

This guide gives an overview of how to install Zoom on your own device and get connected to a meeting for which someone has sent you an invitation in the form of a web link, or a meeting ID and password.

There are two possibilities and there's no right or wrong way (but see the FAQs below). They both ask you to create an account, but you don't have to have an account to join someone else's meeting, only to host your own meetings.

## Option 1: Click on the link in the meeting invite

Clicking the link in the invitation will automatically:

1. Check whether Zoom is installed on your device, and if not, will ask to download and install it.
2. Ask whether you want to create an account.
3. Start the meeting. If it's ahead of the scheduled start time you'll get a message that the host hasn't started the meeting yet, but that will at least confirm that the software is installed correctly.

## Option 2: Download the software beforehand

1. If you're planning to set up an account, go to the Zoom website [Zoom.us](https://zoom.us) and click on 'Sign Up for Free'. It will ask for details to create an account, such as a valid email address and password, then send an email to the address with a link to click to validate it. It may then offer to download and install the software. If not:
2. Download and install from the Zoom Download page [Zoom.us/download](https://zoom.us/download)
  - For Windows and Mac, click on 'Zoom Client for Meetings' and it will download the correct version for the device.
  - For Apple or Android devices, click on the appropriate button to start the download from the App Store or Google Play. Alternatively, go straight to the App Store or Google Play and find and download the app, which is called 'Zoom Cloud Meetings'
3. Start Zoom on the device and log in with the account name and password when prompted
4. Join the meeting, either by clicking on a link in the email invitation, or by entering the numeric Meeting ID (and password if prompted), which should also be part of the invitation

## Joining the meeting

When you join a meeting, it may ask for details of how to join:

- Whether to join with video, i.e. whether the video is turned on straight away when you join or gives you control of when to turn it on.
- Whether to join with audio turned on straight away, or whether you will control when the sound is turned on. If it asks 'join by phone or join by computer audio?', the answer is 'Computer Audio'
- It may tell you that the host hasn't started the meeting yet, so you may need to wait
- It may tell you that you are in a Waiting Room and need to wait to be admitted by the host. This allows the host to control the arrival of participants.

## Things to experiment with and get used to

Once you are connected, however you got there, you can experiment with some of the basic controls of the meeting, including:

- Switch your viewing screen between Active Speaker and Gallery modes. Active Speaker shows a big picture of who is speaking, and small pictures of others; Gallery mode shows an array of pictures of equal size, with a yellow border to show who is speaking. It's your choice.
  - Find the Mute button, which turns your microphone off and on. If you have any background noise, it's a courtesy to stay on mute when you're not speaking, but do remember to turn it back on again when you do speak.
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- You can turn your video camera off and on with the Stop Video button
- The 'Leave Meeting' button allows you to leave the meeting before the end
- The Share button means that all sorts of things can be shared to other participants, not just speech and video.
- On a tablet, some of the Meeting Settings are at the top of the screen and only appear when you touch the area lightly, then quickly disappear again. You can change this by touching an ellipsis button '...' and selecting the option 'Always Show Meeting Settings'.

## Further Information

The Zoom support website [support.zoom.us](https://support.zoom.us) has short documents and videos explaining specific topics in more detail, including getting started, joining meetings, scheduling meetings, meeting controls, screen sharing and so on.

## FAQs

- **Is it essential to install Zoom software?** – No, but it's a lot better if you do. Zoom say that if you can't install the software you can join a meeting through the Zoom Web Client, which runs in a browser. However, it's only really practical with one browser, Chrome, and the functionality is limited. And you do have to create an account.
  - **Is it essential to create an account?** – Not to join a meeting, only if you are going to host a meeting. When you join a meeting, you may see a login screen, but you don't have to log in. And as in the previous point, you **do** have to create an account to use the Web Client
  - **Does it cost?** – No, the client software is free, and you don't have to give any payment details to register your account. With a free account you can join any meeting (including those set up from paid accounts), and you can host meetings up to 100 participants. Meetings you host are limited to 40 minutes duration, but you can start another 40-minute session straight away. Zoom have recently relaxed the 40-minute limit on some accounts, but it seems not all. A paid account with no time limit costs £11.99 / month +VAT. For more details from the Zoom website, see: [zoom.us/pricing](https://zoom.us/pricing)
  - **Can I join a Zoom meeting from Skype, Facetime etc.?** Not as far as we are aware. Zoom and Skype can communicate between businesses, but not the free versions
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