

HOW TO DOWNLOAD AND INSTALL ZOOM ONTO YOUR COMPUTER

You can use any internet browser to install Zoom. Look for one of these icons if you are unsure which browser is already on your computer:

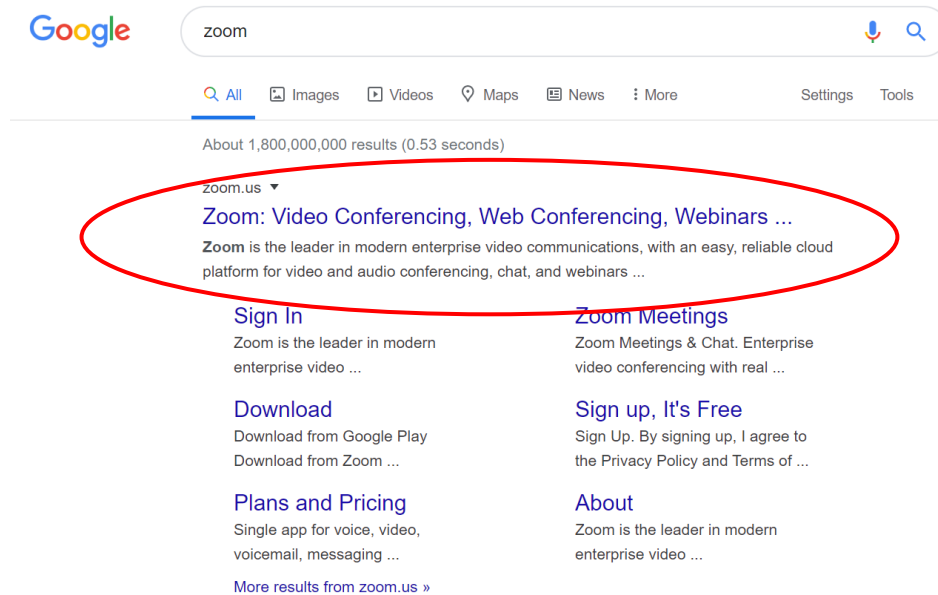


When you find one of these icons on your computer, double click on the icon, or right click and press 'open'.

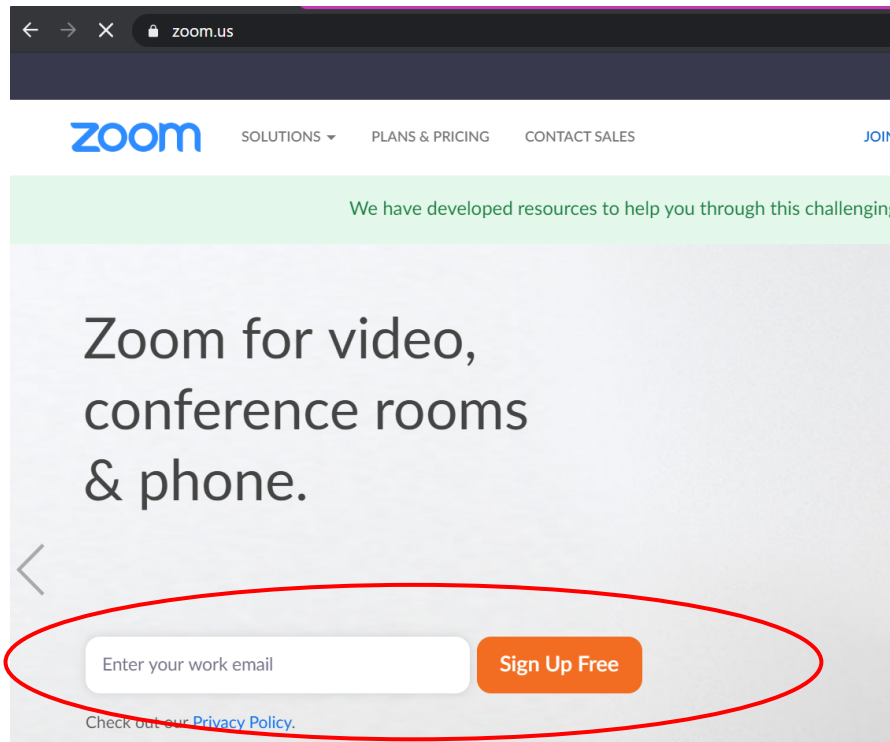
At the top of the page, there will now be a search bar where you can type in: www.zoom.us



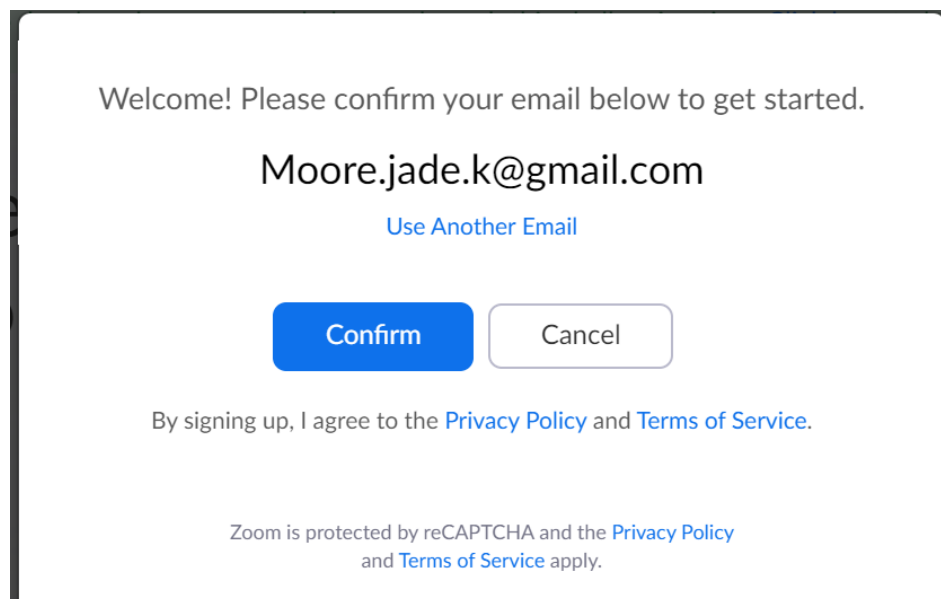
Alternatively, you can go to www.google.com and type **Zoom** into the search bar. Press the first results, as below.



You will be taken to this the Zoom home page. Type your email into the box provided and press 'Sign Up Free'



You will receive a welcome message. Press the blue 'Confirm' button.



You will now see a confirmation page.



We've sent an email to **Moore.jade.k@gmail.com**.
Click the confirmation link in that email to begin using Zoom.

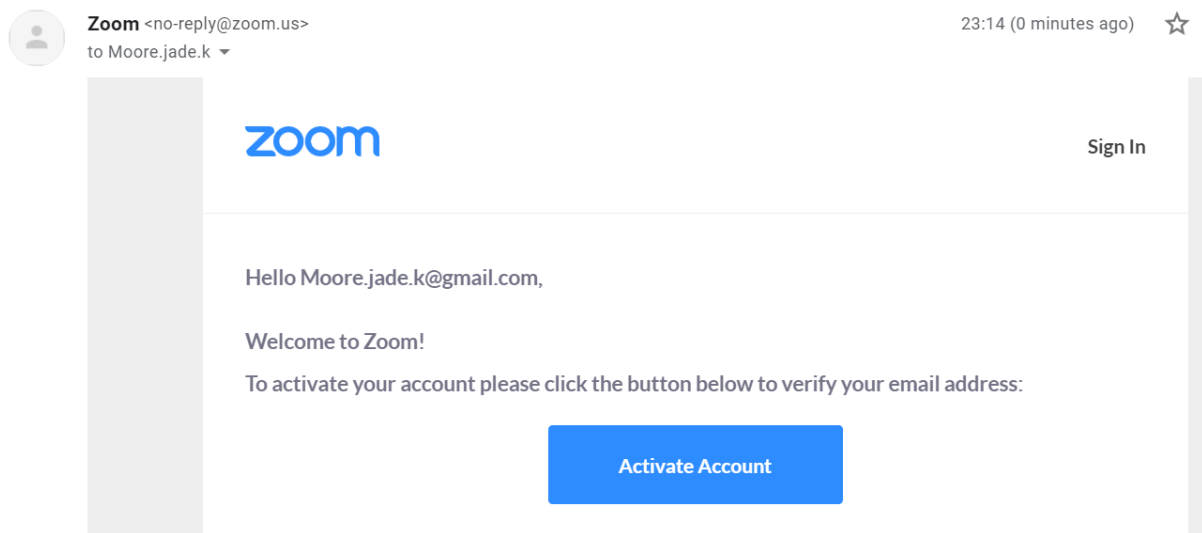
if you did not receive the email,

[Resend another email](#)

Go to the top right-hand corner of your Zoom page and press the minimise icon



Go to your email. You should have received an email from Zoom. Press the 'activate account' button.



Once you have clicked the 'activate account' button, you will be taken back to Zoom.

Fill out your details and press the 'continue' button.

Welcome to Zoom

Hi, Moore.jade.k@gmail.com. Your account has been successfully created. Please list your name and create a password to continue.

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

You will see an 'Invite Your Colleagues' page. You do not need to complete this step at this time, so press the 'Skip this step' button.

Invite Your Colleagues

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

[Add another email](#)



I'm not a robot



reCAPTCHA
Privacy - Terms

Invite

Skip this step

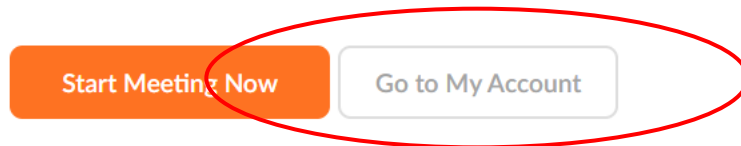
You will now see a 'Start your test meeting' page. You do not need to complete this step at this time, as you will be able to test your sound and video when you join your first Zoom chat down the track, so press the 'Go to my account' button.

Start your test meeting.

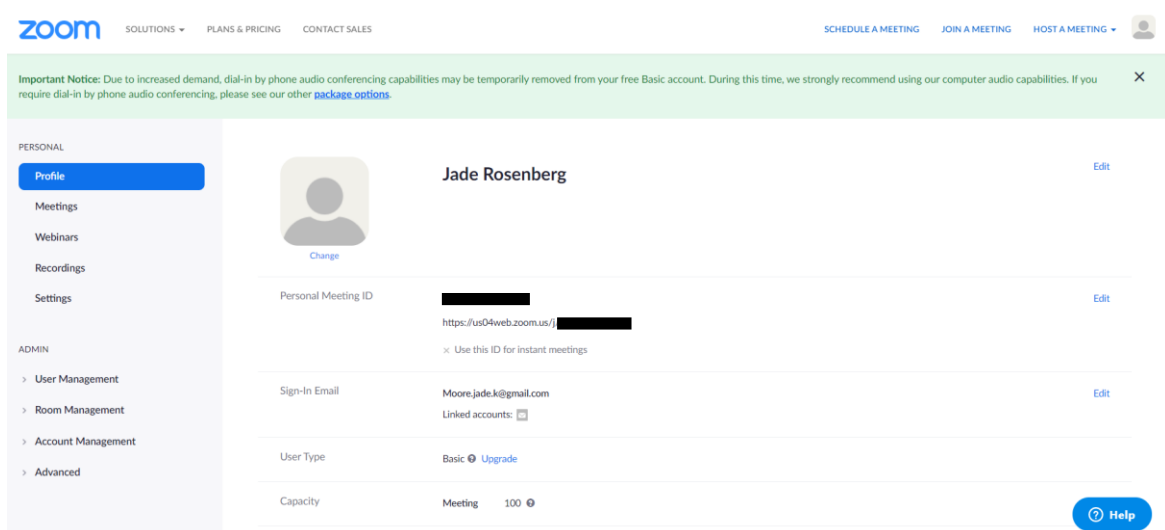
Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://us04web.zoom.us/j/██████████>



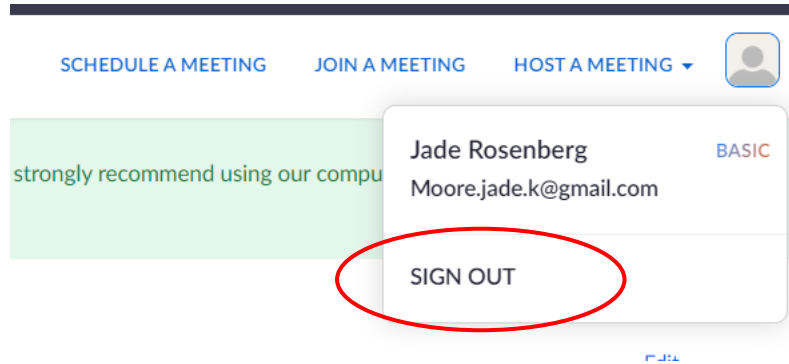
You will be taken to your personal Zoom page.



Well done! You have successfully downloaded Zoom on to your computer.

You do not have to go through this process again. When you are sent an email with a Zoom link, simply press the link and it should open straight away as Zoom is already loaded on your computer.

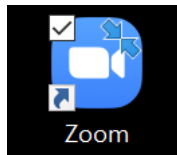
You can now go the profile picture in the top right-hand corner and press 'Sign out' and wait for someone to send you an email invite!!



FAQ – What if I have just been sent a number and not a Zoom link?

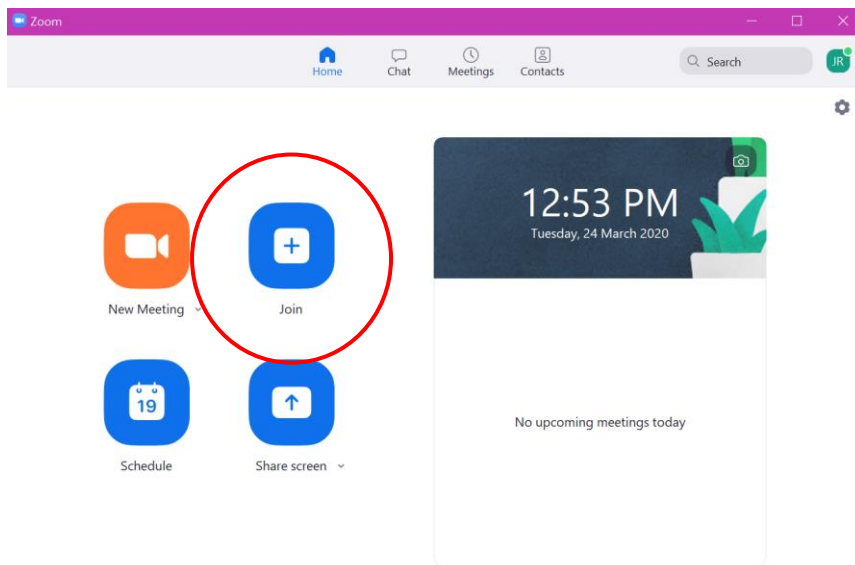
If you are sent a 'Meeting ID' without a clickable link, it is very easy to join the meeting.

Now that you have downloaded Zoom on to your computer, there will be a Zoom icon sitting on your desktop.



Double click this icon, or right click and press 'open'.

Your personal Zoom screen will appear. Click 'Join'.



A screen will appear that says 'Join A Meeting'. Type the Meeting ID number that you have been given. It should be a nine-digit number. Then press 'Join'

Join a Meeting

[Join a meeting from an H.323/SIP room system](#)