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.

- **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**
  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."

- **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](https://support.zoom.us/hc/en-us)