

How to Zoom:

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Part 1: Installing Zoom

Please Note: If you already have Zoom installed on your computer you can skip to
Part 2: Making a Zoom account

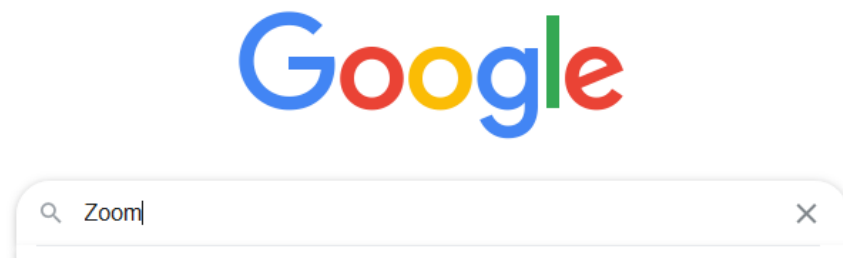
Step 1: Going to the Zoom Webpage

Open your internet browser and either enter the zoom URL, [Click on This Link](https://zoom.us/download) , or
do a google search for Zoom

URL:

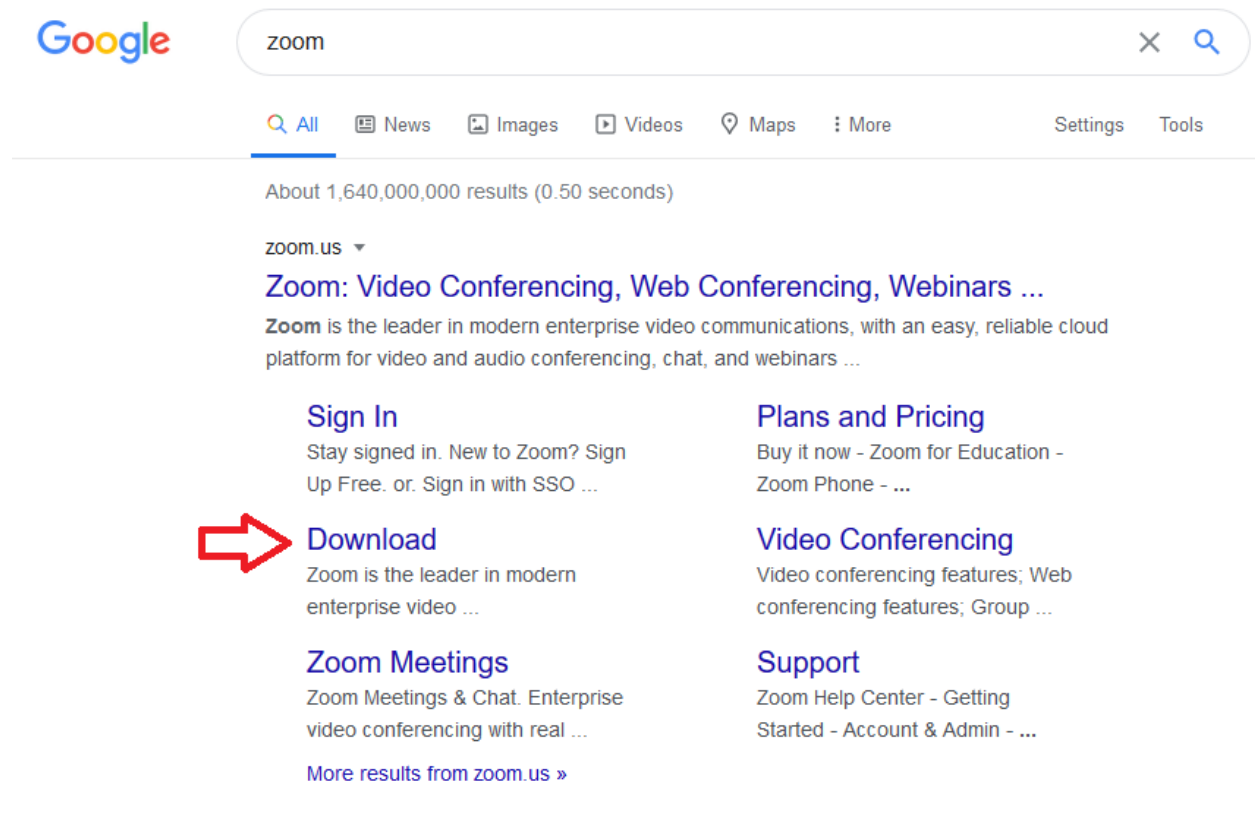


Google Search:



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Click on the Download button from the results



Google search results for 'zoom'. The search bar shows 'zoom' and the results indicate 'About 1,640,000,000 results (0.50 seconds)'. The first result is from zoom.us, titled 'Zoom: Video Conferencing, Web Conferencing, Webinars ...'. Below the title, it says 'Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars ...'. There are several links listed: 'Sign In', 'Plans and Pricing', 'Video Conferencing', 'Support', and 'Download'. A red arrow points to the 'Download' link.

Google

zoom

All News Images Videos Maps More Settings Tools

About 1,640,000,000 results (0.50 seconds)

zoom.us

Zoom: Video Conferencing, Web Conferencing, Webinars ...

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars ...

Sign In
Stay signed in. New to Zoom? Sign Up Free. or. Sign in with SSO ...

Plans and Pricing
Buy it now - Zoom for Education - Zoom Phone - ...

Video Conferencing
Video conferencing features; Web conferencing features; Group ...

Support
Zoom Help Center - Getting Started - Account & Admin - ...

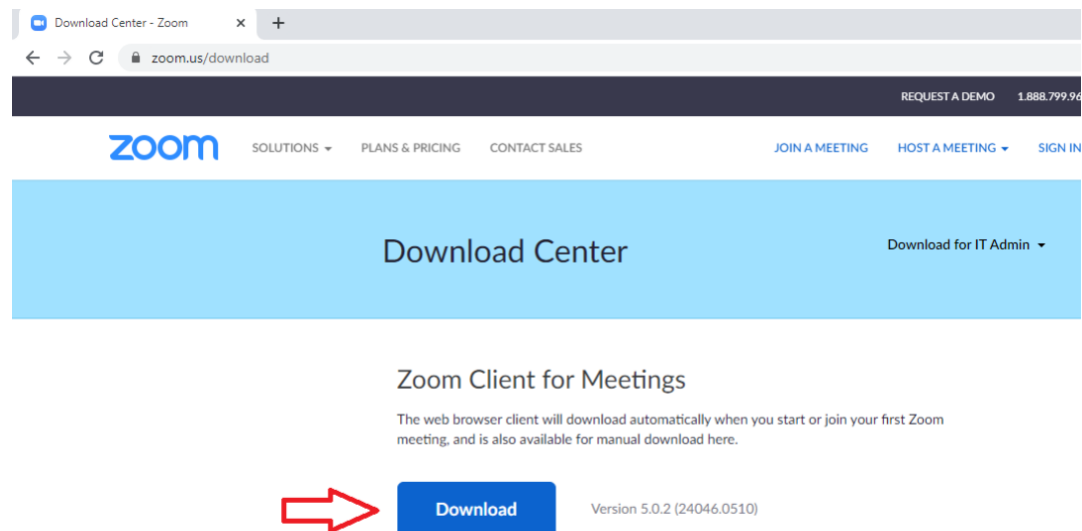
Download
Zoom is the leader in modern enterprise video ...

Zoom Meetings
Zoom Meetings & Chat. Enterprise video conferencing with real ...

[More results from zoom.us »](#)

Step 2: Downloading Zoom

Click the Blue Download Button from the webpage



The image shows the Zoom Download Center webpage. The browser address bar shows 'zoom.us/download'. The page has a blue header with the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN. Below the header is a large blue banner with the text 'Download Center' and a link 'Download for IT Admin'. Below the banner, the section 'Zoom Client for Meetings' is displayed. It includes a paragraph: 'The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.' Below this paragraph is a blue 'Download' button. A red arrow points to the 'Download' button. To the right of the button, the version number 'Version 5.0.2 (24046.0510)' is shown.

Download Center - Zoom

zoom.us/download

REQUEST A DEMO 1.888.799.9633

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN

Download Center Download for IT Admin

Zoom Client for Meetings

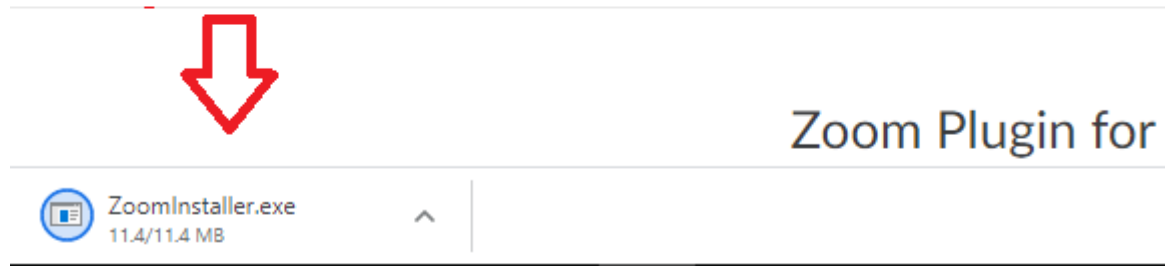
The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download Version 5.0.2 (24046.0510)

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On the bottom left of your screen you will see the download for Zoom.
When the download is finished click the download.

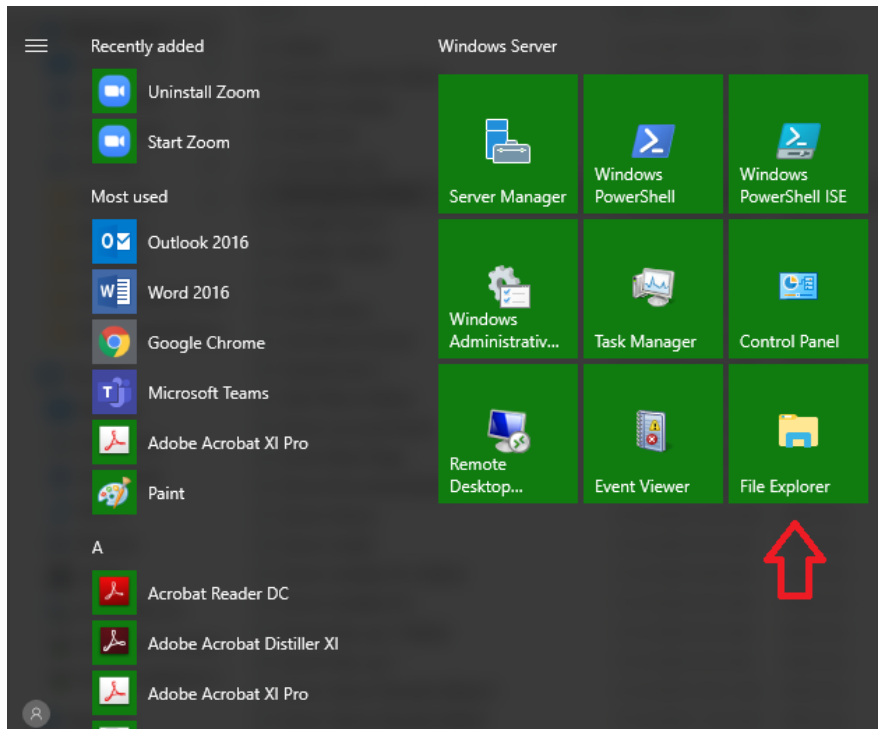
Download



OR

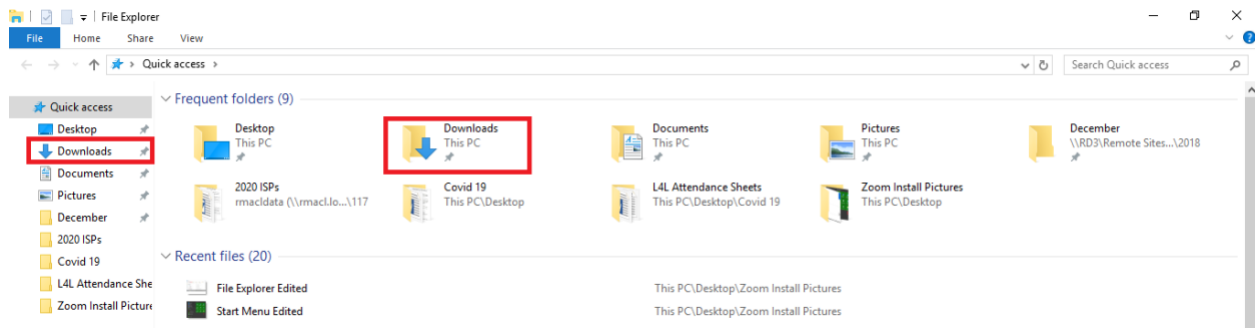
Open your start Menu  (Bottom Left of Screen)

Find and Click on File Explorer

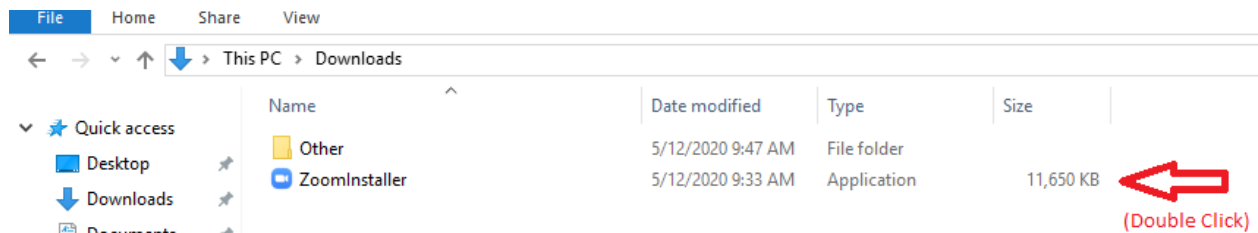


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Click on the Downloads folder on the left dropdown menu or in the window

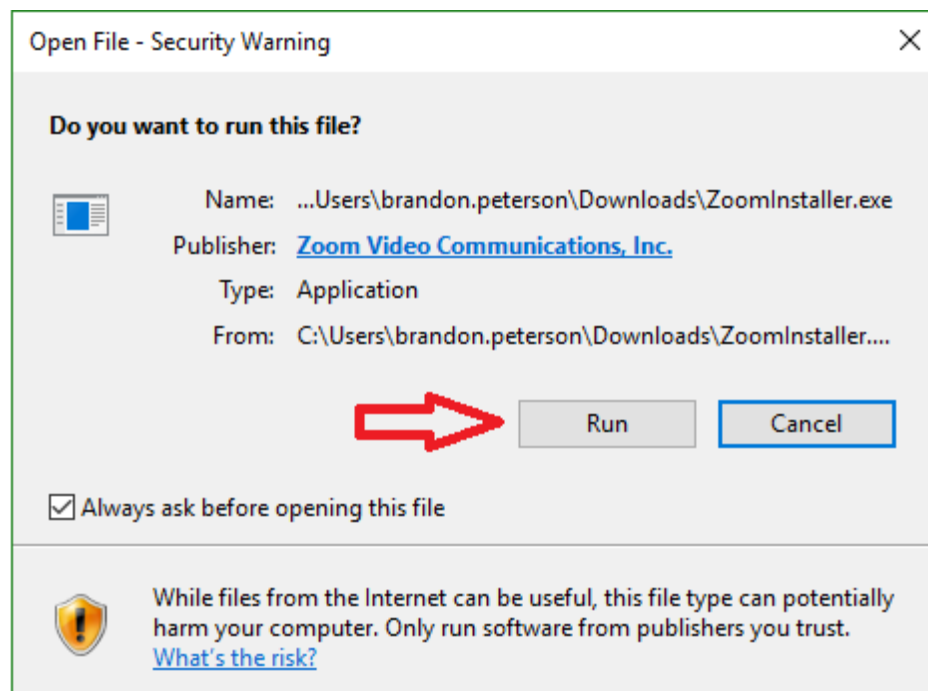


Double Click the Zoom Installer



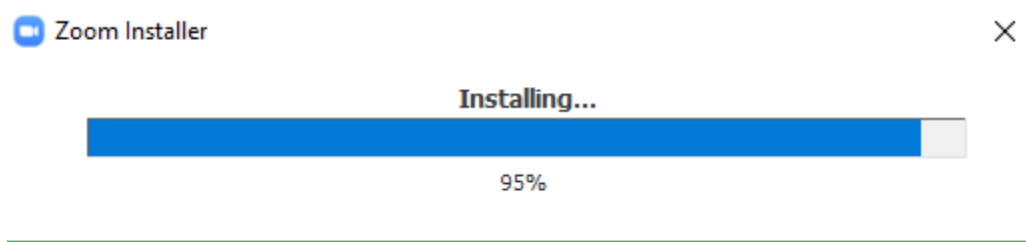
Step 3: Installing Zoom:

If this Window pops up, Click Run

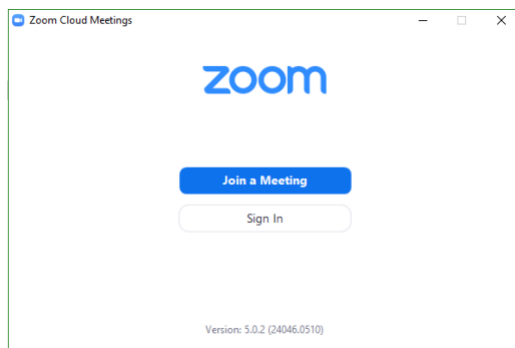


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Wait for Zoom to Install



Congratulations! You installed Zoom! Please move onto [Part 2: Creating an account.](#)



Part 2: Creating a Zoom account

Getting to account creation

Open your internet browser and either enter the zoom URL, [Click on this link](https://zoom.us/download) , or do a google search for Zoom

URL:



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Google Search:



Search bar containing the text "Zoom" and a magnifying glass icon on the left, and a close icon (X) on the right.

Click on Zoom: Video Conferencing, Web Conferencing, Webinars ...



zoom

All

News

Images

Videos

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Settings

Tools

About 1,640,000,000 results (0.50 seconds)

zoom.us



Zoom: Video Conferencing, Web Conferencing, Webinars ...

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars ...

Sign In

Stay signed in. New to Zoom? Sign Up Free. or. Sign in with SSO ...

Download

Zoom is the leader in modern enterprise video ...

Zoom Meetings

Zoom Meetings & Chat. Enterprise video conferencing with real ...

[More results from zoom.us »](#)

Plans and Pricing

Buy it now - Zoom for Education - Zoom Phone - ...

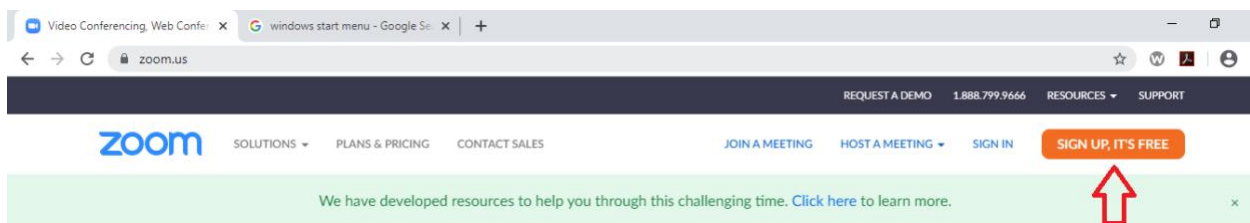
Video Conferencing

Video conferencing features; Web conferencing features; Group ...

Support

Zoom Help Center - Getting Started - Account & Admin - ...

Click on SIGN UP. ITS FREE



In this together.
Keeping you securely
connected wherever you



[Back to top](#)

Using the Drop bars, enter your date of Birth

Note: this is here to prevent minors from creating accounts unsupervised. Zoom will not record you date of birth

For verification, please confirm your date of birth.

Month ▾

Day ▾

Year ▾

Continue

This data will not be stored

Making an account with your email

Enter the email you would like to (Note: Does not need to be a work email)

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

Already have an account? [Sign in.](#)

A Link will be sent to your email account



We've sent an email to **bpete1992@gmail.com**.

Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)

[Back to top](#)

Open the email you entered and you should have an email from Zoom



If you do not have this email be sure to check your Junk Mail!

Click the "Activate Account" button or the Link below it to activate your account

Welcome to Zoom!

To activate your account please click the button below to verify your email address:



Or paste this link into your browser:

<https://us04web.zoom.us/activate?code=mnHyflpDL16HaAL7gw8427ul6qDAAhy8iYbZ7PFNIM.BQgAAAFyCd0hhQAnjQATYnBldGUxOTkyQGdtYWIsLmNvbQEAZAAAFnBzVmJRamdUjRLQ0NPTXMTYi1GaEEAAAAAAAAAAAA&fr=signup>

Questions? Please visit our [Support Center](#).

Happy Zooming!



Answer Pop up question "No" then click continue

Are you signing up on behalf of a school?

☐ Yes ☒ No



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Enter your account details and click continue

Brandon

Peterson

.....

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

.....|

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue



If you wish to invite friends or Family, enter their emails, click “I’m not a robot” and then click “invite” (Blue arrows on Screen)

Or

Do not invite others by clicking “I’m not a robot” and “Skip this Step” (Red Arrows on Screen)

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Invite your colleagues to create their own free Zoom account today! [Why invite?](#)



[Add another email](#)



I'm not a robot



Invite

Skip this step

You're done! You have successfully made a Zoom account. [Move onto Part 3: Using Zoom](#)

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

[https://us04web.zoom.us/j/5637228832?](https://us04web.zoom.us/j/5637228832?pwd=WFJHTkxHNW1pUGo4aUR0Q1htQlVldz09)

[pwd=WFJHTkxHNW1pUGo4aUR0Q1htQlVldz09](#)

Start Meeting Now

Go to My Account

Making an account with Facebook

Click on Sign in with Facebook




Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

Already have an account? [Sign in.](#)

or

	Sign in with SSO
	Sign in with Google
	Sign in with Facebook



Enter your Facebook account information

Log Into Facebook

Email or Phone Number

Password

Log In

or

Create New Account

[Forgot account?](#)

[Not now](#)

[Back to top](#)

Click Continue as (Your name)



zoom.us will receive:
your name and profile picture and email address.

 [Edit This](#)

Continue as Brandon



Cancel

 This doesn't let the app post to Facebook

zoom.us's [Privacy Policy](#) and [Terms](#)

Click "Create Account"

Welcome to Zoom

Create your Zoom account with your Facebook account



Brandon Peterson
learning4life117@gmail.com

Create Account





By submitting this form, you agree to the [Terms of Service](#)

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Making an account with Google


Choose an account to sign in with

 Sign in with Google




Choose an account


to continue to **Zoom**



Brandon Peterson
bpete1992@gmail.com



Brandon Peterson
learning4life117@gmail.com



Use another account


To continue, Google will share your name, email address, language preference, and profile picture with Zoom. Before using this app, you can review Zoom's [privacy policy](#) and [terms of service](#).


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Click Create account

Welcome to Zoom

Create your Zoom account with your Google account

 **Brandon Peterson**
learning4life117@gmail.com

[Create Account](#) 

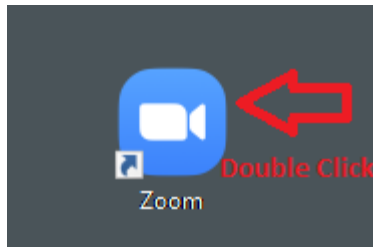
By submitting this form, you agree to the [Terms of Service](#)

You're done! You have successfully made a Zoom account. Move onto Step 3

Part 3: Using Zoom

Making a meeting Room:

Find the zoom icon now on your desktop and double click it



Sign in with the method you chose in [Part 2: Making an account](#)

Zoom Cloud Meetings

Sign In

Enter your email

Enter your password [Forgot?](#)

☐ Keep me signed in [Sign In](#)

or

[Sign In with SSO](#)

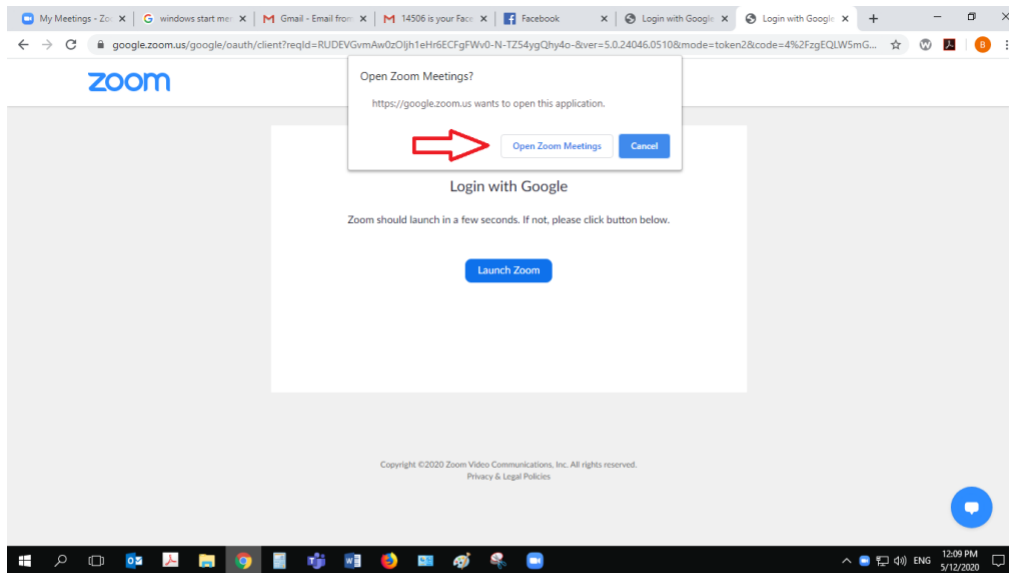
[Sign In with Google](#)

[Sign In with Facebook](#)

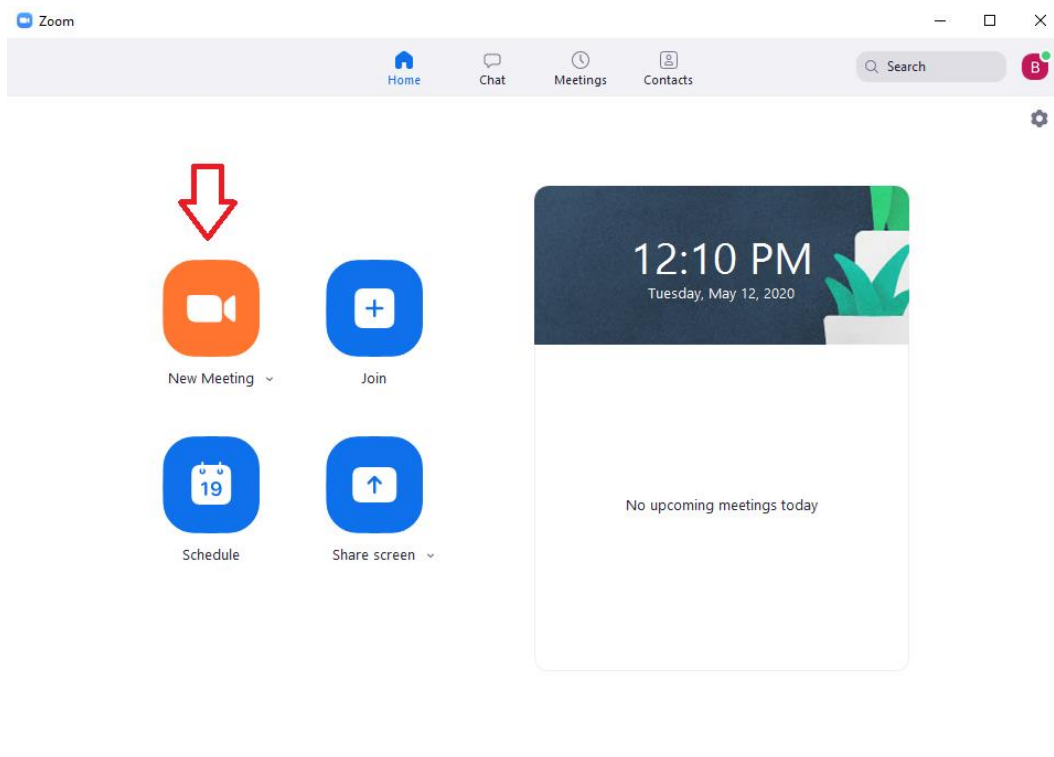
[Sign Up Free](#)

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Click Open Zoom Meetings



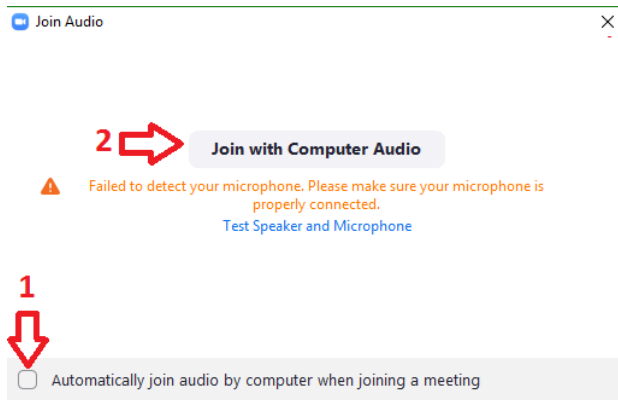
Click "New Meeting"



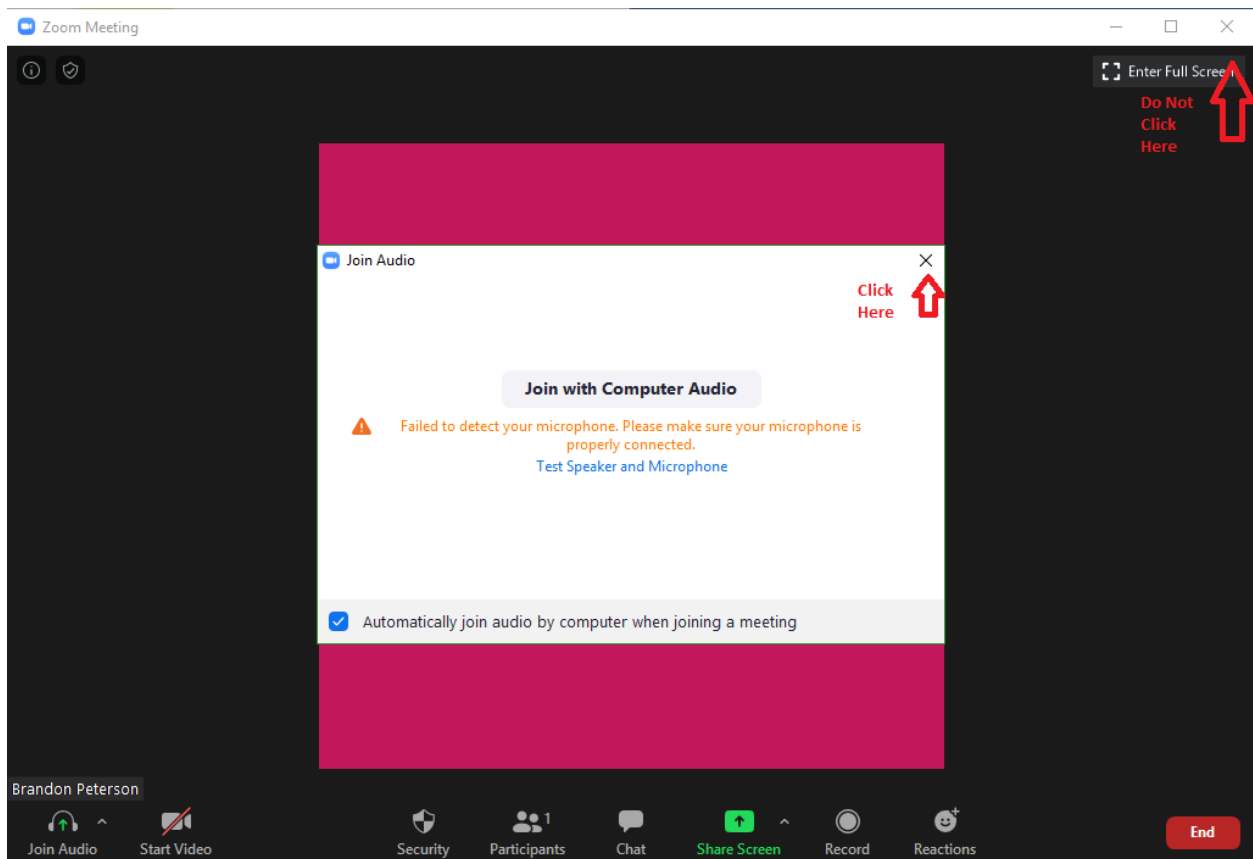
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First Click the button in the bottom left “Automatically join audio by computer when joining a meeting”

Second Click the button in the center of the screen “Join with Computer Audio”

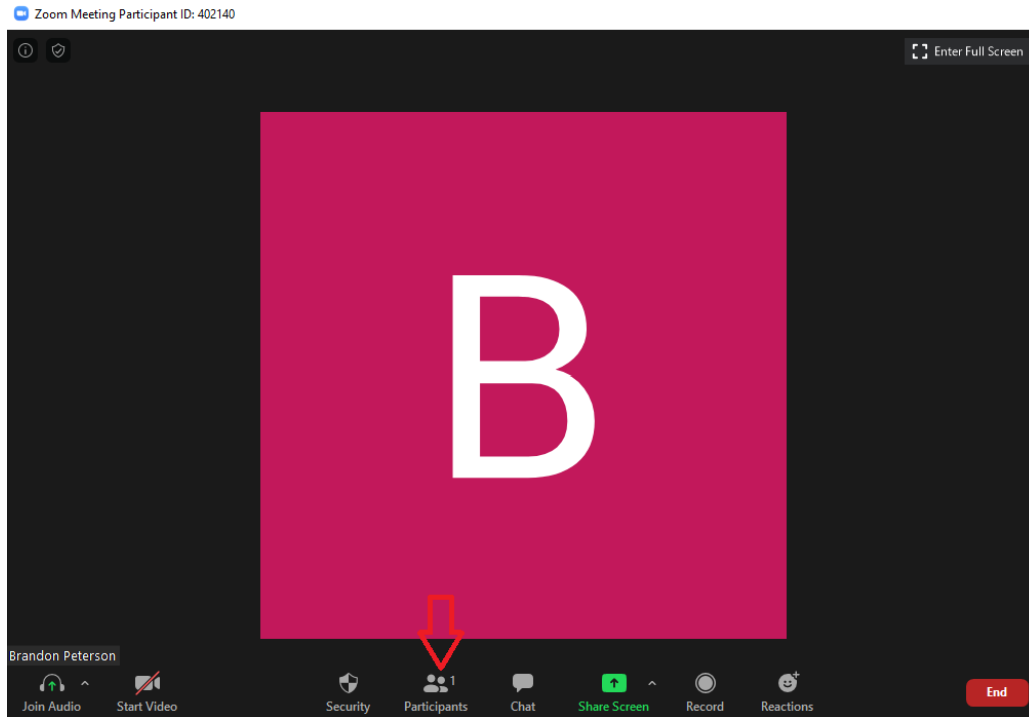


Click the “X” on the popup window to close it. Note do not click the X on the zoom window

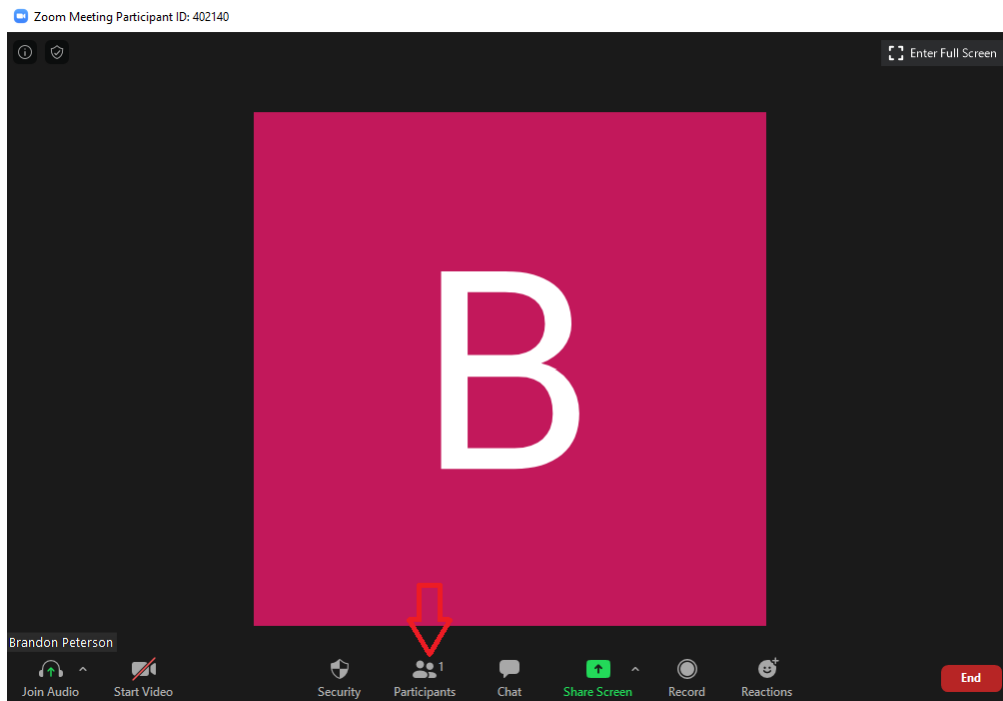


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Click on the “Participants” button at the bottom of the window

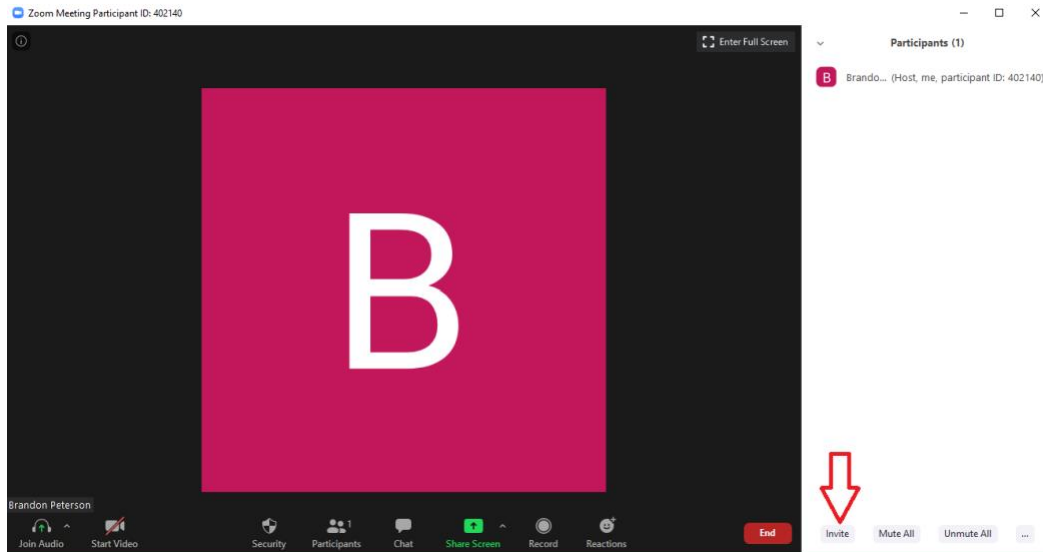


Click on the “Participants” Button at the bottom of the window



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On the bottom right hand side click “Invite”

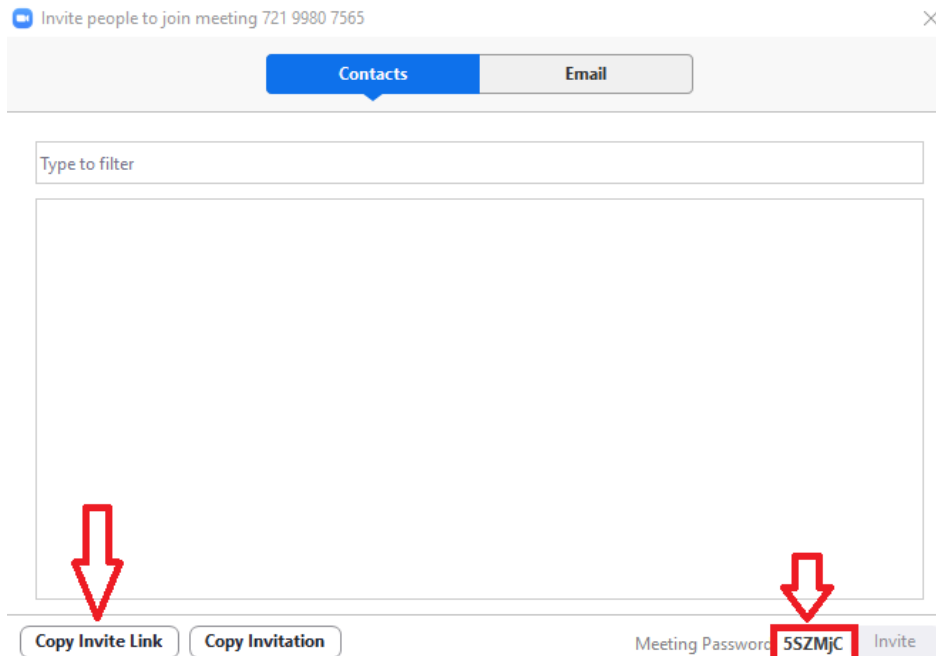


Inviting through Link:

Click on the “Copy invite Link” button

Send it to the person you would like to invite by pressing “ctrl” and “v” at the same time to paste the link into a chat

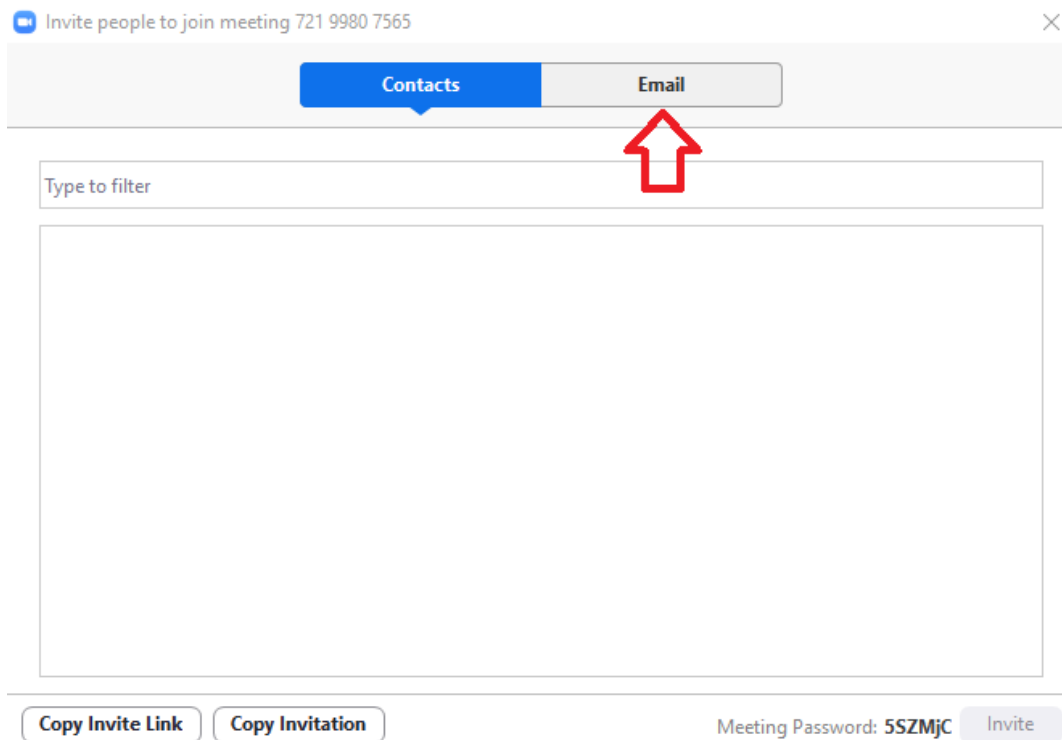
You may also need to send them the Password (Case sensitive)



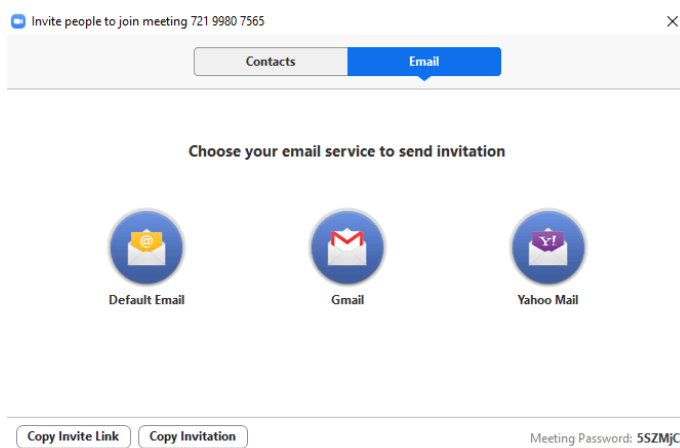
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Inviting through email

Click on the email Button

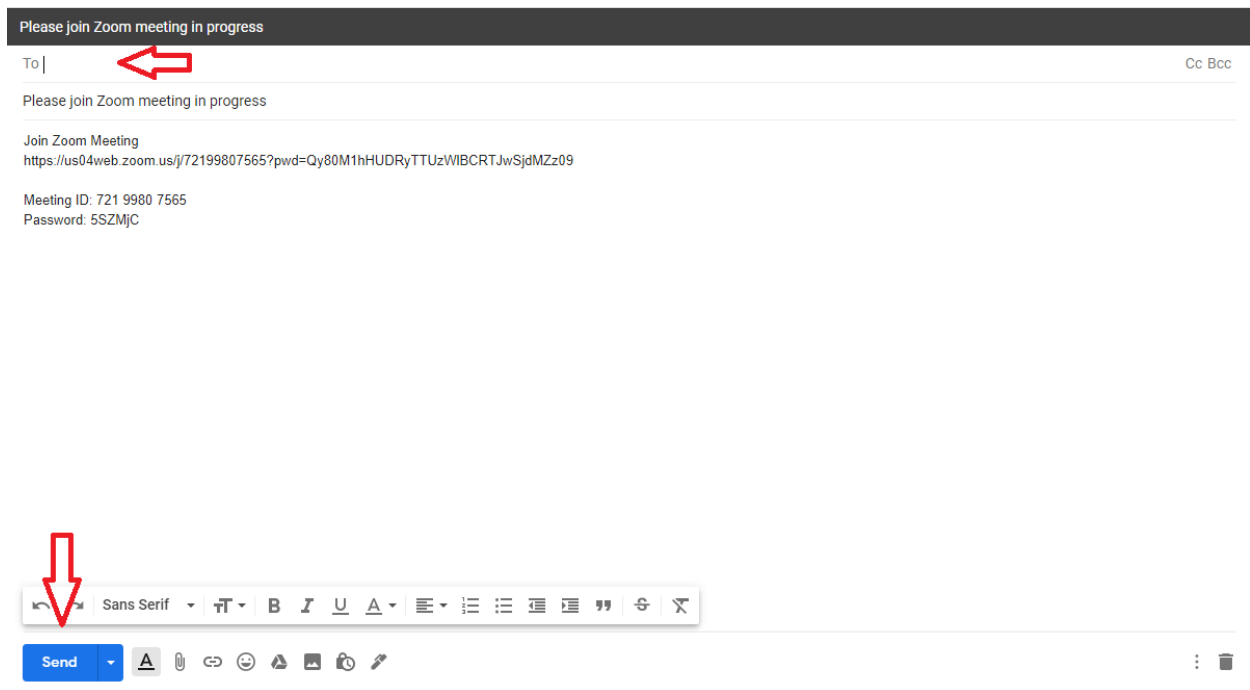


Choose your email Provider



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Enter the Email's of the people you would like to invite in the recipients bar, then click "send"

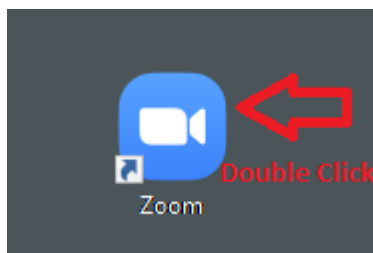


They will then receive an email inviting them to your meeting room

Note: When another person attempts to joining the room you may have a popup window asking for permission for them to join. Click "Allow"

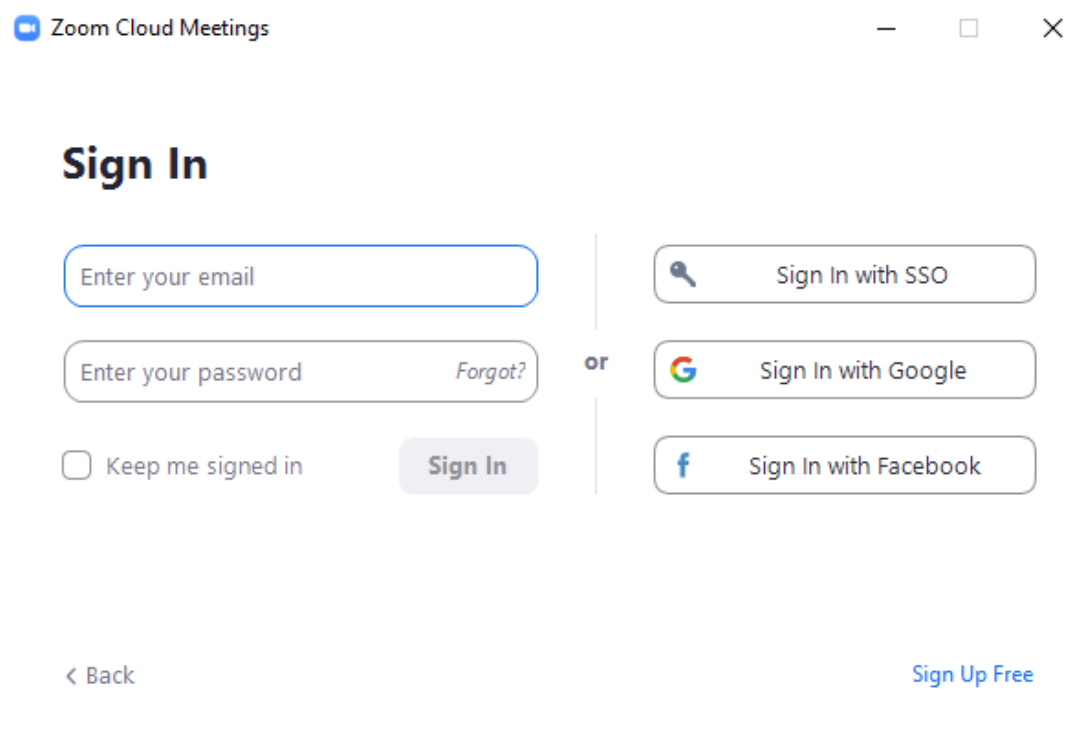
Joining a Call:

Find the zoom icon now on your desktop and double click it



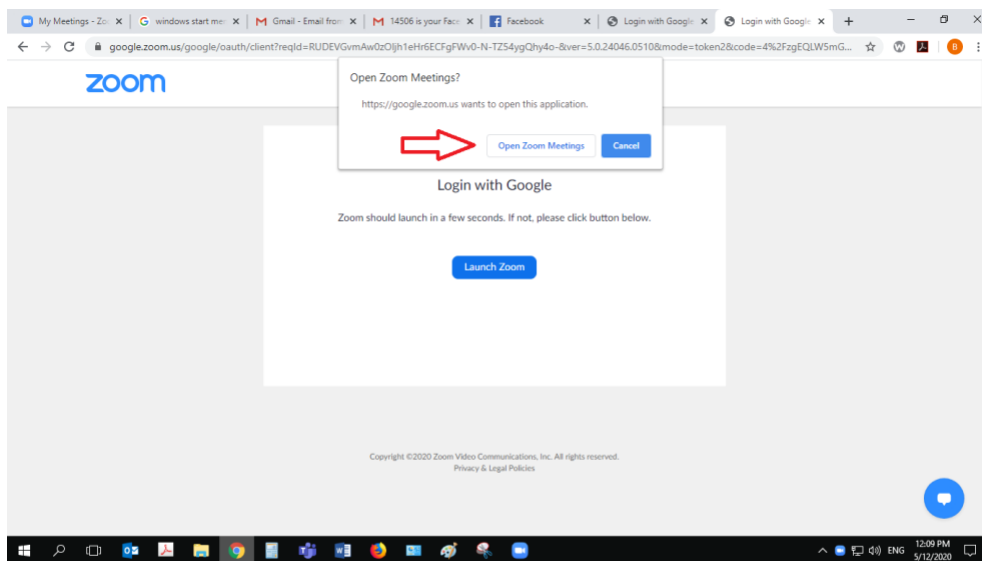
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Sign in with the method you chose in [Part 2: Making an account](#)



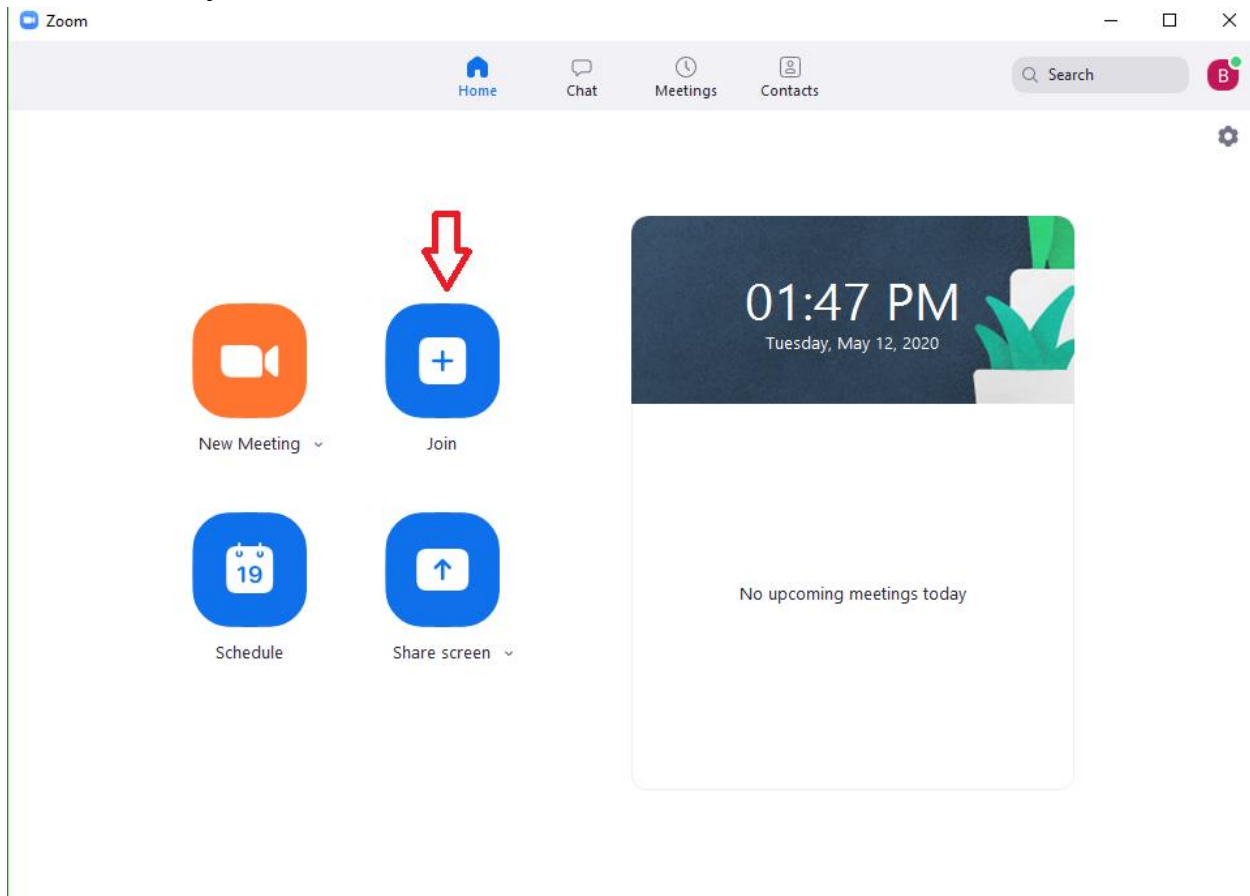
The image shows the Zoom Cloud Meetings sign-in interface. At the top left is the Zoom logo and 'Zoom Cloud Meetings' text. The main heading is 'Sign In'. There are two columns of input fields. The left column has 'Enter your email' and 'Enter your password' fields, with a 'Forgot?' link next to the password field. Below these is a 'Keep me signed in' checkbox and a 'Sign In' button. The right column has three buttons: 'Sign In with SSO' (with a key icon), 'Sign In with Google' (with the Google logo), and 'Sign In with Facebook' (with the Facebook logo). A vertical line with the word 'or' separates the two columns. At the bottom left is a '< Back' link, and at the bottom right is a 'Sign Up Free' link.

Click Open Zoom Meetings

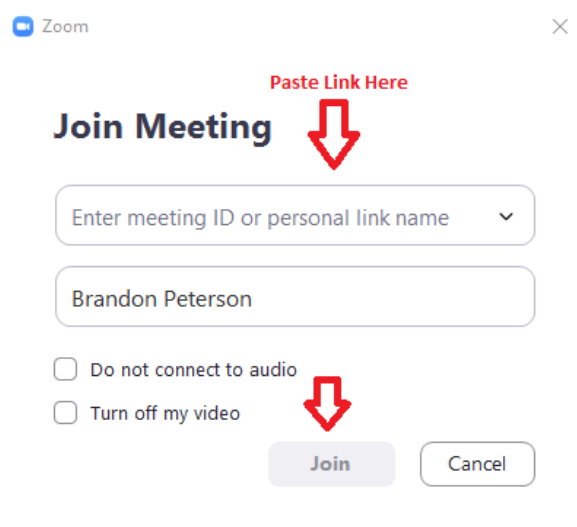


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Click on the “join button”



If you were sent the Link (as “[Inviting through Link](#)” above) paste the link into the bar. Then click “Join”



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If you were emailed the Link (as “[Inviting through email](#)” above) click on the link to join

Brandon Peterson <bpete1992@gmail.com>

to me ▾

Join Zoom Meeting

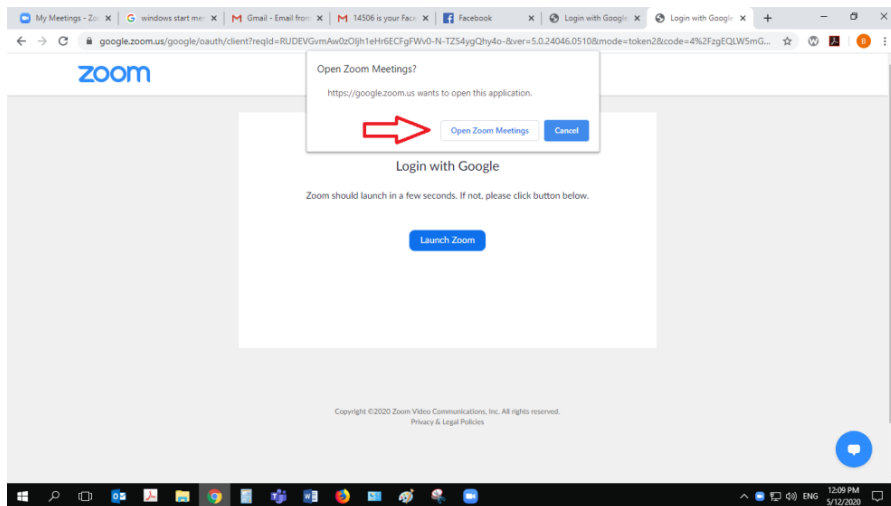
<https://us04web.zoom.us/j/75352628043?pwd=SGxUamJ6Ti9jY0hKOCTxRElyYkNYdz09>

Meeting ID: 753 5262 8043

Password: 6eniM7



Click “Open Zoom Meetings”



You may be prompted to enter a password. The password is located in the original email

Brandon Peterson <bpete1992@gmail.com>

to me ▾

Join Zoom Meeting

<https://us04web.zoom.us/j/75352628043?pwd=SGxUamJ6Ti9jY0hKOCTxRElyYkNYdz09>

Meeting ID: 753 5262 8043

Password: 6eniM7

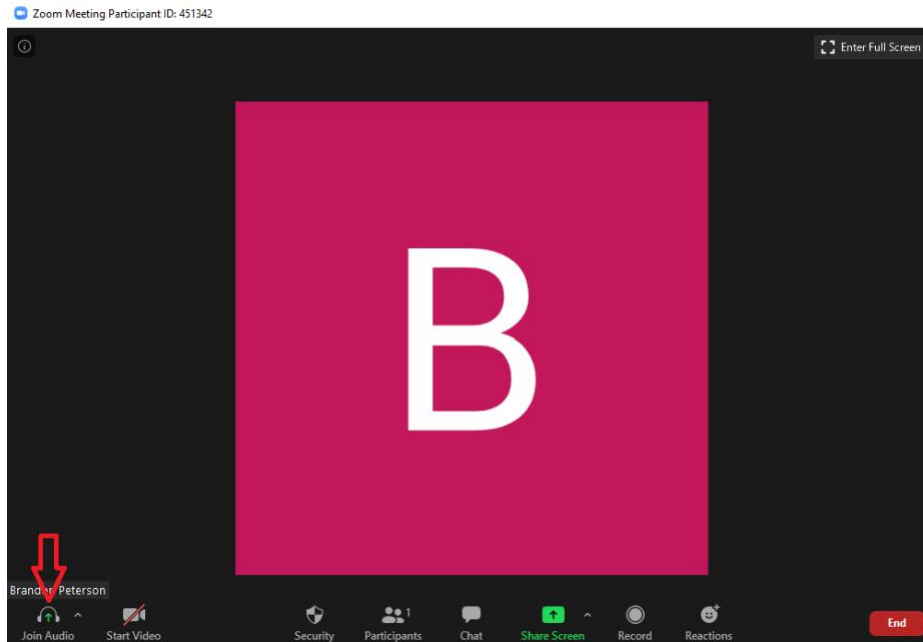


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Buttons in the call, what do they Do?

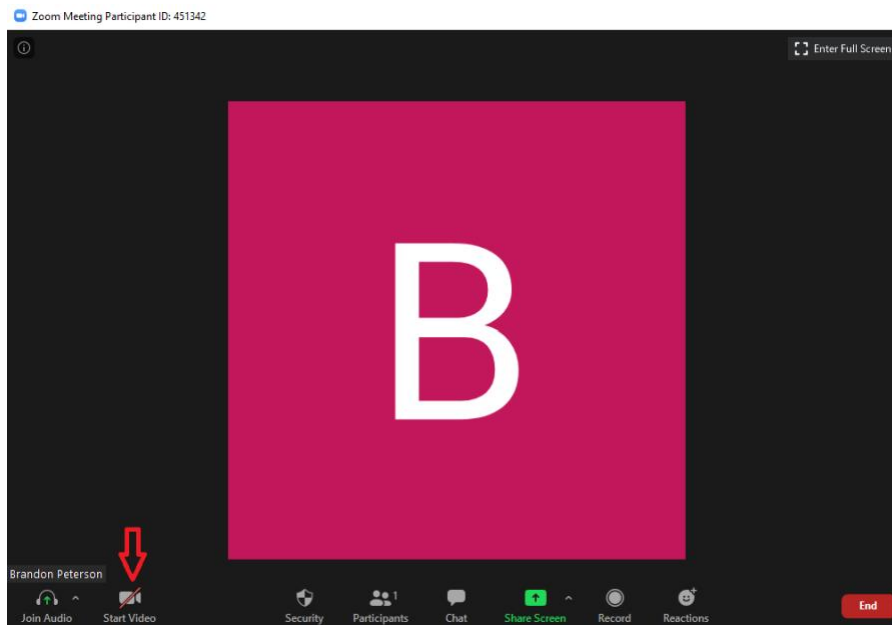
“Join Audio”

This button will turn on you microphone so people can hear you speak



“Start Video”

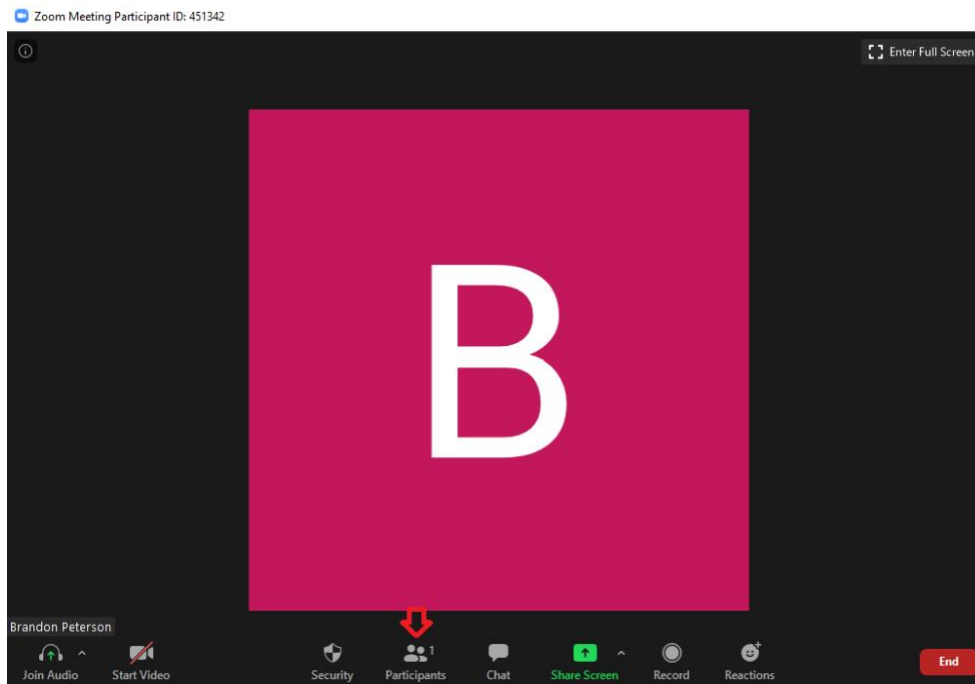
This button will turn on your webcam so you can video call



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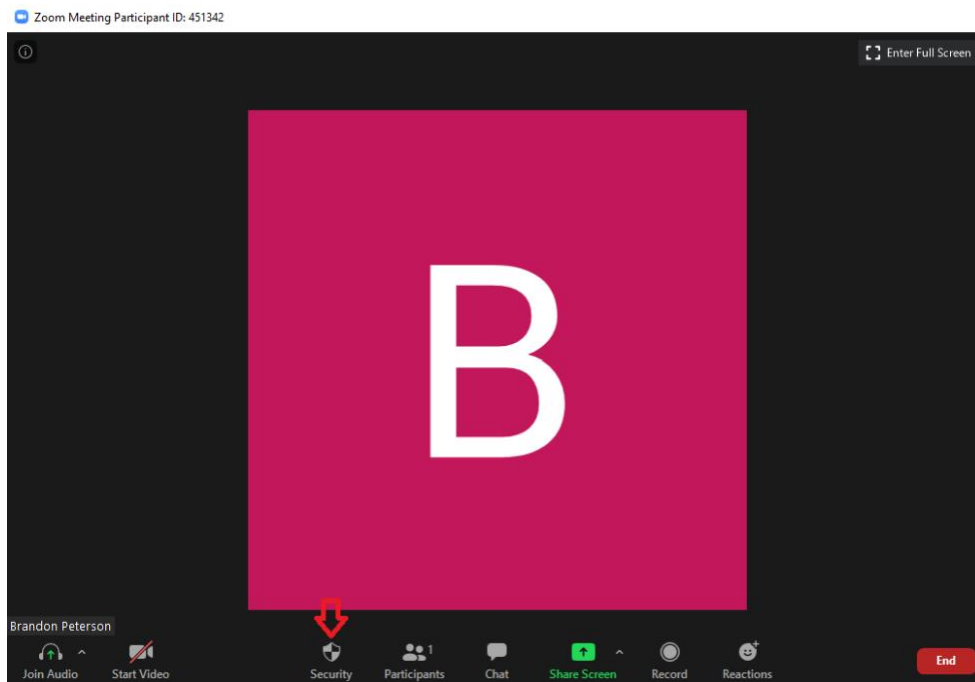
“Security”

This provides additional options for making the room more secure



“Participants”

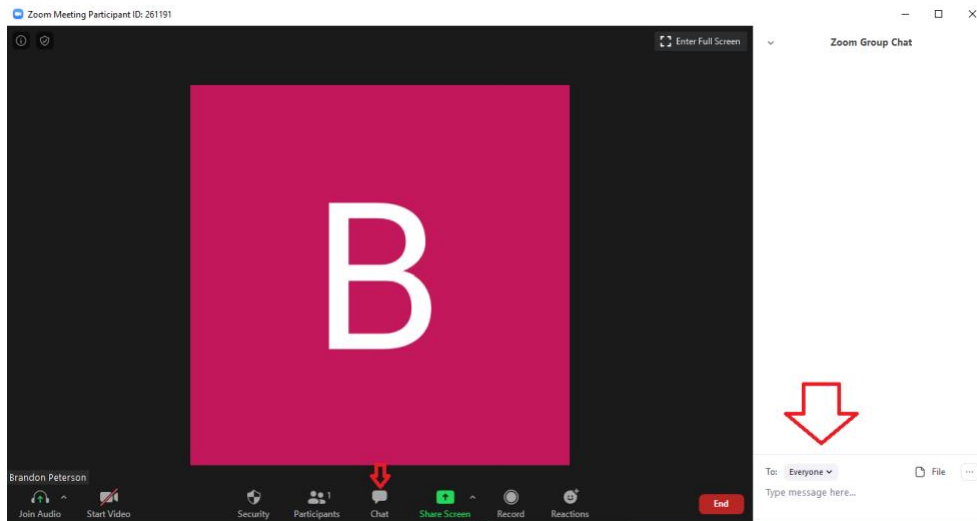
This was covered in [“How to invite by Link”](#) and [“How to Invite by Email”](#) above



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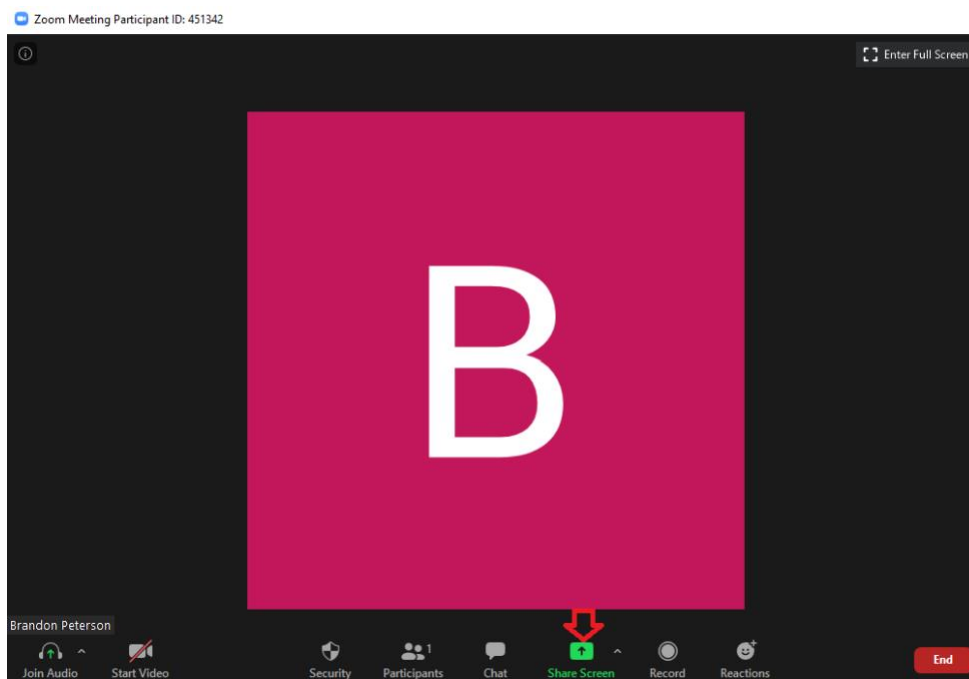
“Chat”

This will open a text chat on the bottom right hand corner



“Share Screen”

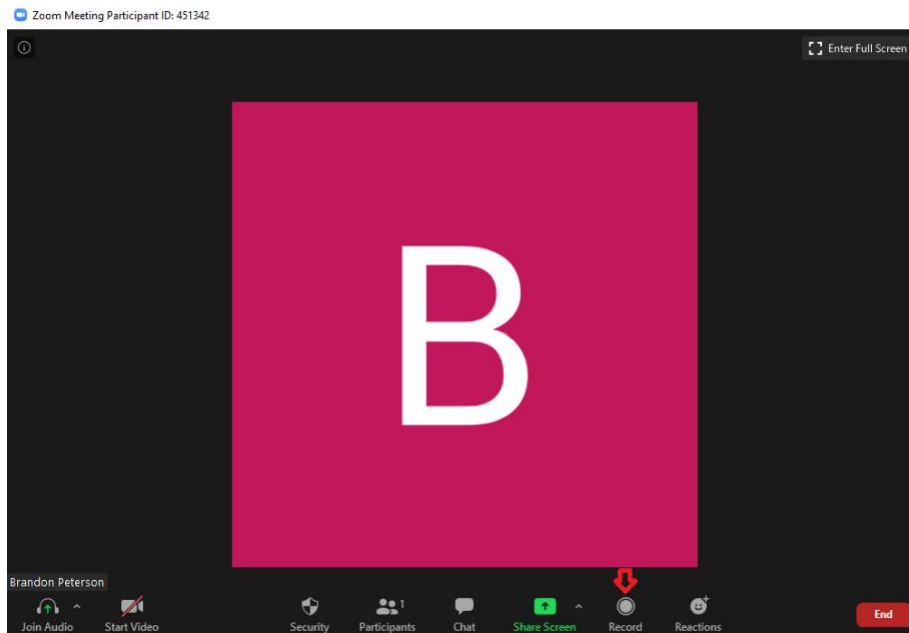
This will allow anyone joined to the meeting room to see your computer screen



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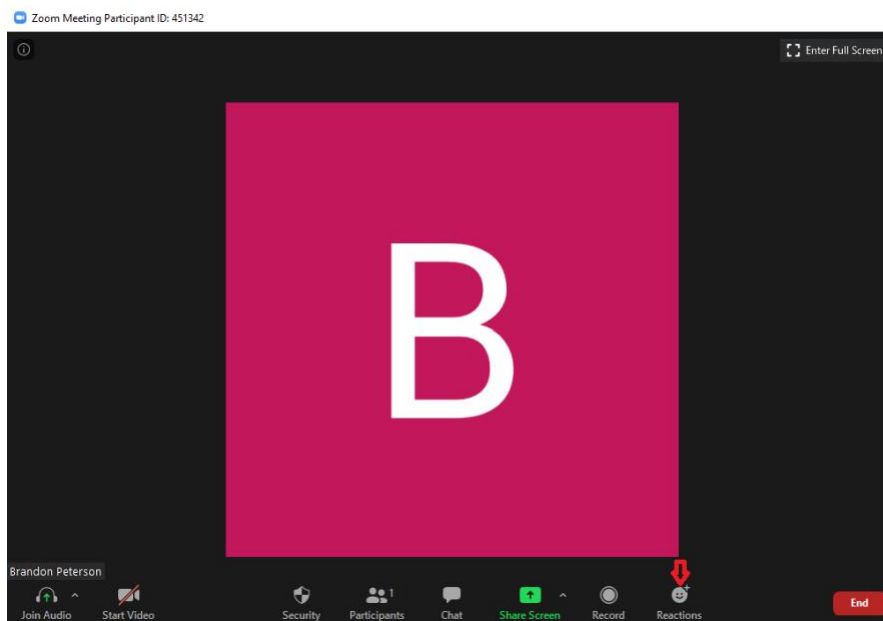
“Record”

This will record the audio and video during the call



“Reactions”

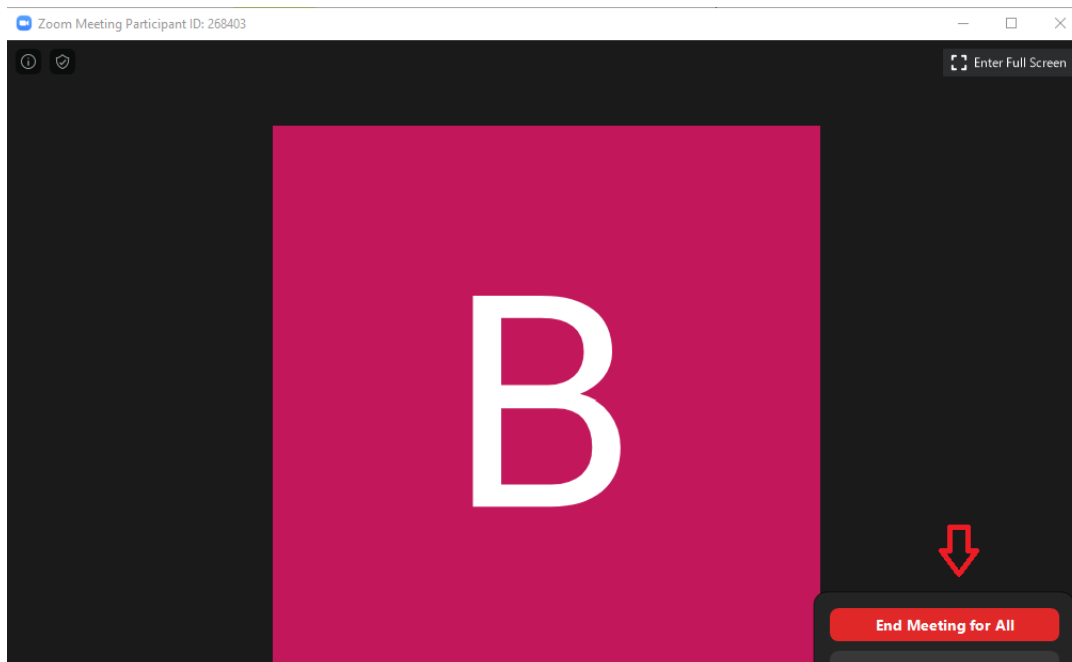
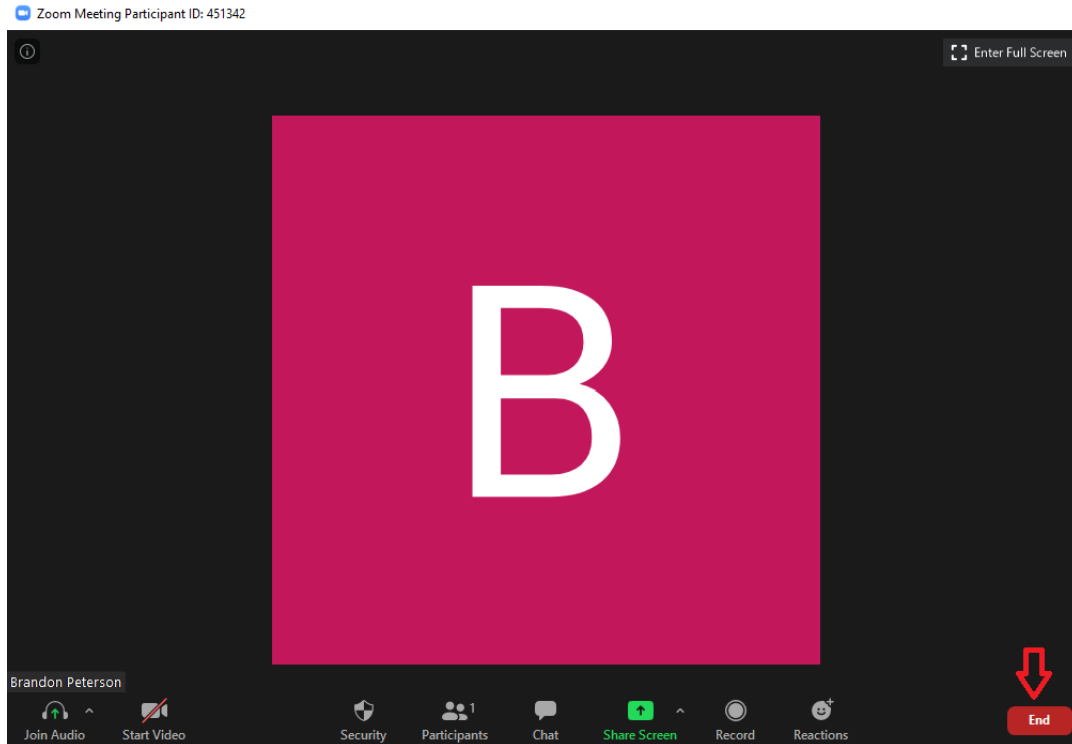
This will cause reactions such as “Thumbs up” and “Clapping” to appear on the screen for all users



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“End call”

This will end the zoom Call. If you wish to close the room be sure t hit “End call for all”



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