

## About Zoom

Zoom is a free (plus paid-for options) video conferencing tool that can be used on PCs, Macs and mobile devices.

We'll be using it for 1:1 meetings; team meetings and video meetings with people outside of our organization.

It's easy to sign up and use, taking less than 10 minutes to get started.

Here, we'll look at getting signed up and getting started using Zoom.

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## Step 1

### Go to Zoom

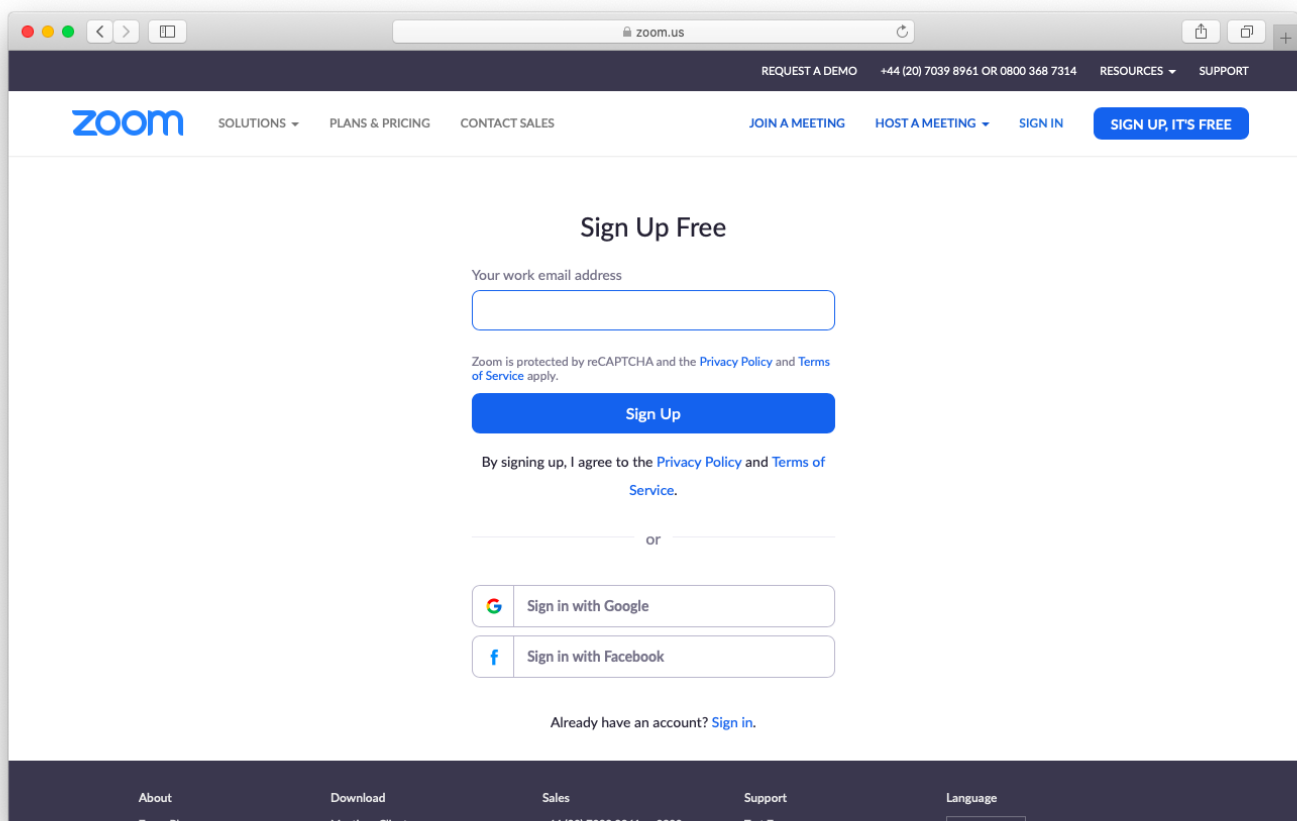
Head over to <https://zoom.us/> and click the Sign up, it's free button in the top right corner.

## Step 2

### Create account

Follow the steps to create your free account.

You'll need access to your email account to complete this stage.



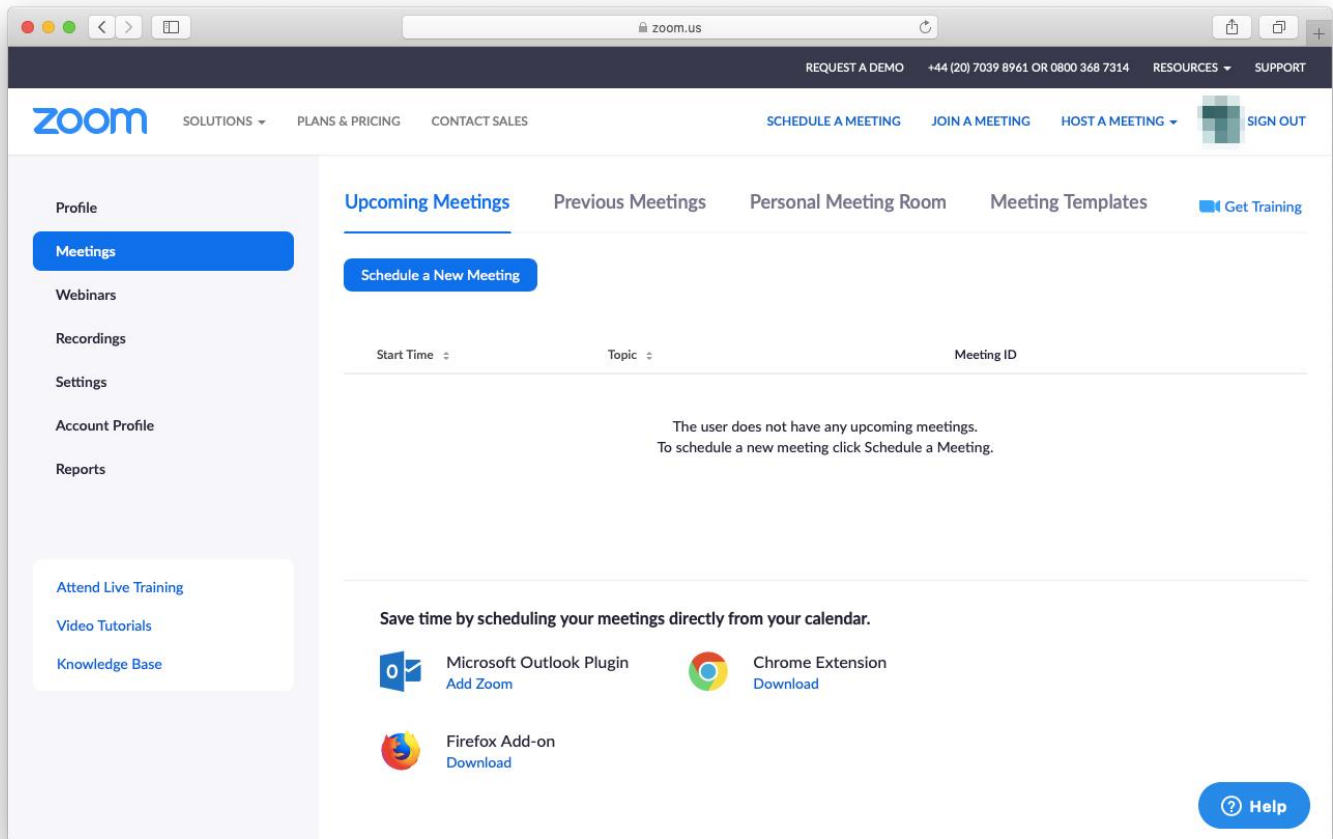
The screenshot shows the Zoom website's sign-up page. The browser address bar displays 'zoom.us'. The top navigation bar includes links for 'REQUEST A DEMO', '+44 (20) 7039 8961 OR 0800 368 7314', 'RESOURCES', and 'SUPPORT'. The main navigation bar features the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a prominent blue 'SIGN UP, IT'S FREE' button. The central content area is titled 'Sign Up Free' and contains a form for entering a work email address. Below the form, there is a 'Sign Up' button and a checkbox for agreeing to the Privacy Policy and Terms of Service. Social login options for Google and Facebook are provided, along with a link to sign in if the user already has an account. The footer contains links for 'About', 'Download', 'Sales', 'Support', and 'Language'.

### Step 3

#### Check it works

Select 'HOST A MEETING' in the top right corner of the screen

Once you've done that, an automatic download will start. Follow the instructions until the video call starts (don't worry, there's no one else in the virtual meeting yet!)



### Step 4

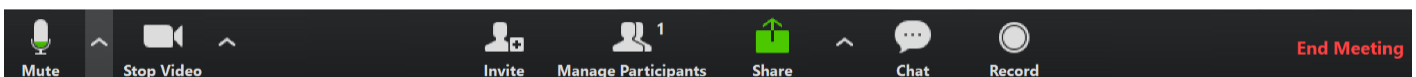
#### Sound and video check

Once in the meeting look for the black toolbar at the bottom of the screen. If you can't see it, move your mouse/cursor and it should appear.

Click on the up-arrow between the Mute and Stop Video icons.

Then select: Test speaker and microphones

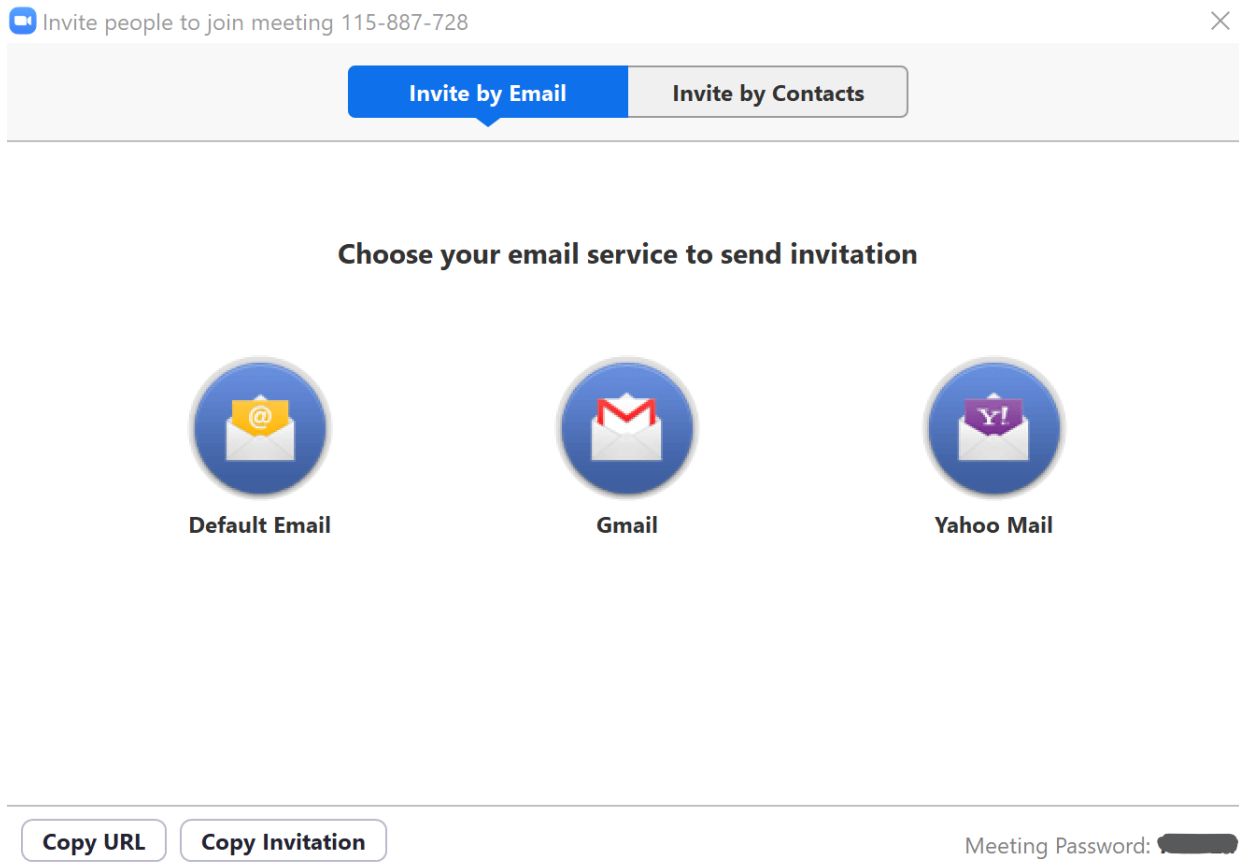
If that doesn't confirm your speakers and video is working, get in touch with Zoom.



## Step 5

Invite guests/participants (optional – this is if you are going to *host* a meeting. Please continue reading below for instructions on how to *join* a meeting.)

Select the Invite icon from the black toolbar (as shown in the image above). Choose your email service OR copy the URL/invitation (buttons below).



## Step 6

### You're ready

Having gone through that process, you now have an account and have downloaded the software. Open Zoom when you want to use it, select 'Host a meeting' to start and share the details with those you want to join you.

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## How to join a Zoom meeting: What are the requirements?

To join a Zoom meeting, a host first has to create a meeting and share the invite URL or meeting ID. You do not need a Zoom login to join a meeting, all you need is that meeting URL or ID.

Once the host starts the meeting, participants can join unless the host enabled the option allowing participants to join before the host arrives.

### How to join a Zoom meeting on desktop by downloading the app

1. [Download the Zoom desktop app](#) on your Mac or PC.

2. Open the Zoom app.
3. Click join a meeting.
4. Enter the meeting ID and your name, and set audio/video permissions.

### **How to join a Zoom meeting on desktop via meeting invite link**

1. Click on the meeting invite URL that the host shared via email or text.
2. Open the Zoom app.
3. Approve the request for permission to use your computer's audio and camera.  
Depending on the meeting's set-up, you may enter the meeting right away, you may need to wait for the host to arrive first or you may be placed into a waiting room that the host controls.

Once you're in the meeting, learn [how to see everyone on Zoom](#) in the grid format.

### **How to join a Zoom meeting on mobile (iPhone, Android)**

1. Download the [Zoom app for iOS](#) or for [Android on Google Play](#), and set it up using your contact information — which the host can use to "call" you. Then, either
  2. Your app will ring when the host "calls" you (*Accept the call*)  
*or*
  3. Open the mobile app.
  4. Tap on "Join a Meeting."
  5. Enter the meeting ID and your name and set audio/video permissions.  
*or*
  6. Tap on the meeting invite URL that the host shared via email or text, which will open the Zoom app. *The app may ask for permission to use your phone's camera.*  
Again, depending on the meeting's set-up, you may enter the meeting right away, you may need to wait for the host to arrive first or you may be placed into a waiting room that the host controls.
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## Further resources:

- Join a meeting – [Watch tutorial](#)
- Configure audio and video – [Watch tutorial](#)
- Sharing your screen – [Watch tutorial](#)
- [Zoom FAQs](#)