

# Introduction to Zoom

Zoom unifies cloud video conferencing, online meetings, group messaging and a software-defined conference room solution into one, easy-to-use platform.

## Signing In

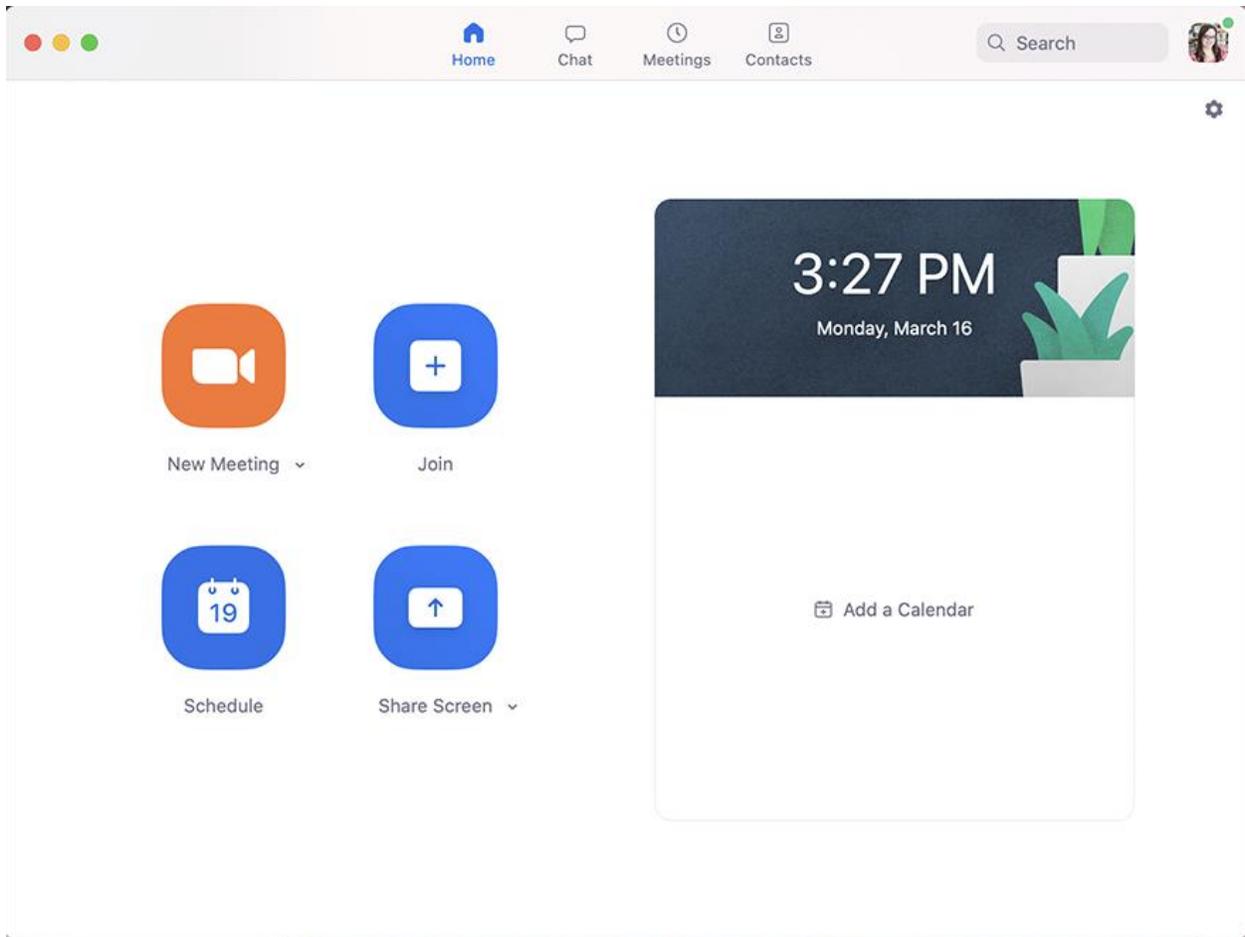
Go to <https://zoom.us> and click “Sign In” or “Sign Up, It’s Free”

You don’t have to have an account at Zoom to join CERSI meetings, you can just click on the links in the daily email we’ll be sending you. But having a Zoom account will allow you to adjust your settings, if you need to, and have those settings be remembered each time you use Zoom.

After entering an email address to sign in, Zoom will send you a confirmation email. Click on the link in that email to continue setting up your account.

You may want to use the Zoom application on your device instead of your browser. You can download and install the app from the iPhone or Android app stores, or directly from Zoom’s download page at <https://zoom.us/download> - Do not install the Zoom Rooms applications, those are for businesses with special hardware.

Install the Zoom Client for Meetings for your computer, and log in using your account you created. Once you have logged in, you will see the main dialog box as shown below. The default tab is Home.



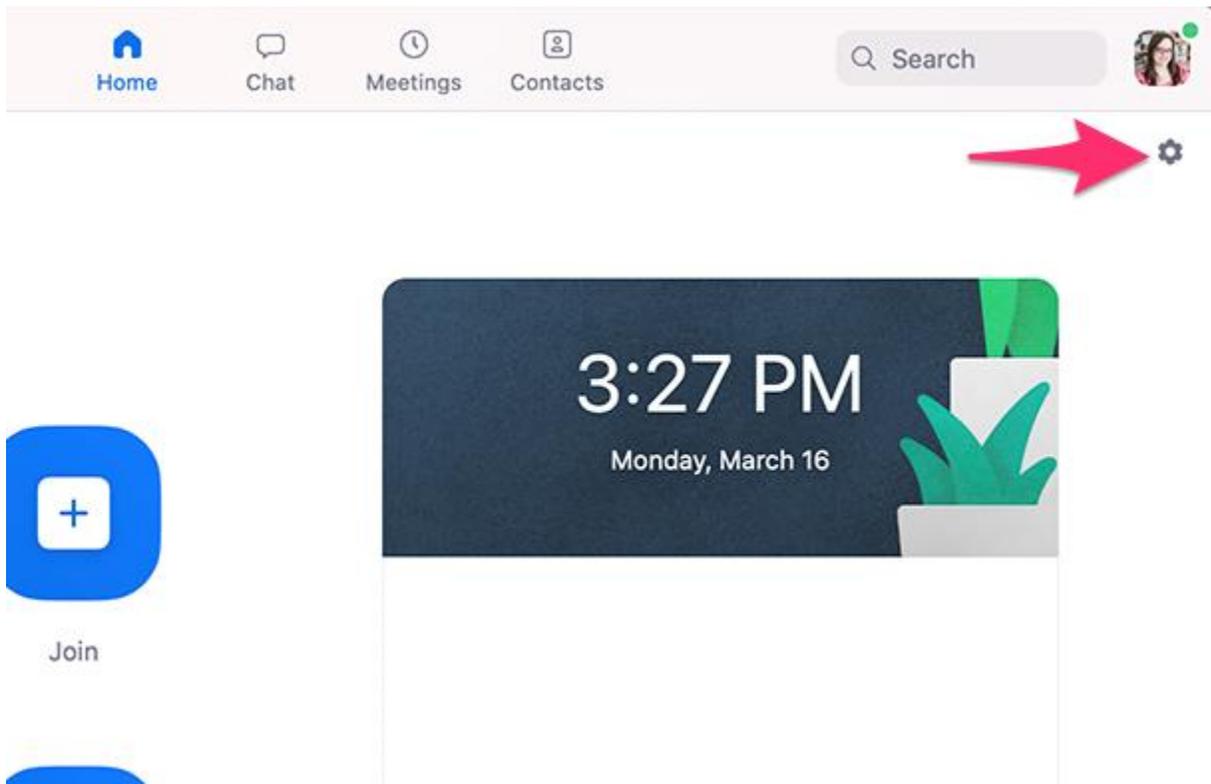
The app allows you to:

- Click New Meeting to start a meeting
- Click the arrow to the right of the New Meeting text to start a meeting with video on
- Click Schedule to set up a future meeting
- Click Join to join a meeting that is already in progress
- Click Share screen to share your screen to a Zoom Room device using a sharing key, or share your screen to a meeting in progress using the meeting ID.

Note: Click the profile icon to view your profile, check for updates, switch accounts and logout.

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## Zoom Settings



You can find the Settings tab in the main dialog box or in the meeting menu bar. After clicking Settings, the following areas contain the most commonly sought after settings:

- General: Select default preferences
- Audio: Test, select and adjust your speakers and microphone
- Video: Test and select your video camera
- Recording: Browse/open your stored recordings (all recordings are stored on your local device/computer)

Other helpful documents:

- [How do I join a meeting?](#)

- [How do I host a meeting?](#)
- [Zoom Best Practices](#)
- [Online Zoom Training](#)