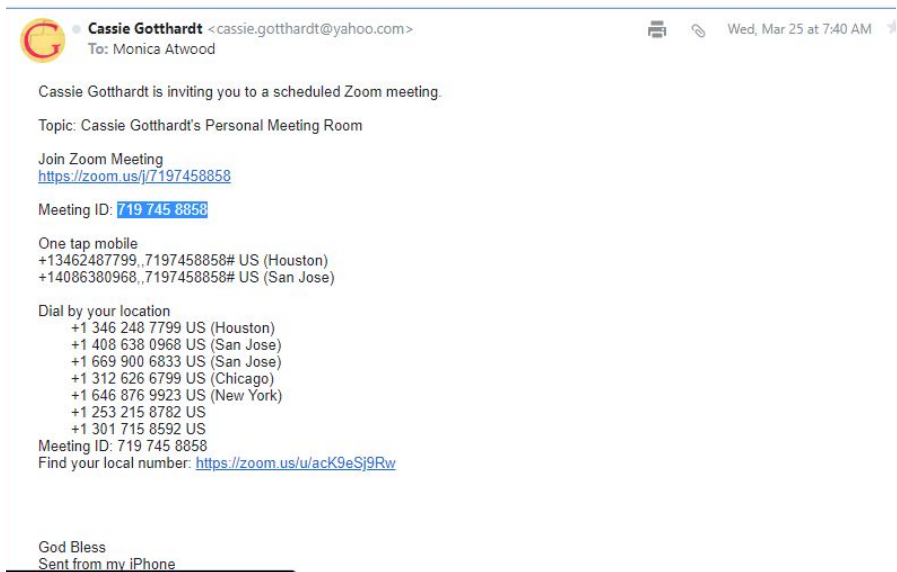
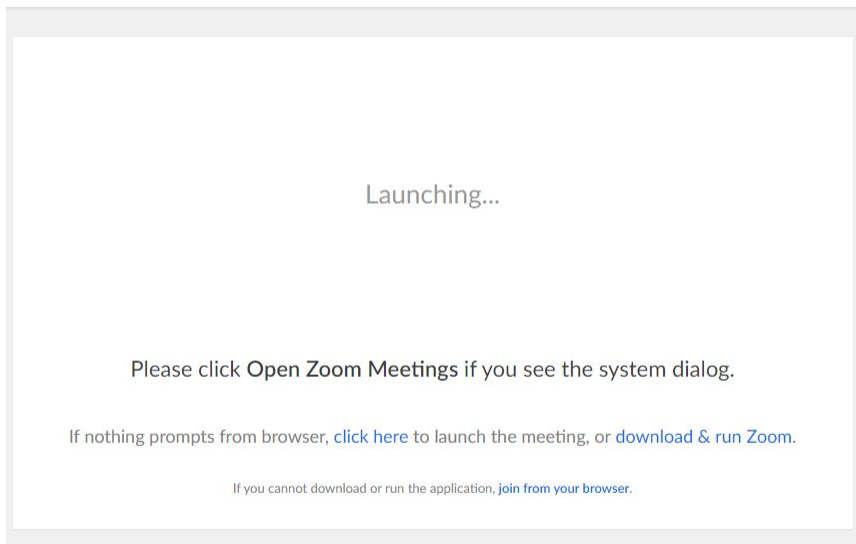


Zoom Installation on Computer



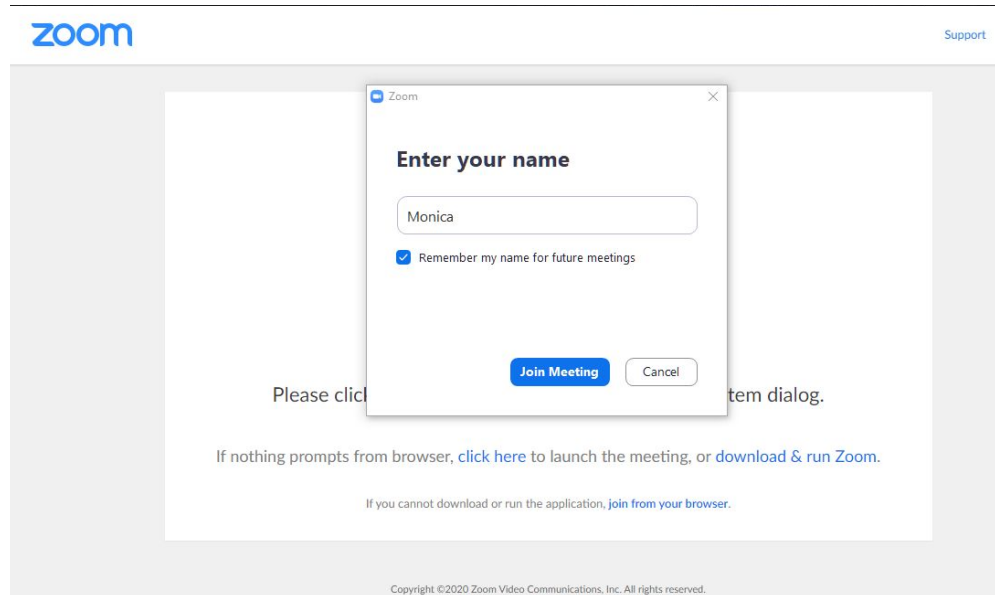
Above is the meeting invite sent to your email. The blue underlined text at the top is called a link (a link will automatically take you to another page, the meeting page).

<https://zoom.us/j/7197458858> It can be accessed by tapping on it with your left mouse button.

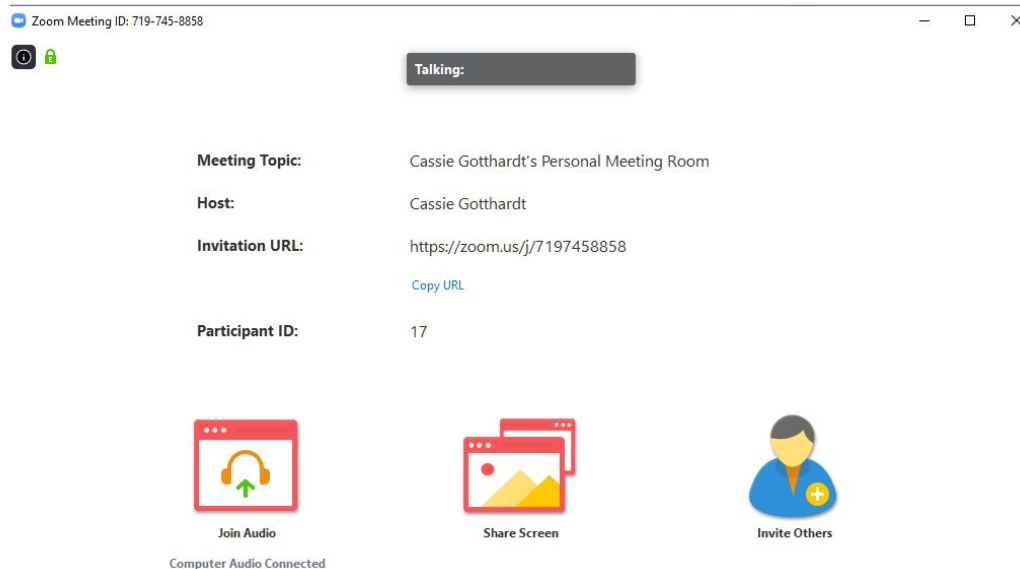


Next, This screen should pop up. If nothing happens after about a minute, click on the link on the bottom right corner "Download & run Zoom" (blue writing with underline). It will then download onto your computer. It may ask if you want to allow Zoom to make changes to your computer, click yes. Now, it should download and and pop up when ready to set it up.

Zoom Installation on Computer

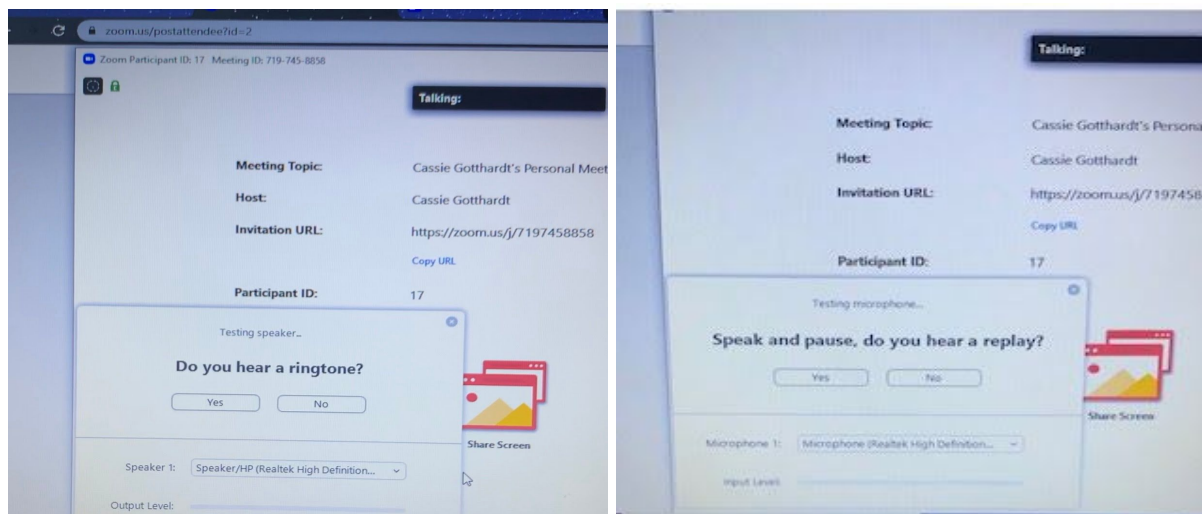


When this window pops up, Enter your name in the box, Check the box that says “Remember my name for future meetings” This way you do not have to do this step everytime. Now click Join Meeting.



Here, you want to click on the “Join Audio” picture. Most of you will not need the share screen or invite others feature. It will now want to test your microphone and speaker. A Window will pop up, Test speaker and microphone.

Zoom Installation on Computer



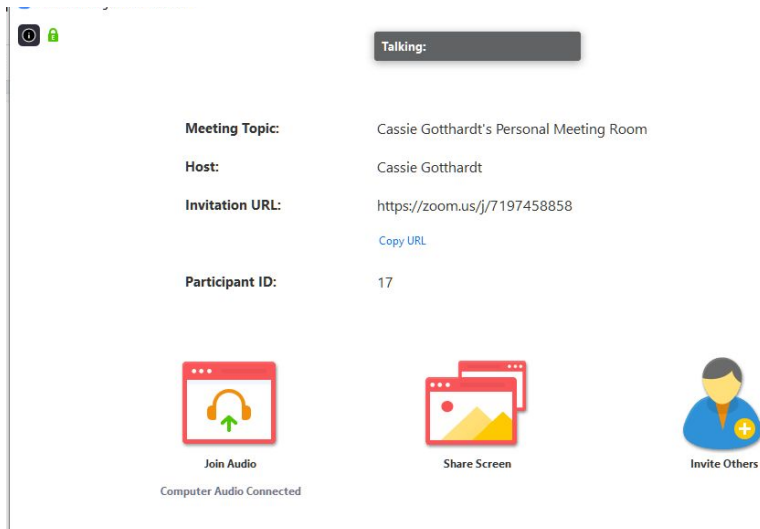
One window will pop up (image above on the left) asking if you hear a ringtone, if you do, click yes. If you do not, make sure your speakers are on and turned up and try again. Do you have speakers on your computer? Plugged in? If you still do not, contact the person helping you with this to troubleshoot.

Next, a box (image above on the right) will pop up asking you to speak into it, say a phrase and pause. You should hear it speak your phrase back to you at this time.

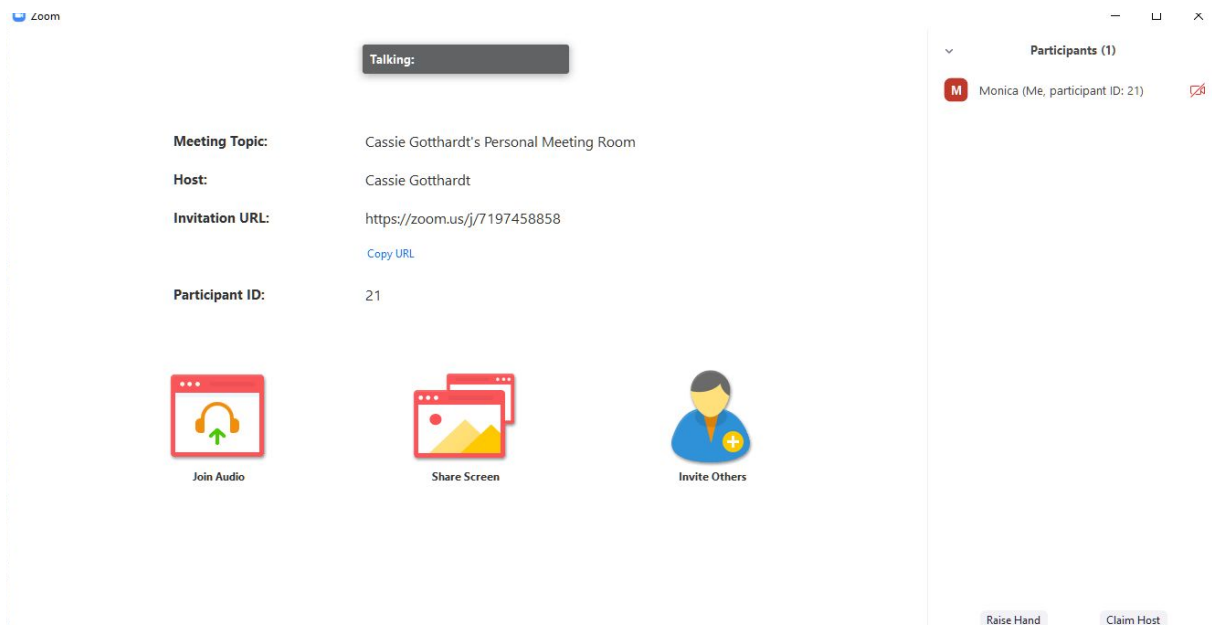
This makes sure you can hear and talk into this meeting.

After you have done the above tests, this window will pop up. Join with computer audio, click on that.

Zoom Installation on Computer

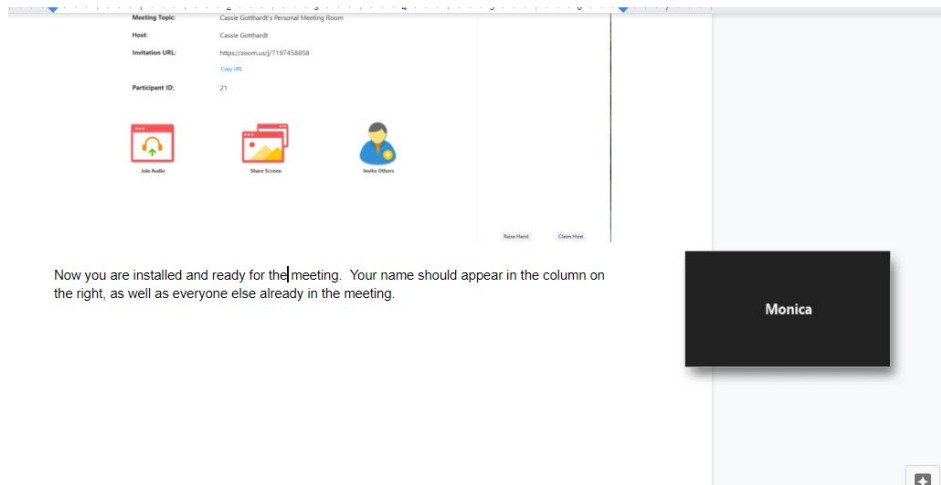


When both of these are successful, you should have “Computer Audio Connected” listed below the join audio picture.



Now you are installed and ready for the meeting. Your name should appear in the column on the right, as well as everyone else already in the meeting.

Zoom Installation on Computer



If you accidentally open up something else on your computer, the meeting will still be there in the black box with your name. If you run your mouse over the black box, three emblems appear, click on the one with the green arrow “exit minimize” It will make it large again



When you are done, click on the upper right corner X. The window below will pop up, leave meeting. Click on that. When it is time for the next meeting, you will just click on the email link sent to you and everything will pop up.

