

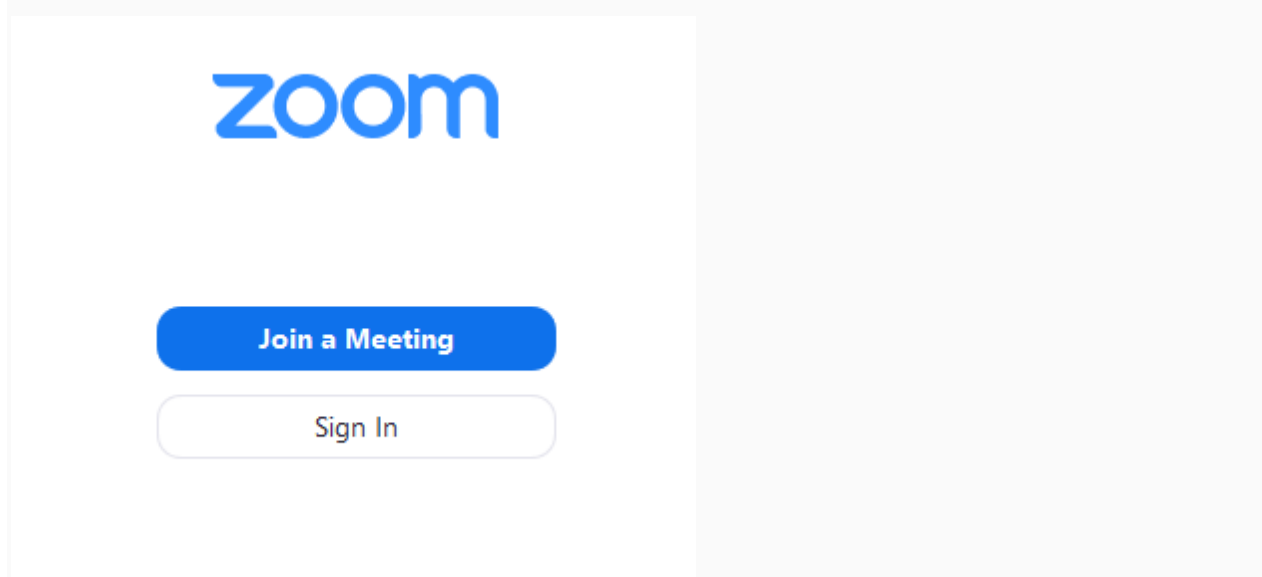
How to create a zoom account

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

[Sign Up Free](#)

Email

Password [Forgot?](#)

Keep me signed in

or

[← Back](#)

Home

After signing in, you will see the **Home** tab, where you can click these options:

The screenshot shows the Zoom Home interface. At the top, there is a navigation bar with icons for Home, Chat, Phone, Meetings, and Contacts, along with a search bar and a user profile icon. Below the navigation bar, there are four main action buttons: "New Meeting" (with a dropdown arrow), "Join", "Schedule", and "Share screen". To the right of these buttons is a large card displaying the current time (3:36 PM) and date (Monday, January 7, 2019) over a scenic background. Below this card is an "Add a calendar" button.

- **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

Start

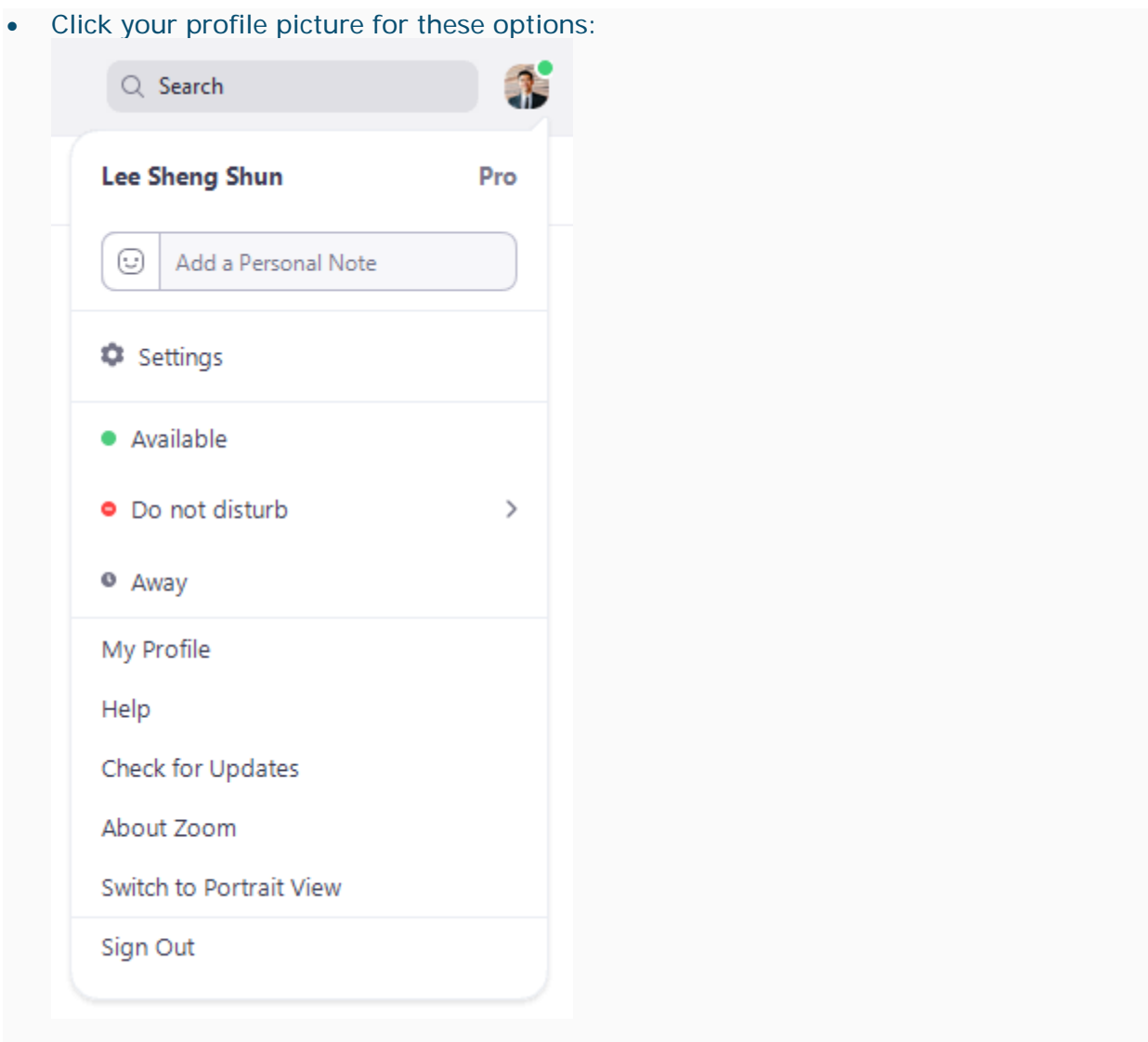
02:00 PM - 03:00 PM

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**