

Zoom Guide

Zoom help center <https://support.zoom.us/hc/en-us> (here you will find videos, tutorials and FAQ's)

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 into your Zoom account on the web

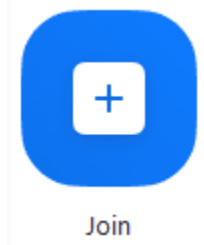
You can login to your Zoom account on the web at any time, at zoom.us/signin. Once you're logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more

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.

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.



Joining a Meeting

How do I join a Zoom meeting?

You can join a meeting by clicking the meeting link or going to join.zoom.us and entering in the meeting ID.

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

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.

- Each meeting has a unique 9, 10, or 11-digit number called a [meeting ID](#) that will be required to join a Zoom meeting

How to join using Google Chrome

1. Open Chrome.
2. Go to join.zoom.us.
3. Enter your [meeting ID](#) provided by the host/organizer.

Join a Meeting

Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number

Join

Join a meeting from an H.323/SIP room system

4. Click **Join**.
 - If this is your first time joining from Google Chrome, you will be asked to open the Zoom client to join the meeting.
 - You can check **Always open these types of links in the associated app** to skip this step in the future.
 - Click **Open Zoom Meetings** (PC) or **Open zoom.us** (Mac).

Open Zoom?

<https://zoom.us> wants to open this application.

Open Zoom

Cancel

How to join using Microsoft Edge or Internet Explorer

1. Open Edge or Internet Explorer.
2. Go to join.zoom.us.
3. Enter your [meeting ID](#) provided by the host/organizer.

Join a Meeting

Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number

Join

[Join a meeting from an H.323/SIP room system](#)

4. Click **Join**.

How to Join by email that you received

Click the join link in your email or calendar invitation.

Hi there,

[Name](#) is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: <https://.zoom.us/>

Or iPhone one-tap :

US: [+16468769923](tel:+16468769923), [+16699006833](tel:+16699006833), [+16699006833](tel:+16699006833)

Or Telephone :

Dial(for higher quality, dial a number based on your current location):

Tips and Tricks

Gallery View - everyone is on the same page and you can easily monitor all the participants at once. To enable it, click on “Gallery View” in the top-right corner of your Zoom window and you are done.

Mute your mic. When you're not talking, mute your mic. With groups of more than three people, it's essential etiquette. It's also a good rule no matter your group size if you have children, pets, or frequent unexpected noises in your environment, like street noise.

Test your audio, mic, and video. Launch Zoom a minute or two before a call to check and test your equipment. In the desktop app, click your profile image > Settings > Audio. Choose the right input and output for your audio and mic. Test them. Then navigate to video and do the same for your camera.