

<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>

Quick start guide for new users

Overview

This quick start guide walks you through getting started with your new Zoom account, including essential steps like scheduling your first meeting, downloading the Zoom client, and updating your Zoom profile. Whether you just [signed up for your own Zoom account](#) or you have been **invited to an existing account**, read this quick start guide for a summary of your next steps and click the embedded links to learn more.

Downloading the Zoom client

You can download the Zoom Desktop Client for [Mac](#), [Windows](#), [ChromeOS](#) and [Linux](#), as well as the Zoom Mobile App for [iOS](#) and [Android](#) from our Downloads page.

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[Signing up and activating your Zoom account](#)

Zoom Meetings & Chat

Enter your work email:.....

Sign Up - it's Free!

- A. You are being invited by mail to join an meeting (joining an existing account e.g. a Zoom-meeting of IAW)), then you will receive an email from Zoom (no-reply@zoom.us). Once you receive this email, click **Activate Your Zoom Account**.

- [Scheduling your first meeting](#)
- **Creating your own account**
- To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click **Activate Account**.
- [Downloading the Zoom client](#)
- [Starting a test meeting](#)
- [Starting your first meeting as the host](#)
- [Inviting others to join your meeting](#)
- [Joining another user's meeting](#)

ZOOM video meetings / conferences

Trying to give you a guideline for ZOOM-meetings!

A.Preconditions

You can use a computer (Windows, Mac, Linux etc.), mobile phone or tablet. It needs a built-in front-camera (for showing your face on the video) plus a microphone and speakers (for hearing and speaking). For the sound you might also use headphones etc.

We want to be present at the meeting in a way that we can well see each other. So please have your face nicely in the centre of your laptop screen. If you use a mobile phone or a tablet, then please put it on a solid base (on top of a few books etc.) in front of you, that it is horizontal and does not move! Please face the window or other light source, never a light in the back! Otherwise one only can see your dark shadow.

B.Download of Zoom on your computer, mobile phone or tablet:

Zoom-Client für Meetings

<https://zoom.us/download>

How to download Zoom on your PC

- Open your **computer's** internet browser and navigate to the **Zoom** website at **Zoom.us**.
- Scroll down to the bottom of the page and click "Download" in the web page's footer. ...
- On the Download Center page, click "Download" under the "**Zoom** Client for Meetings" section. ...
- The **Zoom app** will then begin downloading.

For **signing in** you will need your mail-address and the date of your birthday. Please create a password!

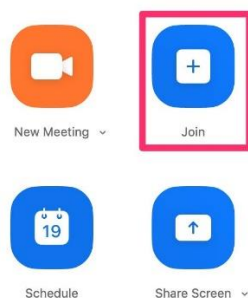
Now ZOOM is installed.

C.Invitation to participate at a ZOOM-meeting

You are **invited to join** by a mail (e.g. from an IAW person). There will be a **link to "join via computer"**. This is the easiest way to join. The host will invite you **to enter**.

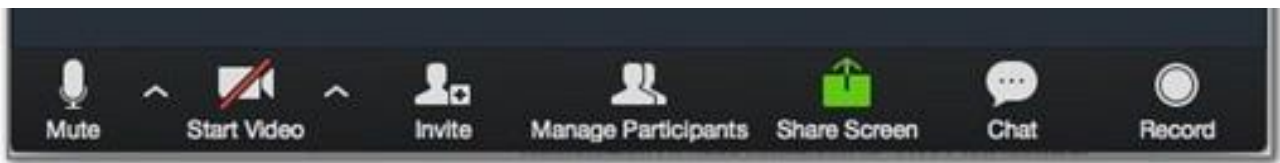
Or you may join by the specific ZOOM ID (11 digit numbers) the host is giving you.

You will also find some phone-numbers for a conference-call option.



D. During the ZOOM-meeting

Please check first on the lower left of your screen your control-icons, from left:



Mute /unmute: click on the small arrow and then you can test, whether your micro and speakers are connected.

Start Video: Click on the icon to start your video

Invite: only the host can invite participants, but as a participant you may click on it. On the right side of the screen you will see the list of the participants.

Manage participants – function for the host

Share screen: The host or possibly all participants can click on it and then present a document, a power-point, a picture, a video etc. to everybody.

Chat: You have a question or a remark. Then you write it in the chat, and all participants can view it for discussion.

Recording: The host can make a recording of the whole Zoom-meeting. She will later on send you the link.

Icon far right: Leave the meeting – one can have a break and later on join again.

D. You are organizing your own ZOOM meeting. Now you have your ZOOM app already installed. Maybe you want to just test it with some friends. You can find an easy step by step guideline here:

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Good luck! Zoom-meetings can be highly interesting and sometimes also very funny.