How do I begin?

If you have received an email from Zoom, you will need to verify your email account in order for your Zoom account to become active. The email will give a "Click here to activate your account" link and they will also give you a link to copy and paste into your browser. Once you select either of the links your account will be active and you will be asked to create a password. Once you complete this step you will be able to Zoom!

What do I do now?

To begin, simply download Zoom to your computer https://zoom.us/support/download

For iOS, visit the Apple App Store or by searching "zoom"

For Android, visit Google Play or by searching "zoom"
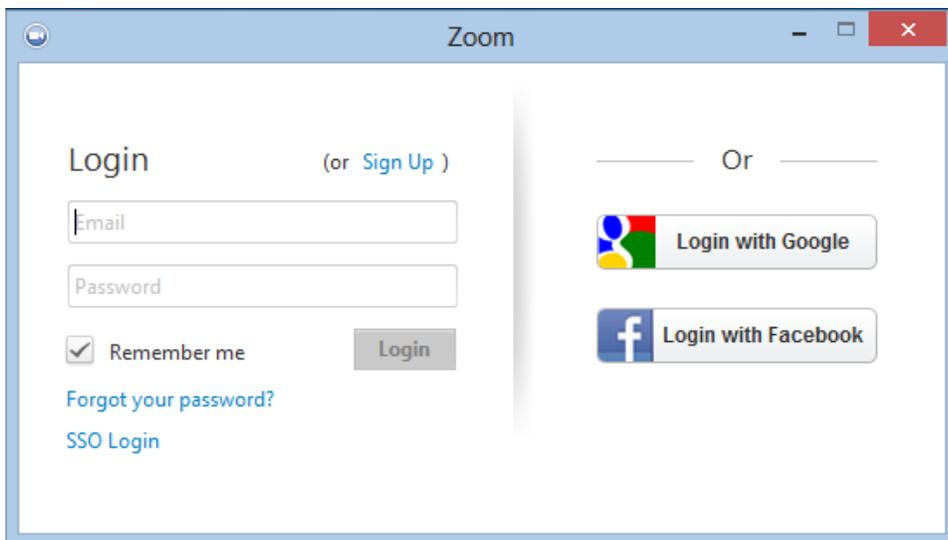
What do I do after I launch the app?

After you launch the app, you have two options. You can **Join a meeting,** or **Host a meeting.**

If you do not wish to log in, and just want to join a meeting in progress click on **Join a meeting.** If you would like to log in and start you own meeting, click on **Host a meeting.**

How do I log in?

To login, you can use your zoom account **email** and **password.**

Note: if you have a Zoom account but cannot remember your password. Please select **"Forgot your password"**

Home options?

Once you have logged in, you will see the main dialog box as shown below. The default tab is **"Home".**
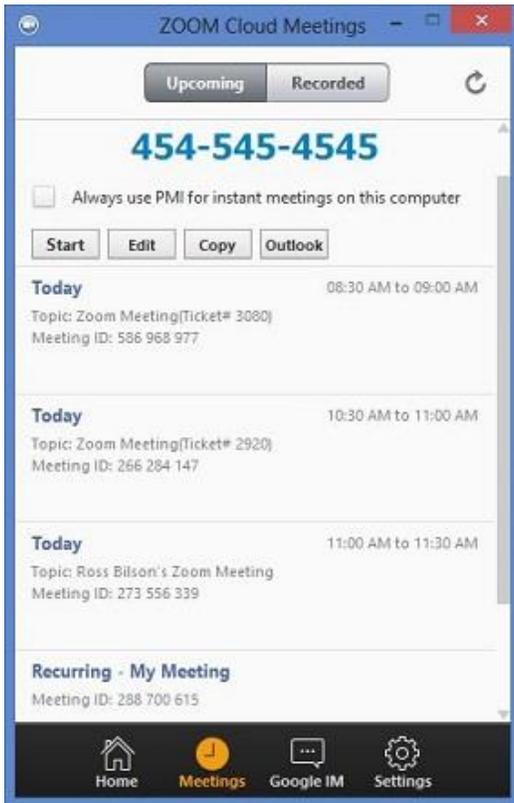

You can:

- View what type of account you are logged in with (Pro or Basic)

- Click on **Screen Share Meeting** to start a meeting sharing your "desktop" or "application"

- Click on **Video Meeting** to start a video meeting

- Click on **Schedule** to set up a future meeting

- Click on **Join** to join a meeting that has already been started

Note: Click on The account drop-down arrow to view your profile, check for updates, switch accounts, and log-out.

Meetings

Select "Meetings" to view, start, edit, and delete your personal meeting ID, scheduled meetings, and recorded meetings. Click here for more information on Personal meeting ID(PMI).
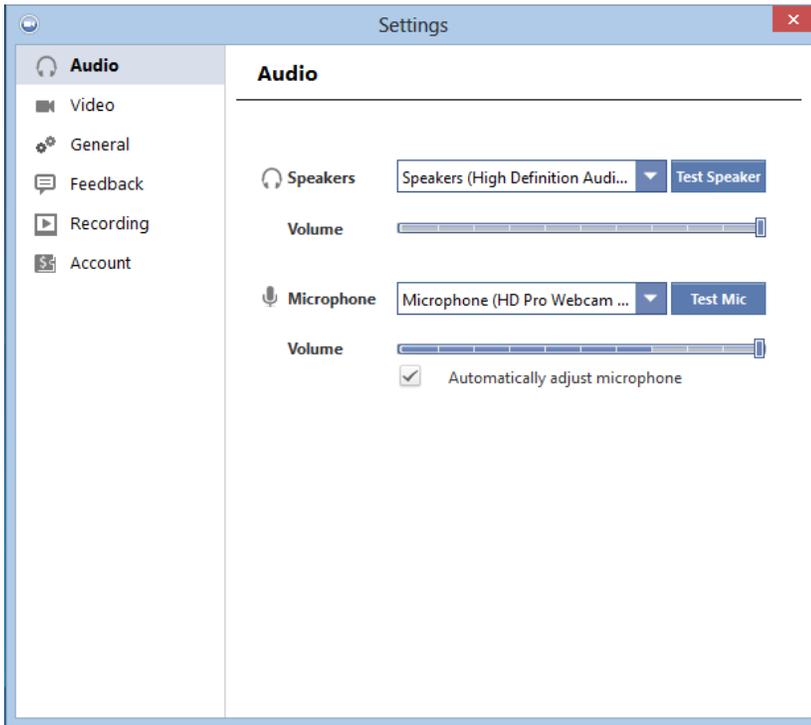

You can:

- **Start**: Selecting **start** will start the pre-scheduled meeting that you have listed in your upcoming meetings.
- **Edit**: You can **edit** or update your scheduled meeting.
- **Delete**: Selecting **delete** will permanently delete your scheduled meeting.
- **Copy URL**: Here you can **copy** your scheduled meeting(s) URL and manually paste into an email, IM, SMS etc.

Note: if you do not see your scheduled meeting, click the refresh tab in the upper right-hand corner to update/refresh the meeting list.

How do I configure my Zoom settings?

You can find the Settings tab in the main dialog box or in the meeting menu bar. After clicking **Settings**, you will have the following options**:**

- **Audio:** You can test, select and adjust your speakers**,** and microphone
- **Video:** You can test and select your video camera
- **General:** You can select additional preferences
- **Feedback:** We welcome any questions, comments, or feedback
- **Recording:** Here you can browse/open your stored recordings (all recordings are stored on your local device/computer)
- **Account/Pro account:** Here you can upgrade your account to pro user or, manage your account details.

What can I do in a meeting?

Once you have started or joined a meeting, you can perform the following actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):

You can:

- Invite more people to join by email, IM, SMS (mobile users) or meeting ID (learn more)
- Screen share your desktop or specific application window (learn more)
- Group or private chat
- Record your meeting (Who can record?)
- Manage participants (learn more)
- Mute and unmute your audio
- Select Audio connect/disconnect computer audio(learn more)
- Stop and start your video
- Configure your settings (learn more)
- Leave or end the meeting