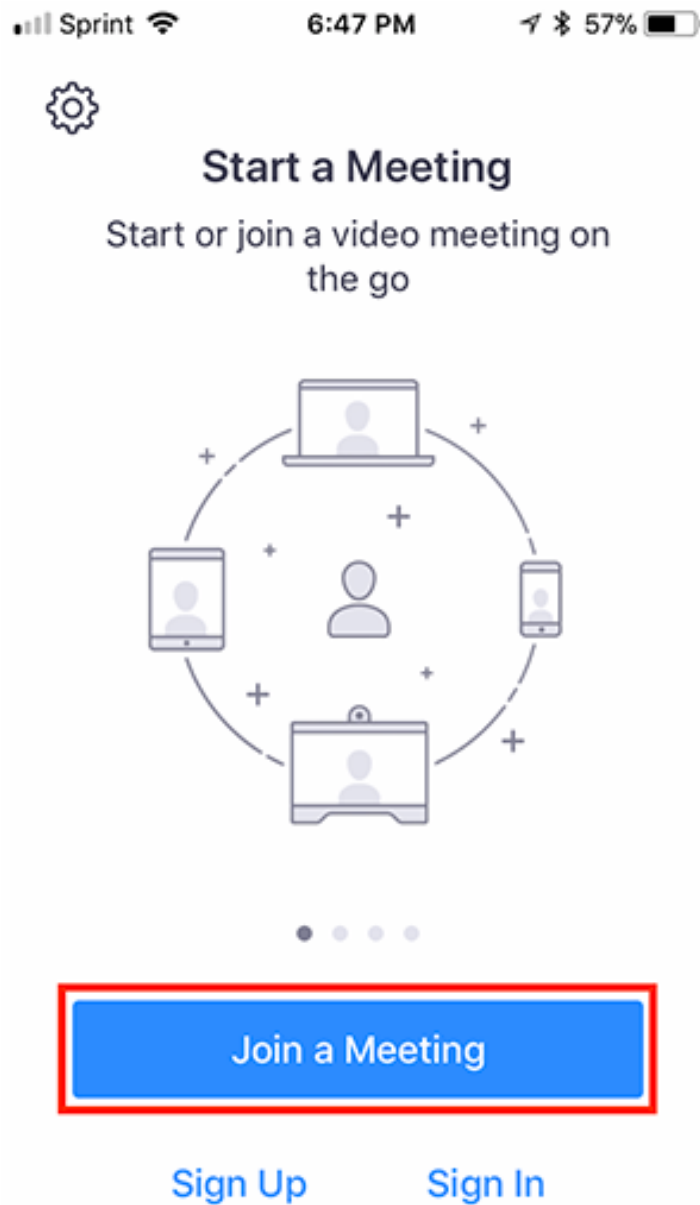
Join

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**.

The screenshot shows the 'Join a Meeting' screen of a mobile application. At the top, there's a status bar with icons for signal, battery, and time (7:06 PM). Below the status bar is a dark header with a back arrow and the title 'Join a Meeting'. The main content area has a light gray background. It starts with a 'Meeting ID' label and a dropdown arrow. Below this is a light blue bar with the text 'Join with a personal link name'. Underneath is a text input field containing 'Molly Parker'. A large gray button labeled 'Join Meeting' is centered below the input field. Below the button is a small text note: 'If you received an invitation link, tap on the link to join the meeting.' This is followed by a section titled 'JOIN OPTIONS' in all caps. There are two toggle switches: 'Don't Connect To Audio' (which is currently turned off) and 'Turn Off My Video' (which is currently turned on). Below the toggles is a large, empty light gray rectangular area. At the bottom of the screen is a numeric keypad with buttons for digits 1-9, 0, a backspace icon, and a 'Go' button.

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**.

The screenshot shows a mobile interface for joining a meeting. At the top, the status bar indicates 'Sprint', signal strength, Wi-Fi, time '6:48 PM', location services, Bluetooth, and 56% battery. The app header has a 'Cancel' button and the title 'Join a Meeting'. Below this is a 'Meeting ID' input field with a dropdown arrow. A section titled 'Join with a personal link name' is visible. The display name 'Molly Parker' is shown. A large blue 'Join' button is prominent. Below the button, a message states: 'If you received an invitation link, tap on the link again to join the meeting'. At the bottom, under the heading 'JOIN OPTIONS', is a numeric keypad with letters associated with each number: 1, 2 (ABC), 3 (DEF), 4 (GHI), 5 (JKL), 6 (MNO), 7 (PQRS), 8 (TUV), 9 (WXYZ), 0, and a backspace key.

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.

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

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

Cancel

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

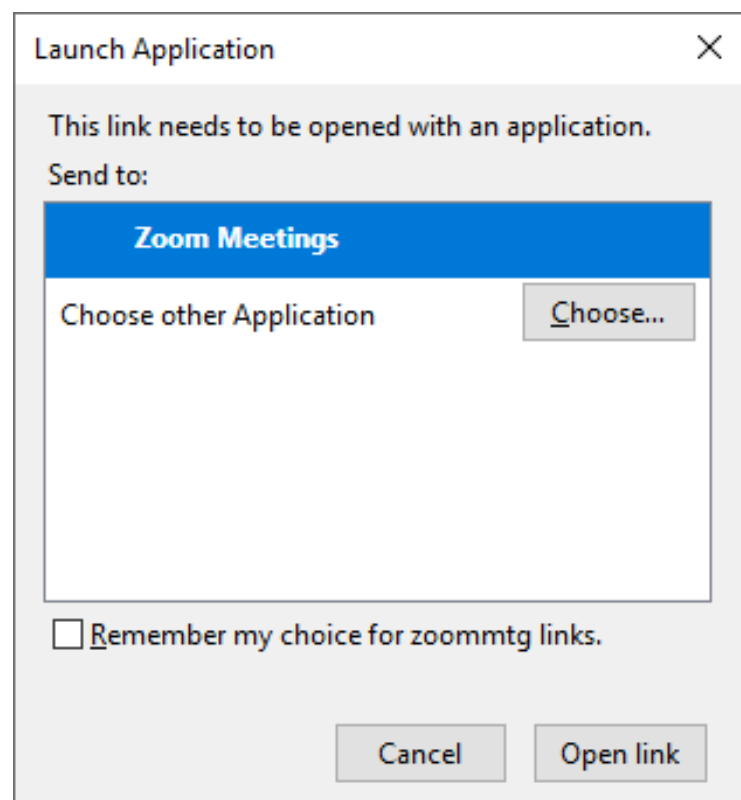
Meeting ID or Personal Link Name

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**.



Email

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

Hi there,

John Doe is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android <https://example.zoom.us/j/1234567890>

Or iPhone one-tap :

US: [+16468769923](tel:+16468769923), [+16468769923](tel:+16468769923) or [+16699006833](tel:+16699006833), [+16699006833](tel:+16699006833)

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.

