Zoom User Manual

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How to Sign Up for Zoom

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Sign In to Zoom

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Zoom User Manual

How to Join a Meeting

- Via Desktop (Windows or Mac)

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Zoom Meeting Tool Bar

- Via Desktop (Windows or Mac)

- Via Mobile Phone (iOS or android)

Sign Up for Zoom - Via Desktop (Windows or Mac)

1. Go to https://zoom.us, select "**Sign Up**" to create a new Zoom account.

2. Enter your work email and click **Sign Up**.

3. Confirm the email you want to use and click **Sign Up**. A message appears informing you a confirmation email has been sent to the email address you entered.
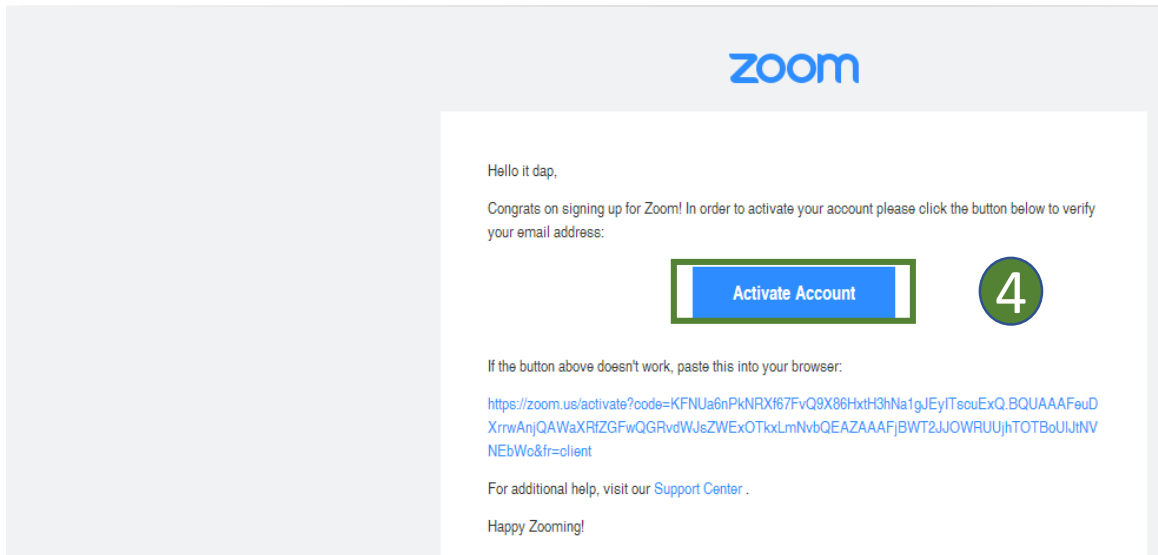
Sign Up for Zoom - Via Desktop (Windows or Mac)

4. Open your email, click "**Activate Account**". The Activate your Account page appears.

5. Enter your name and a password. The password strength is displayed to the right of the password you entered.

6. Click "**Activate**" to activate your Zoom account.

# Sign In to Zoom - Via Desktop (Windows or Mac)

1. Go to https://zoom.us, click **Sign In**.

2. Enter Zoom account with your account name and password and click **Sign In**.

Schedule or Host a Meeting - Via Desktop (Windows or Mac)

1. Go to https://zoom.us, click **Host a Meeting With Video On:** this if you want to use your Personal Meeting ID.

(If want to use a random unique meeting ID, please choose Schedule a Meeting.)
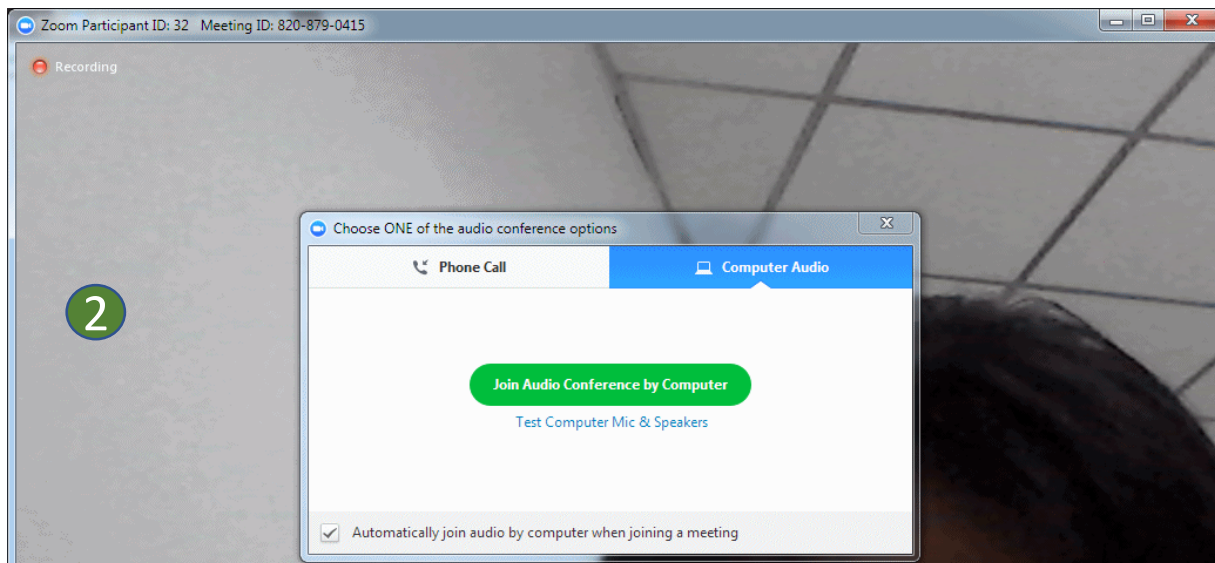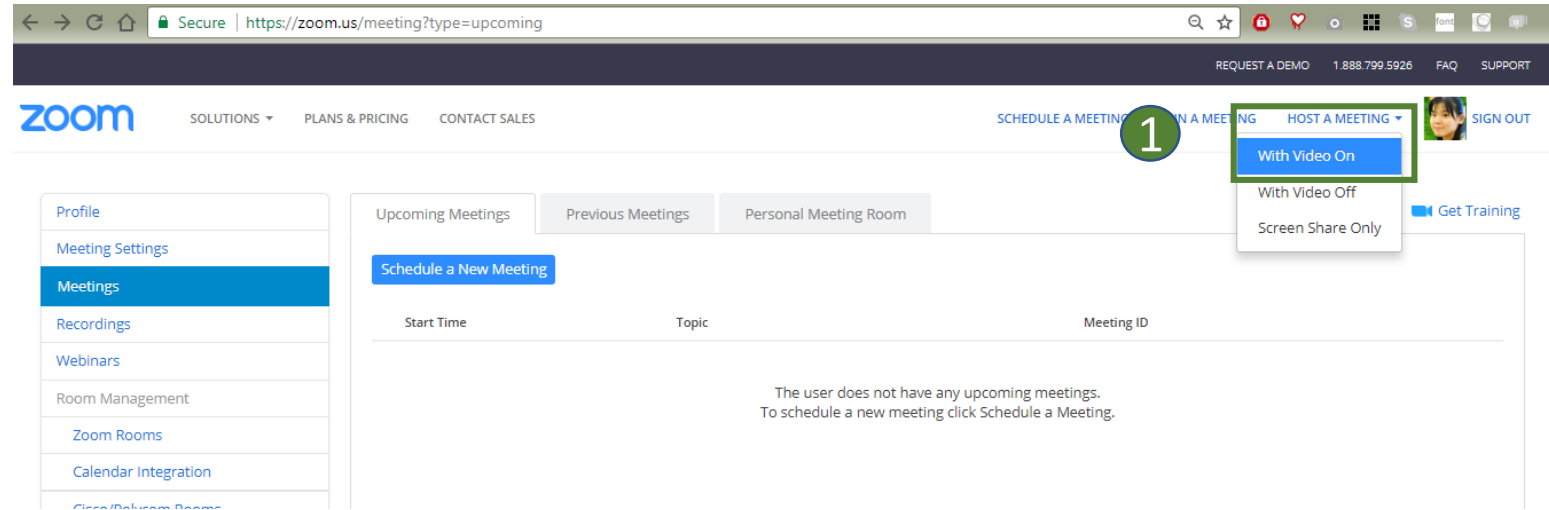
2. Then you'll connect to your meeting.

Sign Up for Zoom - Via Mobile Phone (iOS or android)

1. Open the Zoom app , choose to **Sign Up**.

2. Enter your information such as **Email, First name and Lastname**, and check **I agree to the Terms of Service**.

3. Click **Next**. A message appears informing you a confirmation email has been sent to the email address you entered.

4. Open your email, click "**Activate Account**". The Activate your Account page appears.

5. Enter your name and a password. The password strength is displayed to the right of the password you entered.

6. Click "**Activate**" to activate your Zoom account.
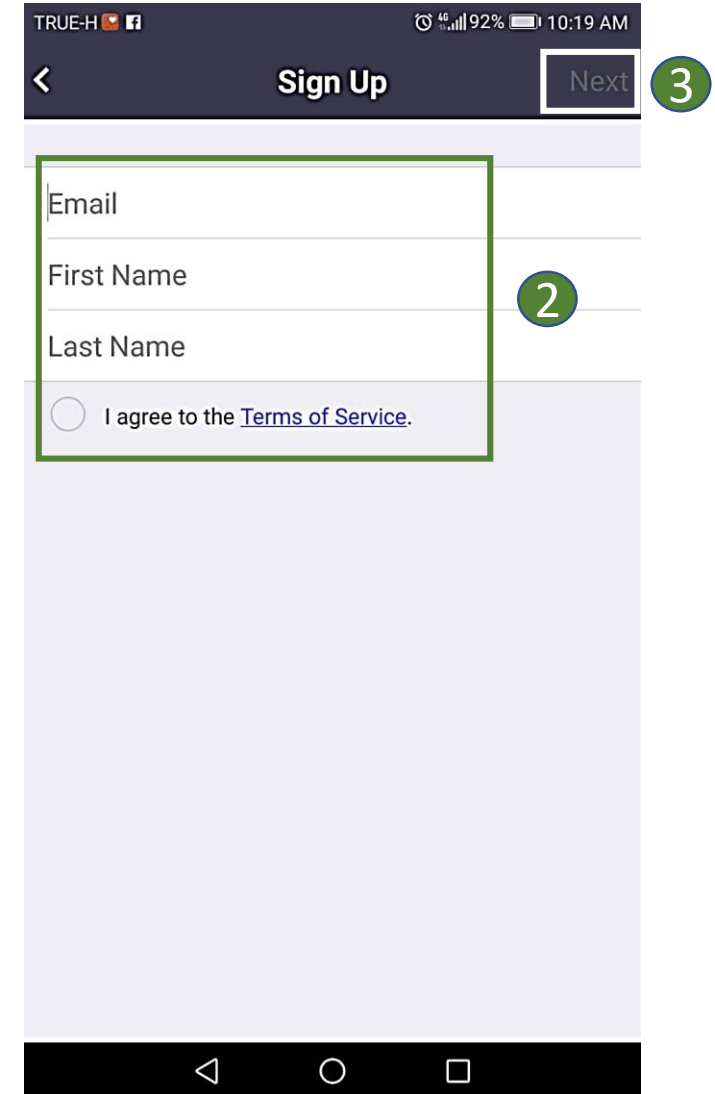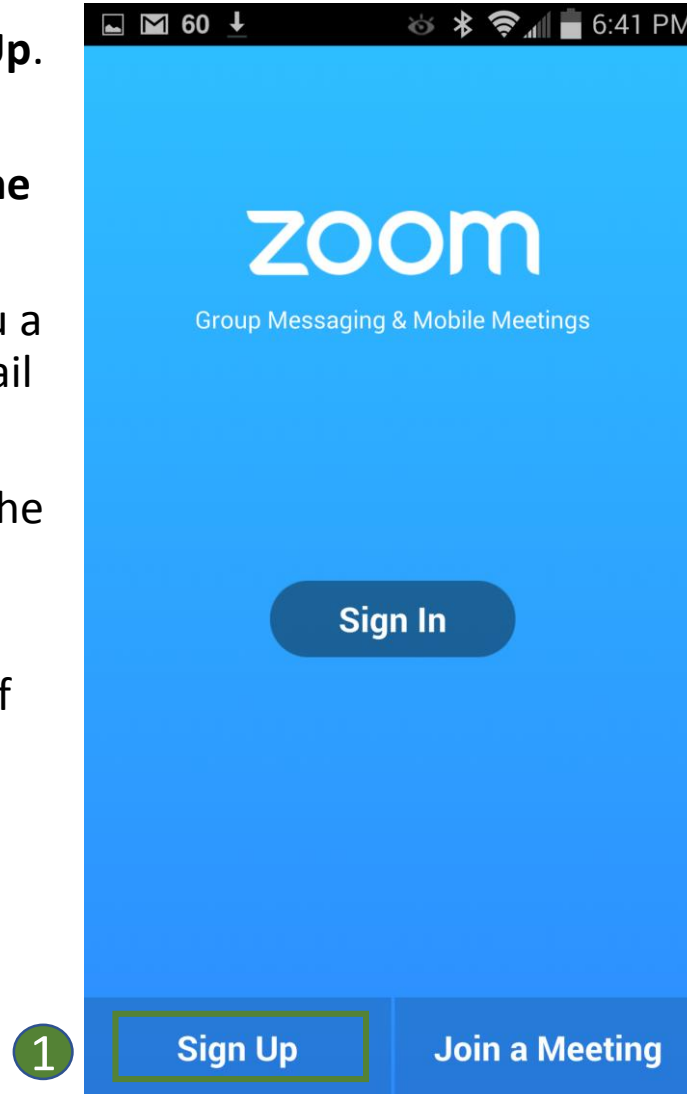
Sign In to Zoom - Via Mobile Phone (iOS or android)

1. If you've already signed up, choose to **Sign In**.

2. Enter your email and password.

3. Click **Sign In**.
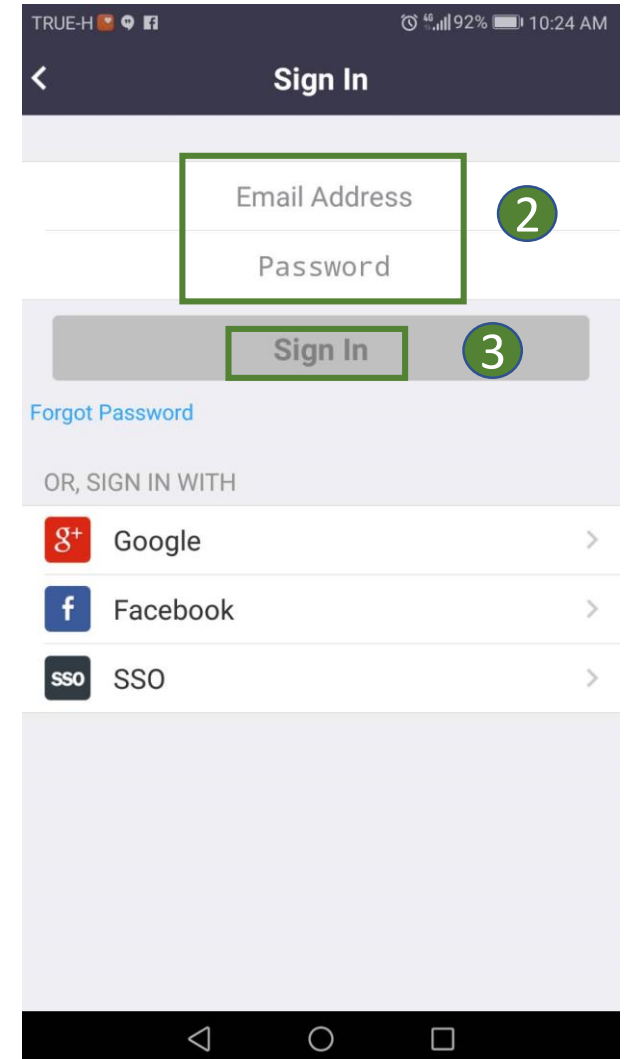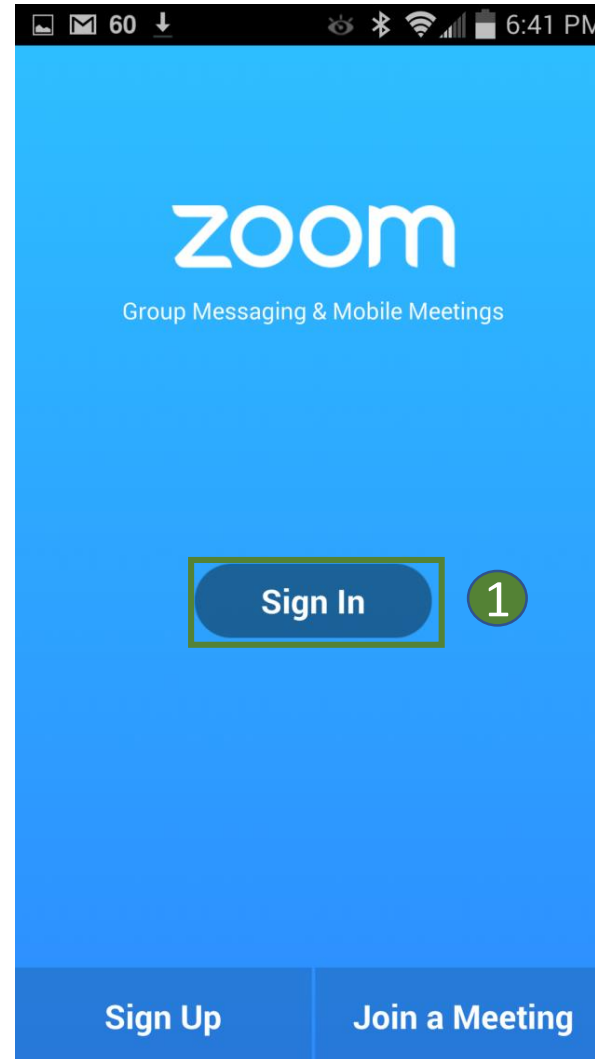
Schedule or Host a Meeting - Via Mobile Phone (iOS or android)

1. Open the Zoom app , click **Schedule or Host a Meeting.**

2. Check Use **Personal Meeting ID (PMI)** : this if you want to use your Personal Meeting ID. (If not selected, a random unique meeting ID will be generated.)

3. Click **Start a Meeting**.

4. Provide your meeting ID to all participants to allow them join the meeting.

Join a Meeting - Via Desktop (Windows or Mac)

1. Go to https://zoom.us/join
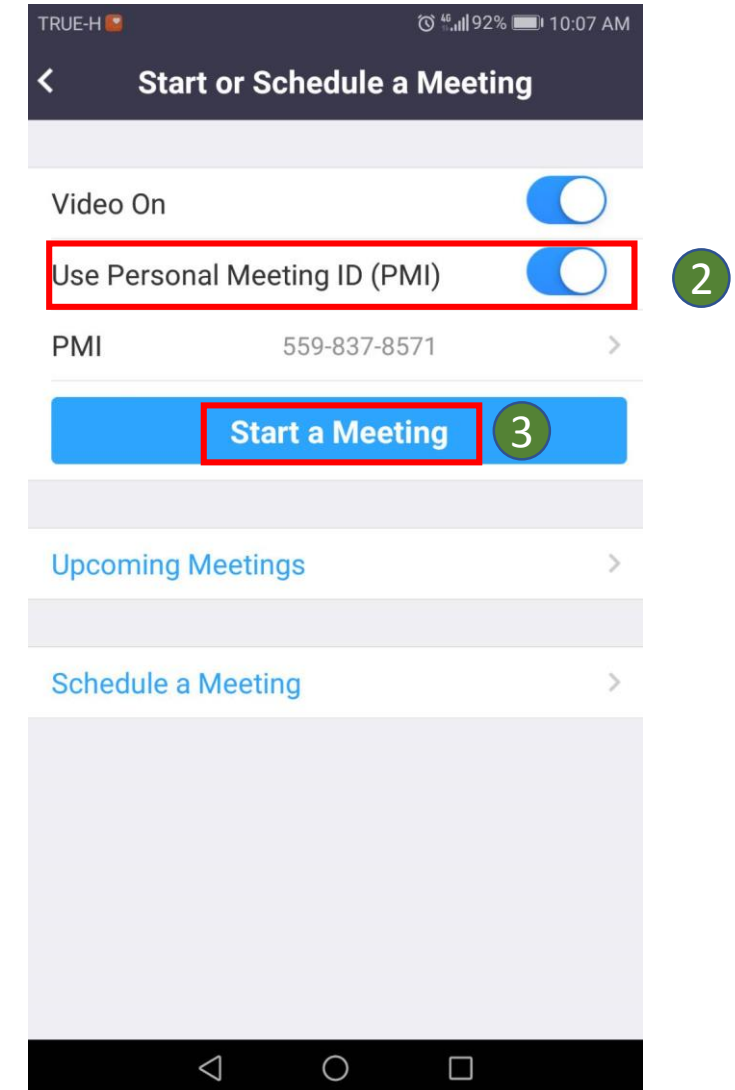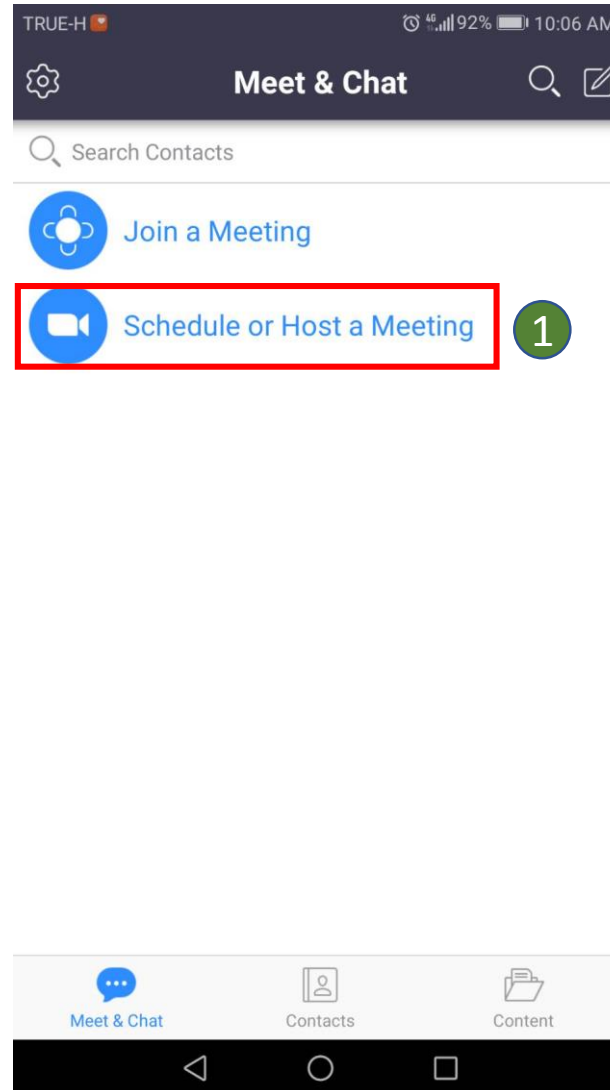
2. Enter your meeting ID of the meeting you want to join.
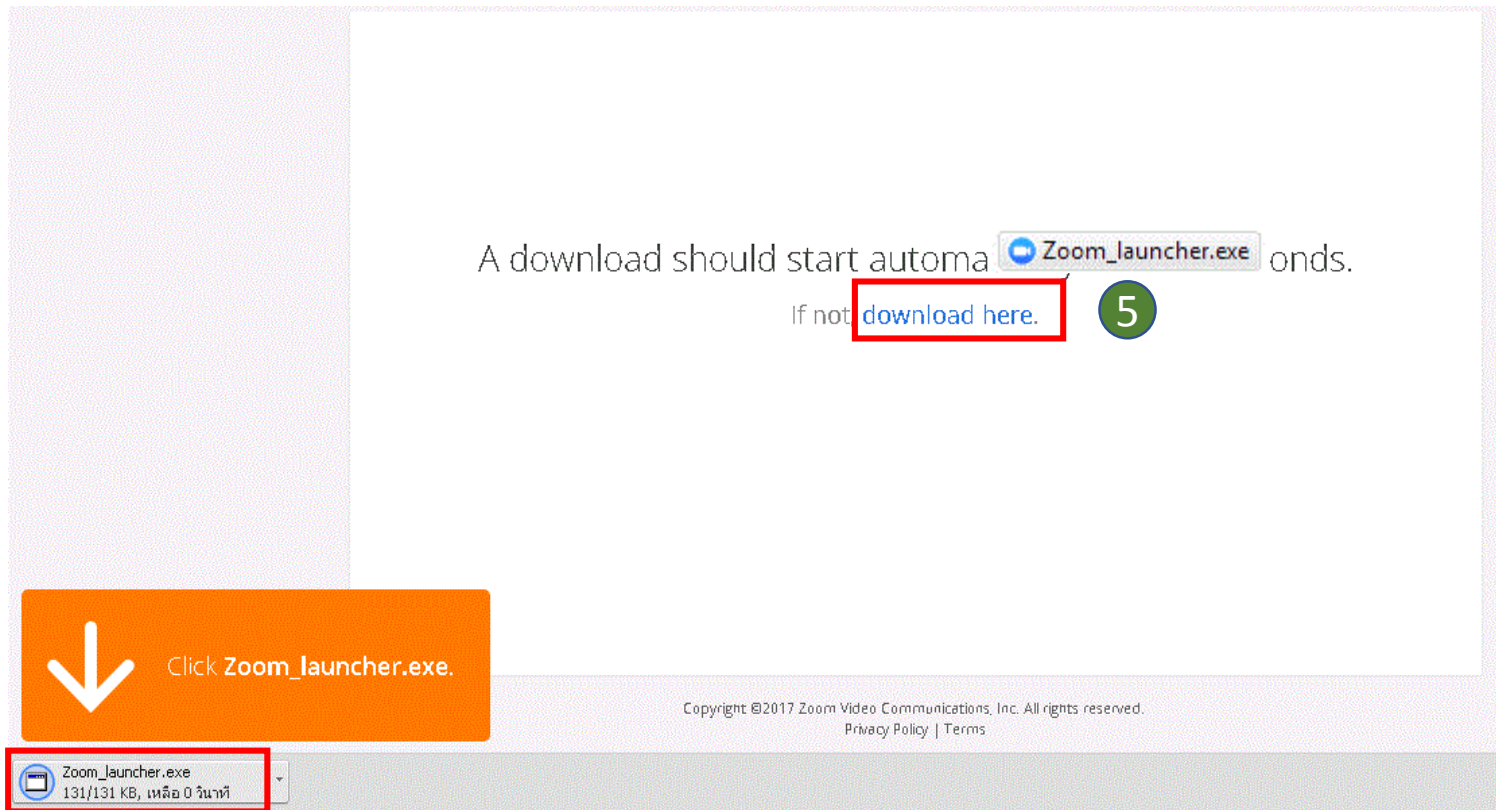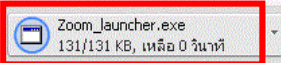
3. Click **Join**

Join a Meeting - Via Desktop (Windows or Mac)

4. You are prompted to download the Zoom App. (Zoom_launcher.exe)

5. If nothing prompts, you can click on **download here**.

6. Then Zoom app will be installed automatically.

7. If not installed, you can click on Zoom app to run & install Zoom app manually.

Join a Meeting - Via Desktop (Windows or Mac)

8. Once Zoom app has completed installation, you'll see the pop-up box asked to enter your name (it will be shown to all participants while meeting) and click **Join**.

9. After joining or starting a meeting, click "**Join Audio by Computer**" to connect your computer's speaker and microphone to the Zoom Meeting, and check the option "**Automatically join audio by computer when joining a meeting**".
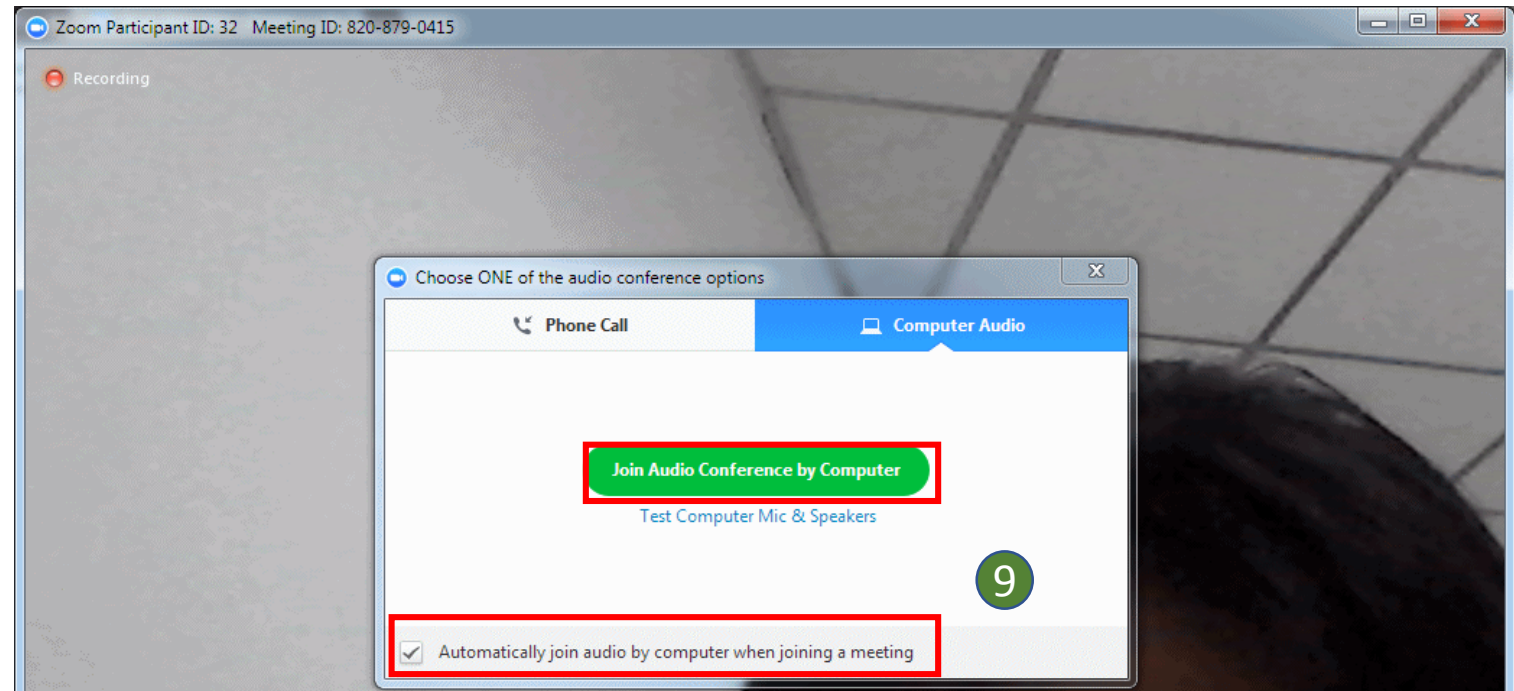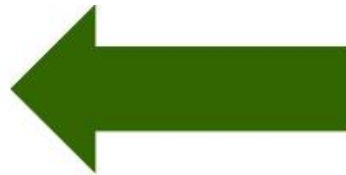
Join a Meeting - Via Desktop (Windows or Mac)

10. Finally, you can participate a Zoom Meeting now!!
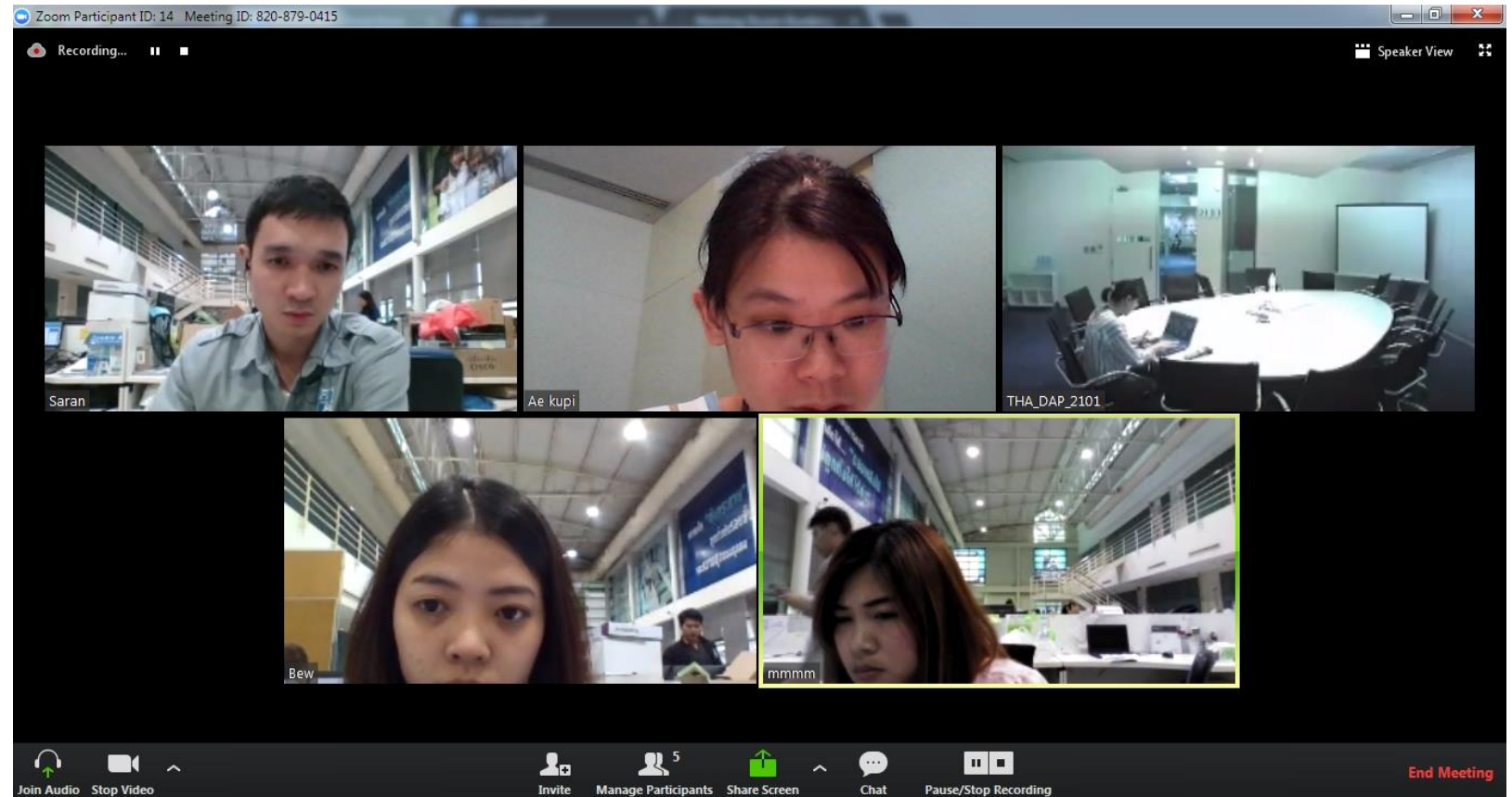
Join a Meeting - Via Mobile Phone (iOS or android)

For Android, visit Google Play and search "zoom".
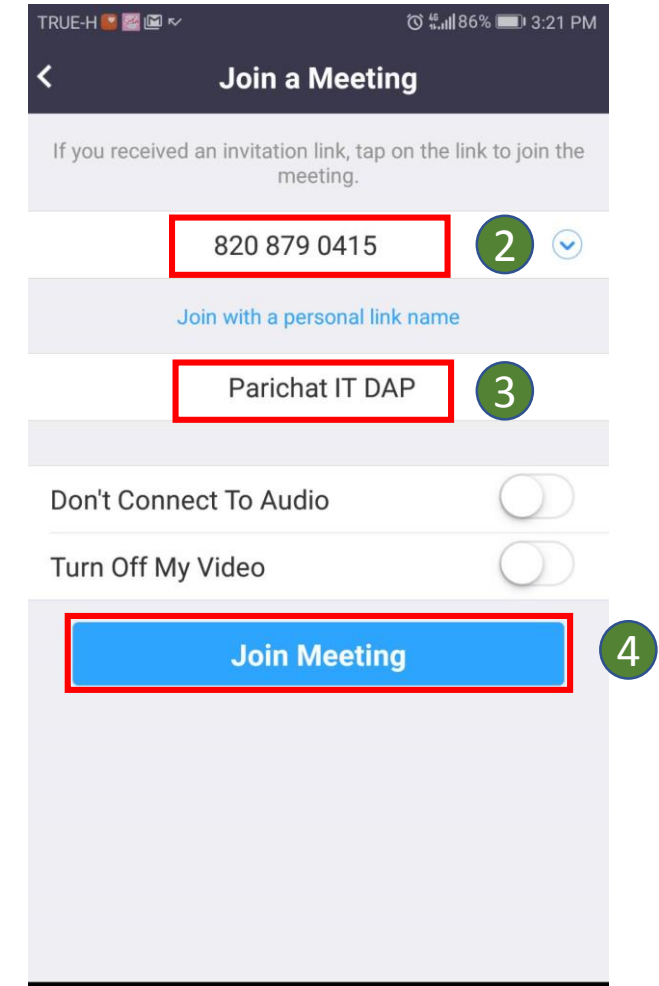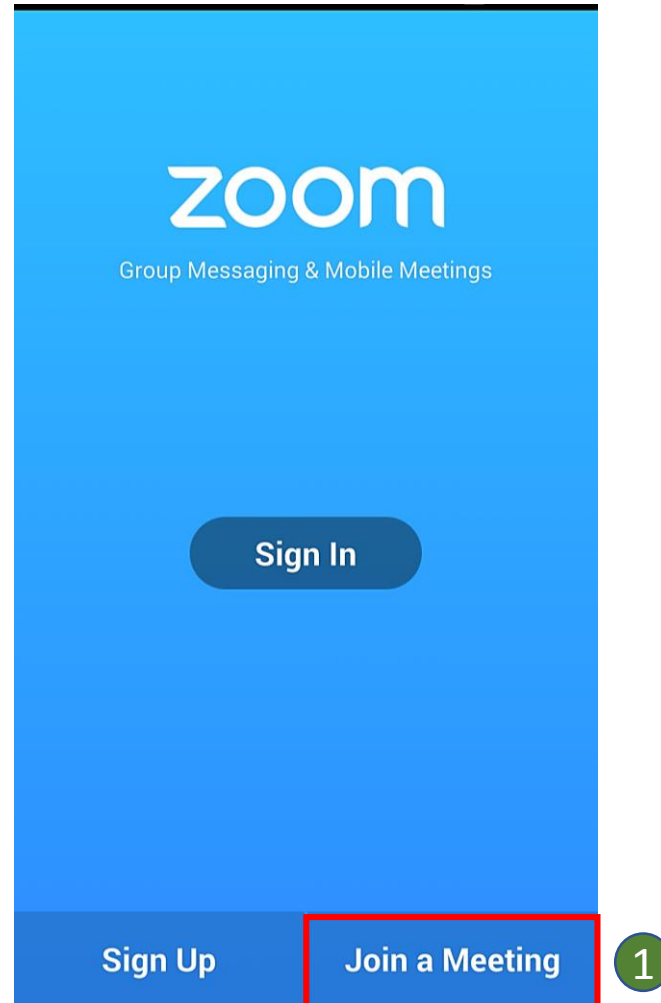Click **Install**.

For iOS, visit the Apple App Store and search "zoom".
Click to download. Click **Join.**

Join a Meeting - Via Mobile Phone (iOS or android)

Getting Started with Mobile Phone

1. Open the Zoom app , click **Join a Meeting**.

2. Enter the Meeting ID of the meeting you want to join.

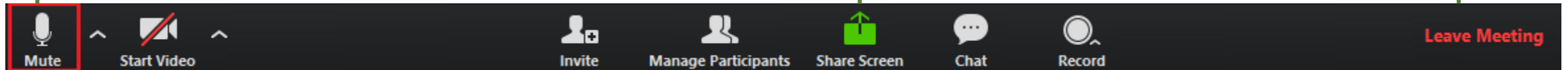3. Enter your name

4. Click **Join Meeting**.

Zoom Meeting Tool Bar - Via Desktop (Windows or Mac)

To start **"Screen Sharing"** select **the Share Screen** icon.

You can **Mute and Unmute** yourself by clicking on **the microphone** icon.

To leave the meeting, select **Leave Meeting** icon.

Mute | Start Video | Invite | Manage Participants | Share Screen | Chat | Record | Leave Meeting

You can **Turn on and Turn off your video** by clicking on **the video** icon.

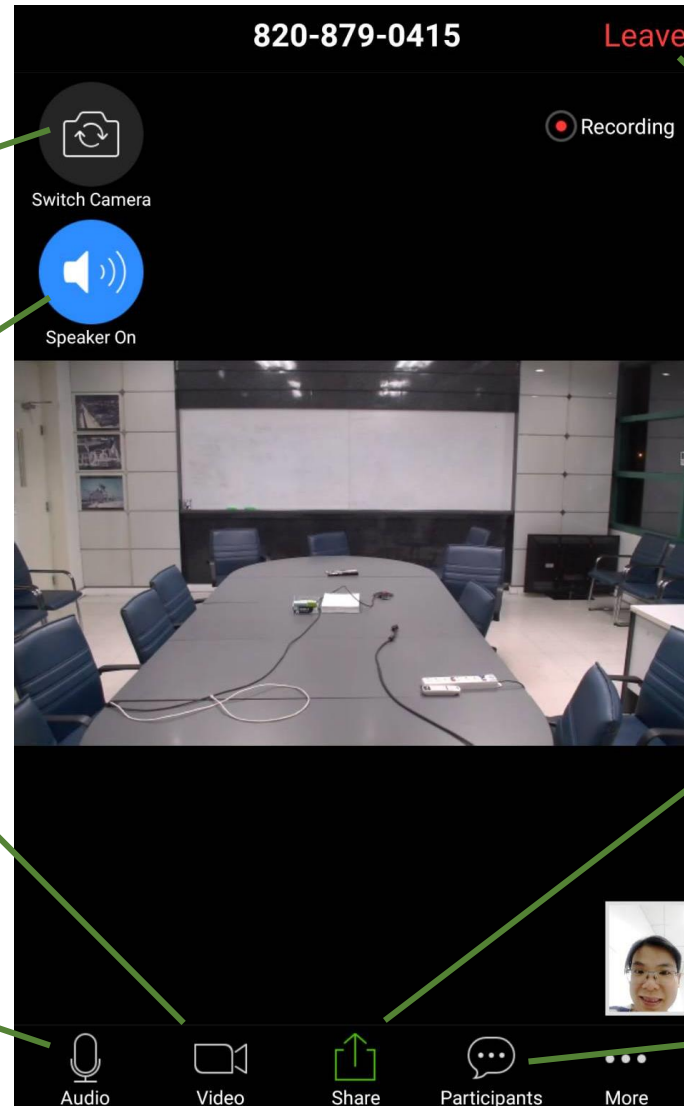When you click the **Chat** icon, **you can start a new chat or start or establish** a new group chat.

Zoom Meeting Tool Bar - Via Mobile Phone (iOS or android)

You can **Switch your front/rear camera** by clicking on **the Switch Camera** icon.

To leave the meeting, select **Leave Meeting** icon.

You can **Turn on and Turn off your speaker** by clicking on **the Speaker** icon.

You can **Turn on and Turn off your video** by clicking on **the video** icon.

To start **"Screen Sharing"** select **the Share Screen** icon.

You can **Mute and Unmute** yourself by clicking on **the microphone** icon.

When you click the **Chat** icon, **you can start a new chat or start or establish** a new group chat.

820-879-0415   Leave

Switch Camera

Speaker On

Recording

Audio   Video   Share   Participants   More