Getting Started on Zoom

Whether you're joining a meeting as a guest, or hosting your own meetings, learn what equipment and resources you need to get started.

Join a Meeting as a Guest: What You'll Need

- Internet connection and Internet-connected device*
- Microphone and webcam*
- Zoom software for your device
    - Zoom Client for computer or laptop
    - Zoom app for smartphone or tablet
- Meeting information:
    - Link to join
    - Meeting ID and password
- **No** account required to join a meeting

*Alternate Options

- Zoom offers a phone call-in option. This is an audio connection only.
- Check with your meeting host for a join-by-browser option, if you prefer not to download the Zoom software to your computer. *Some features will not be available in your browser.*

## Host a Meeting: What You'll Need

In addition to all of the equipment listed above, you will also need to have the following:

- Zoom account
    - Requires name, email address, and password
    - Zoom offers a free tier for accounts, but it has some restrictions. Learn more at https://zoom.us/pricing
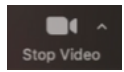
Meeting Controls for Guests

Hover your mouse over the main screen of your Zoom meeting to show these buttons:
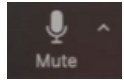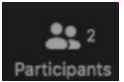
Mute — This button indicates your microphone is on. Click once to turn off your microphone. A red line indicates you are muted.

Stop Video — This button indicates your camera is on. Click once to turn off your camera. A red line indicates your video is off. When your video is off, other participants will only see your name.

Participants — Click to see a list of guests; to rename yourself; and to raise your hand to alert your host.
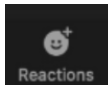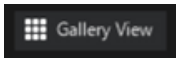
Rename feature

Raise Hand button

Chat — Click to talk with your entire meeting, talk directly to your host, or to message individual guests. *Your host may disable private chat between guests as a security measure.*
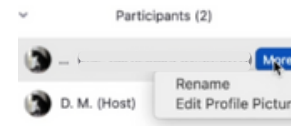
Views — Speaker View: see only current speaker in a large window on your screen
Gallery View: all meeting attendees on the screen, each in a small window

Reactions — Click to use emojis for non-verbal feedback. Reactions will display on your face tile for 5 seconds, and are visible to all guests.
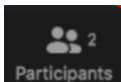
Meeting Controls for Hosts

Participants

Mute individual guest
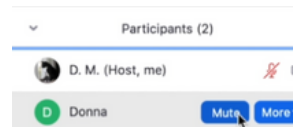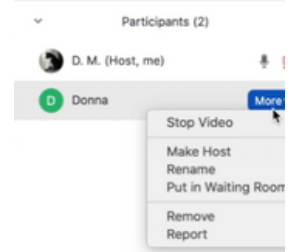
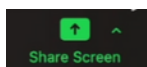Click on the Participants button at the bottom of your screen.
- Mute individual guests: locate the guest's name in the Participants window. Hover over their name, then click "Mute."
- Stop video: locate the guest's name. Hover over their name, then click "More." Select "Stop video."
- Remove individual guest: from the "More" menu for this guest, select "Remove."

Drop-down "More" menu

Share Screen

Share Screen allows hosts to share their computer screens for presentations and demonstrations. *Your host may prevent guests from screen-sharing as a security measure.*

Security

The Security button is available to hosts for privacy and security within meetings. Here, hosts can lock the meeting to future guests; enable the Waiting Room; and more.
More information about in-meeting security options and account settings is available at the Zoom Help Center: **https://support.zoom.us/hc/en-us**