



## Quick Zoom 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](#)
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### 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](mailto: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](https://zoom.us/signup) and enter your email address. You will receive an email from Zoom ([no-reply@zoom.us](mailto: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](https://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

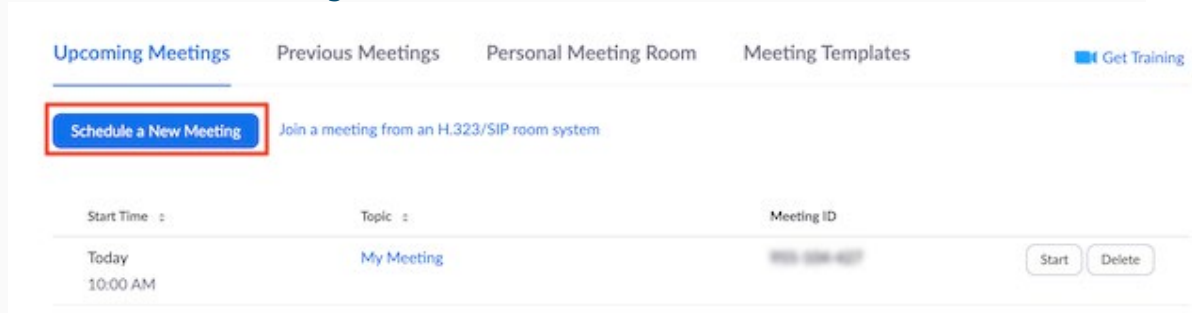
You can [update your profile](#) by adding a profile picture, set your time zone, update your password and more. To access your Zoom profile, sign in to the Zoom web portal and click **Profile**.

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

## 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](https://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 Zoom web portal interface. At the top, there are tabs for 'Upcoming Meetings', 'Previous Meetings', and 'Personal Meeting Room'. A 'Get Training' link is visible in the top right. Below the tabs, there is a 'Schedule a New Meeting' button and two links: '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'. Below this is a table of meetings. The first row is highlighted and has a red box around the 'Start' button. The table has columns for 'Start Time', 'Topic', and 'Meeting ID'. The 'Start Time' is 'Recurring', the 'Topic' is 'Biweekly Check-in', and the 'Meeting ID' is '257 728-4752'. There is also a 'Delete' button next to the 'Start' button.

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 Zoom web portal interface for managing a meeting. At the top, there is a 'Start this Meeting' button. Below it, there is a table with the following information: '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: [blurred]', 'Invite Attendees: Join URL: https://kczoomtest.zoom.us/j/[blurred]', and '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

Source: <https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>