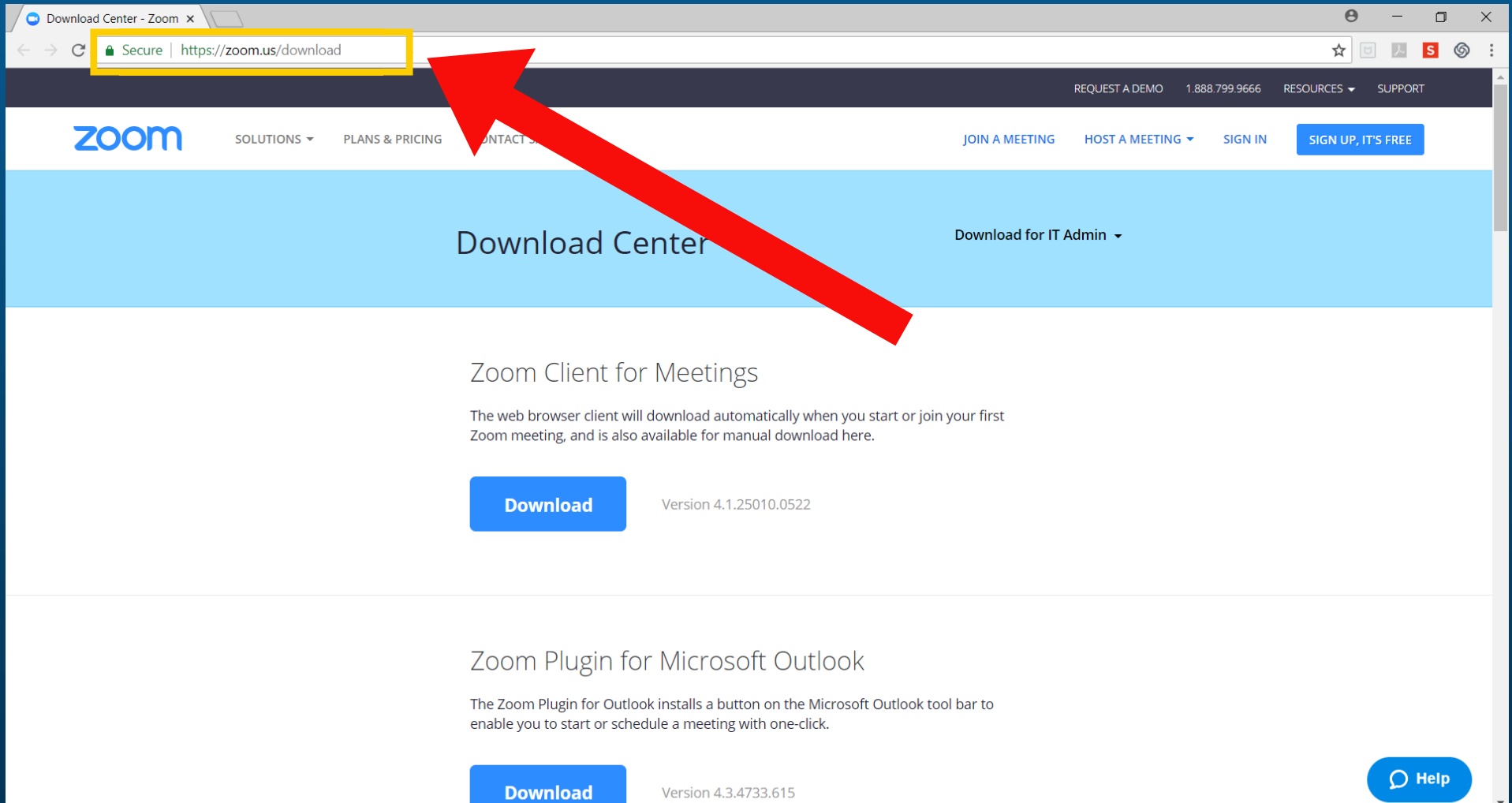


**EASY**

**8-STEP GUIDE**

**TO USE ZOOM**

1. Go to <https://zoom.us/download> in your computer's web browser.



The screenshot shows a web browser window with the address bar containing <https://zoom.us/download>. A red arrow points from the text in the first block to the address bar. The page content includes the Zoom logo, navigation links (SOLUTIONS, PLANS & PRICING, CONTACT), and a header with links for JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP, IT'S FREE. The main heading is "Download Center" with a sub-link "Download for IT Admin". Below this, there are two sections: "Zoom Client for Meetings" with a "Download" button and version "4.1.25010.0522", and "Zoom Plugin for Microsoft Outlook" with a "Download" button and version "4.3.4733.615". A "Help" button is visible in the bottom right corner.

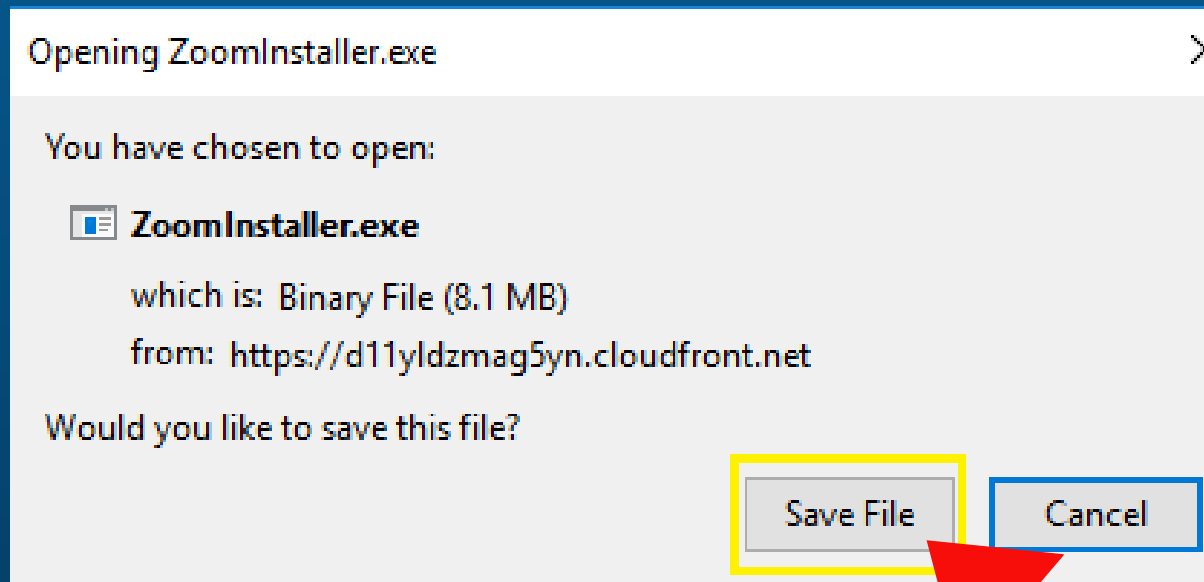
## 2. Click Download.

The screenshot shows the Zoom Download Center website. The browser address bar displays "https://zoom.us/download". The page header includes the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP, IT'S FREE. The main heading is "Download Center" with a sub-link "Download for IT Admin". The first section is "Zoom Client for Meetings", with a description: "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 is a blue "Download" button, which is highlighted with a yellow border. A large red arrow points to this button. To the right of the button is the version number "5010.0522". The second section is "Zoom Plugin for Microsoft Outlook", with a description: "The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar enable you to start or schedule a meeting with one-click." Below this is another blue "Download" button, with the version number "Version 4.3.4733.615" to its right. A "Help" button is visible in the bottom right corner. The Windows taskbar is visible at the bottom of the screen.

3. The set-up file will instantly start downloading.
4. Click the set-up file.

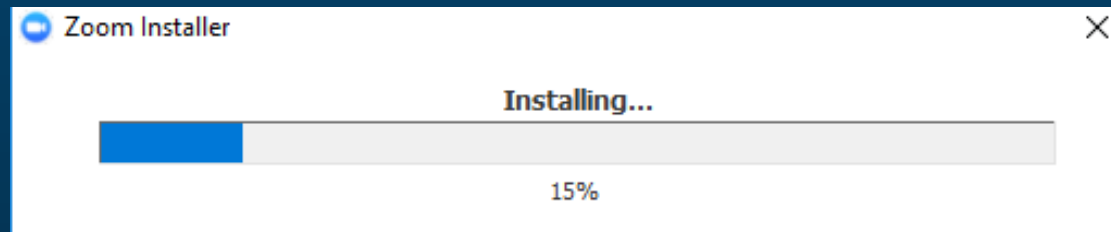
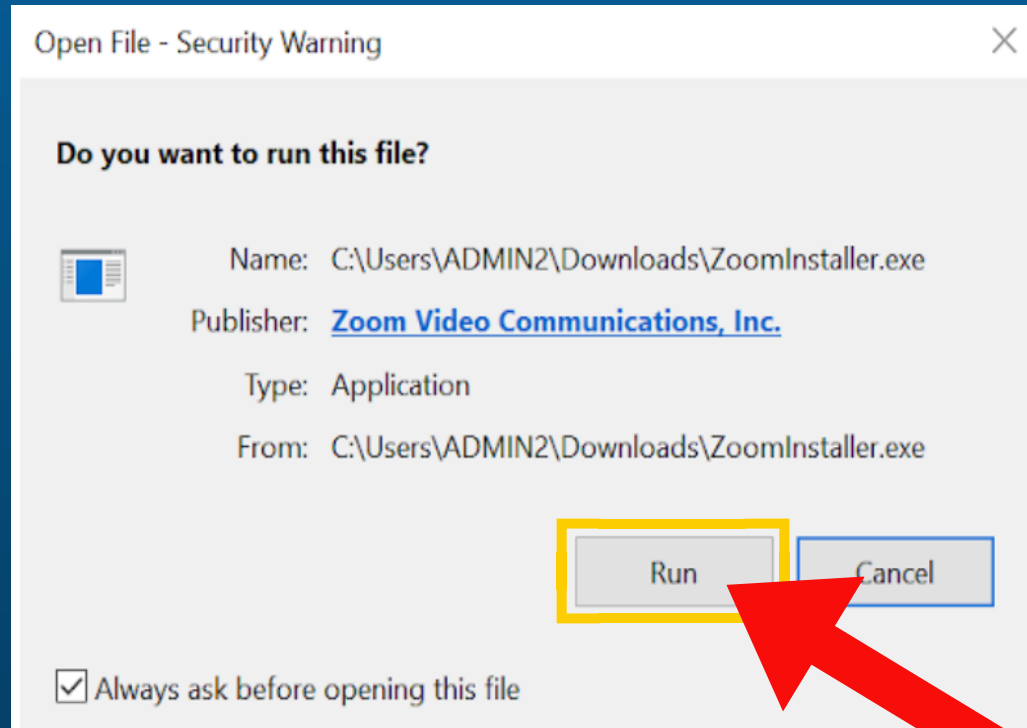
The screenshot shows the Zoom Download Center website. The browser address bar displays "https://zoom.us/download". The page header includes the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a blue button labeled "SIGN UP, IT'S FREE". The main heading is "Download Center" with a sub-link "Download for IT Admin". The primary section is titled "Zoom Client for Meetings" and contains the text: "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 text is a blue "Download" button and the version number "Version 4.1.25010.0522". A second section, "Zoom Plugin for Microsoft Outlook", is partially visible. At the bottom, a download progress bar shows "ZoomInstaller.exe" with a size of "1.0/8.1 MB" and "43 secs left". A red arrow points from the "Download" button to the progress bar. A "Help" button is located in the bottom right corner.

**5. Once this prompts, click Save File.**



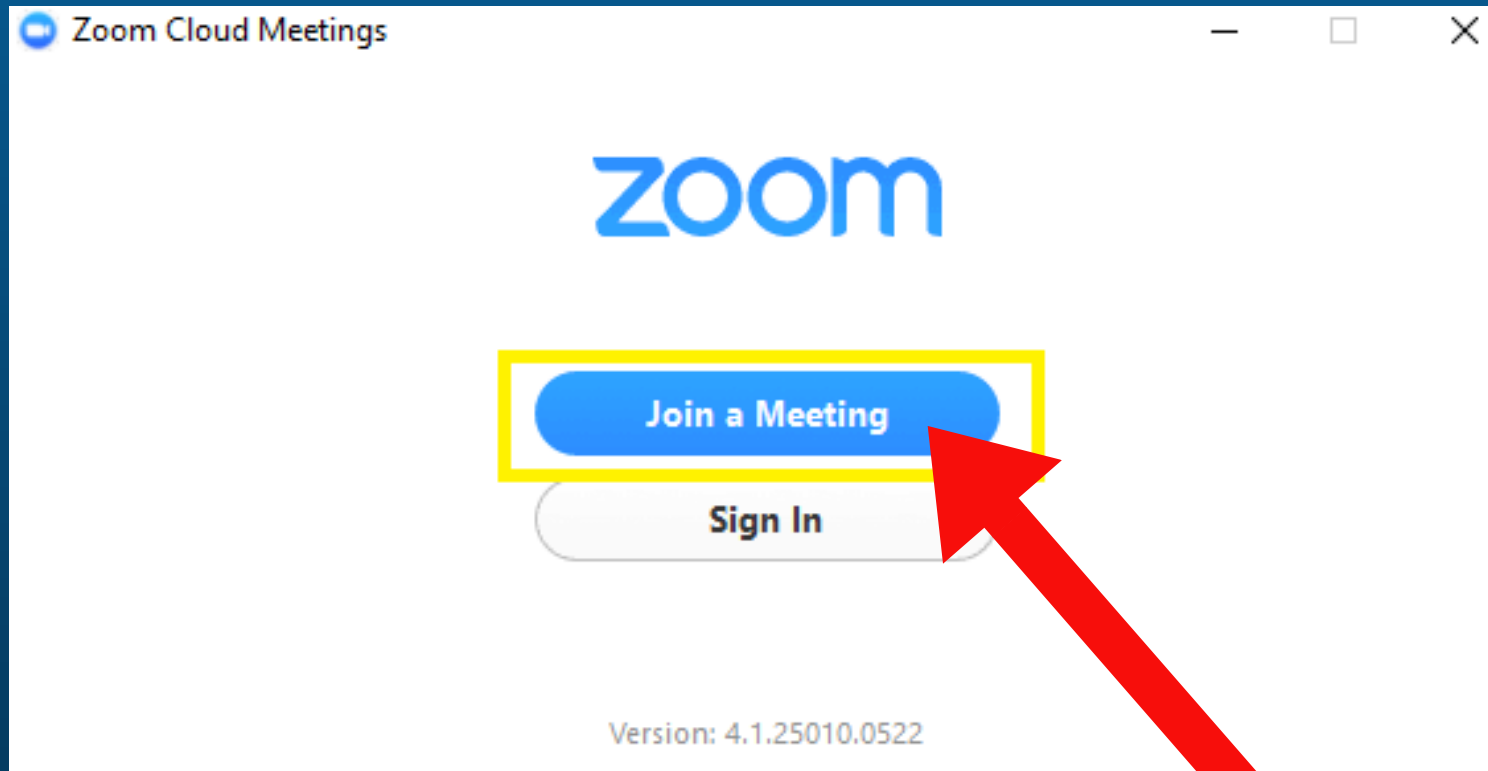
## 6. Click Run to complete the download.

Note: Installation progress will prompt (or not), depending on your settings.



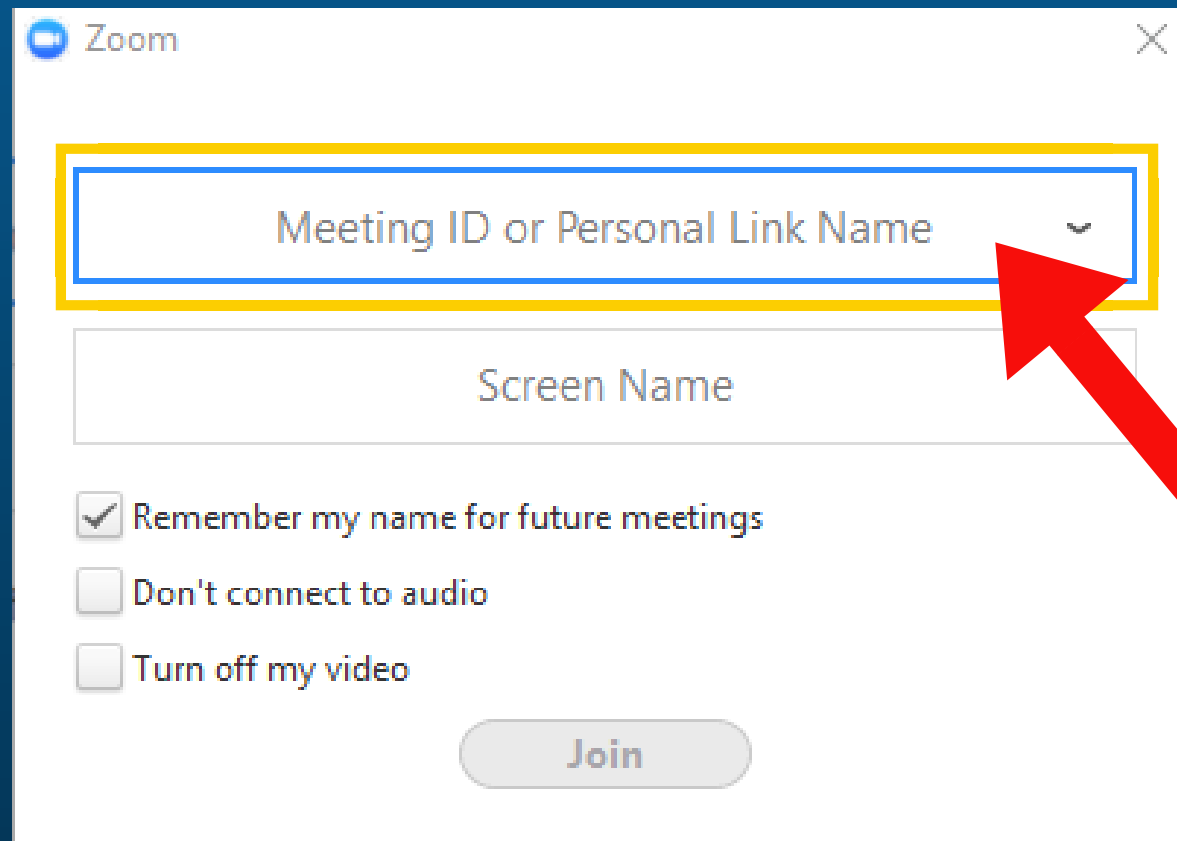
## 7. Click on Join a Meeting.

Note: You can join a meeting with or without signing in.



## 8. Enter the Meeting ID number and input your name.

Note: Each meeting has a unique 9, 10, or 11-digit number called a Meeting ID that will be required to join a Zoom meeting.



Zoom

Meeting ID or Personal Link Name

Screen Name

Remember my name for future meetings

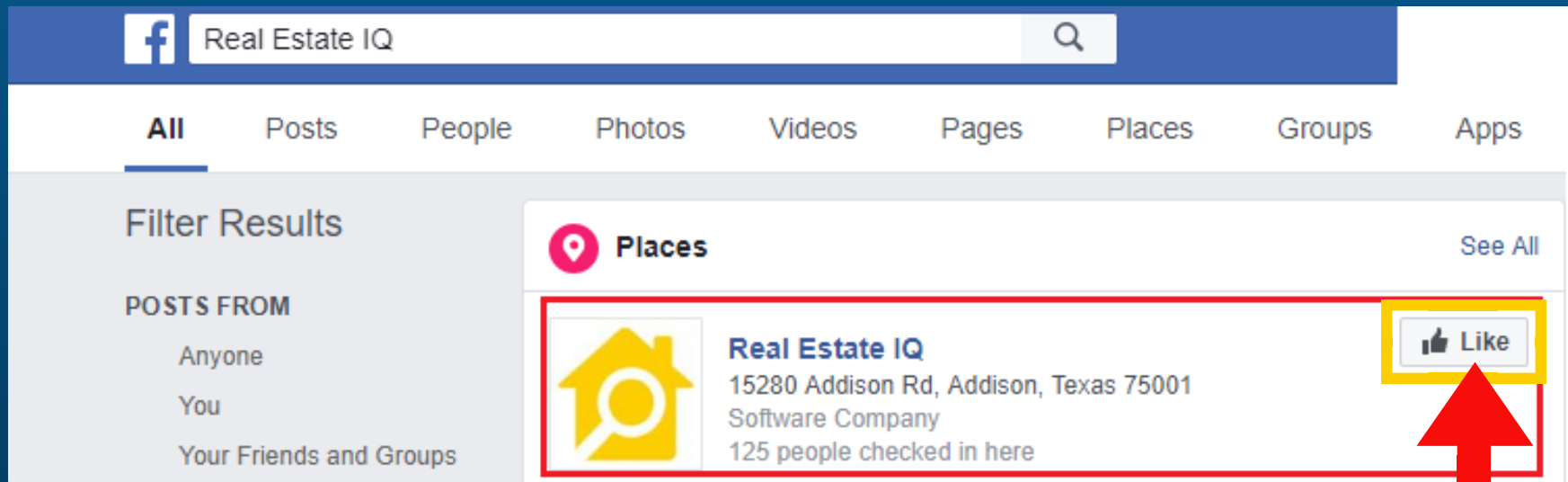
Don't connect to audio

Turn off my video

Join



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