# Zoom User Guide

How to make an account

Making an account on desktop

- To sign up for your own free account, visit the Zoom sign-up page and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account and follow the instructions.
- After entering the verification code, you will be able to set a password which you can use to log in on all your devices in the future.
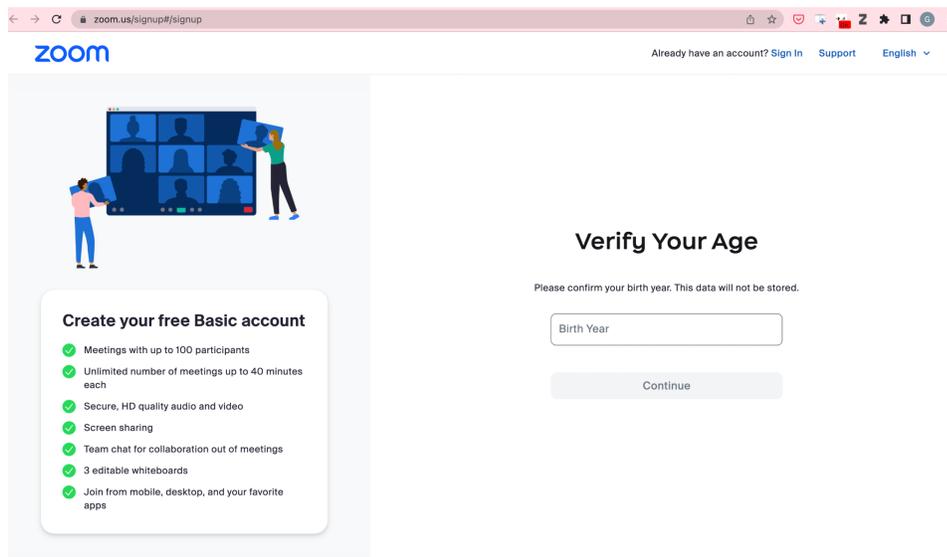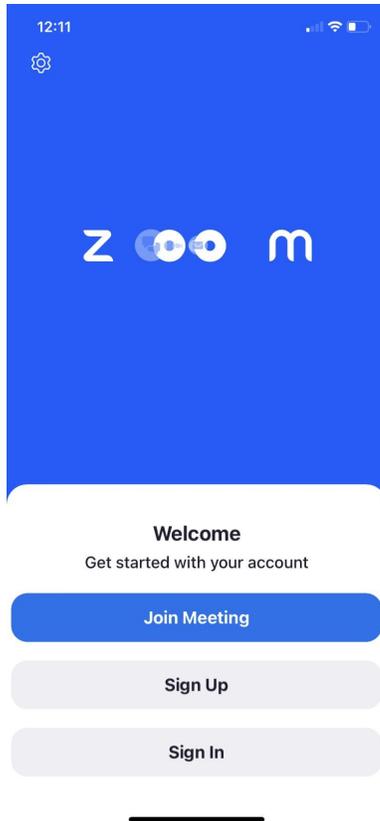
How to make an account on the app

- Download the Zoom app on the app store and hit the "sign up" button
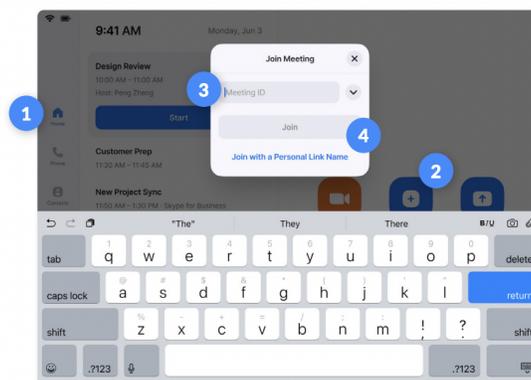- Follow the same directions as listed above to set up your account

How to Join and Create Meetings
How to join a meeting

- You can join a meeting using a "**Meeting ID**" or a **zoom link**
- Enter the Meeting ID on Zoom or click on the link to enter a Zoom Meeting
- Sometimes, a password is required to join a meeting. This should be provided to you by the meeting host.

How to create a meeting

- If you want to make your own Zoom meeting, you can do so by clicking on "**Home**" and then selecting "**New Meeting**".
- To share this meeting with other people, you can share the **meeting ID** and **password** (this should be provided to you by Zoom directly), or you can manually send them an **invite**
- You can send others a link through your contacts, your email, or phone. The attendees should be able to use this invitation to directly join the meeting.
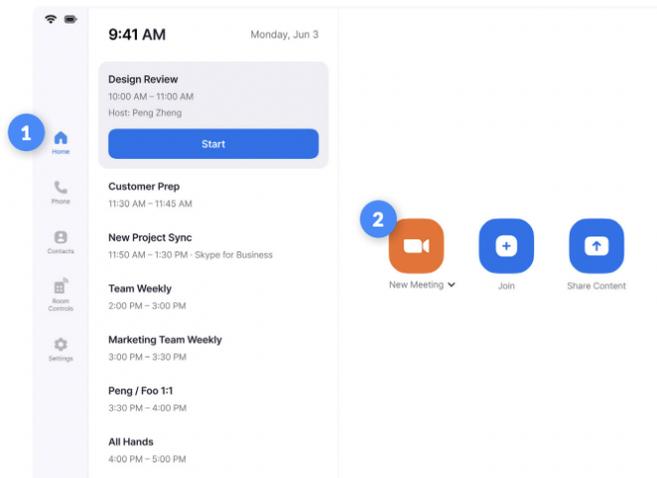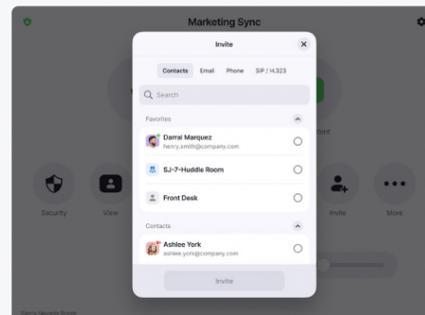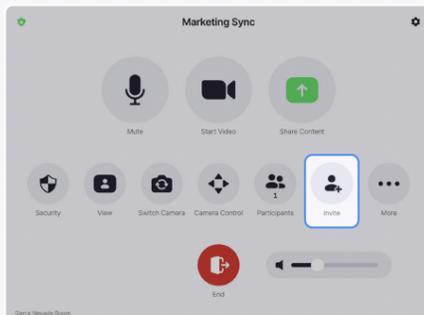
What to do in a Meeting

How to mute/unmute yourself
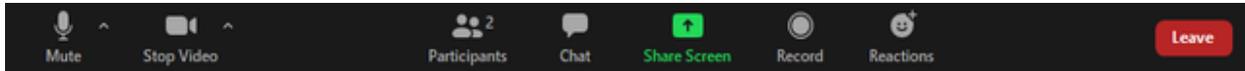
- When you join a meeting, you will be prompted to "Join Audio" so you can hear and others can hear you. To do this, hit **Join Audio** .
- **Unless the host has set everyone to be automatically muted** (which they often forget to) **you will likely want to mute yourself immediately to avoid disrupting the call.** To do so, hit the **Mute** button on the bottom left to mute and unmute your microphone.
- To make sure that you or someone else is muted, check the small red microphone icon in the bottom left of your video.
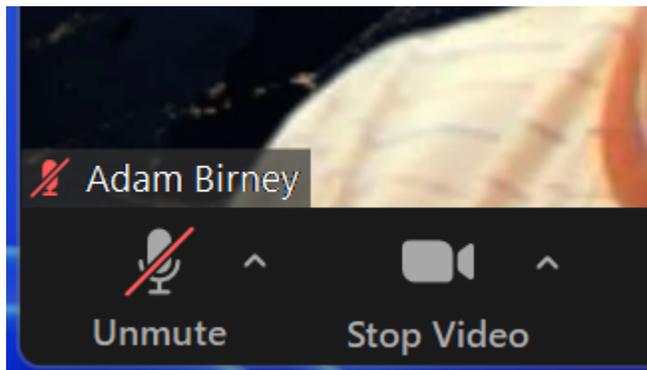

Turn off/on camera

- Press the camera button turn on the video camera.

- Press the button again to turn off the video camera.
- WARNING: your video camera may or may not turn on by default. When you first join the meeting, Zoom will ask you if your video should be off or on.

Chat Function

- For when someone cannot/does not wish to speak out loud, there is a chat function you can use to talk to others. To do this, press the Chat button to the left of the "Share Screen" button to access the chat window and chat with other participants.
  - To chat with everyone:
    - While in a meeting, click Chat in the meeting controls.
    - In the To: drop-down menu, select Everyone.

- Enter your message in the chat window.
- Press Enter to send your message.

- To send a private message:

  - While in a meeting, click Chat 💬 in the meeting controls.
  - In the To: drop-down menu, select the participant you want to chat with directly.
  - Enter your message in the chat window.
  - Press Enter to send your private message.
    Your message will appear in the chat window indicated by a (Direct Message) notification above the message.

Screen sharing

- When pressing the screen share 🔼 button, you will be asked to select a few options.
- You will be able to select the desktop or application you want to share.
- Consider the following options:
  - **Basic**: Share your entire desktop, specific application windows, [whiteboard](), or [iPhone/iPad]() screen.
  - **Computer Audio**: Only [share your computer's audio]() (your selected speaker in your [audio settings]()).
  - **Share sound**: If you check this option, any sound played by your computer will be shared in the meeting.

https://cdn.brandfolder.io/AMC8F81D/at/37sx8wbwhw92g2sfz35j3hz/ZR_User-Guide.pdf
https://support.zoom.us/hc/en-us/articles/204772869-Zoom-Rooms-User-Guide

https://support.zoom.us/hc/en-us/articles/200941109-Participant-controls-in-a-meeting#:~:text=Join%20Audio%20or%20Unmute%20%2F%20Mute%20%3A%20Mute%20and%20unmute%20your%20microphone,access%20the%20full%20audio%20settings.