

Zoom - Quick Guide

Zoom is essentially a video conferencing tool that can be used on mobile devices, laptops, and desktop computers. This guide outlines how to get started with Zoom and join a meeting.

To get started:

To use Zoom, you will need:

- A device that can be connected to broadband Internet. The camera, microphone and speaker that are on the device can be used.
- The Zoom application (app) installed on your device. **Do this ahead of time** (this saves a lot of time when you join the meeting).

Installing Zoom app:

- Go to the Zoom download center at: <https://zoom.us/download>
- Click on the **download** button under **Zoom Client for Meetings**
- The *Zoom.exe* file will begin to download; you will then need to click on the download's file and follow the installation instructions to install Zoom on your device. **Note:** this only needs to be done **once** for any device for which you use Zoom for the first time.
- Great! You now have the Zoom app on your device or computer.

Zoom Account:

- You ***do not*** need to have your own Zoom account in order to participate in the Zoom meeting.
- You can join the Zoom meeting by simply clicking on the link (which will look something like: <https://us04web.zoom.us/j/123456789>), and then entering the meeting password when prompted to do so.

Joining a Meeting:

- Just before the start of the meeting, click on the link in your email invitation to join via your computer or mobile device. The email content will look something like:

Join Zoom Meeting:

<https://us04web.zoom.us/j/123456789>

Meeting id: 123 678 456

Password: 269945

- If you have already downloaded the Zoom app (strongly recommended), then click on **Open zoom.us** to launch the Zoom app and join the meeting. Otherwise, download the Zoom app and click on **Open Zoom.us** to launch the Zoom app and join the meeting
- You will be then prompted to select your video option: **Join with Video** or **Join without Video** (select one on the screen).
- You may be promoted to choose your audio option. Select **Join with Computer Audio**.
- You may test your audio, by clicking **Test Speaker ad Microphone** and adjust to suit.

Leaving the Meeting:

You can leave the meeting at any time by clicking on **Leave Meeting** at the lower right corner of the Zoom Tool bar. The host may also close the meeting for all, at the end of the meeting.

Resources:

[Zoom - Getting-Started](#)

[Zoom - Mobile](#)