

# Signing up and activating your Zoom account

#### Creating your own account

To sign up for your own free account, visit <u>zoom.us/signup</u> 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 <u>zoom.us/signin</u>. 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.

## **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.

## Joining another user's meeting

There are many ways to join a meeting, but the easiest way is to click the join link that the meeting host provided. You can also click **Join** in your Zoom client and enter the meeting ID.

You can join an instant meeting through an email invite, an instant messaging invite, from the browser, from the Zoom desktop and mobile application, from a landline or mobile phone, and with a H.323 or SIP device.

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from our Download Center. Otherwise, you will be prompted to download and install Zoom when you click a join link.

You can also join a test meeting to familiarize yourself with Zoom.

### **Prerequisites**

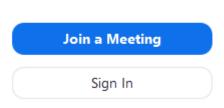
- Each meeting has a unique 9, 10, or 11-digit number called a <u>meeting ID</u> that will be required to join a Zoom meeting
- If you are joining via telephone, you will need the <u>teleconferencing number</u> provided in the invite.



- 1. Open the Zoom desktop client.
- 2. Join a meeting using one of these methods:

• Click Join a Meeting if you want to join without signing in.





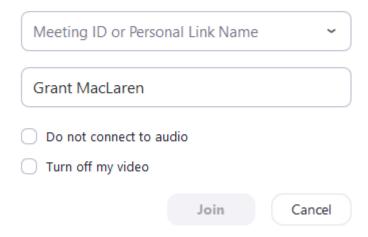
• Sign in to Zoom then click **Join**.



Join

- 3. Enter the meeting ID number and your display name.
  - If you're signed in, change your name if you don't want your <u>default name</u> to appear.
  - If you're not signed in, enter a display name.

## Join a Meeting



4. Select if you would like to connect audio and/or video and click **Join**.



## Updating your profile

You can update your profile by adding a profile picture, set your time zone, update your password and more. To access your Zoom profile, sign in to the Zoom web portal and click **Profile**.

# Raising your hand in a webinar

The raise hand feature in webinar allows attendees to raise their hand to indicate that they need something from the host or panelists. As a host, it may be helpful to inform your participants how you would like to use this feature at the start of the webinar. For example, many webinar hosts use this feature to know if an attendee has a question and would like to be unmuted to speak.

### **Prerequisites**

To raise your hand in a webinar:

- Zoom Desktop Client for Mac or PC version 3.5.24604.0824 or higher
- Zoom Desktop Client for Linux version 1.1.44485.0317 or higher
- Zoom Mobile App for iOS version **3.5.31169.1102** or higher
- Zoom Mobile App for Android version **3.5.24588.0824** or higher
- Join via Zoom web client