

# CGJA Zoom User's Guide

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### 1. Getting Started – Download Zoom

Zoom can be used on a PC, Mac, iPhone, Android phone, or tablet.

You will need to download the zoom app for your specific device and create an account if you want to host or set up meetings.

After that, you can click on any invitation link that you receive and join a zoom meeting, or invite people to your own meeting (if you have created your own account).

#### To Download Zoom for Windows computer

1. Go to the Zoom download center by clicking on: <https://zoom.us/download> or click on a link sent to you by someone who invited you to a meeting
2. If you get a pop-up about cookies, you can choose to opt out
3. Under **Zoom Client for Meetings**, click the blue Download button
4. The file may download directly, and a ZoomInstaller.exe button will appear on the lower left hand side of your screen. If so, continue to step 5.

OR

You may get a pop-up window prompting you to save the ZoomInstaller file. If so, select *Downloads* as your directory, click Save and a ZoomInstaller.exe button will appear on the lower left hand side of your screen. Continue to Step 5.

5. Click on the ZoomInstaller.exe button (with the small video camera image) on the lower left hand side of your screen
6. An Installer bar will open and you will get a pop-up window asking:

Do you want to allow this app to make changes to your device?  
Zoom Video Communications, Inc.

7. Click on Yes. The installer bar will continue and Zoom will Install.

**To open Zoom**, click on the Windows button of your screen, and Zoom should be listed near the top under Recently Added. It will also be listed at the bottom of the list under Z. Or click on a link sent to you by someone who invited you to a meeting.

You can mask your background, raise your hand, share your screen, and do other fun things; go to Settings.

## To Download Zoom for Mac

To install Zoom or Zoom rooms on your Mac computer, you may need to change your Security and Privacy settings to allow for apps downloaded from identified developers.

1. Click on the Apple icon at the top left corner of your screen. Chose **System Preferences**.
2. Click on **Security & Privacy**.
3. Click the lock icon at the bottom left to have access to make changes.
4. Enter your computer administrator's username and password.
5. Change **Allow apps downloaded from:** to **App Store and identified developers**.
6. Note: For Mac High Sierra (10.13.x), you will need to click on **Allow** too.
7. Click the lock icon again to prevent any further changes.

## Installing the Zoom application on a Mac

1. Visit the **Download Center**. (<https://zoom.us/download>)
2. Under Zoom Client for Meetings, click **Download**
3. Double click the downloaded file. It is typically saved to your Downloads folder.
4. Once the installer opens, click **Continue**.
5. Choose the destination for installation: **Install for all users of this computer** (which requires administrator credentials to install for all users on the device) -OR- **Install for me only**.
6. Click **Continue**.
7. (optional) If you want to change the destination for installation choose **Change Install Location**.
8. Click **Install**.
9. (optional) If you chose **Install for all users of this computer**, enter the administrator's credentials for the device.
10. Click **Install Software**
11. Once the installation is complete, click **Close**.

## Set Zoom application permissions on a Mac

Due to increased security and permissions with Mac OS 10.14 Mojave and 10.15 Catalina, you will be prompted to authorize the Zoom Desktop Client to use the microphone, camera, and on Mac OS 10.15, screen recording. The permissions are set within System Preferences of the device.

## To Download Zoom for iPhone or iPad

Go to App store

Search for Zoom

Click Get App, Or Click: <https://apps.apple.com/us/app/id546505307>

## To Download Zoom for android phone or tablet

Got to Google Play store, Search for Zoom

Click Get App, Or Click: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

## 2. Joining a Meeting

1. You will need to access the “meeting” link. It can be found in the email you received. Click on the link or copy it and paste it into your browser.
2. If you haven’t already downloaded the app, you will get a message that asks you to install Zoom. Allow your computer to do this, it will only take a few seconds.
3. You will get to make a couple of choices.
  - a. Do you use computer audio or call in on phone? If you have a microphone select “Use Computer/Internet Audio”
  - b. Do you use computer video? If you are on your computer and have a camera or are using your tablet/phone, you can select “Yes.”
4. After you have connected, you should be able to hear or see and hear the other participants.
5. Around the screen (position is dependent on what device you are using) you will find the tools that allow you to turn audio and video on and off - look for a camera and microphone icon.

At this point, it is best practice to mute yourself. But – don’t forget to unmute yourself when you are called on to speak or you have a question

### **Video Tutorials for Joining a Meeting with Computer/Tablet/Smartphone**

Watch a video about joining a meeting and configuring audio and video [here](#).

This is a link to a Zoom tutorial page that includes a video instruction for joining a zoom meeting.

### **Calling by phone for audio only**

You can join a Zoom meeting via teleconferencing/audio conferencing (using a traditional phone). This is useful when:

- you do not have a microphone or speaker on your PC/Mac,
- you do not have a smartphone (iOS or Android)
- while on the road