

# ZOOM HELP SHEETS



## DOWNLOAD AND INSTALL ZOOM – for Windows


### GET STARTED

Before you can use **zoom**, you can install the **zoom** software for your device.

Notes:

- Doing this is **only needed one time**.
- **Installing zoom is not necessary if you only want to join a zoom meeting. You can instead register and use Option 3 – Zoom Website on the “Join a Meeting” help sheet.**

### INSTALL ZOOM

1. Go to **zoom.us**
2. In the top menu (beside **zoom**), find **RESOURCES**
  - a. Hover your mouse over top of **RESOURCES**
  - b. Select: Download Zoom Client
  - c. Click: **Download Center**
  - d. Click: **Download**
  - e. A window will open wanting to save ZoomInstaller.exe, Click **Save**
  - f. When finished (really quickly) open (double click on) the installer file and it will run
  - g. A zoom window will appear with a button **Join a Meeting**
3. **Optional:** If you want easy access to zoom at a later time:
  - a. Option 1-Add to Task Bar:
    - i. Find the Zoom button along the bottom task bar: 
    - ii. Right click on it and select: **Pin to Task Bar**
    - iii. The zoom icon will now stay on your task bar just click it to start zoom
4. If you wish to **Join a Meeting** you can continue
5. If you DON'T want to join a meeting at this time, close all the **zoom** windows