

## STEP BY STEP GUIDE TO USING ZOOM

You can use Zoom on a smartphone, a tablet, a laptop, or a desktop computer. If using for meetings where you want to be seen or heard then the computer must have a camera, speakers, and a microphone. Zoom uses your computer's or phone's camera and microphone to let you see and talk to other meeting participants.

### **DOWNLOAD ZOOM**

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

**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 [zoom.us/download](https://zoom.us/download), click "Download" in the "Zoom Client for Meetings" section. Click the blue Download button to download Zoom from the website [zoom.us/download](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.

## **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 or go to the Zoom website and enter the meeting ID

**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.

**Go to the Zoom website:** Go to [zoom.us/join](https://zoom.us/join), and enter the 9-digit meeting ID from your invitation email. If the meeting requires a password, that will be in your email, too.

**When you are on the Zoom website, if asked if you want to open Zoom, click “Open zoom.us.” Zoom opens, showing you a preview of your camera image. Then click “Join with Video”**

**Next, Zoom asks about audio. Click “Join with Computer Audio” so you can hear and be heard in the meeting.**

**Then you will see a screen that might say “waiting for host” and you just wait to be admitted.**