



zoom

First Time Setup Guide

Zoom is an online video communication tool that allows us to chat via video and audio over the internet. All that is required is a laptop/desktop computer, or a mobile smartphone/tablet with a camera/webcam and microphone.

Laptops, tablets, and phones will have cameras and microphones built in. If you are using a desktop computer, you will need to ensure you have a webcam connected.

Installing Zoom for the first time

If this is your first-time using Zoom, start here.

Ideally, it is best to install Zoom to your device and have it ready prior to any upcoming meetings.

To do this, turn on your device and look for your device's internet browser. This is the application that lets you browse websites.

Depending on your device, your browser may be different such as Internet Explorer, Chrome, Firefox, Safari, Opera etc.

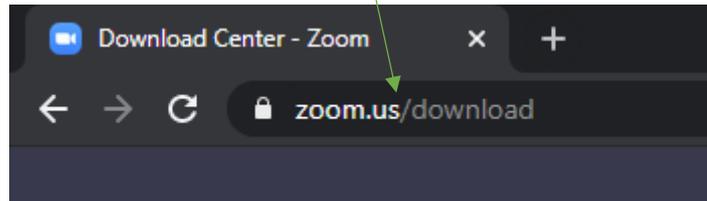
Some of the icons look like this:



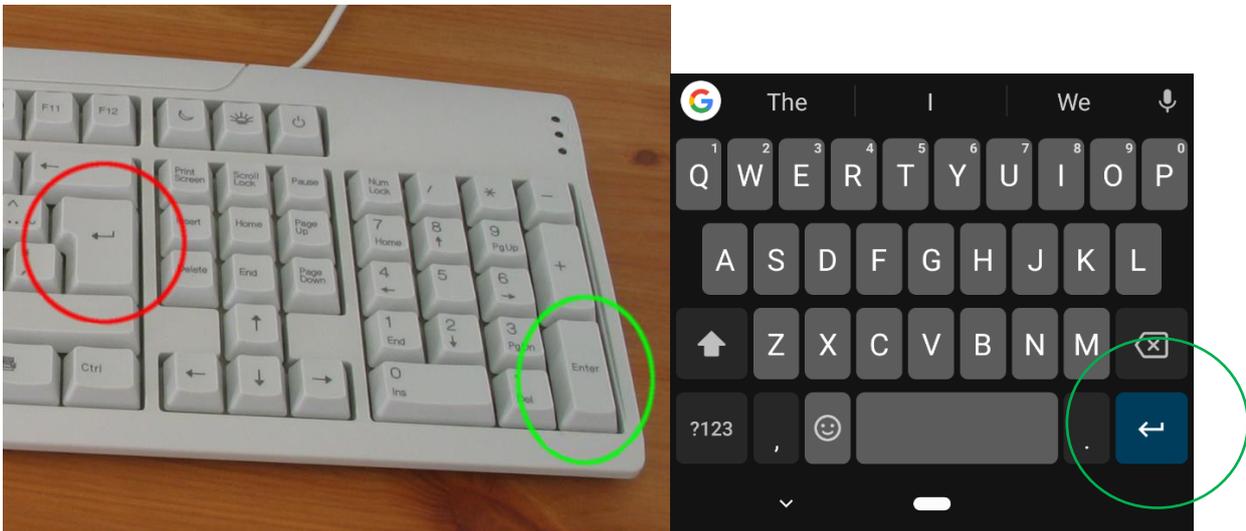


At the top of your internet browser, there will be a box to enter the websites address in. Click or tap inside this box and type the following address using your physical or on-screen keyboard.

[Zoom.us/download](https://zoom.us/download)



Once you have typed this in, press enter on your physical or on-screen keyboard and the Zoom website will appear.



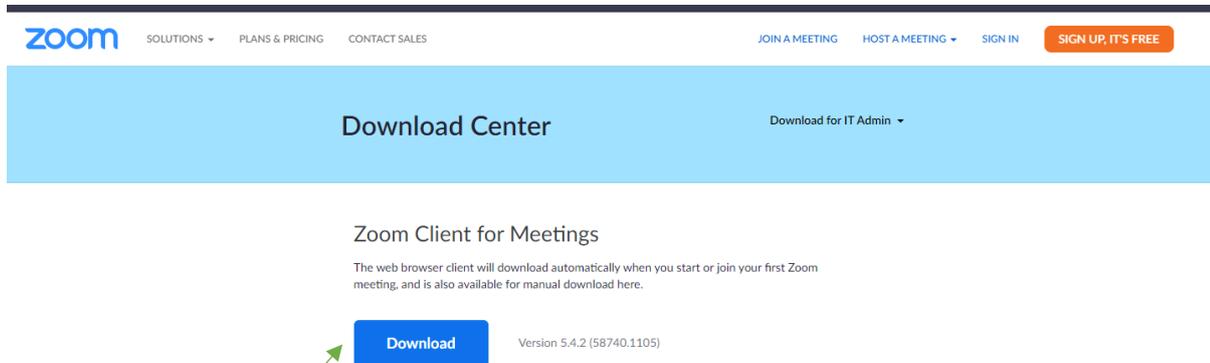
This will open the download page for Zoom. Depending on what device you are using, it should offer you the correct download for your device.

Please skip to the next corresponding step based on what device you are using.



Microsoft Windows & Apple Laptops & Desktops

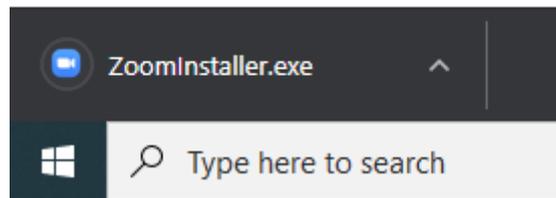
On laptops and desktop computers it will look like this:



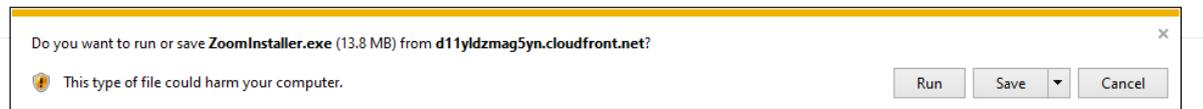
Click the blue “Download” button under “Zoom Client for Meetings”

The file will start downloading and should appear along the bottom or top of your browser depending on the browser you are using.

Google Chrome example:



Internet Explorer example:



Once the download has finished, click on it to start installation or press “Run” if that option is available.



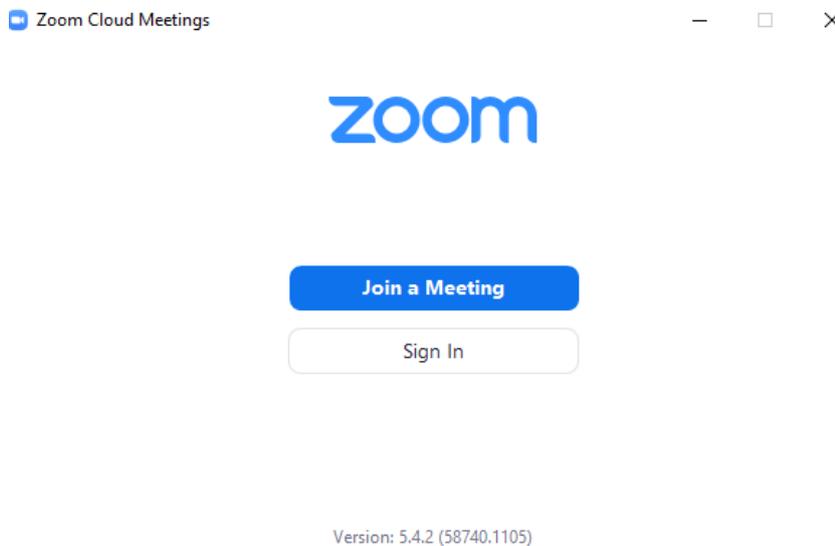
Zoom will quickly begin to install.



If you are using an Apple iMac or MacBook, Zoom may ask you to confirm it is a trusted source, just press continue and the installation will complete automatically.



Once this has completed, Zoom will open ready for use.

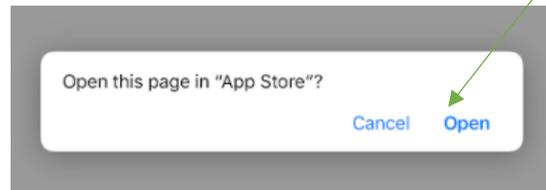


This can now be closed as you are ready for your first meeting. Please read the "Join a Zoom Meeting Guide" for how to join a meeting.



Apple iPhone and iPad

When you visit zoom.us/download on your iPhone or iPad, your device will ask you if you would like to open the "App Store" to download zoom, select "Open" to do so.



The App store will open, and you will be presented with the option to download Zoom. A blue button titled "Get" will appear, select this and Zoom will begin downloading.





Once it has finished, a blue button titled “Open” will appear. Select this and Zoom will open.



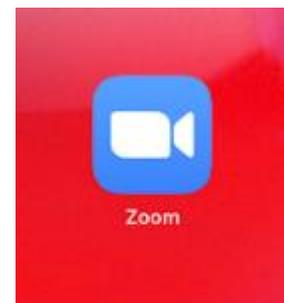
Start a Meeting
Start or join a video meeting on the go



Join a Meeting

Zoom will then open to the homepage where you can join a meeting.

You will also have a Zoom icon on your devices home menu to access it in the future.



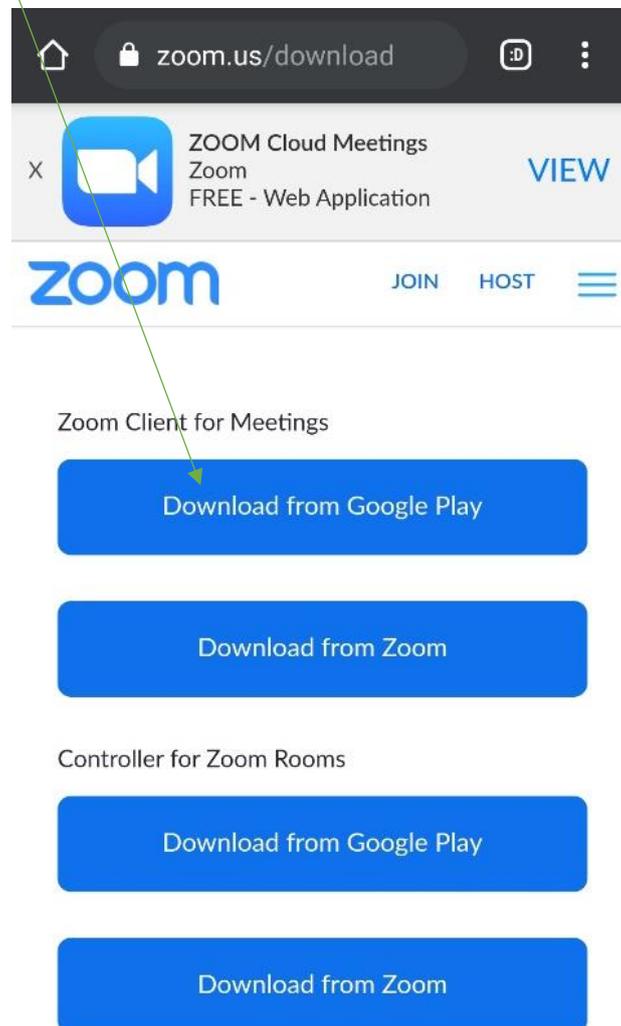
Please read the “Join a Zoom Meeting Guide” for how to join a meeting.



Samsung, Lenovo, Acer, Google, Huawei, and other Android based tablets/phones

If you are not using an Apple iPhone or iPad, then you are likely using an android based device.

When you visit zoom.us/download in your mobile browser, you will be presented with the option to “Download from Google Play” in a blue button.





This will take you to the Google Play store to download Zoom. Press “Install” to start the download and installation.

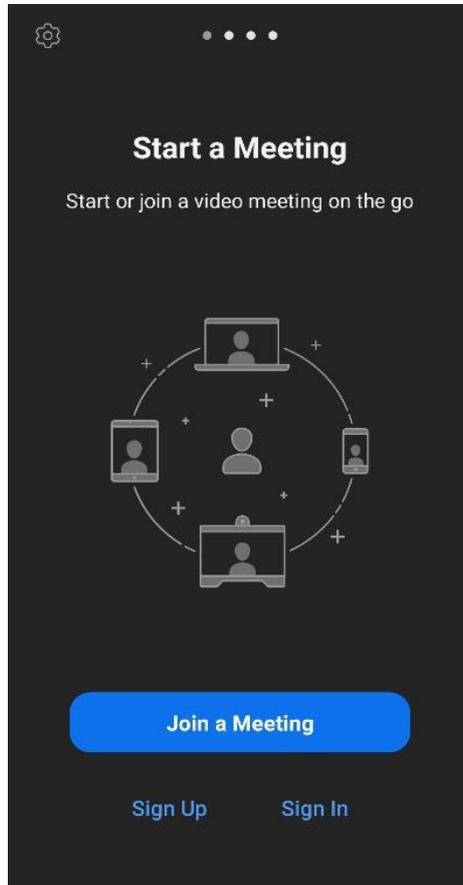


Once the download and installation has completed, you will see the option to “Open”.





Doing this will open the Zoom app and now your device is ready for a meeting.



You will also have a Zoom icon on your devices home menu to access it in the future.

Please read the “Join a Zoom Meeting Guide” for how to join a meeting.