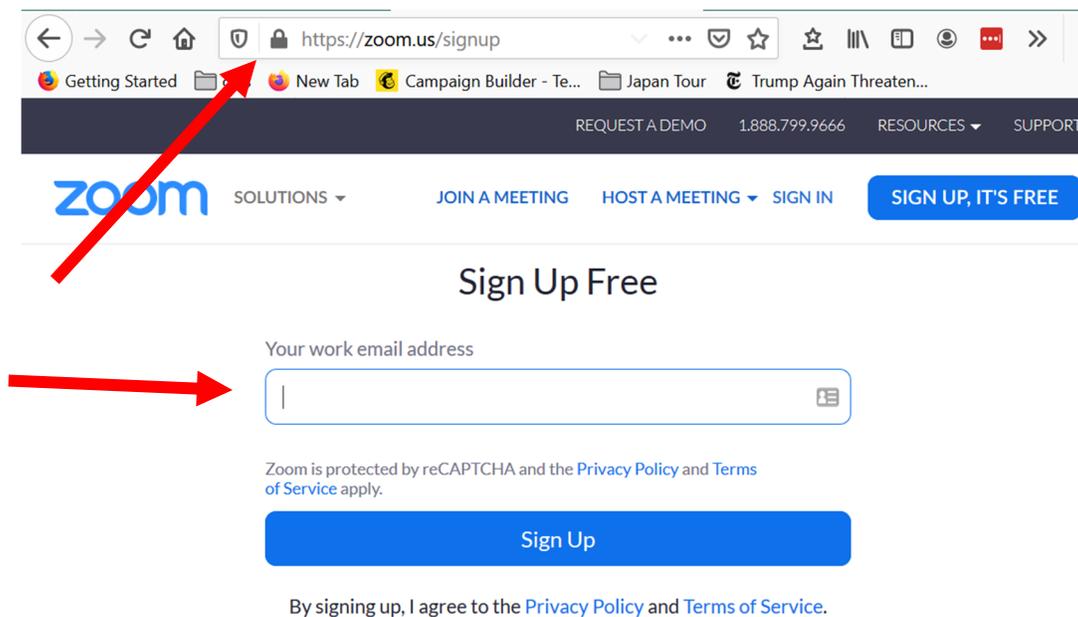


How to get started with Zoom for desktop

If you have questions or want to give us feedback on this guide, please contact us at info@encorepreneurcafe.com or 503-954-2837.

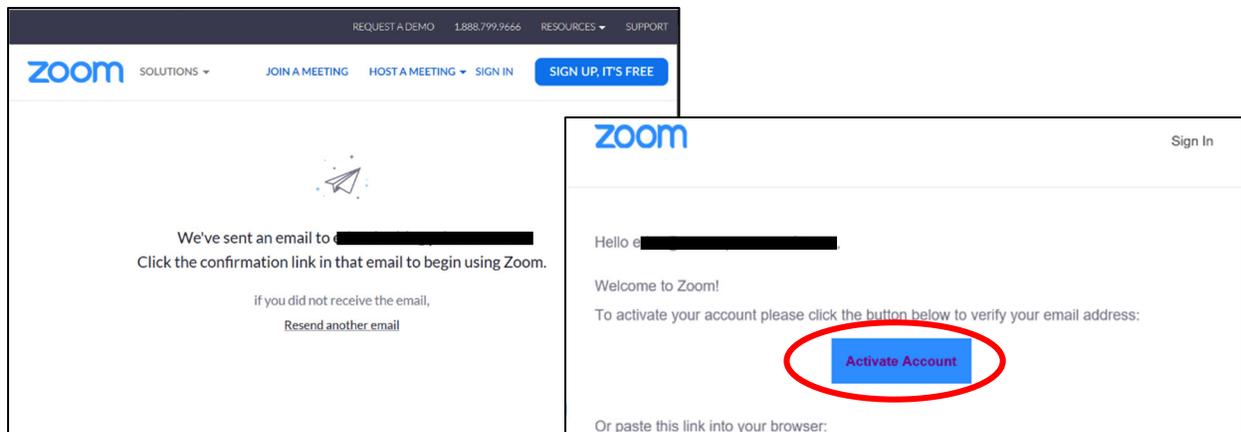
1. Go to this page in your web browser: <https://zoom.us/signup>

Then enter the email address you want to use for your Zoom account.



The screenshot shows a web browser at the URL <https://zoom.us/signup>. The page features the Zoom logo, navigation links for 'SOLUTIONS', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN IN', and a prominent blue button labeled 'SIGN UP, IT'S FREE'. Below the navigation is a 'Sign Up Free' heading and a form for 'Your work email address'. A red arrow points to the browser's address bar, and another red arrow points to the email input field. Below the form is a 'Sign Up' button and a note: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' At the bottom, it states 'By signing up, I agree to the Privacy Policy and Terms of Service.'

2. **Verify your email address.** Check your email for a message from zoom. Open the email and click the link to verify your email address.



The screenshot shows an email verification message from Zoom. The email body contains the text: 'We've sent an email to [redacted]. Click the confirmation link in that email to begin using Zoom. if you did not receive the email, Resend another email'. Below this is a 'Sign In' link. The email also includes a 'Hello [redacted]' greeting, 'Welcome to Zoom!', and the instruction: 'To activate your account please click the button below to verify your email address:'. A blue button labeled 'Activate Account' is circled in red. At the bottom, it says 'Or paste this link into your browser:'.

3. After clicking the link to activate your account, you will be asked to fill in your personal information:

zoom SOLUTIONS ▾ JOIN A MEETING HOST A MEETING ▾ SIGN IN

Welcome to Zoom

Hi, erik@domain.com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

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

Continue

4. Zoom will then ask you to invite friends and colleagues. You can skip this step.

Invite Your Colleagues

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

name@domain.com

name@domain.com

name@domain.com

[Add another email](#)

I'm not a robot 

Invite Skip this step

5. Now start a test meeting to make sure everything is working.

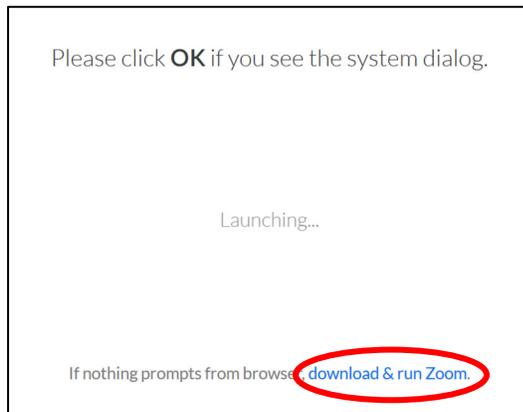
Start your test meeting.

Excellent! Now it's time to start meeting.

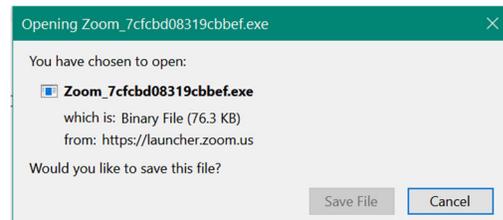
Your personal meeting url:
<https://zoom.us/j/5023306064>

Start Meeting Now Go to My Account

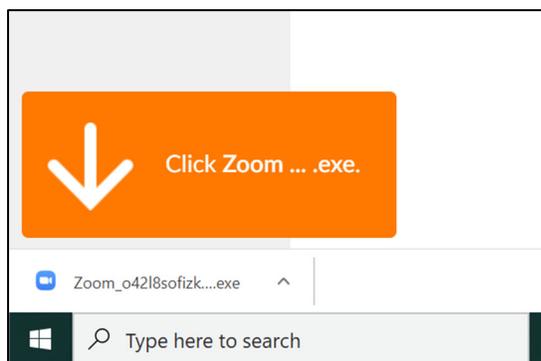
- Zoom will ask you to download the Zoom app, in order to start your test meeting. A window should automatically pop up asking if you want to download the app. If it doesn't, click the blue "download & run Zoom."



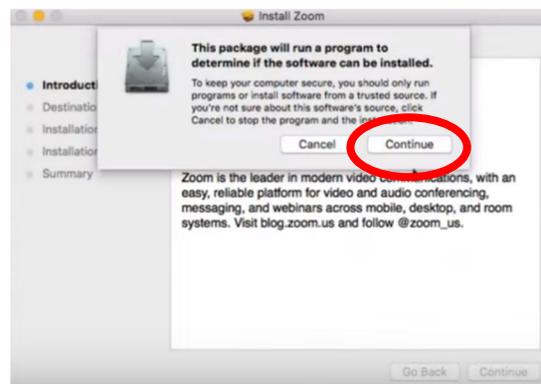
On a Windows computer you will be asked to save the file:



- Once Zoom has downloaded, you can open the downloaded file:



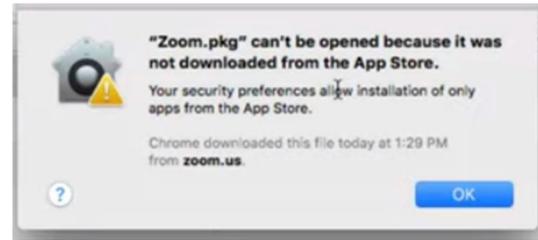
On Windows, you should see it in the bottom of your internet browser window. Click on the .exe file to install. You may be asked if you want Zoom to be allowed to make changes to your device. Choose "yes". Then choose "install".



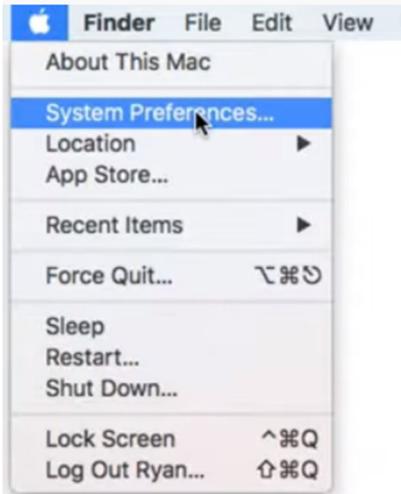
On Mac, click on the Downloads folder, and click on the Zoom.pkg file. Click Continue.

Note: some Mac users may get a security error message at this point. If that's you, see the next page.

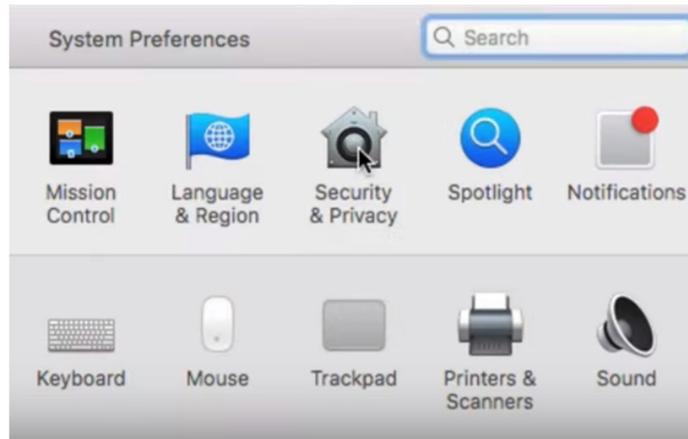
If you are a Mac user, you may see a security error pop-up when you try to install Zoom. You will need to go into your security settings to allow apps that are not downloaded from the Apple App Store:



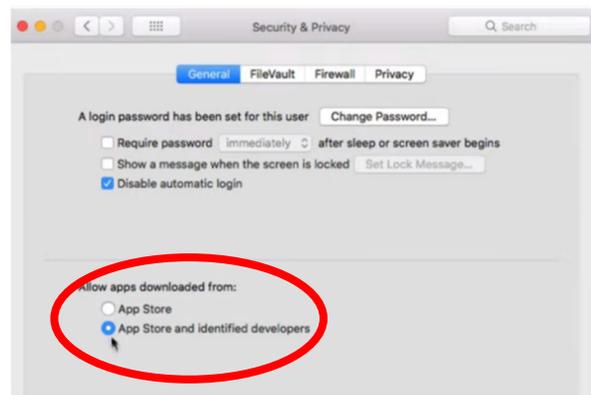
1. Go to System Preferences



2. Click on Security & Privacy

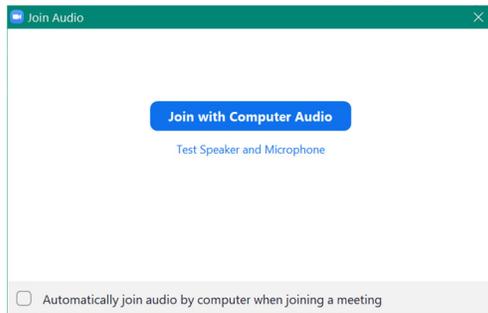


3. Click to Allow apps downloaded from: "App Store and Identified developers."

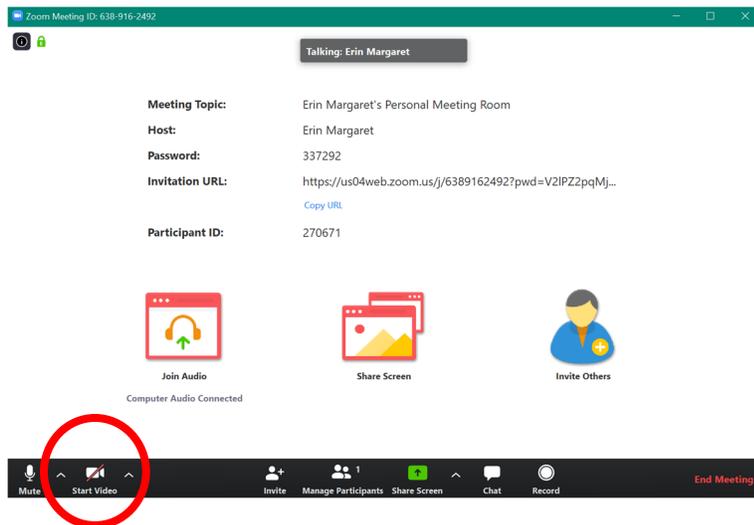


4. You should now be able to install Zoom.

8. You are now ready to start your test meeting. Choose “Test Speaker and Microphone” to test out your sound. Then choose “Join with Computer Audio.”



9. Once you are in your test meeting, click on the camera icon to turn on your video:

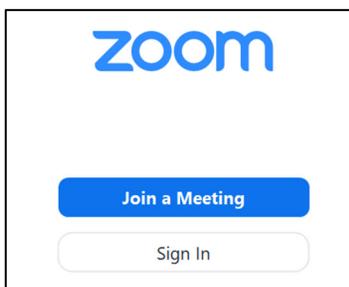


Example of Zoom screen once you have joined the test meeting with video.

Now you should be able to see yourself. If you are using a laptop, make sure to adjust the screen (towards you or away from you) so that you are visible and centered in the video. It works well to put a couple of books under your computer so that the camera is closer to eye level.

Congratulations, you are now ready to use Zoom!

A few more tips:



If you have signed up for a Zoom meeting, class, or event, the organizer will most likely send you a link or a meeting ID and password. You can access the meeting by opening Zoom on your computer and clicking “Join a Meeting” in the pop-up dialogue. Then you can copy and paste the link or meeting ID.

If you are in a meeting with a lot of people or joining a class where the instructor is doing most of the talking, **it's a good idea to mute yourself** by clicking on the microphone icon in the bottom left of the Zoom screen (where it says "Mute"). Click on the microphone again to un-mute yourself if you want to join in the discussion.

If you're not comfortable being visible onscreen but still want to join in via audio, you can click the "Stop Video" button on the bottom left of the Zoom screen once you're in the meeting. It's a good idea to use this function if you have to leave the room for a moment or need to bring the computer with you into a different room. You can turn the video back on with the same button if you want to be visible to the group again.

When joining a class where you want the image of the instructor to be the main video feed that you see, **double click on the video image of the instructor**. Otherwise, the main image will cycle through to show whoever is talking from moment to moment. To stop focusing on the teacher's video feed, double click their image again.