Instructions for Installing Zoom and Attending a Meeting

There are two steps to gain full use of the Zoom video conferencing software: installing the "Start Zoom" software, and opening a Zoom account. You can attend a meeting just by installing the Zoom software – it doesn't require you to open a personal Zoom account. But you may not host or schedule a meeting unless you also create a Zoom personal account. The basic version of Zoom is free, but is limited to 40 minute meetings for 3 + attendees. You can meet with one other person using the basic account for an unlimited period of time.

Note that in order to attend a Zoom meeting, you may not need a video camera or microphone. You will need audio playback capability on your computer or device in order to hear other participants. You can still view the other meeting participants and presentations on your screen, and hear them through your audio system, but without a video camera or a microphone, you will not be seen or heard by others.

The following instructions apply to a Windows workstation or laptop, but the Mac OSX instructions for a laptop or workstation are similar. There are also instructions below for setting up an iPhone or iPad with Zoom. The iOS app is similar in many ways to the other interfaces. I would expect an Android device to be similar to the iPhone or Ipad.

You've been invited to a meeting, what do you do next, starting from scratch on your Windows computer? You've never used Zoom before on your computer:

1. Open the email with the Zoom meeting invitation.
2. Click on the link in the email under "Join Zoom Meeting". It will look something like https://us04web.zoom.us...
3. A browser window opens up. Look at the bottom of the window for "Zoom…exe" file and click on it to start the "Start Zoom" app download.
4. You may get a message like "Do you want this app to make changes…" Click "Yes"
5. Enter the name you want to use in the meeting and click "Join Meeting."
6. If you want to be seen during the meeting, click on "Join with Video." If not, click on "Join without Video."
7. Click on "Join With Computer Audio" so you can hear the meeting. If you're not sure your audio is working, click "Test Speaker and Microphone." Note that your host may have setup the meeting so that new attendees are muted when they first enter. You also have the option of muting your audio and stopping your video using buttons on the bottom left of the Zoom window. If you choose "Mute Audio" you may hear the meeting, but other attendees cannot hear you. This is the normal mode you would use if you are attending a council meeting or hearing. The meeting host will unmute you when it's your turn to speak.
8. A browser screen will appear with the meeting in progress. The host will be made aware that you have joined. Your audio may be muted during certain parts of the meeting. You also may choose to turn off audio or video yourself. To learn more about the controls available to you while attending a meeting, view the Zoom user guides available on this site.

Now you are setup to join additional meetings. Just follow these instructions. You'll need the *meeting ID* and *meeting password* from the meeting host. All meetings require a *meeting ID*, but some may not require a *meeting password* – this depends on how the host set it up:

1. Find the "Start Zoom" app and start it.
2. Click on "Join a Meeting."
3. Enter the unique meeting ID supplier by the host and click "Join."
4. If required, enter the unique meeting password supplied by the host and click "Join."
5. Select whether or not you want to be seen in the meeting, by selecting either "Join with Video" or "Join without Video."
6. Now you have joined the meeting. You may use the controls on your screen to control video and audio.

Note: At this point you've installed the "Start Zoom" app which you can use to attend other meetings, but you don't have a Zoom account. You can't host meetings or schedule meetings, you can only attend by invitation. So you may want to open a Zoom account, as described below.

Creating a Zoom account on a Windows computer, to enable you to schedule and host meetings:

1. Go to your browser and enter:
   https://zoom.us/signup
2. Enter the email account you want to use for this Zoom account and click "Sign Up."
3. Open your email app and wait for the Zoom account activation email. Sometimes it will take a while – up to 10 minutes. When you get the email, click on "Activate Account."
4. Enter the name you want to use for this account and a password, and click "Continue."
5. Click "Skip this Step".
6. The Zoom home screen will open. You can access all the Zoom features from here.

Installing and Using Zoom on an iPhone or iPad:

1. Go to the Apple Store and search for "Zoom."
2. Get and install the "Zoom Cloud Meetings" app.
3. Open the Zoom app.
4. On your screen, you'll have 3 options:
   a. "Join a Meeting" – to join a meeting. You'll need the Meeting ID and password from the host of the meeting.
   b. "Sign up to open a Zoom account" – opening a Zoom account gives you the power to organize and host a meeting.
   c. "Sign in if you already have an account" – sign in if you already have a Zoom account.
5. Make selections enabling audio and video, as with the other installations.

Additional Zoom Support Instructional Video Resources

Scheduling a Meeting	https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-?zcid=1588
Joining a Meeting	https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-?zcid=1588
Meeting Controls	https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls-?zcid=1588

Zoom User Guides and Quick-Start Instructions

The Zoom user documentation can be downloaded at:
https://support.zoom.us/hc/en-us/articles/204772869-Zoom-Rooms-User-Guide

Feel free to contact me if you have any questions

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