

How to Setup a Zoom Meeting – Step by Step

To set up a Zoom meeting, sign in to your Zoom Account or app, click **Schedule**, enter the meeting details (date, time, and topic), and click **Save**. Copy the generated invite link or invitation text and share it with participants via email or messaging apps. [\[1, 2, 3\]](#)

Step-by-Step Instructions

1. **Access Zoom:** Open the Zoom desktop app, mobile app, or go to the Zoom Web Portal and sign in to your account.
2. **Start or Schedule:**
 - To meet instantly, click the **New Meeting** button on the home screen.
 - To set it up in advance, click the **Schedule** button (found on the app home screen or the "Meetings" tab in the web portal).
3. **Customize Settings:**
 - Add a Topic or title for your meeting.
 - Select the Date, Start Time, and Duration.
 - Choose to Generate an ID automatically (recommended instead of using your Personal Meeting ID).
 - Leave default security and audio/video settings as they are, or customize according to your needs (e.g., enabling a Waiting Room).
4. **Save and Invite:** Click **Save**. To invite attendees, copy the provided meeting URL or full invitation text and paste it into an email or calendar invite.

Joining a Zoom Meeting

To join a Zoom meeting, simply click the meeting invitation link sent to you by the host (usually via email or calendar invite). The link will automatically prompt your Zoom app to open. If you don't have the app installed, you will be directed to download it or join directly from your web browser.

Follow this step-by-step guide to get connected quickly:

Method 1: Joining via an Invitation Link (Easiest)

1. **Find the link:** Open your email, calendar, or message containing the Zoom invitation.
2. **Click the link:** Tap or click the provided URL (which will look similar to `https://zoom.us`).
3. **Launch Zoom:** Your browser may ask for permission to open the Zoom app; click **Open Zoom** or **Open Zoom Meetings**.
4. **Enter your name:** If prompted, type the display name you want others to see and choose whether you want to join with your audio and video on or off.
5. **Join the meeting:** Click **Join** or **Join with Computer Audio**. If the meeting hasn't started or the host has enabled a "Waiting Room," you will be held there until the host admits you.

Method 2: Joining via Meeting ID

If you don't have a link but have a Meeting ID and Passcode:

1. Open the Zoom Workplace app on your computer or the mobile app on your phone/tablet.
2. Click or tap the **Join** button.
3. Enter the **Meeting ID** (a 10- or 11-digit number) and type in your display name.
4. Choose your audio and video settings, then click **Join**.
5. Enter the meeting **Passcode** if prompted.