

How to Use the Zoom App - Signing & joining a meeting

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Zoom is a popular video conferencing service that allows you to host and attend virtual meetings online. Zoom has been steadily increasing as millions of people are seeking ways to stay connected with their friends, family, and co-workers while in isolation. Zoom is easy to use, works across a variety of platforms, has many tools to assist with collaboration.^[1]

This wikiHow teaches you how to use Zoom.

Signing Up for Zoom

1. **Download the Zoom app.** Zoom has a blue icon with an image that resembles a video camera. You can download the Zoom app for free on iPhone, iPad, Android, PC, Mac and Linux. Use the following steps to download the Zoom app.

- **Smartphone & Tablet**

- Open the Google Play Store or App Store.
- Tap the **Search** tab (iPhone and iPad only).
- Enter "Zoom" in the search bar.
- Tap **GET** or **INSTALL** next to the "Zoom Cloud Meetings" app.

- **PC or Mac:**

- Go to <https://zoom.us/download> in a web browser.
- Click **Download** below "Zoom Client for Meetings".
- Open the install file in your web browser or Downloads folder.

2.Open Zoom. Tap the icon on your Home screen or apps menu to open Zoom on your mobile device. On PC and Mac, click the Zoom icon in the Windows Start menu, or Applications folder on Mac.

3 Tap [Sign Up](#) or click [Sign Up Free](#). If you are using the mobile app, tap the blue text that says **Sign Up** at the bottom of the screen. If you are using the computer application, click the orange button that says **Sign Up for Free**.

4 Enter your name and email address. Use the spaces provided to enter your name and email address. Be sure to use a valid email address that you have access to. You will need to check your email in order to verify your account.

- If you are using a web browser on your computer, you only need to enter your email address. You will be asked to fill out the rest of the information when you confirm your account.
- Alternatively, if you are signing up using the computer client, you have the option to sign up with your Facebook or Google account. To do so, click the blue Facebook button, or white Google button at the bottom of the page.

5 Tap the checkbox next to "I agree to the Terms of Service" (mobile only). If you are using a smartphone or tablet, you need to tap the checkbox at the bottom of the form in order to agree to the terms of service. On PC or Mac, you agree to the terms of service by signing up.

6 **lick or tap [Sign Up](#)**. On smartphones and tablets, it's the blue button in the upper-right corner. On the computer client, it's the blue button below the line with your email address. This automatically sends a confirmation email to your email inbox.

7 **Check your email**. Open whichever app or website you use to check your email and sign in.

8 **Open the confirmation email**. Look for an email from Zoom titled "Please activate your Zoom account" in your Inbox.

9 **Tap [Activate Account](#)**. It's the blue button in the center of the verification email. This opens a form you can use to finish settings up your account.

10 **Enter your first and last name**. It may populate in the fields automatically. If it does not, enter your first and last name in the first two fields in the form.

11 **Enter your desired password and confirm it**. The next two fields are where you enter your desired password. Your password must be at least 8 characters long and contain a combination of letters and numbers. You can also use special characters. Be sure you enter the exact same password in both fields.

12 **Click or tap [Continue](#)**. It's the orange button at the bottom of the page. This creates your account.

13 **Invite others to use Zoom (optional)**. If you would like, you can invite other friends or colleagues to use Zoom. If you do not wish to invite anybody, click or tap **Skip this step**

14 **Click or tap [Go to My Account](#)**. This signs you into Zoom and takes you to the main page on PC or Mac, or opens the Zoom app on your smartphone or tablet.

- The first time you open the Zoom app on your smartphone or tablet, you may be asked to allow Zoom to access your camera, microphone, and other features. Tap **Allow** to continue on all prompts.

Joining A Meeting

1 Retrieve the Meeting ID. The Meeting ID is the 10-digit number associated with each meeting. If you are invited to a meeting, you should receive a URL that ends with a 10-digit number. That 10-digit number is the Meeting ID. Your invitation may come over email, instant message, or other communication means.

- You can click or tap the URL in the invite message to immediately join the meeting in the Zoom app.
- If you do not have a Meeting ID, contact the host of the meeting.

2 Open the Zoom app. It has a blue icon with an image that resembles a video camera. Tap the icon on your home screen or apps menu, or click the Zoom icon in the Windows Start menu or Applications folder on Mac.

3 Click or tap [Join Meeting](#). It's the blue icon that has an image with a plus (+) sign.

4 Enter the Meeting ID or URL. Use the space provided at the top of the form to enter the 10-digit Meeting ID number or URL.

5 Change your display name (optional). Your display name is automatically populated in the second space in the form. If you want to change it, enter your desired display name in the second space provided.

6 Turn off audio (optional). If you don't want the other attendees to hear your microphone, tap the toggle switch or click the checkbox next to "Don't connect to audio".

7 Turn off your video (optional). If you don't want the other attendees to see you on camera when you join the meeting, tap the toggle switch or click the checkbox next to "Turn off my video".

8 Click [Join](#) or tap [Join Meeting](#). This connects you to the meeting as a participant.

9 Click or tap [Leave](#). When you are ready to leave the meeting, click or tap the red text that says **Leave**. On smartphones and tablets, it's in the upper-right corner. On PC and Mac, it's in the lower-right corner.

References

1. [↑https://www.forbes.com/sites/rebeccabellan/2020/03/24/what-you-need-to-know-about-using-zoom/#781d32d43284](https://www.forbes.com/sites/rebeccabellan/2020/03/24/what-you-need-to-know-about-using-zoom/#781d32d43284)
2. [↑https://support.zoom.us/hc/en-us/articles/201362843-Personal-meeting-ID-PMI-and-personal-link](https://support.zoom.us/hc/en-us/articles/201362843-Personal-meeting-ID-PMI-and-personal-link)

About This Article

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