

Zoom Video Conferencing How To

Basic
Meeting

<https://zoom.us/signup>

Personal

Free

Sign Up, It's Free

Host up to 100 participants

Unlimited 1 to 1 meetings

40 mins limit on group meetings

Unlimited number of meetings

Ticket Support

Video Conferencing Features

Web Conferencing Features

Group Collaboration Features

Security

How Do I Host A Video Meeting?

Signing In

1. Go to <http://zoom.us> and click on **Sign In**.
2. You can use the "e-mail" and "password" that you have created, or use your Google (Gmail or Google App) or Facebook account to sign in with.

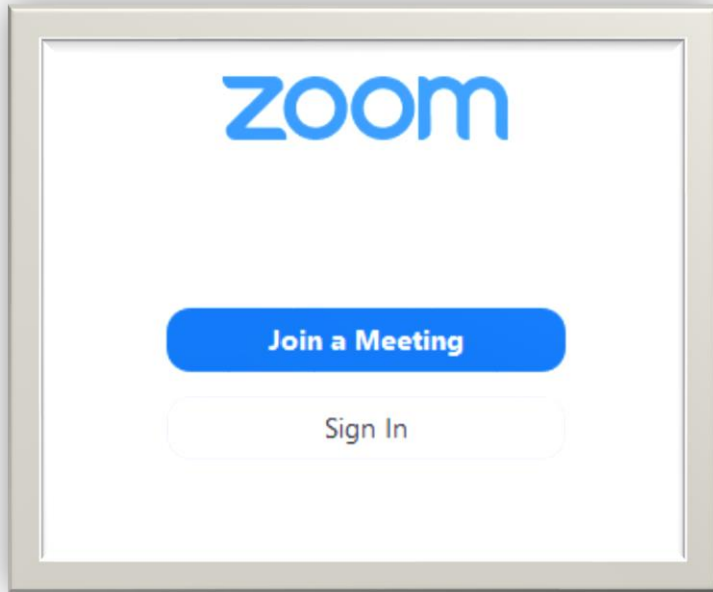
Note: If you do not have a current Zoom account, please click on [Sign Up Free](#) to create a new one.

Hosting a Meeting

If you do NOT have the Zoom app installed, go to zoom.us and select "Host a Meeting" to start the installation.

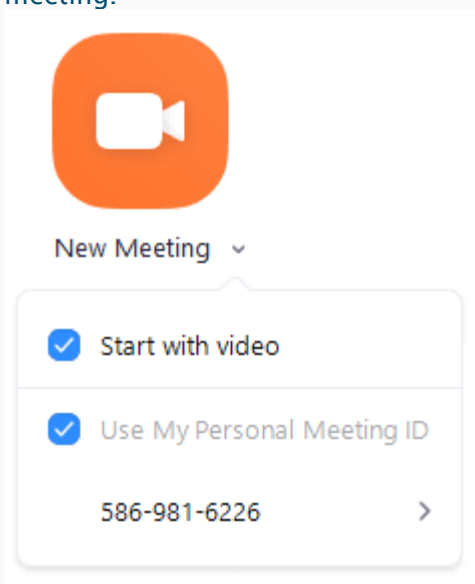
If you DO have the App installed, see below -

1. Open your Zoom app on your desktop and click



Sign In.

2. Log in using the **E-mail** and **password** that you have created, or with Google(Gmail), Facebook, or Login with SSO.
3. Click the downward arrow and select **Start with video**, then click **New Meeting** to start an instant meeting.



Quick start guide for new users

Overview

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 and click the embedded links to learn more.

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](#)

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 in to 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

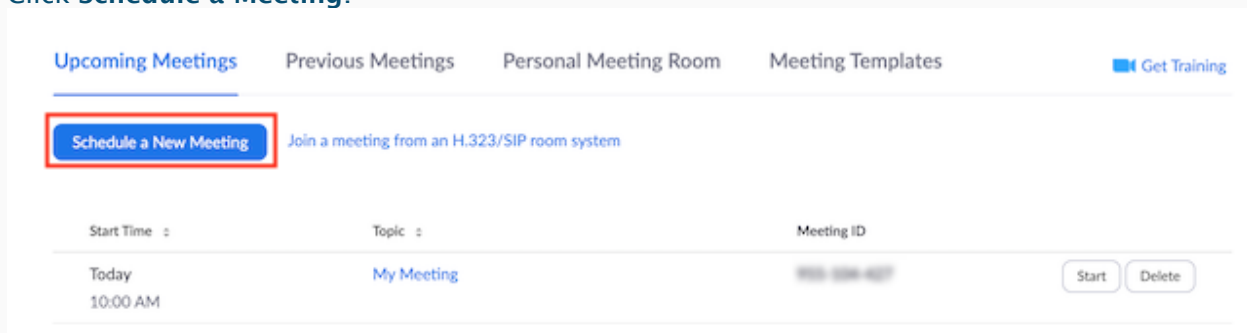
You can [update your profile](#) by adding a profile picture, set your time zone, update your password and more. To access your Zoom profile, sign in to the Zoom web portal and click **Profile**.

	Grant MacLaren	Edit
Change	Delete	
Personal Meeting ID	535- https://devb.zoomdev.us/j/ × Use this ID for instant meetings	Edit
Sign-In Email	@gmail.com Linked accounts: 	Edit
User Type	Basic  Upgrade	
Capacity	Meeting 100 	
Language	English	Edit
Date and Time	Time Zone (GMT-5:00) Central Time (US and Canada) Date Format mm/dd/yyyy Example: 08/15/2011 Time Format × Use 24-hour time	Edit
Sign-In Password	*****	Edit
Signed-In Device	Sign Me Out From All Devices 	
Samsung Phone Number:		Edit

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 in to 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.

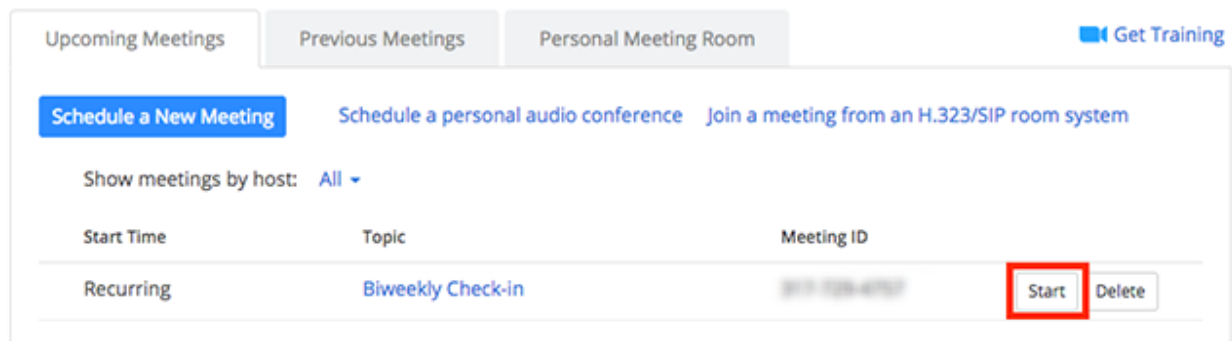
Starting a test meeting

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.

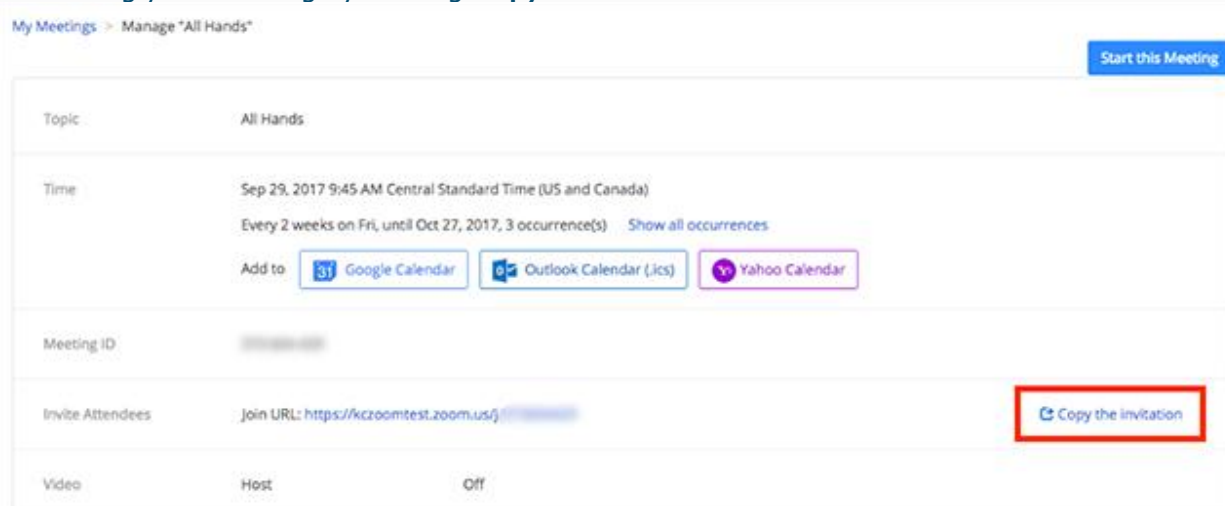


The screenshot shows the 'Upcoming Meetings' section of the Zoom interface. It includes tabs for 'Upcoming Meetings', 'Previous Meetings', and 'Personal Meeting Room'. A 'Get Training' button is in the top right. Below the tabs are options to 'Schedule a New Meeting', 'Schedule a personal audio conference', and 'Join a meeting from an H.323/SIP room system'. A dropdown menu shows 'Show meetings by host: All'. A table lists meetings with columns for 'Start Time', 'Topic', and 'Meeting ID'. One meeting, 'Biweekly Check-in', has a 'Start' button highlighted with a red box and a 'Delete' button next to it.

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**.



The screenshot shows the 'Manage All Hands' page for a meeting. It includes a 'Start this Meeting' button in the top right. The meeting details are as follows: Topic: All Hands; Time: Sep 29, 2017 9:45 AM Central Standard Time (US and Canada); Recurrence: Every 2 weeks on Fri, until Oct 27, 2017, 3 occurrence(s); Add to: Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar; Meeting ID: [blurred]; Invite Attendees: Join URL: https://kczoomtest.zoom.us/j/[blurred]; Video: Host Off. The 'Copy the invitation' button is highlighted with a red box.

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