

Getting Started Guide for New Zoom Users

Create your own account

To sign up for your own free account, open a browser and go to

<https://zoom.us/signup>

enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click

Activate Account.

Login to your Zoom account on the web at

<https://zoom.us/signin>

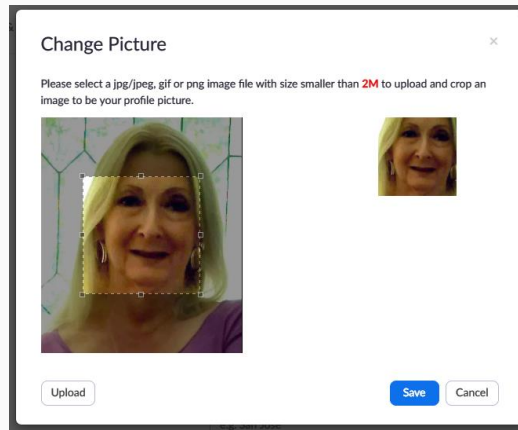
To sign in, you can also use your **Google** or **Facebook** account. If you have a Zoom account but cannot remember your password, click **Forgot** and you will be able to reset your password.

Once you are 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.

The screenshot displays the Zoom web portal interface. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. Below this is a sidebar menu with categories: PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management, Account Management, Advanced). The main content area is titled 'Upcoming Meetings' and features a 'Schedule a New Meeting' button. Below the button is a table with columns for Start Time, Topic, and Meeting ID. A message states: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.' At the bottom, there are links for 'Microsoft Outlook Plugin' and 'Chrome Extension', both with 'Download' buttons, and a 'Help' button.

Update your profile

Sign into the Zoom web portal, click **Profile**, and select the field you want to change. For example, to change the picture, click **Edit** on the right of the screen, click **Change** under the picture, and upload a new photo:



Download the Zoom client

Open a new tab on your browser to download the Zoom Desktop Client from the **Downloads** page:

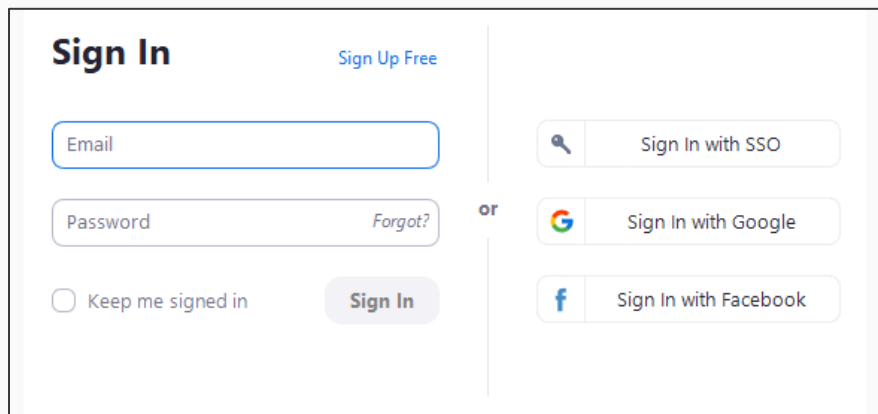
<https://zoom.us/download>

Select the version of Zoom that you need, download, and install it.

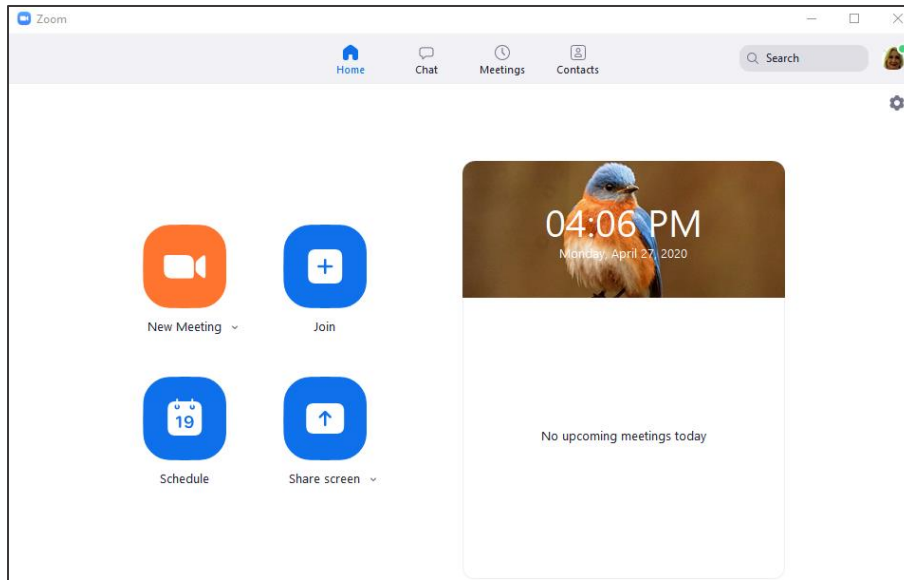
You can also download the Zoom client to your mobile device from App Store or Google Play Store.

Sign in and Join

Launch Zoom and log in:

A screenshot of the Zoom Sign In page. The page has a white background with a dark border. On the left side, there is a "Sign In" section with a "Sign Up Free" link. Below the link are two input fields: "Email" and "Password". The "Password" field has a "Forgot?" link next to it. Below the input fields is a checkbox labeled "Keep me signed in" and a "Sign In" button. On the right side, there is a vertical line with the word "or" in the middle. To the right of the line are three buttons: "Sign In with SSO", "Sign In with Google", and "Sign In with Facebook".

After signing in, you will see the following screen (or a similar one, depending on your hardware platform):

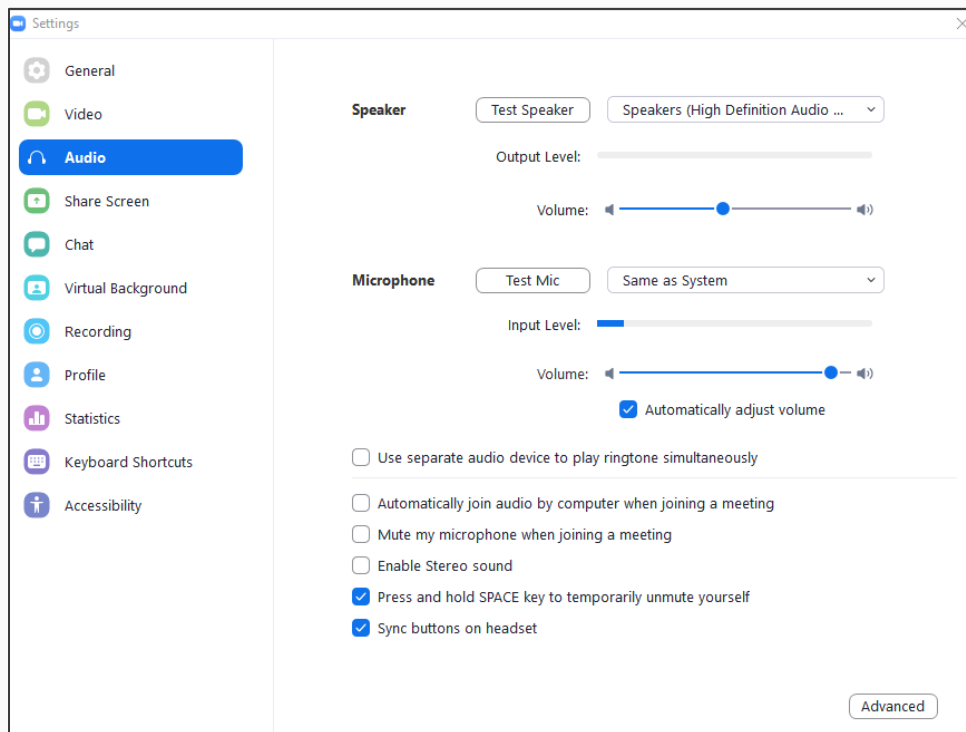


Start a test meeting

You can **join a test Zoom meeting** to familiarize yourself with Zoom and test your microphone and speakers before joining a Zoom meeting. Go to

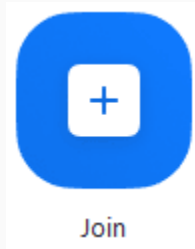
zoom.us/test

Click **Join**.



Join Another User's Meeting

Click the **Join** link that the meeting host provided in the email you received. You can also click **Join** in your Zoom client and enter the meeting ID.



Join a Meeting by Phone

Overview

You can join a Zoom meeting via teleconferencing/audio conferencing (using a traditional phone) if you do not have a microphone or speaker on your PC/Mac; you do not have a smartphone (iOS or Android) while on the road; or you cannot connect to a network for video and VoIP (computer audio):

1. Dial the Zoom toll-free number for the United States is:

1-877-853-5247

2. You will be prompted to enter the meeting ID - the ten (10) digit ID provided to you by the host, followed by #.
3. If the meeting has not already started, press # to wait if you are participant.

Phone controls for participants

The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:

- ***6** - Toggle mute/unmute
- ***9** - Raise hand

Entering the meeting password using your dial pad

The Zoom password is embedded in the URL. If the host has not provided it separately, request it.