Zoom
Quick start guide

Overview and Purpose

This quick start guide walks you through getting started with your new Zoom account, including essential steps like scheduling your first meeting, downloading the Zoom client, and updating your Zoom profile. Whether you just signed up for your own Zoom account or you have been invited to an existing account, read this quick start guide for a summary of your next steps.

This article covers:

➢ Signing up and activating your Zoom account
➢ Signing in to your Zoom account on the web
➢ Updating your profile
➢ Scheduling your first meeting
➢ Downloading the Zoom client
➢ Starting a test meeting
➢ Starting your first meeting as the host
➢ Inviting others to join your meeting
➢ Joining another user's meeting
➢ Tips and Best practices

➢ Signing up and activating your Zoom account

- Joining an existing account

  If you are being invited to an existing account, you will receive an email from Zoom (no-reply@zoom.us). Once you receive this email, click **Activate Your Zoom Account**.

- 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**.

➢ 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.

➢ 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 in to the Zoom web portal and click **Profile**.

Allen Mathew

Edit

Change Delete

Personal Meeting ID	*** *** *716 Show	Edit
	https://zoom.us/j/*******716?pwd=******** Show	
	✔ Use this ID for instant meetings	

| Sign-In Email | all***@gmail.com Show | Edit |
| | Linked accounts: G | |

| License Type | Basic ❓ Upgrade | |
| | Meeting 100 participants ❓ | |

| Language | English | Edit |

Date and Time	Time Zone (GMT-5:00) Eastern Time (US and Canada)	Edit
	Date Format mm/dd/yyyy Example: 08/15/2011	
	Time Format ✕ Use 24-hour time	

➢ Scheduling your first meeting

There are many ways to schedule a meeting, including the Zoom web portal, through the Zoom client, or with one of our extensions or plugins. Here are some basic instructions for scheduling your first meeting.

1. Sign into your Zoom web portal.
2. Click **Meetings**.
3. Click **Schedule a Meeting**.
4. Choose the date and time for your meeting.
5. (Optional) Select any other settings you would like to use.
6. Click **Save**.

➢ Downloading the Zoom 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 our Downloads page.

➤ Starting a test meeting

You can join a test Zoom meeting to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting. Visit zoom.us/test and click **Join**.

➤ Starting your first 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.
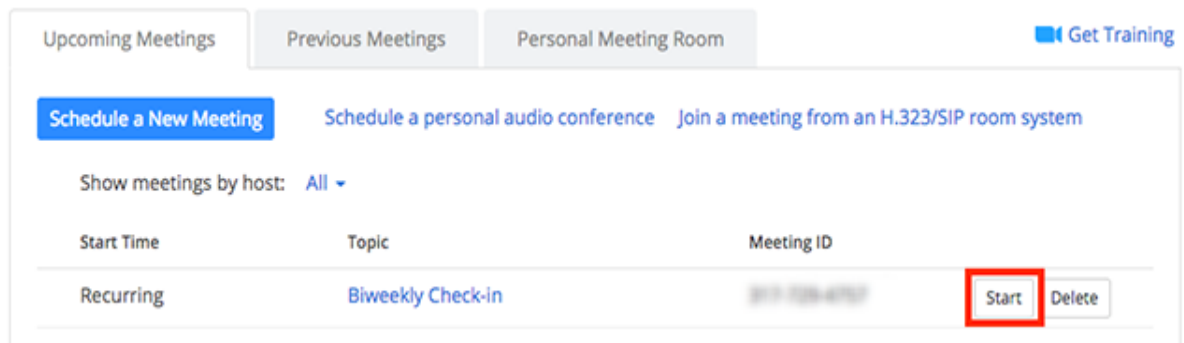
3. The Zoom client should launch automatically to start the meeting.

➤ 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.
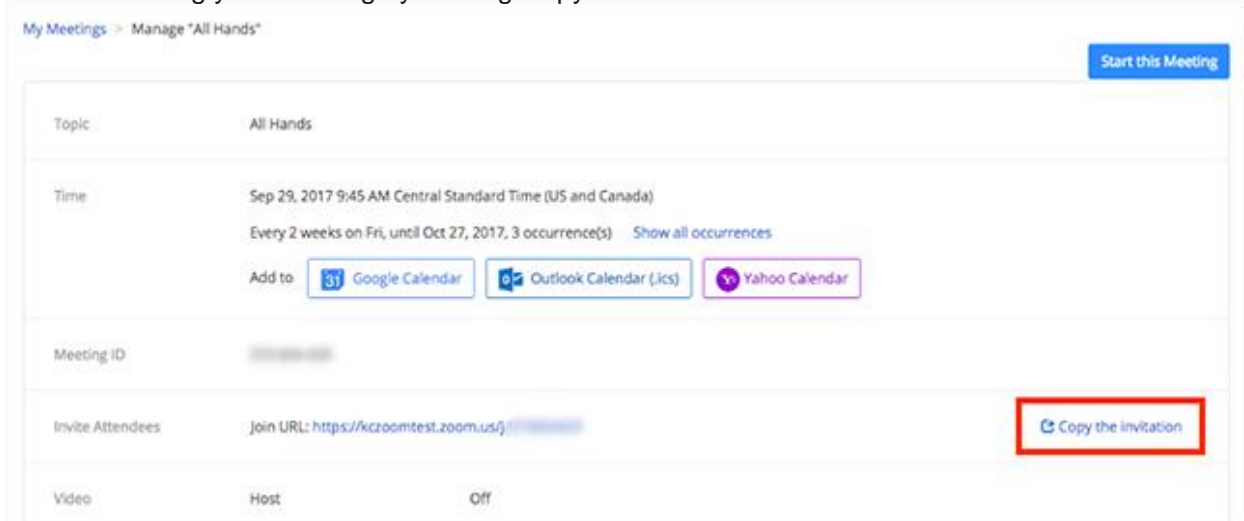
➢ Joining another user's meeting

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.
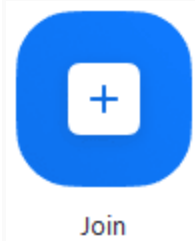
Join

Tips and Best Practices
- ➢ Double check Zoom Meeting Settings (2 settings)
  - o Zoom Web Portal and
  - o Desktop Client settings
- ➢ Test your audio and video as you join
- ➢ Use a USB connected headset
- ➢ Mute microphone when not speaking
- ➢ Position webcam at eye level and make contact as much as possible
- ➢ Before the meeting ensure (by testing in advance)
  - o Good audio quality with no distracting background noise
  - o Good video quality with proper lighting and background
  - o Good Internet connectivity (reliable and fast enough to support video conferencing)
  - o Have a technology backup (e.g. Zoom loaded on your smart phone or tablet)

Help / Reference
1. Zoom Help Center (https://support.zoom.us/hc/en-us) → Getting Started
2. For frequently asked questions (https://support.zoom.us/hc/en-us) → Getting Started → Frequently Asked Questions → Frequently asked questions