

**Overview:** Zoom is a real-time web conferencing application much like Skype. Zoom can be downloaded and installed easily, and is available on Windows, PC, iOS and Android devices. This rest of this guide help will get you started using Zoom.

## Download & Install Zoom

Click the appropriate link to download Zoom on your device.

- Windows & Mac : <http://zoom.us/download> (*download the Zoom Client for Meetings*)
- iOS: <https://itunes.apple.com/us/app/id546505307>
- Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

## Join a Meeting

### Join Using a Link

If you were sent a link to join a Zoom meeting, or if you found it posted online, just click the link and follow the on-screen instructions to join the meeting.

### Join Using a Meeting ID

You can use a 9 or 10 digit meeting ID to join a meeting.

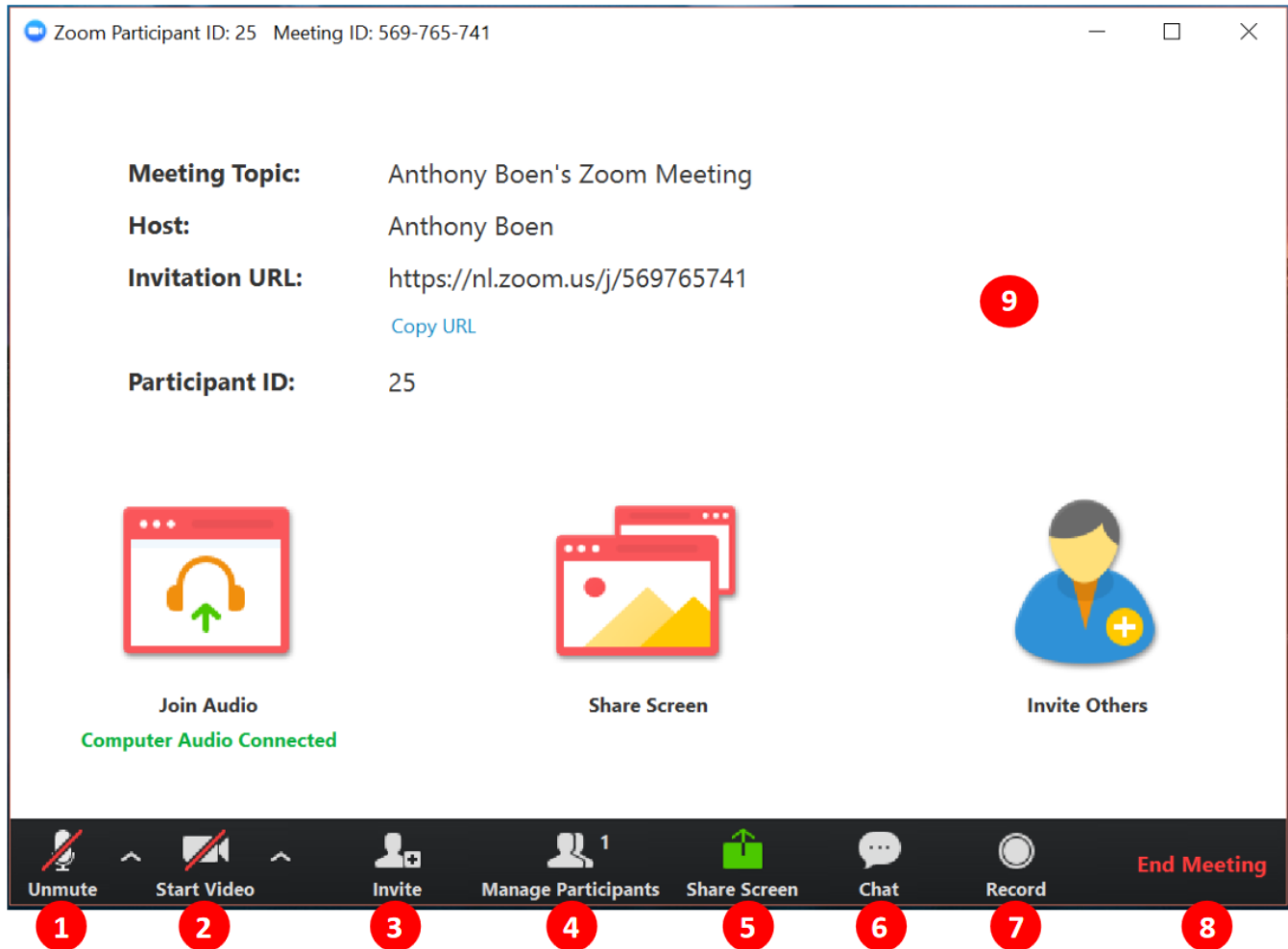
1. Open the Zoom Application.
2. Click the blue Join button.
3. Enter your 9 or 10 digit Meeting ID and Your Name.
4. Click Join.

## Quick Tips for Using Zoom

- If you are using an external camera and/or microphone, be sure to plug them in before opening the Zoom application. We recommend using a headset if possible.
- Only 1 microphone and speaker system should be active per physical location. Otherwise, the 2 systems may cause a loud screeching sound.
- Be sure to mute yourself when you are not speaking.
- Use the Chat feature to ask questions without interrupting the speaker.
- You cannot record unless you are the meeting host, or the meeting host allows you permission to record.
- Zoom sessions without a Zoom Pro user signed in will be limited to 40 minutes for meetings with 3 or more participants.

## Zoom User Interface

Take a moment to familiarize yourself with the Zoom user interface.



1. Mute or unmute your microphone
2. Start or stop your video feed
3. Invite participants to the meeting
4. Manage or view a list of meeting participants
5. Share your screen
6. Open the Chat window
7. Record the meeting
8. Leave the meeting
9. Video Area

For more detailed support documentation, visit the Zoom support website: <https://support.zoom.us/hc/en-us>