Download Zoom - Windows 10

Step	Instructions
1	Go to the website www.zoom.us/download to download **Zoom Client for Meetings**.
2	Click on the **.exe file** that appears to install the client version and give permissions as required.
3	Open your email headed **Please join Zoom meeting** sent to you from the host on the same computer you wish to view and hear people in the **Zoom** meeting.
4	Click the link inside the email and that should take you to the meeting.
5	Click **Join with Video** and be ready to follow the prompts to test your audio and video.

Handy hints

You do not have to sign in or sign up to use **Zoom** unless you want to create meetings yourself.

Most Notebook or laptop computers are already equipped with cameras, speakers and microphones. The tests described above for audio and video should display automatically. Follow along with the test tones to make sure your machine is **Zoom** ready.

Desktop PCs rarely have these set up and ready to go. If you have speakers built in or attached to your desktop computer, you will be able to hear (and see) others in the meeting. If you want to participate with video of yourself so that others can see and hear you, a webcam is required.

These are cheap (under $100) and are mostly "plug and play" – that is, you plug them into a USB port and they just work. Make sure you get one with a microphone built in.

*** Be mindful that once you are admitted to the meeting, people can hear you and whatever is going on around you, so please be discreet so as not to disrupt the meeting in progress. ***

Step	Instructions
1	Open the email sent to you from the host and click on the link. You will likely be briefly held in a "waiting room".
2	Your host will be alerted that you are there and will admit you to the meeting.
3	You may be prompted to click **Join** so choose **Join with computer audio**.
4	You will be able to see and hear the host and all those in the meeting and they will be able to see and hear you.
5	Relax and enjoy the company of others – it's always a good idea to speak slowly and quietly as audio may become difficult to hear if too many people talk at once.

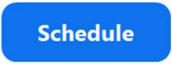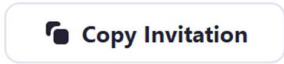| Handy hints |
|-------------|
| If you would like to continue with smaller or private one-on-one meetings after the initial group meeting, you will need to sign up for a **Zoom** account.

This is a straightforward procedure which can be done on the website or through the application.

The basic "free" Personal Meeting account allows you to have time unlimited one-on-one meetings.

You can also have up to 100 guests, but the larger meetings are time limited to 40 minutes.

*** To leave the meeting at any time, click on the **Exit Meeting** link on the bottom right hand corner of the screen. *** |

Step	Instructions
1	Double-click on the **Zoom** icon on the desktop.
2	Click on **Schedule** . This will open the **Scheduler** screen.
3	Enter all the details of your meeting or meetings if you are setting up a recurring meeting.
4	Click **Schedule** and open **Meetings** on the **Zoom** Home screen.
5	Click **Copy Invitation** and copy and paste the details into an email to send to each invitee using your preferred email service (ie Gmail).
6	Click on the **Start** button to start the meeting at the scheduled time from the **Meetings** screen.

Handy hints
To **Schedule a Meeting** (with a delayed start and/or recurring time and date) or to **Host a Meeting** (immediate start) in Zoom, you first need to download **Zoom Client for Meetings** and **Sign Up** (it's free).
To host a meeting, click on **New Meeting** then **Join with Computer Audio**.
Click the bottom of the screen and then **Participants** and **Invite** .
Choose your email provider, enter the email addresses of your invitees and click **Send** .
For all meetings, Tap **Admit** to accept invitees into the meeting and tap **End** to finish the meeting.
Participants can **leave the meeting** at any time, but not the host.