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
- 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**.

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**.
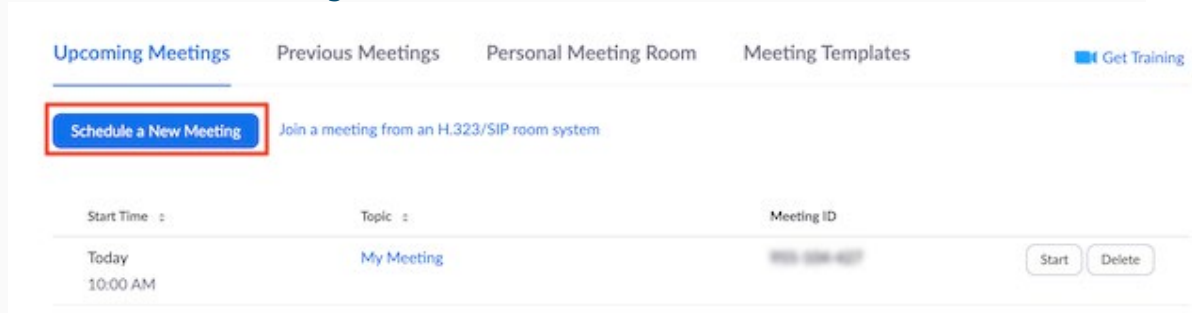
4. Choose the date and time for your meeting.
5. (Optional) Select any other settings you would like to use.
6. Click **Save**.

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.

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

Source: