

Getting Started on Windows and Mac

First Step, download and install zoom. The link below will take you directly to the download for all operating systems (PC and Mac Desktops, and Android or iPhone)

- [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**.

The Zoom logo is displayed in a blue, lowercase, sans-serif font.A blue, rounded rectangular button with the text "Join a Meeting" in white, bold, sans-serif font.A white, rounded rectangular button with a thin blue border and the text "Sign In" in blue, sans-serif font.

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](#)

[Forgot?](#)

Keep me signed in

Sign In

or



Sign In with SSO



Sign In with Google



Sign In with Facebook

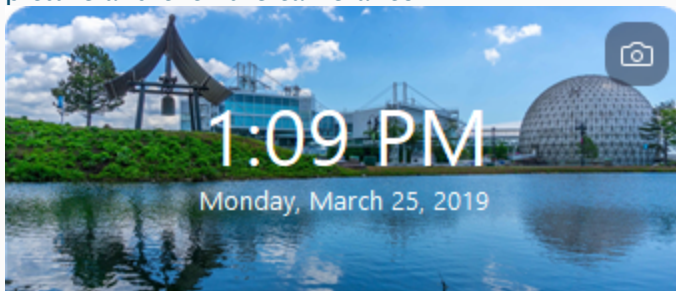
[← Back](#)

Home

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

The screenshot shows the Home dashboard 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" (orange icon with a camera), "Join" (blue icon with a plus sign), "Schedule" (blue icon with a calendar and the number 19), and "Share screen" (blue icon with an upward arrow). To the right of these buttons is a large card displaying a scenic image of a building and a lake, with the time "3:36 PM" and the date "Monday, January 7, 2019". Below the image, there is a button labeled "Add a calendar".

- **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

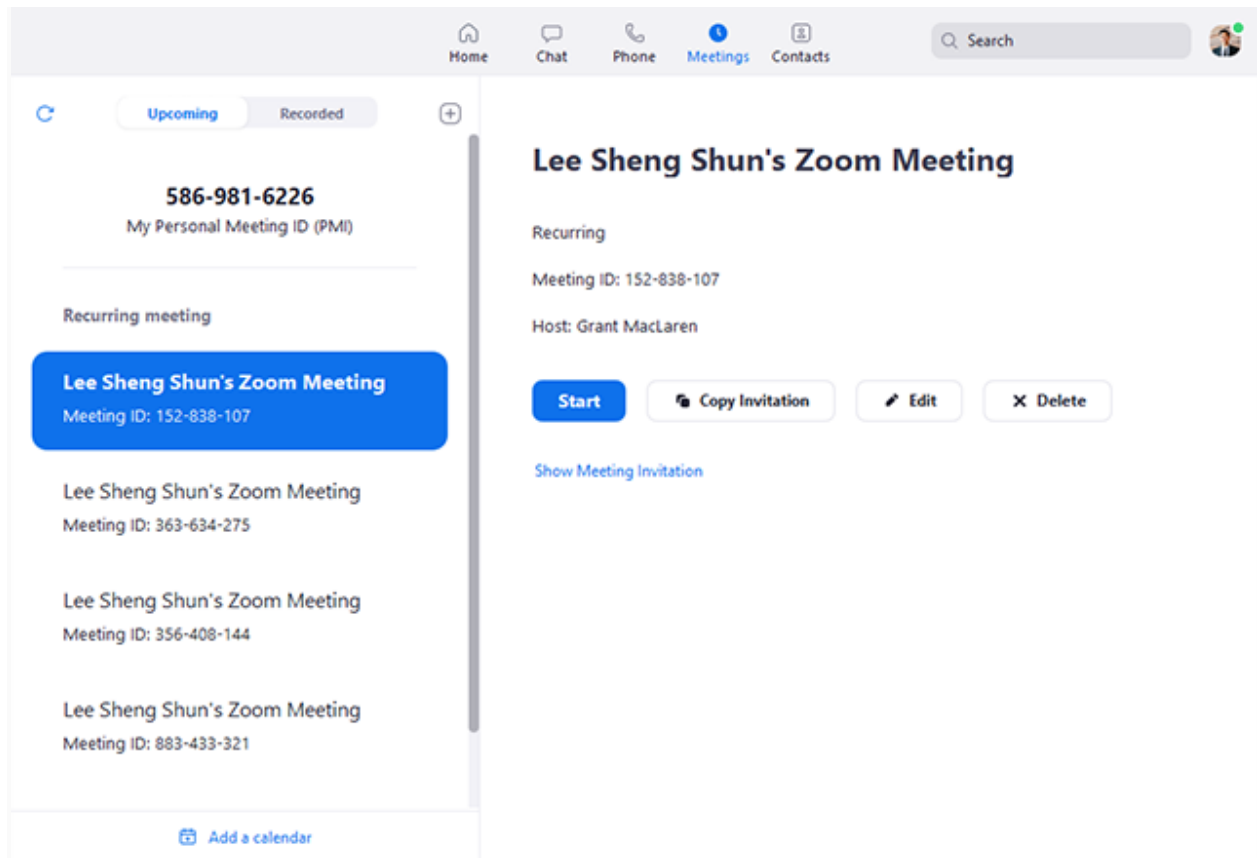
Meeting ID: 349-145-042

Host: Grant MaLaren



[View today's upcoming meetings \(2\)](#)

Meetings

Select the **Meetings** tab and click **Upcoming** to view, start, edit, and delete scheduled meetings.



You can click the following options after selecting a scheduled meeting in the left-side panel:

- Add icon : [Schedule a new meeting](#).
- Refresh icon : Refresh the meeting list if you don't see your scheduled meeting.
- **Start**: [Start the scheduled meeting](#) that you have selected in your upcoming meetings.
- **Copy Invitation**: Copy the scheduled meeting's [invitation text](#), allowing you to manually paste into an email, instant messenger etc. Click **Show Meeting Invitation** if you want to view the invitation you're copying.
- **Edit**: Edit the [meeting options](#) for your scheduled meeting.
- **Delete**: Permanently delete your scheduled meeting.

In-Meeting Controls

Once you have started or joined a meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls).

Learn more about meeting controls for [hosts](#), [co-hosts](#), and [attendees](#). You can also [join a test meeting](#) to familiarize yourself with meeting controls before joining a scheduled meeting.



More Resources

- Watch the [Getting Started Videos](#)
- Join our [Weekly Zoom Meetings and Webinar training](#)
- Join a [test meeting](#)