

zoom

guide for users

This quick start guide walks you through 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.

How to sign up and activate your Zoom account

Join 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 **Accept the Request**.

Accepting the invite to the other account will transfer your profile details (name, profile picture, time zone, etc), scheduled meetings and webinars, cloud recordings, IM history, contacts, and settings, but will not transfer any reports. It is advised that you access and download any reports you may need before accepting the invite. You have 30 days to accept the invite before it expires.

Create your own account

To sign up for your own free account, visit the [Zoom sign-up page](#) and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click **Activate Account**.

How to sign in to your Zoom account on the web

You can sign in 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.

How to update 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**.

How to schedule 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**.

How to download the Zoom client

You can download the Zoom Desktop Client for [macOS](#), [Windows](#), [Linux](#), and [ChromeOS](#), as well as the Zoom Mobile App for [iOS](#) and [Android](#), from our Downloads page.

How to start 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**.

How to start 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. Sign in to your Zoom web portal.
2. Click **Meetings**.
3. Under **Upcoming**, click **Start** next to the meeting you want to start.
4. The Zoom client should launch automatically to start the meeting.

How to invite 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	██████████
Invite Attendees	Join URL: https://kczoomtest.zoom.us/j/██████████ Copy the invitation
Video	Host Off

How to join 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. You may also be prompted for a meeting passcode, so keep the meeting invite information available.

Frequently asked questions

Where do I download the latest version of Zoom?

You can download the latest version of Zoom from our [Download Center](#). [Learn more about downloading Zoom](#).

How do I use Zoom on my PC or Mac?

After downloading Zoom, [learn how to use the Zoom desktop client](#).

Do you need an account to use Zoom?

A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account. However, if the host has restricted joining meetings using [authentication profiles](#), then the participant will need a Zoom account to access the meeting. Learn more about [joining a Zoom meeting without an account](#).

An account is only required if you need to create your own meetings and send invitations to participants. Having a Zoom account allows you to create your own [instant Meetings or schedule Meetings](#). An account also allows you to access your personal settings, where you can [update your profile](#) or [upgrade your plan](#) at any time.

How do I sign up for Zoom?

You can sign up for a free Zoom account at zoom.us/signup.

How much does Zoom cost?

A basic Zoom license is free. [Learn more about available Zoom plans and pricing](#).

How do I join computer/device audio?

On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. [Learn more about connecting your audio](#).

Can I use a bluetooth headset?

Yes, as long as the bluetooth device is compatible with the computer or mobile device that you are using.

Do I have to have a webcam to join on Zoom?

While you are not required to have a webcam to join a Zoom Meeting or Webinar, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants.


How do I schedule a meeting?

You can schedule a meeting on the web, through the Zoom Desktop client or mobile app, or through one of our many integrations. [Learn more about scheduling a Zoom meeting.](#)


How do I invite others to join my meeting?

You can invite others to join your meeting by copying the join URL or meeting invitation and sending it out via email. There are many other ways to invite others to join your meeting - [learn more](#).

How do I share my screen?

Click **Share**  in your meeting and choose the screen that you would like to share. [Learn more about sharing your screen.](#)

Can I record my meeting?

All Zoom hosts can record locally to their computer unless this feature has been disabled by their Zoom account owner or admin. Hosts who are **Licensed** can also record to the Zoom cloud. In a Zoom meeting, press **Record**  to start the recording. Learn more about [local recording](#) and [cloud recording](#).

Where do I find my recording?

By default, local recordings are saved to your documents folder. Cloud recordings can be found on the [Recording](#) page of your Zoom web portal. [Learn more about locating your recording.](#)

Troubleshooting

My video/camera isn't working.

[Read tips on troubleshooting a camera that won't start or show video.](#)

There is echo in my meeting.

Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same location. [Learn about common causes of audio echo](#)

Audio isn't working on my mobile device.

[Read tips on troubleshooting audio that isn't working on your iOS or Android device.](#)

For additional troubleshooting, [submit a request](#) to Zoom Support.