



By Neco Turkienicz,

Now that you have an account, it's time to create your first Zoom Meeting. A few things you should know about the Zoom free account:

- You can host up to 100 people on a call.
- Group calls, meaning 3 people or more, are limited to 40 minutes.
- One-on-one calls can be as long as you need.

You actually get all the most important features and tools in the free mode, but you don't get reports, user management, administration controls or cloud space to store recorded calls. Still, you can do a lot in the free mode, including recording calls. You just need to store them locally in your computer.

Some settings are different between the locally installed Zoom app and the web version. You can explore that when you get better acquainted with Zoom. For this tutorial, I'll focus on the **web app**, the one you open with your browser.

Ok, let's get to work. To start a Zoom Meeting, log in to your account in your browser. If you're not taken to the meetings page, click on **"Meetings"** on the menu on the left of your screen.

Looking at the menu on the top, you'll see **"Upcoming Meetings, Previous Meetings, Personal Meeting Room and Meeting Templates"**. You have basically two options to set meetings. The simplest is to use your Personal Meeting Room. Click on that.

Now scroll down until you see a button on bottom right that says **“Edit this meeting”**. Click on that. On the **“Video”** section, the default for host and participant is **“off”**. Change it to **“on”**. Click on **“Save”**.

On **“Join URL”** you can see a link. That is the link to your personal meeting room. It is always the same. On the right of that line you see a link that says **“copy the invitation”**. Click on it. This is the invitation you’ll send to everyone you want to be in your meeting.

A new window will open. Click on **“Copy Meeting Invitation”**. The invitation has been copied to your computer. Now all you need to do is send it to your participants. If you are inviting them by email, just paste the invitation to the body of the email. If you are inviting them through text messages, just paste it there. It will work either way.

For the second option, go back to **“Upcoming Meetings”**. There you have a button to **“Schedule a New Meeting”**. This is useful if you have several different groups and you want to have a separate room for each meeting instead of always your personal room. Click on **“Schedule a New Meeting”**. Now give your meeting a name, let’s say **“Business Vision Group”**. Then set a date and a time for the meeting, as well as the duration. Remember, on free mode no meeting can last longer than 40 minutes.

Click **“Save”**. Now you can copy the invitation in the same way you did for your personal meeting room and then send it to all participants. In the next tutorial we’ll talk about **“Managing Your Zoom Meeting”**.

If you find that the video or written tutorials are not enough and you need additional support, we are offering 1-1 training. Just click the link below to schedule a call with me and we can customize a program for you.

[Schedule a Call for 1-1 Zoom Training](#)

If you have any questions, please email me at neco@necoturk.com