

Zoom Operations Manual

Click on the light blue underlined text (links) in each subject area for tips, tricks, and videos from Zoom's website.

Getting Started with Zoom

Where do I download the latest version of Zoom?

You can download the latest version of Zoom from our Download Center. [Learn more about downloading Zoom.](#)

How do I use Zoom on my PC or Mac?

After downloading Zoom, [learn how to use the Zoom Desktop Client.](#)

Do you need an account to use Zoom?

A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account. However, if the host has restricted joining meetings using [authentication profiles](#), then the participant will need a Zoom account to access the meeting. [Learn more about joining a Zoom meeting.](#)

A Zoom account is only required if you need to create your own meetings and send invitations to participants. Having a Zoom account allows you to create your own [Instant Meetings or Schedule Meetings](#). An account also allows you to access your personal settings, where you can [update your profile](#) or [upgrade your plan](#) at any time.

How do I sign up for Zoom?

You can sign up for a free Zoom account at zoom.us/signup.

How much does Zoom cost?

A basic Zoom license is free. [Learn more about available Zoom plans and pricing.](#)

Joining a Meeting

How do I join a Zoom meeting?

You can join a meeting by clicking the meeting link or going to join.zoom.us and entering in the meeting ID. [Learn more about joining a meeting.](#)

How do I join computer/device audio?

On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. [Learn more about connecting your audio.](#)

Can I Use Bluetooth Headset?

Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

Do I have to have a webcam to join on Zoom?

While you are not required to have a webcam to join a Zoom Meeting or Webinar, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants.

Meeting Features

How do I share my screen?

Click Share in your meeting and choose the screen that you would like to share. [Learn more about sharing your screen.](#)

Pin the Speaker on Your Screen

In the top right hand corner of the speaker's video (or whoever's video you want to be at the center of the screen) there are three dots.

Click on the three dots and in the dropdown menu, select "Pin Video".

When you pin a video, that person's/speaker's video moves to and stays at the center of the screen.

Troubleshooting

My video/camera isn't working.

[Read tips on troubleshooting a camera that won't start or show video.](#)

There is echo in my meeting.

Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same local. [Learn about common causes of audio echo.](#)

Audio isn't working on my mobile device.

[Read tips on troubleshooting audio that isn't working on your iOS or Android device.](#)

If you are still having issues, please [submit a request.](#)

Visit Zoom's Help Center for more helpful tips, how to videos, detailed instructions, and more: <https://support.zoom.us/hc/en-us>