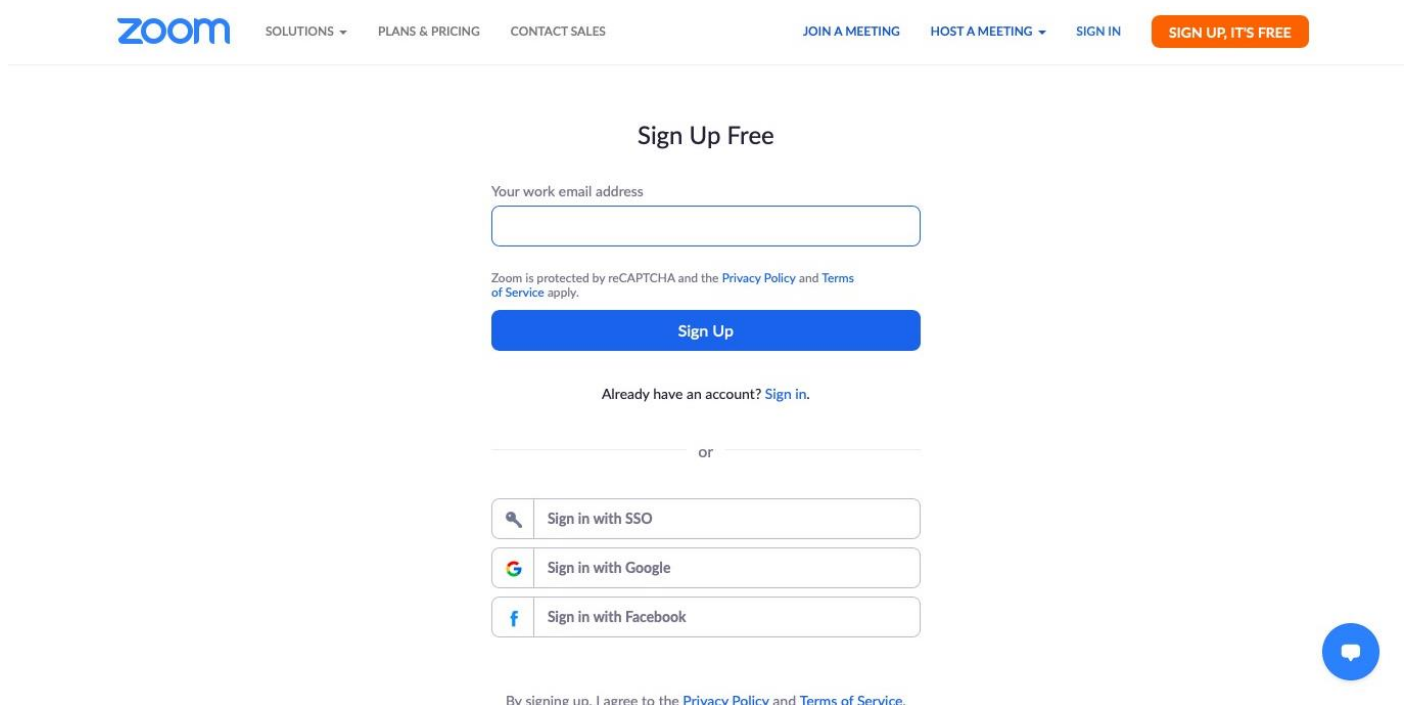# HOW TO USE ZOOM

Zoom is a cloud-based video conferencing tool that lets you host virtual one-on-one or team meetings easily. With powerful audio, video and collaboration features, this remote communication tool connects remote team members with each other.

How To Get Started With Zoom

1. For Desktop

Step 1: To get started with Zoom, head to their website (ZOOM.US), and click on the "SIGN UP" button that's at the top-right corner of the screen.

Step 2: You have two options when it comes to creating a Zoom account.

You can either:

- Create a new account using your work email address.
- Sign in using SSO (Single Sign-On) or your Google or Facebook account.

If you're using Zoom for work purposes, it's best to sign up using your work email address.

Step 3: Zoom will now send you an email with a confirmation link.

Click on that link to go to Zoom's Sign Up Assistant and sign in using your credentials.

Step 4: Download the desktop application / Zoom client from the Zoom website for easy access.

2. For Mobile

Step 1: Download the Zoom iOS or Android app from the App Store/Play Store.

Step 2: Sign up or sign in to Zoom by following the on-screen instructions that are similar to the desktop process.

How To Join a Zoom Meeting

If you received a meeting invitation containing a link to a Zoom meeting, click the link to be connected to Zoom. When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected as the alternative host (if the host is unable to join) will have host controls, including muting audio, using video, sharing your screen and more.

Mute/Unmute & Audio Settings

You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings.
You can change your microphone, leave the computer audio or access the audio options.
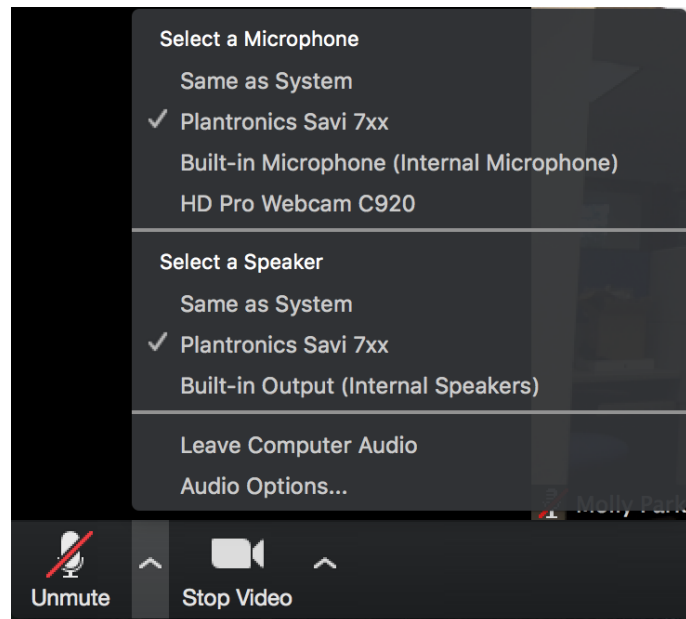
Start/Stop Video & Video Settings

You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).
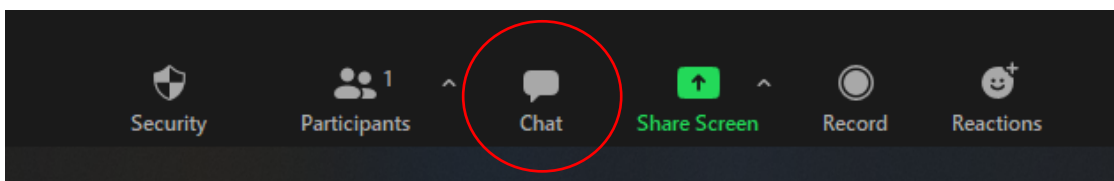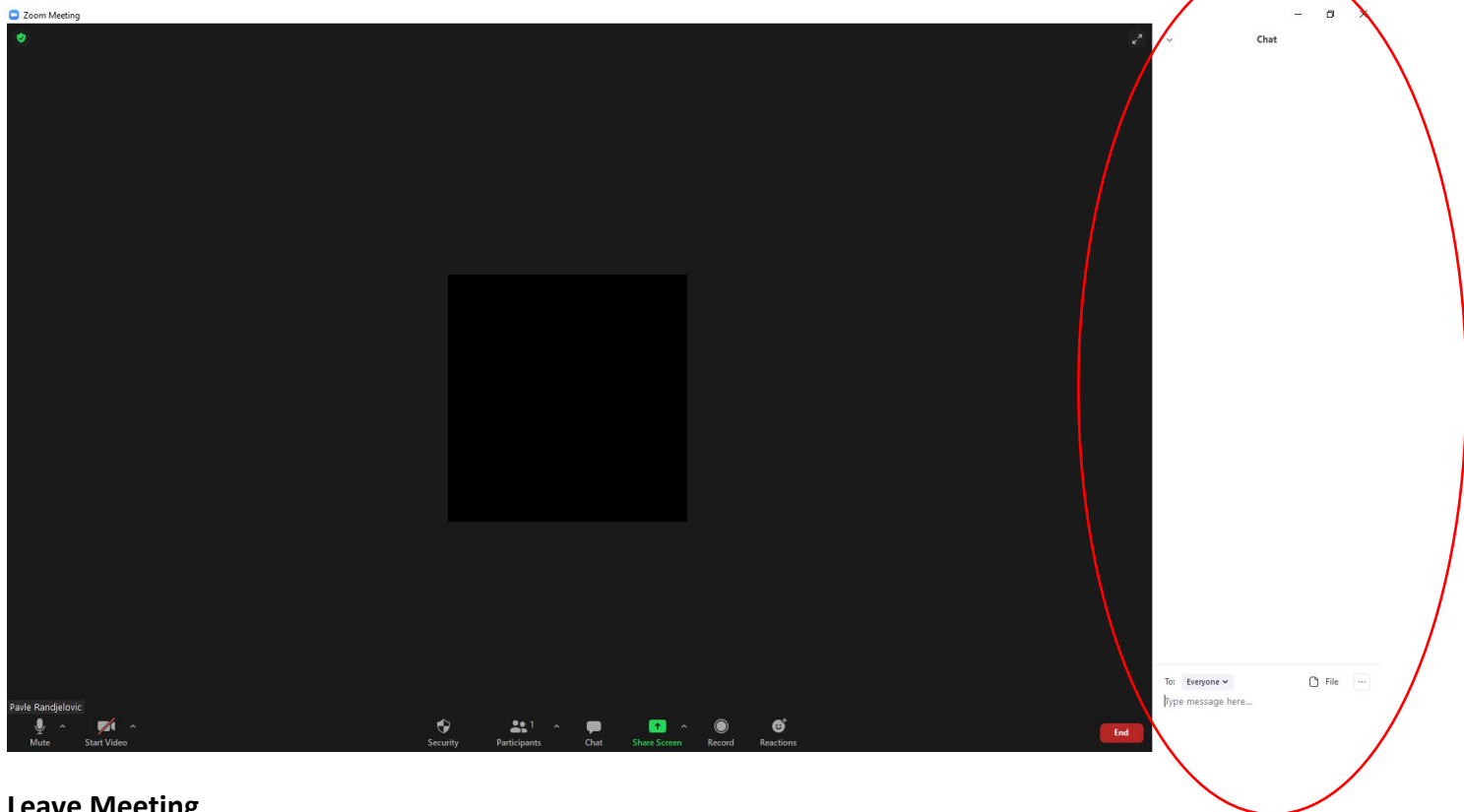
Share Screen

If the host allows, you can share your screen in the meeting. The host will have the ability to stop your screen share.
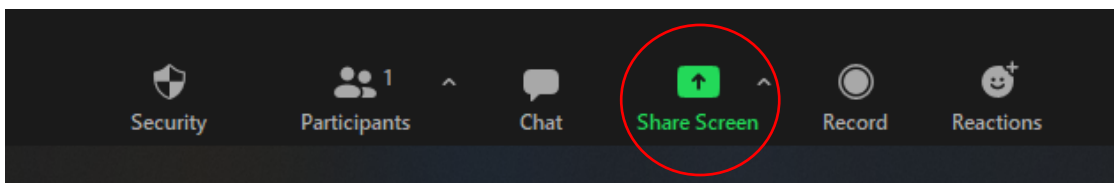
Chat

Chat with individuals or everyone in the meeting. Click Chat to open up the chat window and chat with other participants or view chat messages. Select the drop down next to To: to change who you are chatting with.

Leave Meeting

You can leave the meeting at any time by clicking on the Leave Meeting option at the lower right corner of the Zoom window.

For More Information

Contact Technical Support: https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Technical-Support
Zoom Help Center: https://support.zoom.us/hc/en-us
Getting Started: https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started
Tutorials: https://support.zoom.us/hc/en-us/sections/201740096-Training
Mobile: https://support.zoom.us/hc/en-us/sections/200305413-Mobile