

DOWNLOAD ZOOM

Zoom is a program that runs on your computer, phone, or tablet. You must download this program from the Zoom website. The free version of Zoom should meet all of your needs.

If you've received an email invitation to a Zoom meeting, click the link that says, "Join Zoom Meeting." If this is the first time you've used Zoom, this link will take you to a website where you can download the Zoom program or app, depending on what device you're using.

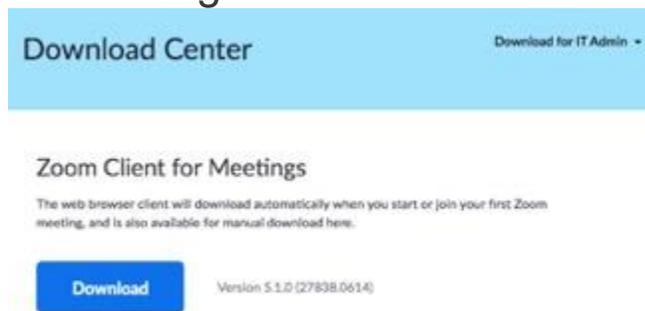
On an iPhone or iPad: Go to the Apple App Store and search for "ZOOM Cloud Meetings." Click "Get" to download and install the Zoom app.



The Zoom app in the App Store

On an Android phone or tablet: Go to the Google Play App Store and search for "Zoom Cloud Meetings." Click "Install."

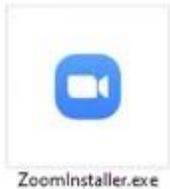
On a computer: On the Download Center website (<https://zoom.us/download>), click "Download" in the "Zoom Client for Meetings" section.



Click the blue Download button to download Zoom from the website <https://zoom.us/download>.

After Zoom is downloaded, you must install it onto your computer. **If you have an Apple computer, like a MacBook:** Double-click the file called Zoom.pkg, which is typically saved to your Downloads folder. The installer program opens and guides you through the process.

If you have a PC: Double-click the file called ZoomInstaller.exe file to install the program.



Double-click ZoomInstaller.exe to install Zoom on your PC.

JOIN A MEETING

After you install Zoom, there are a few different ways to join a Zoom meeting. You can click the link in your invitation email, go to the Zoom website and enter the meeting ID, or dial into the meeting on a phone.

Click the link in an invitation email: If you have an email invitation, click “Join Zoom Meeting” in that email. This takes you to the Zoom website.

Dial into the meeting on a phone: If you don’t have access to a computer, tablet, or smartphone, you can use a phone to dial into the meeting. The phone number to use will be in your invitation email, or you can find the number to use in the Zoom International Dial-in Numbers list ([online here](#)).

PARTICIPATE IN A MEETING

Once you've joined the meeting, you can see and hear other participants. Each participant is represented by a square that displays their face (if they've chosen to join with video) or just their name.

If you're in a large meeting, make sure your microphone is muted. Your computer microphone is pretty sensitive, and if you're unmuted, it can pick up a lot of background noise. The mute button, which looks like a microphone, is in the bottom left corner of the Zoom screen. If the microphone has a red line through it, you're muted, and no one in the meeting can hear you.



If the microphone has a red line through it, you are muted.

Click the button again to unmute yourself if you want to talk in the meeting.



If the microphone has no red line through it, you can be heard in the meeting.

Only one person in the meeting can talk at a time. Zoom indicates who is speaking by highlighting their image with a yellow square.

This also applies to the video. You can choose to be seen or not. The camera icon is beside the microphone and it can be turned on or off in the same manner.

On the upper right hand side of the screen you will see the word **view** with a picture of a grid. You can choose how you wish to view the meeting. You can see just the presenter, the presenter and some of the participants or a larger number of participants. Just click on that button to move through the various viewing options. If you click on an option and don't like it just keep clicking and you will go through all the options and then return to the one you want.

There is also a chat feature in Zoom, where you can type messages to other participants. Participants can send messages to everyone in the meeting, or just certain participants. However, after the meeting, the host can view the transcript of all chats, so it's not entirely private. If there is a message for you in the chat, a notification appears on the Chat button, which looks like a speech bubble. Click that button to open the chat window.

LEAVE A ZOOM MEETING

Click "Leave Meeting" on the bottom right corner to leave the meeting.
