

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

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.

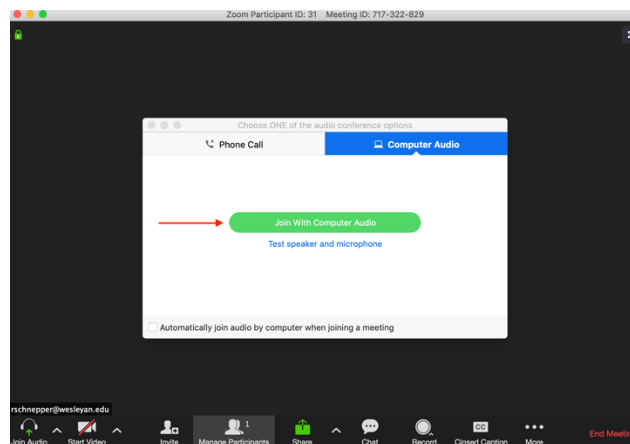
Join Using a Meeting ID

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 9 or 10 digit Meeting ID and Your Name.
4. Click Join.

Quick Tips for Using Zoom

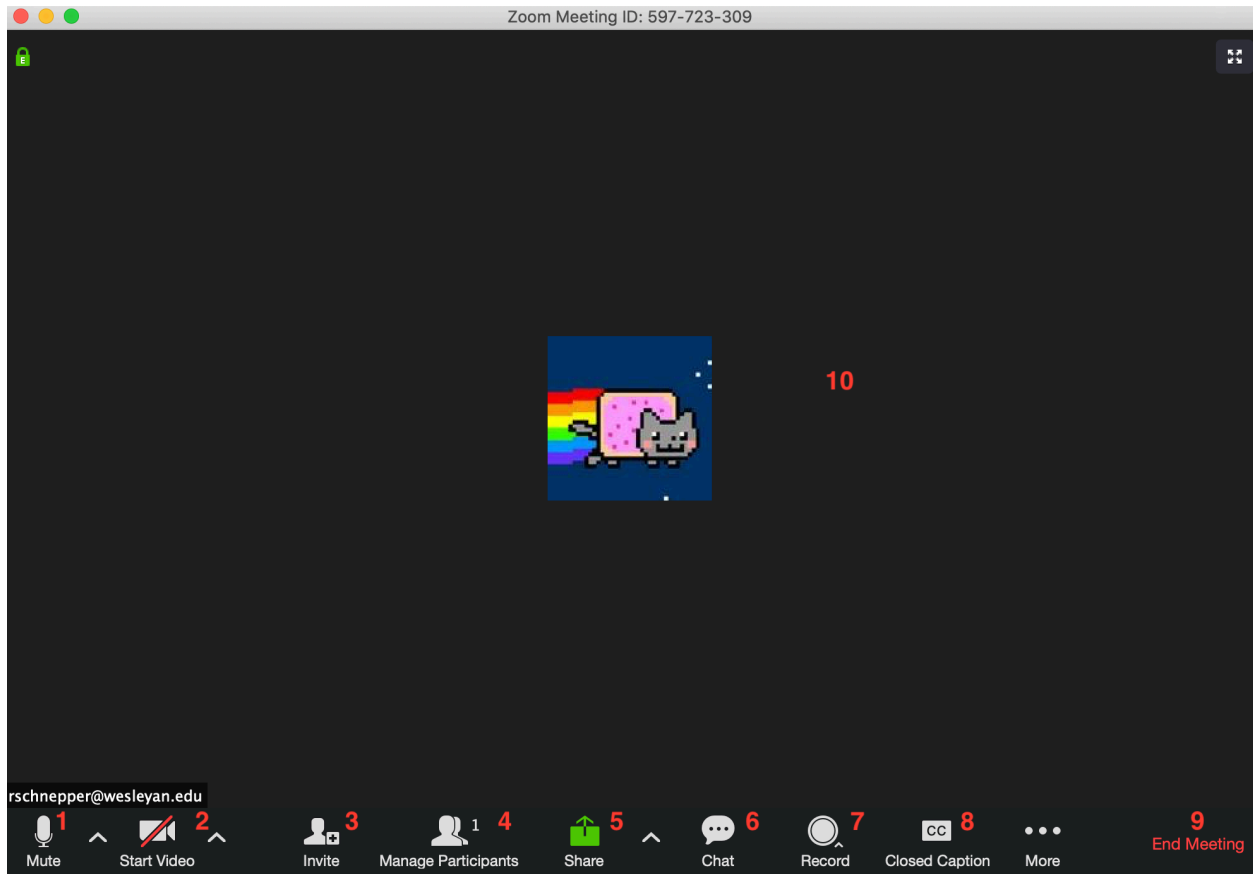
- If you are joining from your computer, be sure to select “Join with computer audio” when the Zoom application launches.



- 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 one microphone and speaker system should be active per physical location. Otherwise the two 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

Familiarize Yourself with the Zoom Interface



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. You cannot record unless you are the meeting host, or the meeting host allows you permission to record.
8. Close captioning. Can only be assigned by host or co-host.
9. End meeting
10. Video area.