Zoom User Guide

Downloading Zoom

Desktop
- If you do not have the Zoom Desktop Application on your computer already, go to https://zoom.us/support/download and you will get the screen displayed below.
- Click on "Run" and follow the prompted instructions to install Zoom.

Phone
- To download the Zoom app on your phone, open the App Store for iPhone and and/or open Google Play for Android and type Zoom

Zoom Web Client

If you are unable to install Zoom on your computer or the Zoom app on your mobile device, you *can* join a meeting or webinar through your web browser.

Note** the web client has **limited features** and **functions best on Google Chrome** (i.e with Internet Explorer you cannot use the share screen feature)

- The "join from your browser" link will appear after the user clicks on the link to join the meeting. You can automatically include a Join from your browser link, or you can require participants to attempt to download Zoom first.
- The participant can click on join from your browser. They will be prompted to enter their name and then be able to join the meeting.
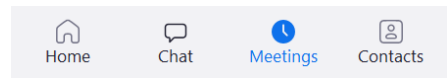
How to create free account:

1. To create an account, go to https://zoom.us/signup and type in your email address or after you download Zoom you can open it and click *Sign Up Free.*
2. A confirmation email will be sent to the email you used. Check spam inbox if you do not see it. You are prompted to click on the confirmation link in that email to continue.
3. You will be prompted to put in your first and last name and create a password. Click *Continue.*
4. You will now receive your personal meeting url and can do a test meeting.
5. Click on the test meeting link. If you have not done so already, you will be prompted to install the Zoom application onto your desktop or phone.

Joining a Meeting

You have a couple options to join a meeting.

1. Once you receive an email invitation for Zoom meeting you can quickly view the join link from the invitation. You can click the invitation and you will be prompted to either download or launch Zoom.
   - If you see a message "Waiting for the host to start this meeting" that means the host has not started the meeting on their side yet and you can go through and test your computer audio, select input levels, select video.
   - ***Once you click on the link, a password will be required to be entered before joining the meeting. This password will be included in the invitation.***

2. Joining the meeting directly through the Zoom application. You can view all your upcoming meetings under the **"Meetings"** tab at the top
3. and quickly select **Join**

Audio and Video

1. You can toggle the audio and video options by clicking on the respective icons:

2. Zoom offers three choices to join audio: phone call, computer After entering the meeting, an Audio Conference options dialog box will open.