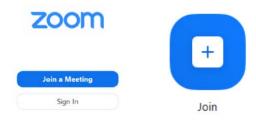# GETTING STARTED WITH ZOOM

Join a Meeting

*You can join a meeting without creating an account

Step one: Click join a meeting (join without signing in) or the join icon (when signed in)

Step two: Enter meeting ID and display name (and password if necessary)

Step three: Click join

*If the meeting has not started it will inform you to wait for host

Create a Meeting

*You MUST create an account to host a meeting

Step one: Sign into your account

Step two: Click Meetings > Click Schedule New Meeting (laptop or desktop) Click Schedule Icon (iPhone or Android)

Step three: Fill out meeting details (Date, Time, Duration, Password requirements etc.)

Step four: Send meeting invitations

Step five: To start the meeting Click Start

Creating an account

Step One: Download Zoom App (iPhone, Android) or visit zoom.us/signup (laptop, desktop)

Step Two: Create an account by following the directions as prompted

Tips for Zoom

- Use neutral or virtual background that is appropriate for your meeting.
- Mute microphone when you are not talking.
- Complete meetings in area with no/ limited distractions.

For instructional videos and more information please visit:

https://support.zoom.us/hc/en-us