

# How to use Zoom

## What is Zoom?

Zoom combines video conferencing, simple online meetings, and group messaging into one easy-to-use platform.

## System Requirements

Zoom can be used on mobile phones, laptops and PC's using Windows (Window 7 or above) or Mac (macOS X with macOS 10.7 or later) operating systems.

## Webinars Vs Meetings

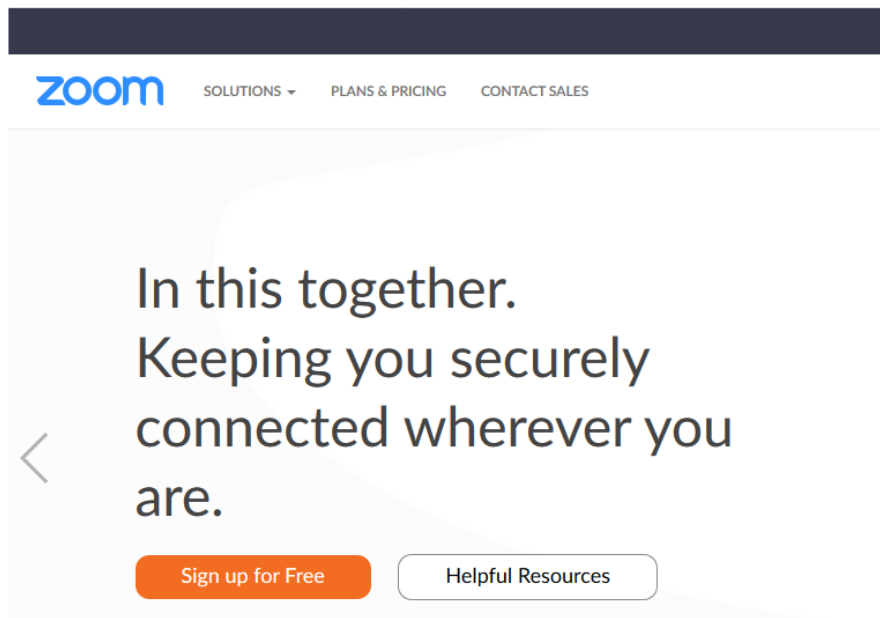
The Meeting and Webinar platforms within Zoom offer similar features and functionality but have some key differences.

Meetings are designed to be a collaborative event with all participants being able to screen share, turn on their video and audio, and see who else is in attendance.

Webinars are designed so that the host and any designated panellists can share their video, audio and screen. Webinars allow view-only attendees. They have the ability to interact via Q&A, chat, and answering polling questions.

## Getting Started

Visit the Zoom website at <https://zoom.us/> . Click the **Sign up for Free** option.



## Create Account

Follow the steps to create your free account, you will need access to your email account to complete this stage. Alternatively, you can use your Facebook account to sign-up.

### Sign Up Free



Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

or

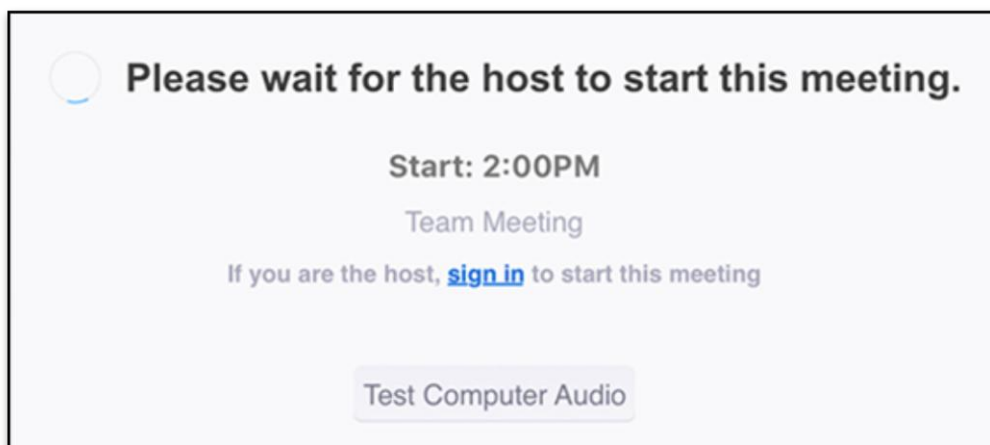
	Sign in with Google
	Sign in with Facebook

## Joining a Meeting/Webinar

Generally you will be sent a email initiation to join a meeting/webinar. Within the email details will include:

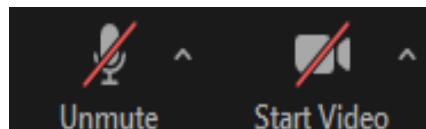
- Meeting Host
- Topic
- Time/Date
- **Join Zoom Meeting** link
- Meeting ID
- Password (optional)

Select the **Join Zoom Meeting** link. Prior to entering the meeting the host will have to allow you into the meeting, so you may see the following box appear:

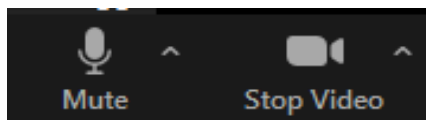


As the message states you will need to wait until the host starts the meeting. This does however give you a chance to test your video/audio on your device by selecting the **Test Computer Audio** button.

Once you host has accepted you into meeting look for the black toolbar at the bottom of the screen. If you cannot see it, move your mouse/cursor and it should appear. If the video/audio are not activated a red line will be displayed.



To activate the video/audio click on each icon once until the red line is removed.



### Video's Tutorials Available

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

[https://support.zoom.us/hc/en-us/articles/201362283-Testing-Computer-or-Device-Audio?mobile\\_site=true](https://support.zoom.us/hc/en-us/articles/201362283-Testing-Computer-or-Device-Audio?mobile_site=true)