

Installing Zoom on a **Windows** or **Apple Computers**

Hello! We hope that you will join us on Friday afternoon, January 22 at 2 pm to learn how to join a Zoom meeting. We promise, it's easy! **WE WANT YOU TO BE ABLE TO CONNECT WITH OTHERS IN THIS DIFFICULT TIME!**

If these instructions are hard for you to follow, please call or email one of the following people to have them walk you through the steps:

Paul Apodaca (Windows PC, iPhone, iPad), papodaca@alumni.rice.edu or 505-350-8304

Cathy Conn (Macbook), cathyconn@gmail.com or 505-228-9304

Bill Eckel (Window PC, Android Phones, iPad), bbeckel_2007@yahoo.com or 506-833-1569

Bo Keith (iPhone, iMac, iPad) , bnkeith@comcast.net or 505-934-0317

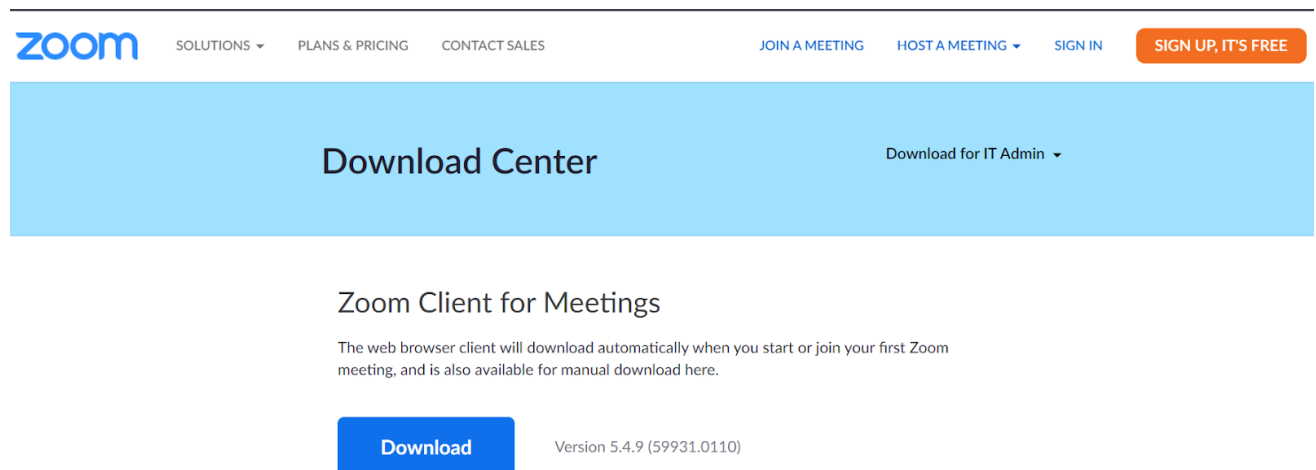
Leslea Lehoucq (coordinator), l.lehoucq@stchadsabq.org, 505-259-7840

How to download and install Zoom:

Open a web browser and type in or you click following link to take you to the Zoom download page on the Zoom website:

<https://zoom.us/download>

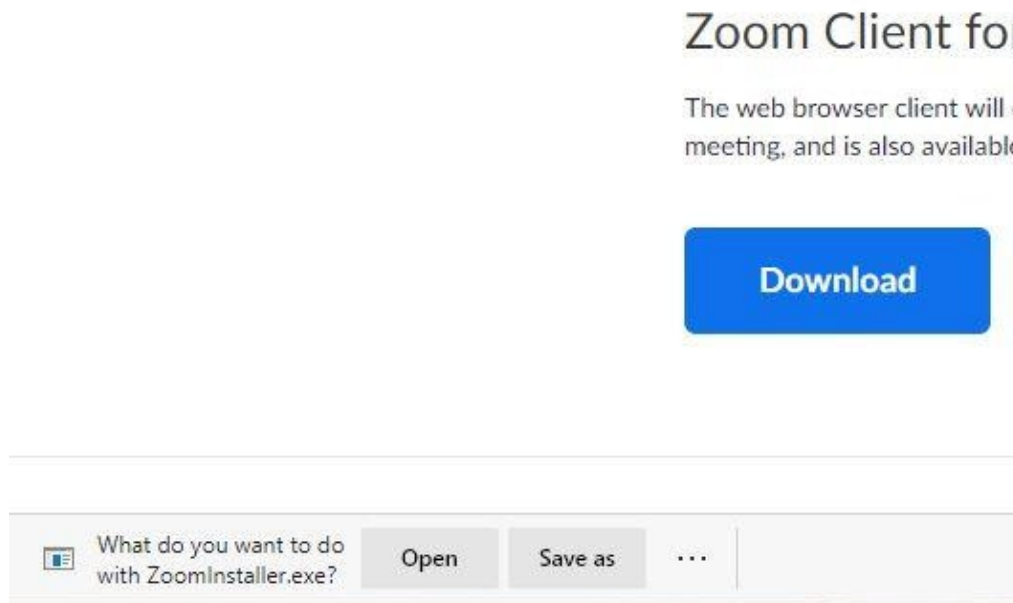
You will see a page that looks like this:



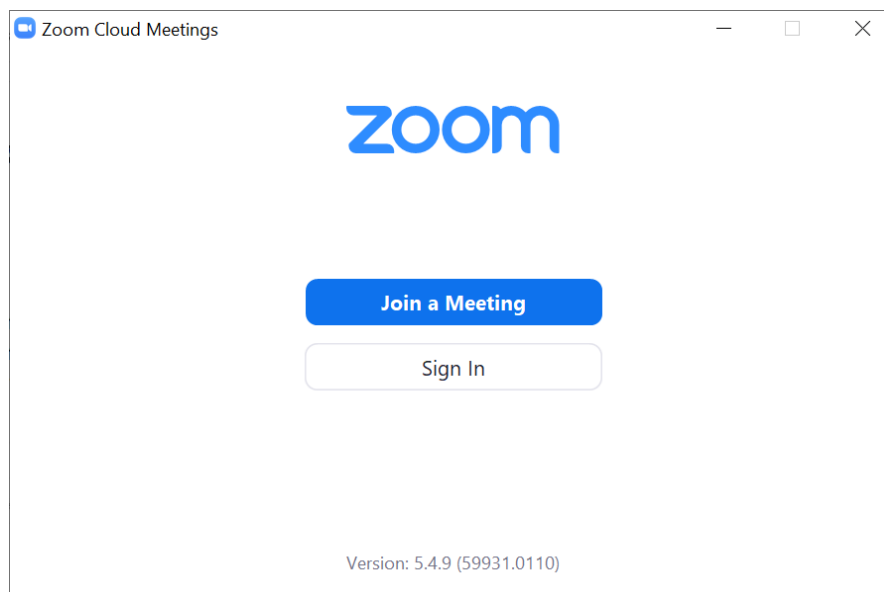
The screenshot shows the Zoom website's Download Center page. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a prominent orange button for SIGN UP, IT'S FREE. Below the navigation bar is a large light blue banner with the text "Download Center" and a link for "Download for IT Admin". Underneath the banner, the page is titled "Zoom Client for Meetings" and includes a paragraph explaining that the web browser client will download automatically during the first Zoom meeting. A blue "Download" button is visible, along with the version number "Version 5.4.9 (59931.0110)".

Click the "Download" button.

Depending on your browser and your computer type (Apple, Windows), you will either be prompted to decide what to do with the file (Windows, Apple), or save your downloaded file (Windows). If there is a prompt to “Open” the file, choose that option. If instead you save the file, click on the box in the bottom left corner of the window and choose to “Open” the file (see the screenshot below of what to look for).

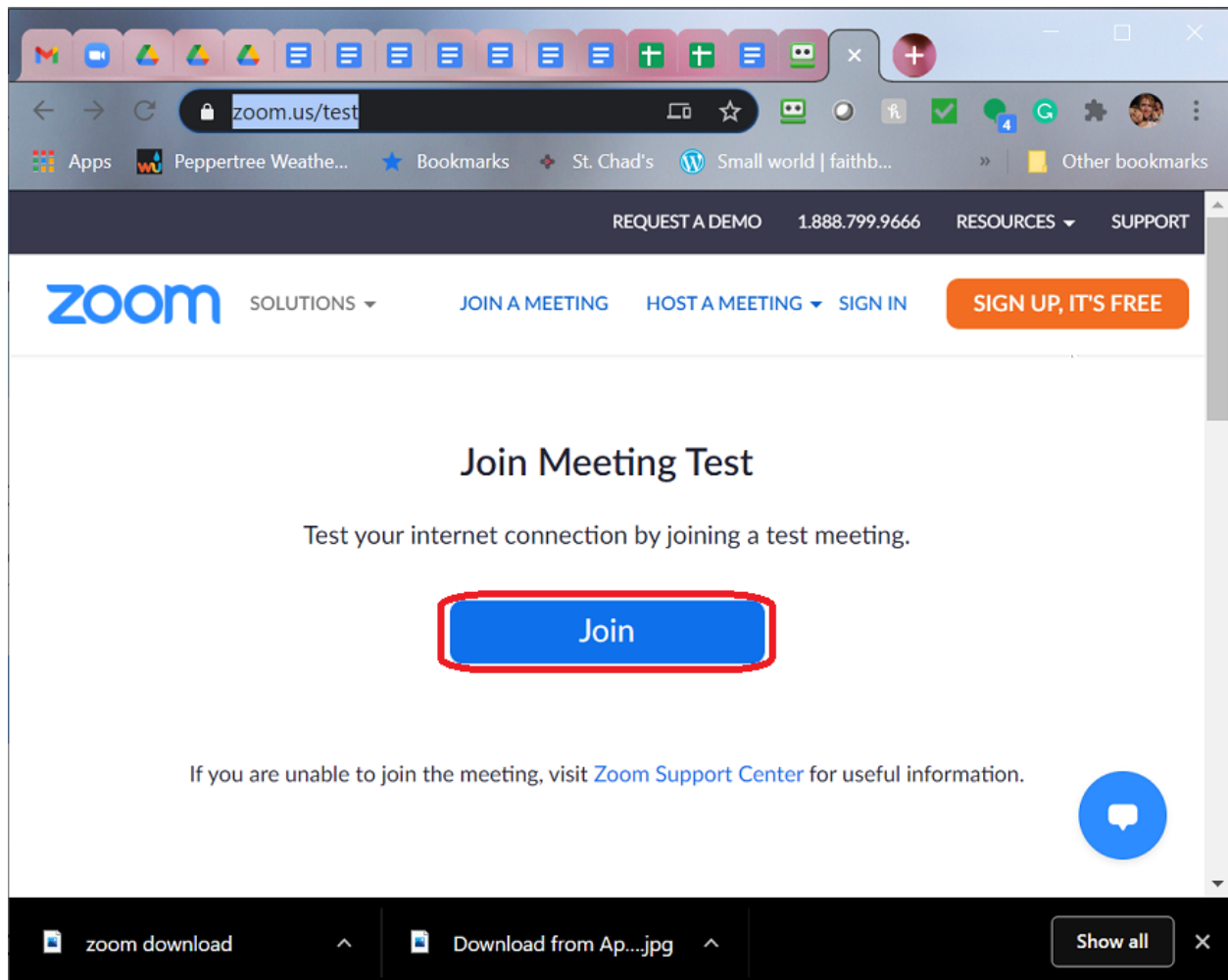


Once you install, you should see the following window pop up.



Testing your Zoom installation:

To test your Zoom installation, you can click this link: <https://zoom.us/test> (or you can open your web browser--Internet Explorer, Microsoft Edge, Safari, Firefox, Chrome, etc.) and type in <https://zoom.us/test>. When you join, you'll see the steps that happen to join a meeting.



Now you can either join us for our training meeting or use the training documents to practice on your own. But since the point of Zoom is interacting, please join us to practice. At a later time we can teach you to create your own meeting and invite your friends!

Now you're ready for class! If you have trouble with these instructions or want to talk with an "expert," use the contact list at the beginning of this instruction booklet to get more help.

You will receive an email with the following information contained in it:

Leslea Lehoucq is inviting you to a scheduled Zoom meeting.

Topic: Zoom basics training

Time: Jan 22, 2021 02:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86243141660?pwd=Nmgzc3BjN2xxdTlCYUI6cnZVWXJlZz09>

Meeting ID: 862 4314 1660

Passcode: learnzoom



You will click on this line and it will take you to the meeting.