

STAY CONNECTED

HOW TO SET UP A ZOOM MEETING



Download Zoom.

To join virtual meetings you will first need to download Zoom.

This can be done by going zoom.us on either a windows or os computer and clicking on 'Download Zoom Client' in the 'Recources' drop down from the top menu. You can also download Zoom from the app store on any mobile or tablet device.



Join a Meeting

Sign In

Sign In

[Sign Up Free](#)

[Forgot?](#)

Keep me signed in

Sign In

or



Sign In with SSO



Sign In with Google



Sign In with Facebook

[← Back](#)

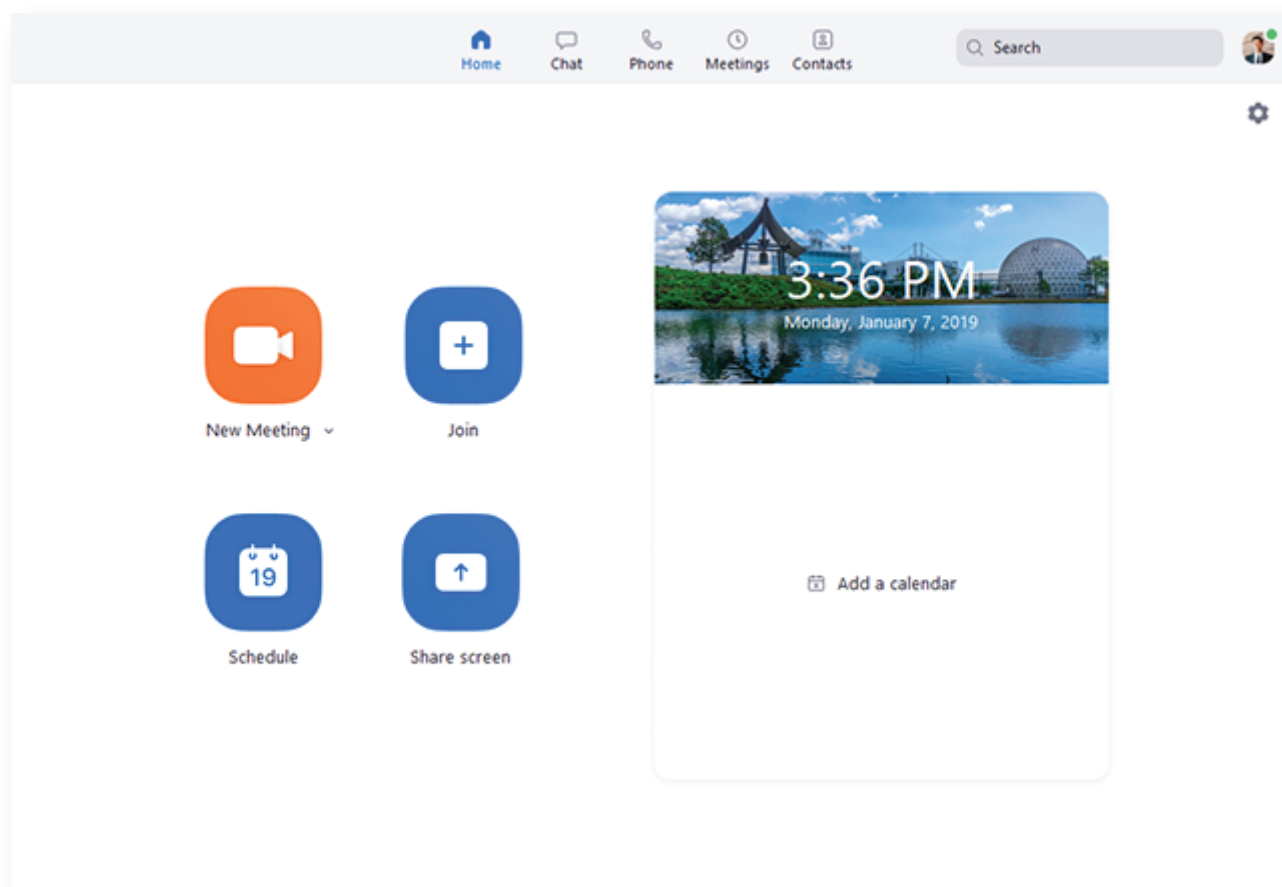
Sign in and Join.

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.

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.

Scheduled Meetings

You can schedule a future one-time meeting or a future recurring meeting. There are several ways to schedule a meeting. You can invite your participants ahead of time and include the invitation on a calendar or send it out via email. Learn more about scheduling meetings and meeting IDs.

Meet Now (Instant Meetings)

You can start an instant meeting with these methods. The meeting starts instantly and you can invite others to join this meeting at any time. You can use your Personal Meeting ID for Instant Meetings.