Zoom How to use

This document is not written for joining a specific Zoom meeting, it is to help set up and connect to any meeting. You do not need to sign up to Zoom in order to join meetings.

You will receive a Zoom meeting link in an email. Click this link and it will launch your browser and take you to the Zoom website.

From a laptop/desktop computer

If you have Zoom installed

Your browser will now launch the Zoom application and you will join the meeting.

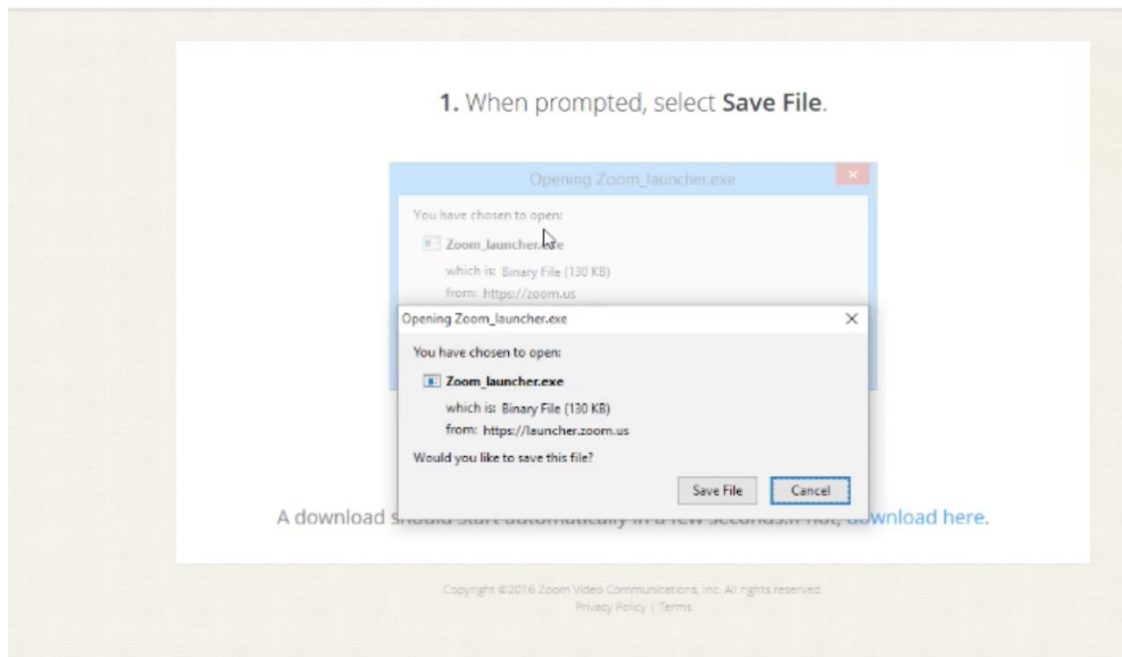### If you do not have Zoom installed

Your browser will know and prompt you to go through the set up process to download the required Zoom meeting software to your device. Ensure you allow the application to download when prompted. This will only occur the first time you join a meeting so set aside 10 or 15 minutes to do this, so you are ready to join the meeting on time.

In the browser, Zoom will instruct you to download and install the software. Depending on your browser, this may happen automatically or you will be prompted to save a file to your computer.
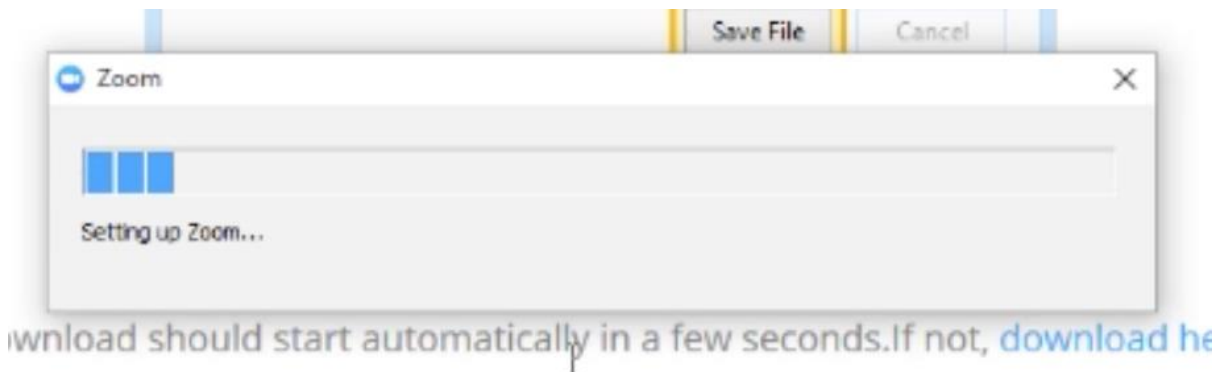
Once the download is complete, Chrome browser users should see the file appear in the bottom panel of the browser window. Click this to install the Zoom application.

Other browser users may be asked to save the application before downloading commences, in which case click 'Save File' and open the application once downloaded.
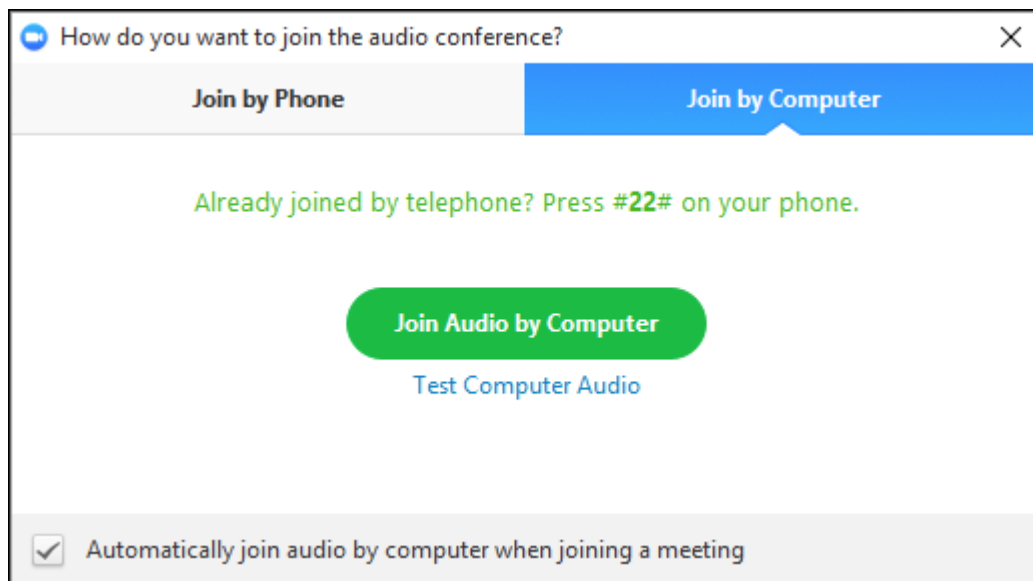
When the installation software has been downloaded and selected for installation, there will be a short pause before a blue progress bar appears indicating Zoom is installing.
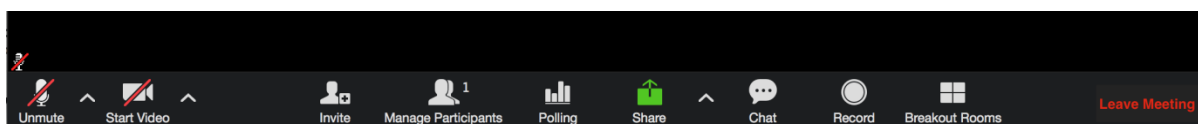

When the application has completed installing, it will then open and you will see a Zoom popup window appear with the message 'Connecting…' If prompted to enter a display name, this name can be seen by everyone in the meeting.

If the application appears to install but the meeting doesn't open, just go back to the email and click the link again.

When Zoom connects you will be prompted to join audio, where the easiest option is to click 'Join Audio by Computer'.

Zoom will now connect to your meeting. Options appear at the bottom of the Zoom app window. You can choose to turn on and off video, and mute your microphone. Follow the details from your meeting host for the options they'd like you to choose.
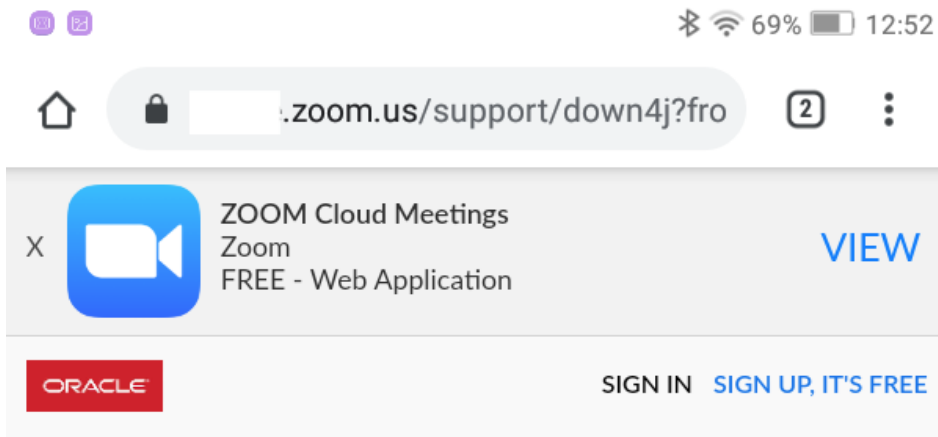

From a tablet/ipad or mobile

If you have Zoom installed

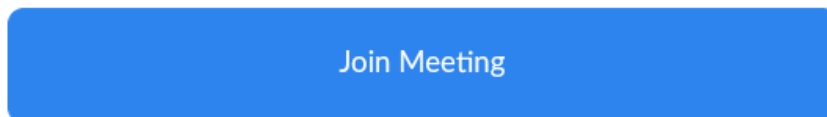Your app will now launch the Zoom application and you will join the meeting.

If you do not have Zoom installed

Your browser will open and take you to a screen with several options. If you see a popup message about cookies, select 'Agree and Proceed' then 'Close'. You will need to download the app from Google Play or the Apple Store. You will only need to do this once, so set aside 10 or 15 minutes before the meeting begins so you can join on time.

Click the blue button reading 'Download from Google Play' or 'Download from Apple Store' (Apple iOS wording may differ here)
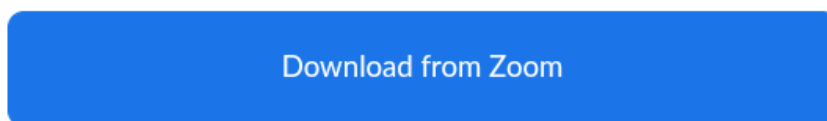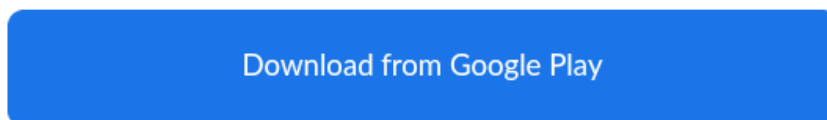
Click 'Install', wait for the app to download and install. When complete click 'Open'.

← Google Play 🔍 ⋮

ZOOM Cloud Meetings
zoom.us

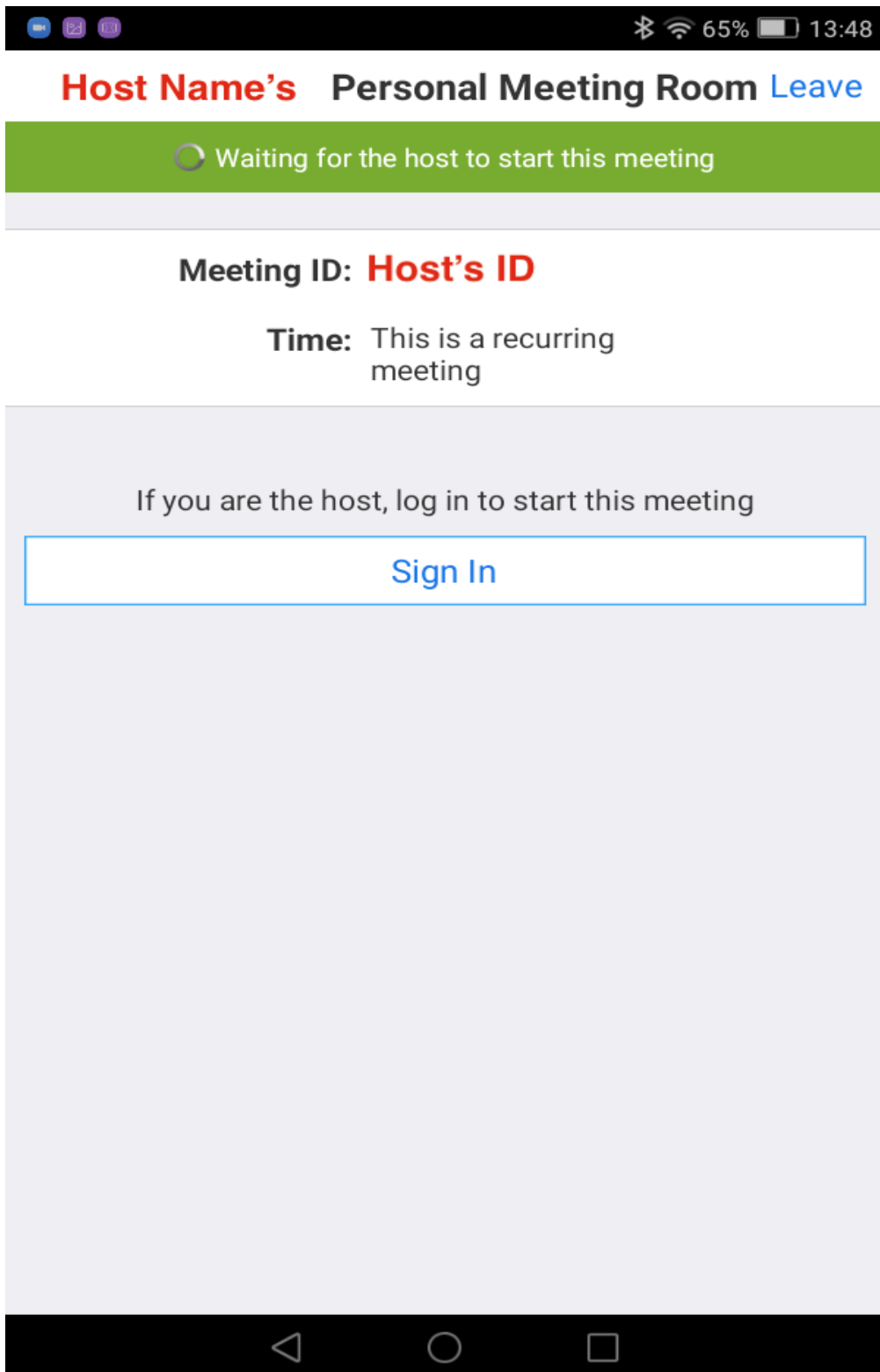| 4.0 ★	50M+	3
92K reviews	Downloads	PEGI 3 ⓘ

Install

About this app →

Zoom is a free HD meeting app with video and screen sharing for up to 100 people
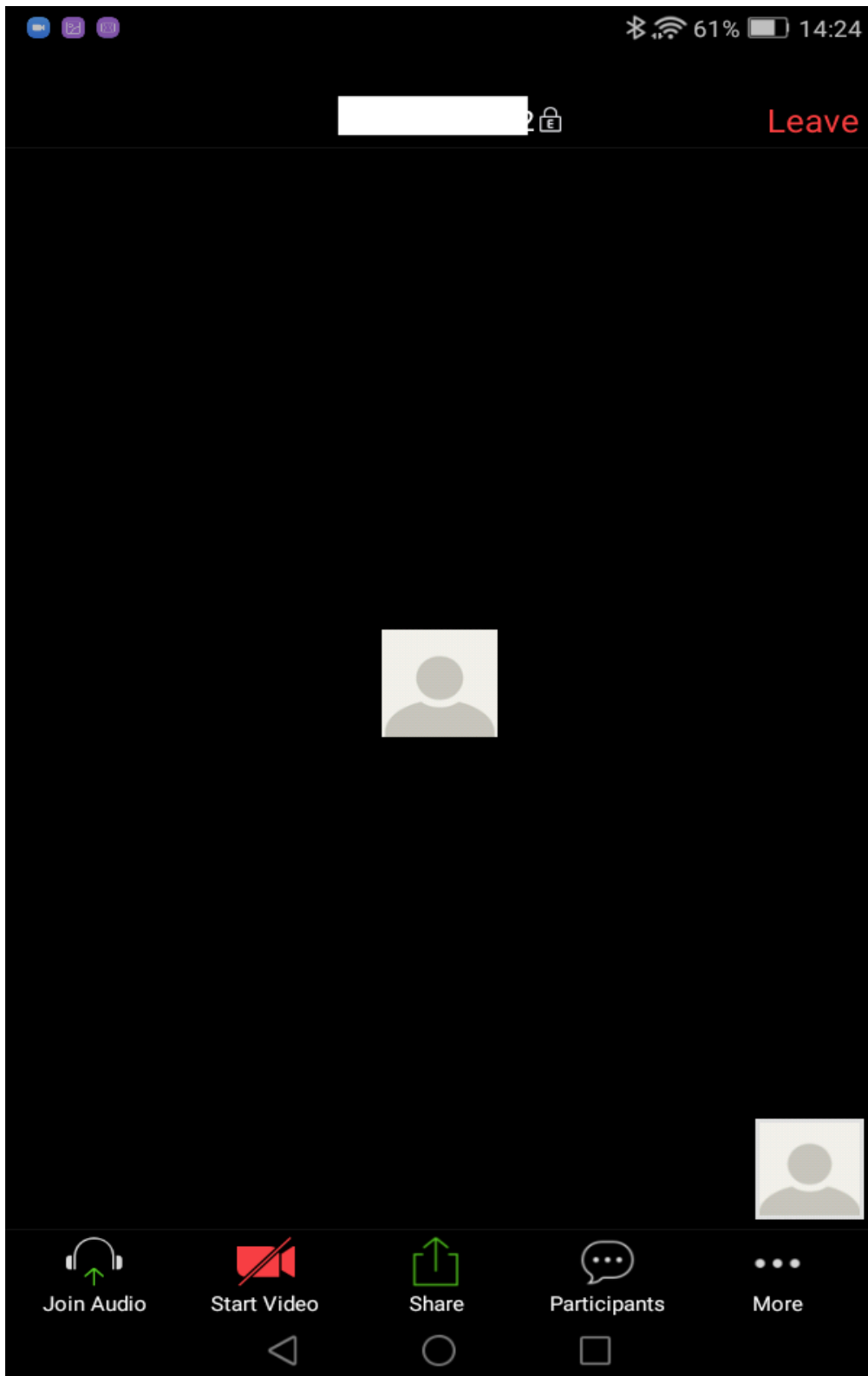
(Business) (#1 Top apps)

Rate this app

◁ ○ ▢

Zoom will open. Click 'Join a Meeting'. If you know the meeting ID you can enter it here. The meeting ID is the long number at the end of the link provided to you by your meeting host. Alternatively you can go back to the email, click the link again, join the meeting and the app will launch with the correct meeting ID.

Agree to the Privacy Policy and grant access permission if prompted. Choose either to join with or without video! Zoom will connect to the meeting when the host has joined.

Tap the screen to see meeting options at the bottom for turning on your device audio and camera.

Click 'Leave Meeting' to leave or wait for your host to end the meeting, which will close the Zoom app.