How to create a zoom account

Prerequisites

- Zoom desktop client (Windows or Mac)

Sign in and Join

After launching Zoom, click Join a Meeting to join a meeting without signing in. If you want to log in and start or schedule your own meeting, click Sign In.

To sign in, use your Zoom, Google, or Facebook account. You can also log in using SSO. If you don't have an account, click Sign Up Free. If you have a Zoom account but
cannot remember your password, click **Forgot**.

**Sign In**

Email

Password  **Forgot**

Keep me signed in  **Sign In**

or

Sign In with SSO

Sign In with Google

Sign In with Facebook

**Home**

After signing in, you will see the **Home** tab, where you can click these options:
• **New Meeting**: Start an [instant meeting](#). Click the downwards arrow to enable video or use your [personal meeting ID (PMI)](#) for instant meetings.
• **Join**: [Join a meeting](#) that is in progress.
• **Schedule**: [Set up a future meeting](#).
• **Share Screen**: [Share your screen in a Zoom Room](#) by entering in the sharing key or meeting ID.
• **Date and time with background image**: To change the background image, hover over the picture and click the camera icon.

Upcoming meeting: Displays the next meeting for the current day. [Add a third-party calendar service](#) if you want to sync upcoming meetings.

### 1:1 The Director

**02:00 PM - 03:00 PM**

Meeting ID: 349-145-042

Host: Grant MacLaren

View today's upcoming meetings (2)
• Click your profile picture for these options:

  • Add a personal note.
  • Settings: Access settings you can change in the client.
  • Change your status to Available, Away, or Do Not Disturb.
  • My Profile: Open the Zoom web portal to edit your profile.
  • Help: Open the Zoom Help Center.
  • Check for Updates: Check if Zoom is up to date.
  • About Zoom: View the current version.
  • Switch to Portrait View: Switch the Zoom window to portrait view if you prefer a narrower window.
  • Sign out