

Zoom Quick Start Guide

Download & Install Zoom

Click the appropriate link to download Zoom on your device.

Windows & Mac : <http://zoom.us/download> (download the Zoom Client for Meetings)

iOS: <https://itunes.apple.com/us/app/id546505307>

Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

Join a Meeting:

Join Using a Link (laptop or tablet)

If you were sent a link to join a Zoom meeting, or if you found it posted online, just click the link and follow the on-screen instructions to join the meeting.

Join Using a Meeting ID (smartphone)

You can use a 9, 10 or 11 digit meeting ID to join a meeting.

1. Open the Zoom Application.
2. Click the blue Join a Meeting button.
3. Enter your Meeting ID and Your Name.
4. Click Join.

Join By Audio Only Phone

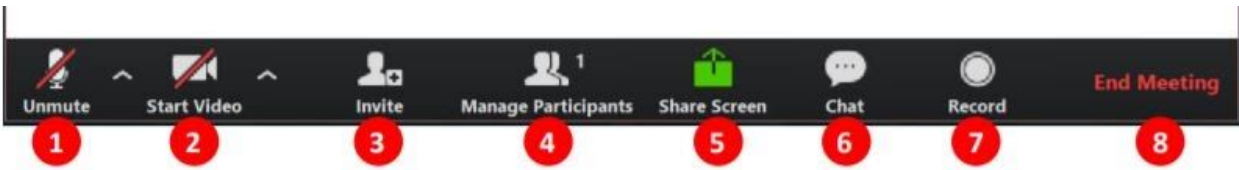
You can also use Zoom as a Conference Call tool by using a Dial In Number and Meeting ID provided by the meeting host.

Quick Tips for Using Zoom:

- If you are using an external camera and/or microphone be sure to plug them in before opening the Zoom application.
- We recommend using a headset if possible.
- Only 1 microphone and speaker system should be active per physical location. Otherwise the 2 systems may cause a loud screeching sound.
- Be sure to mute yourself when you are not speaking.
- Use the Chat feature to ask questions without interrupting the speaker.
- You cannot record unless you are the meeting host, or the meeting host allows you permission to record.

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Once you join the meeting, the bottom of your screen will look like this. Here's what each of these icons mean:



1. Mute or unmute your microphone
2. Start or stop your video feed
3. Invite participants to the meeting
4. Manage or view a list of meeting participants
5. Share your screen
6. Open the Chat window
7. Record the meeting (only the “host” can record a meeting)
8. Leave the meeting

For more detailed support documentation visit the Zoom support website:
<https://support.zoom.us/hc/en-us>.