Creating your own Zoom 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**.

Signing in to your Zoom account on the web

You can login to your Zoom account on the web at any time, at zoom.us/signin. Once you're logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more.

Scheduling your first meeting

There are many ways to schedule a meeting, including the Zoom web portal, through the Zoom client, or with one of our extensions or plugins. Here are some basic instructions for scheduling your first meeting.

1. Sign in to your Zoom web portal.

2. Click **Meetings**.

3. Click **Schedule a Meeting**.

4. Choose the date and time for your meeting.

5. (Optional) Select any other settings you would like to use.

6. Click **Save**.

Starting your first meeting as the host

As the meeting host, there are several ways you can start your meeting. Your upcoming meetings will be listed in the Meetings tab of your Zoom desktop client or mobile app. You can click **Start** by the meeting name. You can also start your meetings from the Zoom web portal.

1. Login to **My Meetings**.

2. Under **Upcoming Meetings**, click **Start** next to the meeting you want to start.
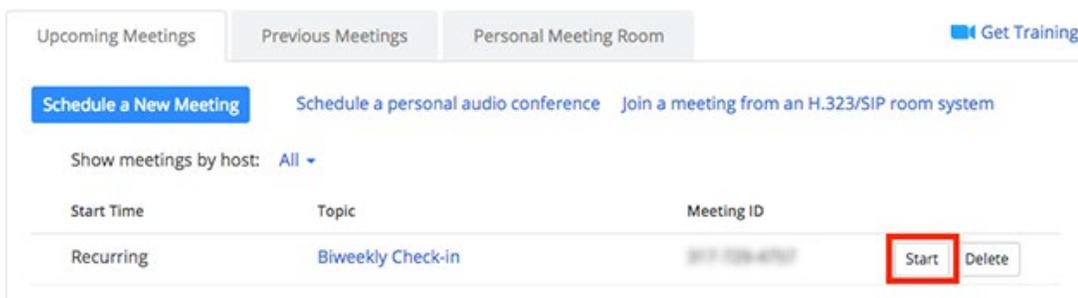
3. The Zoom client should launch automatically to start the meeting

Reference: Quick Start Guide for New Users. (2020). Retrieved from https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users

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