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zoom Installation Instructions

Before starting it is advisable to check that you have an Operating System version equal or later than shown opposite; go to 'Settings' from the bottom LHS Start Button, then 'System', then 'About'. No damage will be done by just looking into Settings.

Windows 10 users should have the latest version because of Microsoft's automatic monthly updating. Other Operating Systems may not be automatically updated.

System requirements

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in
- Or, a HD cam or HD camcorder with video capture card

Supported operating systems

- macOS X with macOS 10.7 or later
- Windows 10
Note: For devices running Windows 10, they must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
- Windows 8 or 8.1
- Windows 7
- Windows Vista with SP1 or later
- Windows XP with SP3 or later
- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 6.4 or higher
- Oracle Linux 6.4 or higher
- CentOS 6.4 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)

2

Use Google to find <https://zoom.us> and click on the Plans & Pricing tab.

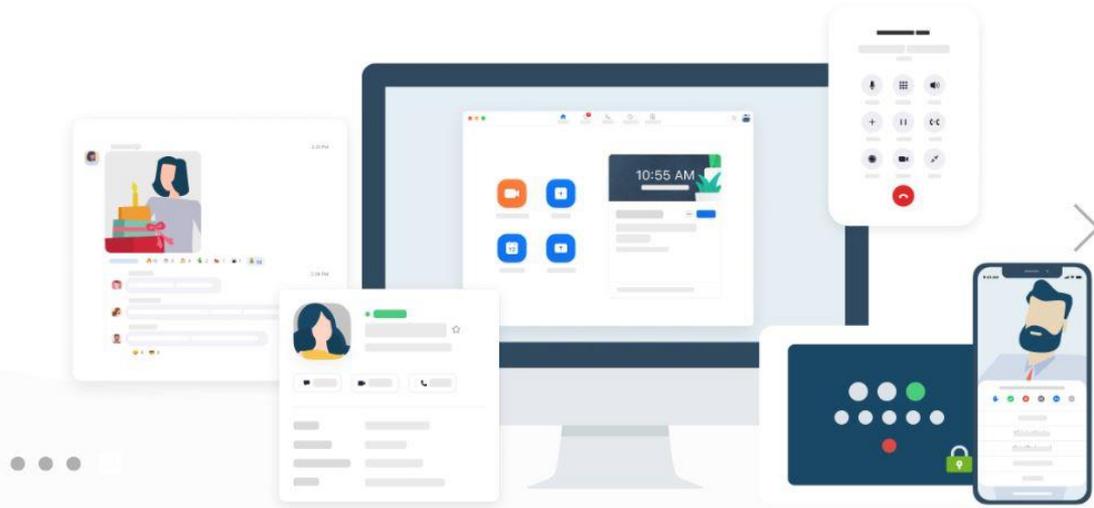
This will take you to instruction 3.



In this together.
Keeping you connected
wherever you are.

Sign up for Free

Helpful Resources



One Consistent Enterprise Experience.

3

Special Offer: Zoom is committed to helping you stay connected. Sign up for a Pro Annual plan with ZOOM today and enjoy an additional 20% discount- that's a \$60 savings per year!

Suggest you start with the Free version and only if you want to host group meetings longer than 40 minutes do you need to consider the Pro version.

Zoom has been known to grant a group meeting extension as a gift, so don't rush into the Pro version immediately.

The Free version is fine for participating in a group meeting lasting longer than 40 minutes, if you are not the host.

Click on 'Sign up, It's Free' which should then install Zoom.

Continue to instruction 4

Zoom Meeting Plans for Your Business

The screenshot displays two Zoom meeting plans side-by-side. The 'Basic' plan is on the left, labeled 'Personal Meeting' and 'Free'. It lists features such as 'Host up to 100 participants', 'Unlimited 1 to 1 meetings', '40 mins limit on group meetings', 'Unlimited number of meetings', and 'Ticket Support'. Below these are expandable sections for 'Video Conferencing Features', 'Web Conferencing Features', 'Group Collaboration Features', and 'Security'. The 'Pro' plan is on the right, labeled 'Great for Small Teams' and priced at '£11.99 /mo/host'. It features a green 'SAVE \$60' banner at the top and an orange 'Buy Now' button. Its features include 'All Basic features +', 'Includes 100 participants', 'Meeting duration limit is 24 hrs', 'User management', 'Admin feature controls', 'Reporting', 'Custom Personal Meeting ID', 'Assign scheduler', '1GB of MP4 or M4A cloud recording', 'REST API', and 'Skype for Business (Lync) interoperability'. A blue oval highlights the 'Sign up, It's Free' button for the Basic plan, with an arrow pointing to it from the text box on the left.

Basic	Pro
Personal Meeting	Great for Small Teams
Free	£11.99 /mo/host
Sign up, It's Free	Buy Now
Host up to 100 participants	All Basic features +
Unlimited 1 to 1 meetings	Includes 100 participants
40 mins limit on group meetings	Need more participants?
Unlimited number of meetings	Meeting duration limit is 24 hrs
Ticket Support	User management
+ Video Conferencing Features	Admin feature controls
+ Web Conferencing Features	Reporting
+ Group Collaboration Features	Custom Personal Meeting ID
+ Security	Assign scheduler
	1GB of MP4 or M4A cloud recording
	REST API
	Skype for Business (Lync) interoperability

4

I can't replicate the next steps, as Zoom is already installed on this PC, but I expect you will be asked for an email address and password. Then you should be registered and receive a welcome email from Zoom.

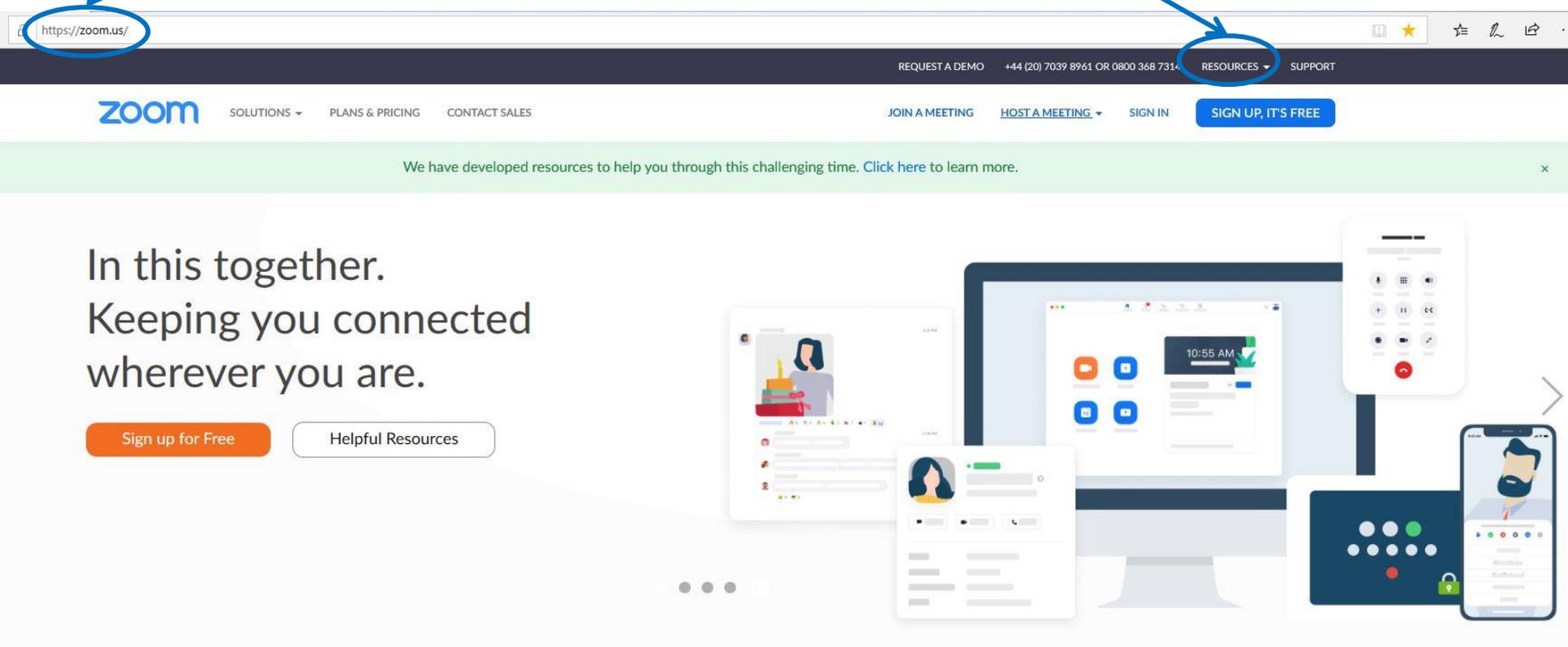
Whilst you can join Zoom meetings without a Zoom account, I suggest you now download the Zoom Client onto your computer for greater control of your involvement with a Zoom based video call.

So please go to instruction 5.

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zoom Client Installation Instructions

Go to <https://zoom.us/>, then open drop down menu under 'Resources' tab and click on 'Download Zoom Client'; this will take you to instruction 6.



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We have developed resources to help you through this challenging time. [Click here](#) to learn more.

Download Center

Download for IT Admin ▾

Click on
'Download'
Zoom Client for
Meetings.

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

Version 4.6.11 (20559.0413)

Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

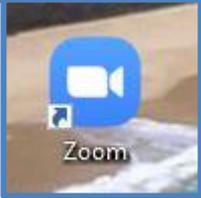
Download

Version 4.8.20547.0412

Add Zoom as an Add-in for Outlook on the web

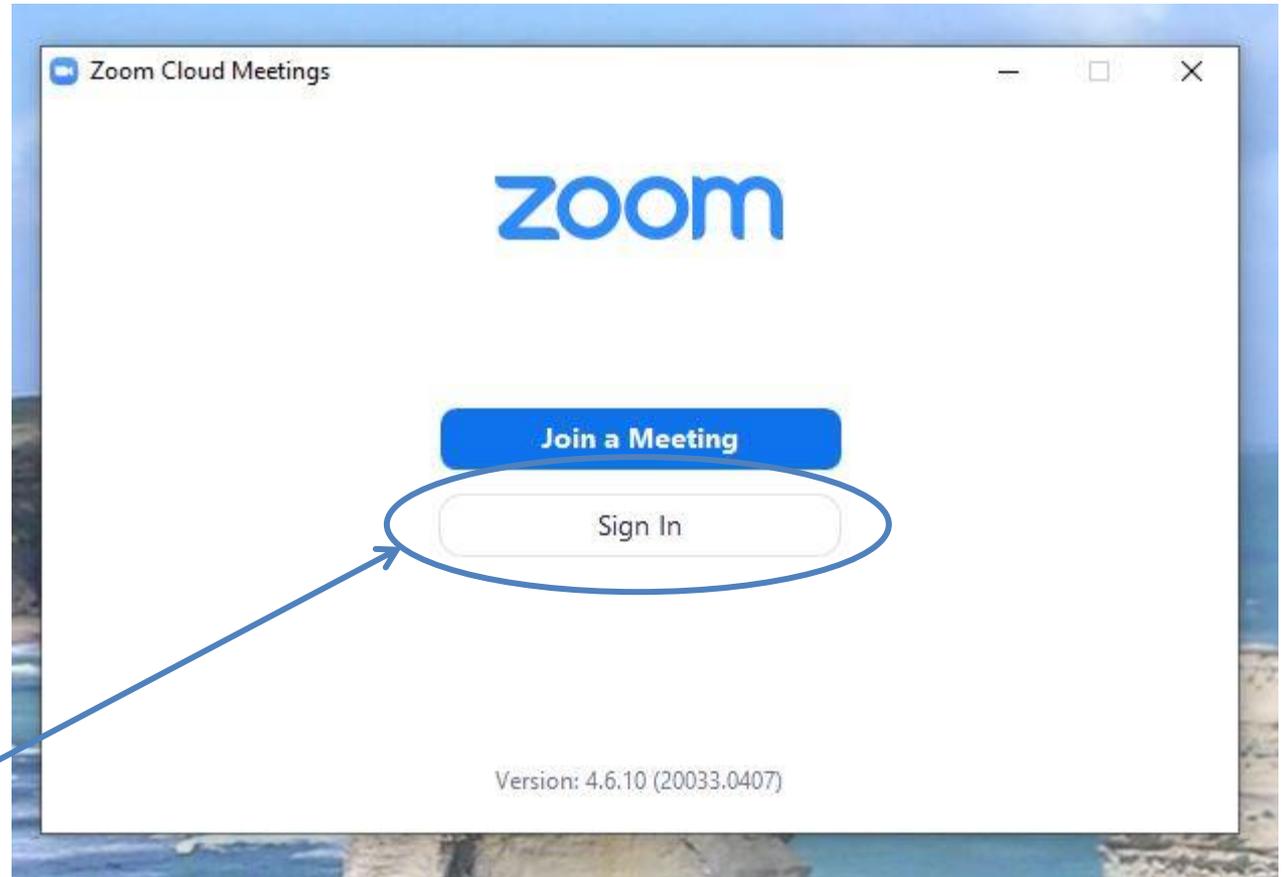
7

Once downloaded this icon should appear on your desktop.



Click on the icon to show the screen on right.

Suggest better to sign in, rather than 'Join a Meeting' yet.



8

Sign in with the email address and password you used to register with Zoom.

After clicking on 'Sign In', you should see instruction 9 as the next screen.

Zoom Cloud Meetings

Sign In

Enter your email

Enter your password [Forgot?](#)

Keep me signed in

Sign In

or

Sign In with SSO

Sign In with Google

Sign In with Facebook

[< Back](#)

[Sign Up Free](#)

9



Click to join a meeting arranged by someone else.



New Meeting ▾



Join



Schedule



Share screen ▾

13:09
15 April 2020

No upcoming meetings today

**10**

- Enter the meeting ID sent to you by the meeting initiator, click 'Join'
- Enter the meeting password on the next screen and join the meeting



Schedule

The image shows a Zoom 'Join Meeting' dialog box. At the top, it says 'Zoom' and has a close button. Below that is the title 'Join Meeting'. There is a text input field with the placeholder 'Enter meeting ID or personal link name' and a dropdown arrow. Below this is a name field containing 'Chris Middleton'. There are two checkboxes: 'Do not connect to audio' and 'Turn off my video', both of which are unchecked. At the bottom, there are two buttons: 'Join' and 'Cancel'. The 'Join' button is circled in red. A blue arrow points from the first bullet point of the list to the input field, and another blue arrow points from the second bullet point to the 'Join' button.

After entering the meeting password , the video call should be connected and we should be seeing and talking!

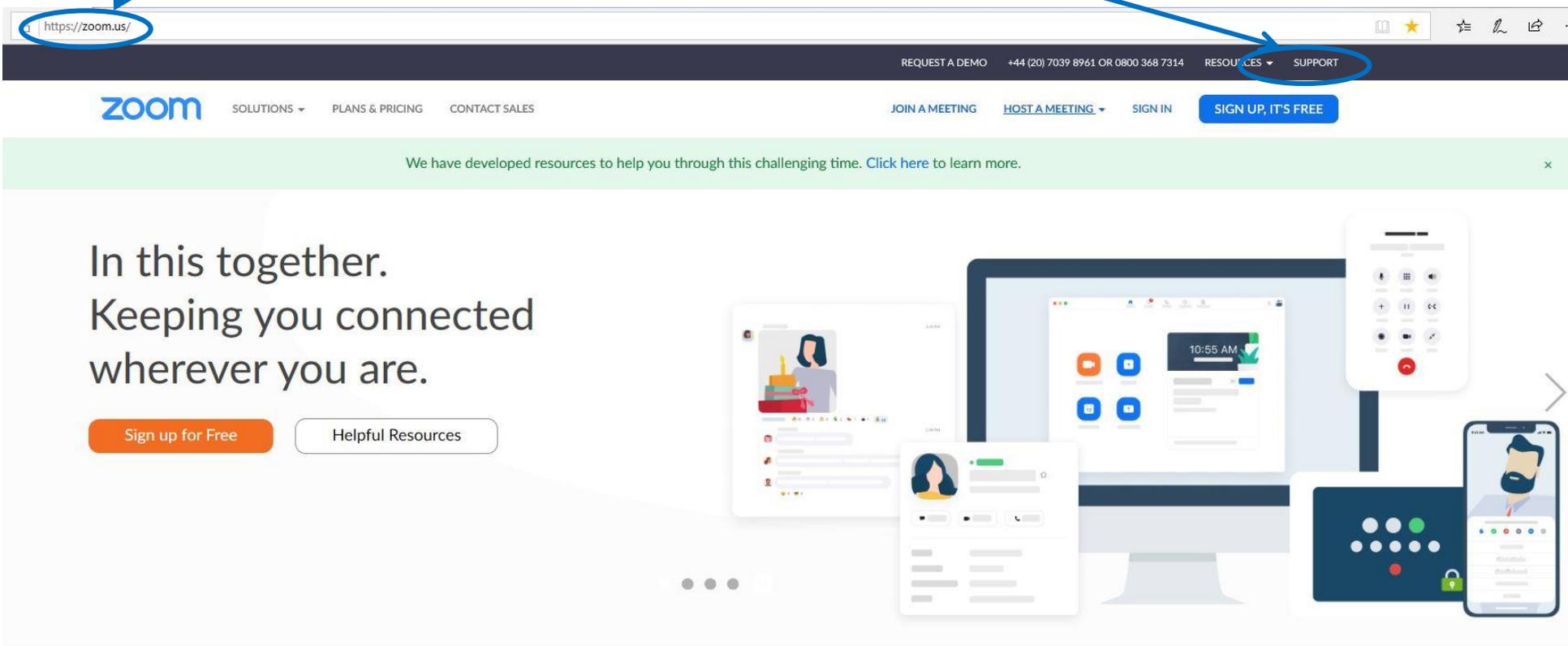
PS. There are other ways of joining a video call, but the above is the simplest at the outset; for other ways please refer to the Zoom website.

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Instructions 11 & 12 take you to the Zoom website where there is an abundance of support to help you get started and using Zoom.

Use Google to find <https://zoom.us> again and click on the Support tab.

This will take you to instruction 12.



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Search



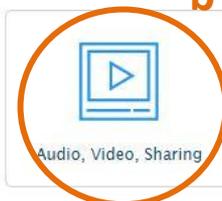
We have developed resources to help you through this challenging time. Click [here](#) to learn more.

Note: We are experiencing longer wait times than normal due to increased demand. You can still view answers to frequently asked questions or [contact us](#) but wait times may be longer than expected. Thank you for your patience.

Popular Topics



Getting Started



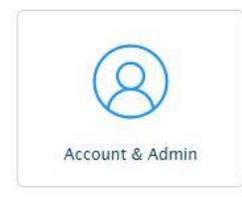
Audio, Video, Sharing



Meetings & Webinars



Zoom Phone



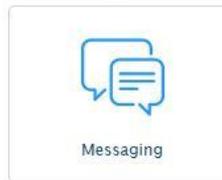
Account & Admin



Zoom Rooms



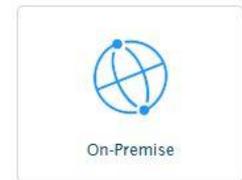
H.323/SIP



Messaging



Integration



On-Premise

One Minute Video Introductions [Show All Videos](#)



Join A Meeting



Record a Meeting



Joining & Configuring Audio & Video



Scheduling a Meeting with Zoom Website

Get Help

Click on each of the highlighted topics a-b-c-d as a minimum to gain familiarity with Zoom.