

ZOOM



How to download and use Zoom on your computer or mobile device

HOW TO DOWNLOAD THE APP

On Android Device

1. Open Google Play Store
2. Search for **ZOOM Cloud Meetings**
3. Click **Install**. Follow on-screen instructions. **If a payment screen appears, skip it.
4. The application is displayed as "Zoom" on your home screen

On Apple Device

1. Open App Store
2. Search for **ZOOM Cloud Meetings**
3. Click **get**
4. Click **Install**
5. Enter apple ID password if prompted.
6. The application is displayed as "Zoom" on your home screen

On Computer

1. Open a web browser
2. Go to **zoom.us/download**
3. Click **Download** under the "Zoom Client for Meetings"
4. Follow the on screen installation instructions
5. The application is displayed as "Zoom"

HOW TO SET UP AN ACCOUNT

On Mobile Device

1. Open the app
2. Click **Sign Up**
3. Enter your **date of birth**
4. Enter your **email** and **name**
5. Click the **circle** beside "I agree to the Terms of Service."
6. Click **Next**
7. A verification email will be sent to you. Go to your email and click on the **link**

On Computer

1. Click **Sign In**
2. Click **Sign Up For Free** in the bottom right corner
3. Enter your **date of birth**
4. Enter your **email** and **name**
5. Click the circle beside "I agree to the Terms of Service."
6. Click **Next**
7. A verification email will be sent to you. Go to your email and click on the **link**

HOW TO SIGN IN TO AN ACCOUNT

1. Open the app
2. Click **Sign In**
3. Enter your **email address** and **password**
4. Click **Sign In**

HOW TO JOIN A MEETING

There are two ways to join a meeting.

1. Click on the **link** your host provided to you in an email
2. Click **Join with Video**
3. Click **Call Using Device Audio**

Or, you can join the second way.

1. Open the app
2. Sign In
3. Click the **Join** button
4. Enter the **meeting ID** your host provided to you in an email
5. Click **Join Meeting**
6. Enter the **password** your host provided to you in an email
7. Click **OK**
8. Click **Join with Video**
9. Click **Call Using Device Audio**

HOW TO HOST A MEETING

On Mobile Device

1. Open the app
2. Click **New Meeting**
3. Click **Start a Meeting**
4. Click **Participants** in the bottom menu
5. Click **Invite**
6. Choose how you would like to send the invite (email, text...etc) and click the **app**
7. Enter your invitee's email or phone number (depending on the app)
8. Send the invitation

On Computer

1. Open the app
2. Click **New Meeting**
3. Click **Join with Computer Audio**
4. Click **Manage Participants** in the bottom menu
5. Click **Invite**
6. Choose from your contacts or click **Email**
7. Click on the **email app**
8. Enter your invitee's email
9. Send the invitation

*If you don't see the bottom menu, tap the middle of the screen

HOW TO SCHEDULE A MEETING

If you want to host a meeting at a later date

On Mobile

1. Open the app
2. Click **Schedule**
3. Fill out the form information. You can leave everything the same, but make sure to **change the date and time** to when you would like the meeting to start.
4. Click **Done** in the top right corner
5. On the pop-up screen, click on **Gmail** or **Email**
6. Enter your invitee's email
8. Send the invitation

On Computer

1. Open the app
2. Click **Schedule**
3. Fill out the form information. You can leave everything the same, but make sure to **change the date and time** to when you would like the meeting to start.
4. Click **Schedule**
5. On the **Meetings** tab in the top menu, click on your **scheduled meeting**
6. Click **Copy Invitation**
7. Open your email and paste the invitation
8. Enter your invitee's email
9. Send the invitation

