



**Setup Guide  
For Windows PC & Apple Mac**

# Getting started



- **This guide is for those wishing to use ZOOM with either a Windows PC or a Mac computer and have not used Zoom previously.**
- If you wish to use ZOOM on an iPad, iPhone, or Android device – there's a separate guide for those devices, use that guide!
- Minimum computer hardware requirements for ZOOM meeting participants:
  - A personal computer (Window 7 or later; or an Apple Mac)
  - Your computer's internal or external speakers (to hear the meeting audio).
- You do NOT need to have an account at ZOOM to Join a Meeting as a participant. However, a basic Zoom account is FREE.
- In any event, you should download and install the ZOOM application to your computer. (see next page).

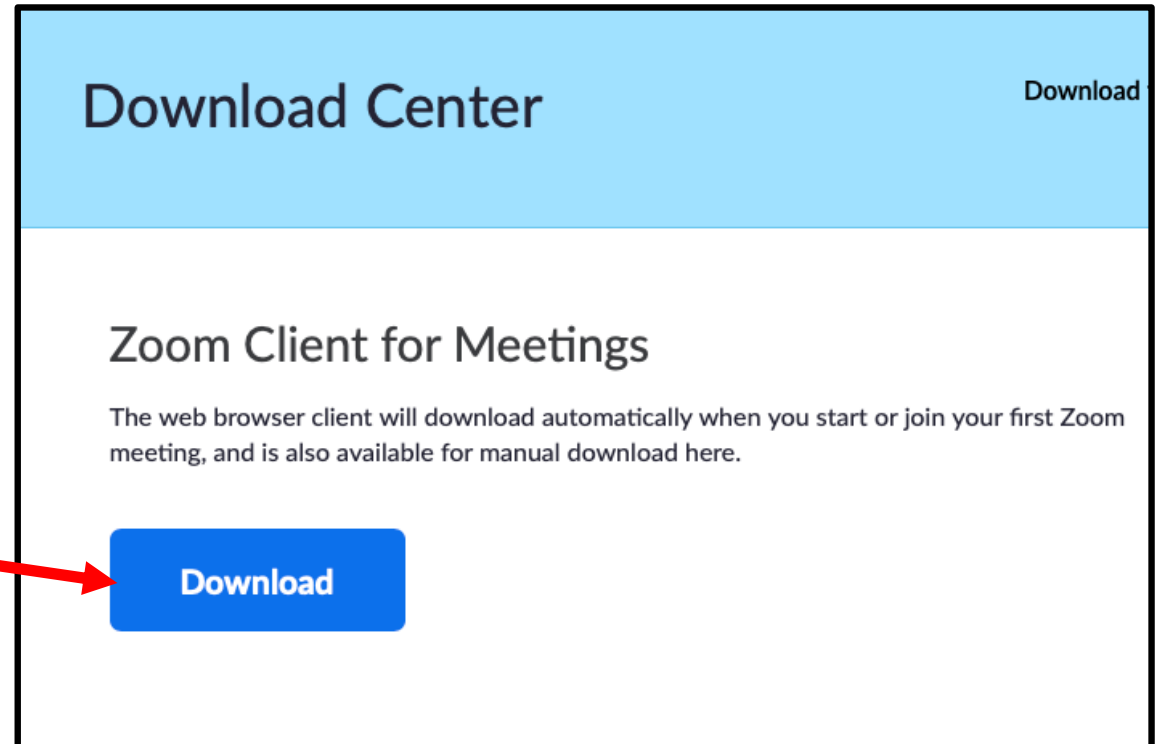
## Hardware Considerations for ZOOM

- **Speakers** – for hearing the presenter and other participants in a meeting. Most computers have speakers.
- A **webcam** – desirable, but not absolutely necessary for participants. The only downside is that you will not be seen in the meeting session. Most newer laptops, and All-in-One computers have built-in webcams.
- A **microphone** –
  - Most newer laptops and All-in-One computers have built-in microphones.
  - However, most desktop and older laptop computer **DO NOT** have built-in microphones.
  - Not to worry - the ZOOM platform also provides audio through a call-in number usually indicated in the meeting invitation. When using the call-in feature, just dial the phone number, you'll be prompted for the Meeting ID and password. You'll be able to hear and be heard in the meeting – using your telephone.

# Downloading

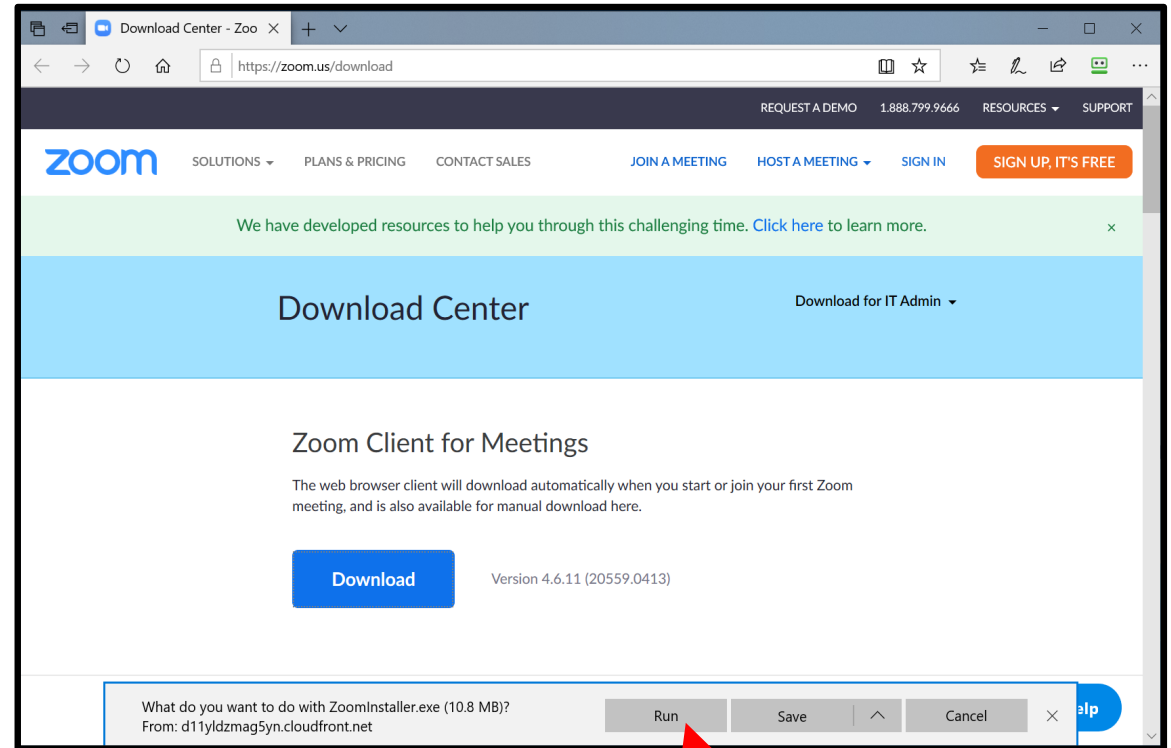
## Installing ZOOM on your computer

- Open a browser on your computer and go to <https://ZOOM.us/download>
- Left-click on the ZOOM Client for Meetings, blue **DOWNLOAD** button.
- Follow the prompts to install ZOOM on your computer.



# Windows PC


- Left-click **Run** to install ZOOM on a Windows PC
- Once this process finishes, ZOOM is now installed on your computer!
- Congratulations!
- How to Join a ZOOM Meeting is next...



# Joining a ZOOM Meeting Using a Meeting Link - Recommended

- The easiest way to Join a ZOOM meeting is to left-click the weblink in the meeting invitation email.
- By doing so, ZOOM will startup automatically and place you in the Zoom Meeting Waiting Room.

Invitation to My Zoom Meeting

 Rick Chase <RACHase@msn.com>  
To Rick Chase

Reply Reply All Forward

Sat 4/18/2020 2:28 PM

(Name of Meeting Host) is inviting you to a scheduled Zoom meeting.

Topic: (Name of Zoom Meeting/Session – e.g. The Power of Art, TED Talk, iPhone/iPad User Group, etc.)

Join Zoom Meeting  
<https://us02web.zoom.us/j/123456789>

Meeting ID: 123 456 789  
Password: 12345  
One tap mobile  
+13126266799,,8670820566# US (Chicago)  
+16465588656,,8670820566# US (New York)

Dial by your location  
+1 312 626 6799 US (Chicago)  
+1 646 558 8656 US (New York)  
+1 346 248 7799 US (Houston)  
+1 669 900 9128 US (San Jose)  
+1 253 215 8782 US  
+1 301 715 8592 US

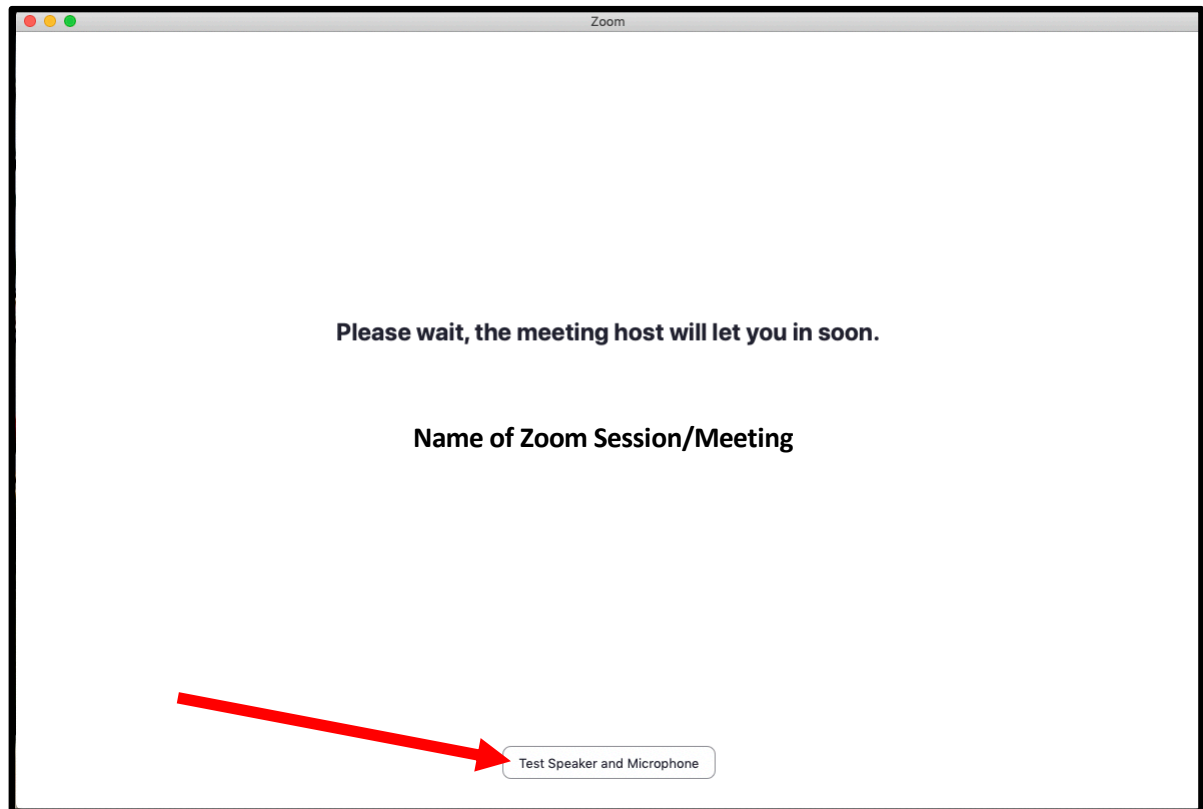
Meeting ID: 867 082 0566  
Find your local number: <https://us02web.zoom.us/u/kdkuOuT8H>

Best regards,

**(Name of the Meeting Host)**

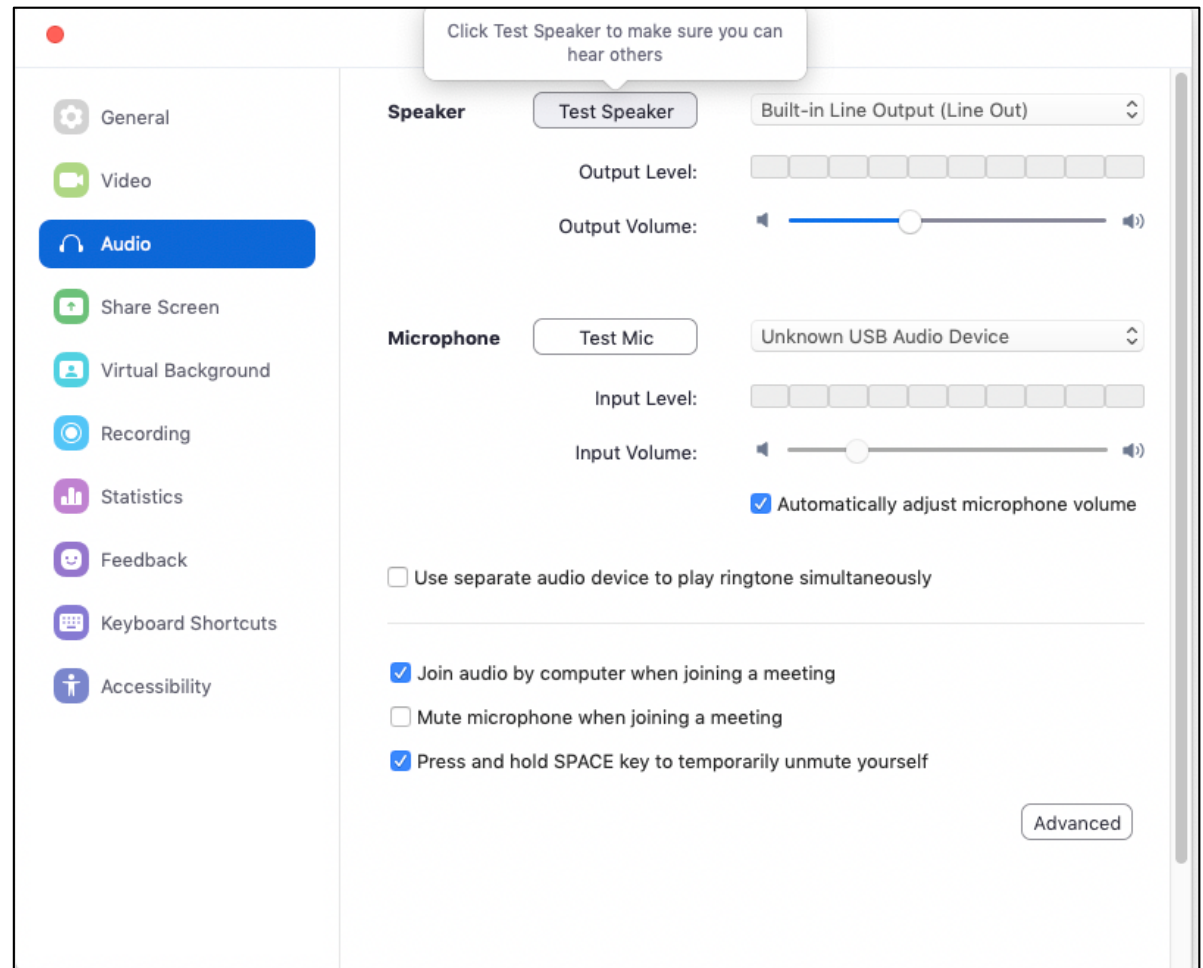
# ZOOM Waiting Room Screen

- This is an example of a ZOOM Waiting Room screen. This is a security measure in ZOOM.
- Once that you are validated as a legitimate attendee, then Host will admit you to the meeting.
- Note: The Test Speaker and Microphone button at the bottom of this screen. If there's time before you've been admitted to the meeting, you can left-click on this button to check that your Computer Audio settings are working properly.



# Testing Your Computer Audio Settings - Speakers

- Select the Audio tab.
- Left click Test Speaker, you should hear tones coming out of your speakers. If not make sure the Volume is not set to zero, adjust with your mouse.
- If still do not hear the tones, move cursor to pull down adjacent to the Test Speaker button, and select another device if any.
- Repeat Test Speaker until you hear the tones.
- Left click Test Speaker button to Stop the test.



# Testing Your Computer Audio Settings - Microphone

- If your computer has a microphone, this will test if it's properly connected and adjusted. Microphones are not required if you are an attendee to a ZOOM meeting.
- Left click Test Mic, ZOOM will record a short snippet(3-5 sec.) of your Mic audio and then play it back through your speakers; so you have to say something for the Mic to record. You should see the bar meter fluctuate as you speak. If you hear your recorded playback, you're done!
- If you don't hear your voice played back, move cursor to pull down adjacent to the Test Mic button, and select another device if any.
- Repeat Test Mic steps until you hear your voice played back.
- You should now Exit the Settings screen.

