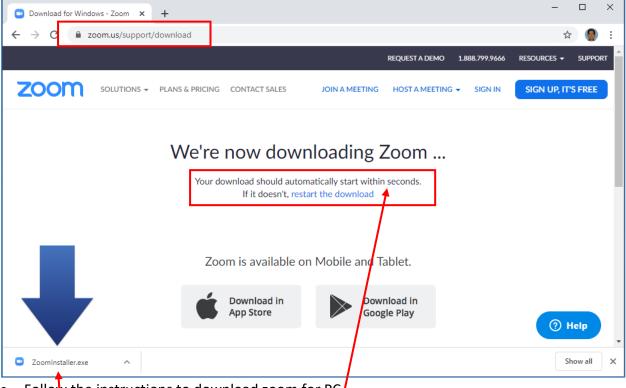
Using Zoom on the PC

1. Download and install the program

- Go to this site using your Internet Browser, e.g. Chrome browser from Google
- The address of the site (URL) is https://zoom.us/support/download
- This is what you will see



- Follow the instructions to download zoom for PC
- In my case, the download started automatically
- Double-Click on the downloaded installer file to run it

🖸 Zoom Installer			×	<
		Installing		
	1			
		15%		

• The installation process will run, then the window below will show up

2. Join your first meeting

Zoom Cloud Meetings	zoom	_	×
	Join a Meeting Sign In		
	Version: 4.6.7 (18176.0301)		

• When you click the "Join a Meeting" button, the window below left will pop up

Join Meeting	Join Meeting
Enter meeting ID or personal link name	627-370-2436
Enter your name	Lee HH
Remember my name for future meetings	Remember my name for future meetings
Do not connect to audio	Do not connect to audio
Turn off my video	 Turn off my video
Join Cancel	Join Cancel

- Complete the screen as per the right window
- The "Meeting ID" will be given by the person starting the meeting
- Click the Join button

🖸 Video Previe	iew X	
Always s	show video preview dialog when joining a video meeting	
	Join with Video Join without Video	
• Join wit	th Video	
Zoom		- D >
Coom	Connecting t ***	>
Zoom	Connecting t ***	>
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Zoom		
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Zoom	Din Audio	
Zoom	Join Audio	
Zoom	Join Audio	
Zoom	Join Audio	
Zoom	Din Audio	
Zoom	Din Audio	

- For the first time, BEFORE clicking the "Join with Computer Audio" button
 Click the "Test Speaker and Microphone"

3. Test Speaker and Microphone

• Need to do this one time only

Testing speaker	0
Do you hear a ringtone?	
Yes No	
Speaker 1: Speaker/Headphone (2- Realtek Hig 💙	
Output Level:	

- If you hear a ringtone, click Yes
- You can try other Speaker options from the drop down list

	Testing speaker	8
Do	o you hear a ringtone?	
	Yes No	
Speaker 1:	Speakers (High Definition Audio Dev 🕥	
Output Level:	Speakers (High Definition Audio Device) 229CQH (Intel(R) Display Audio)	
	Same as System	

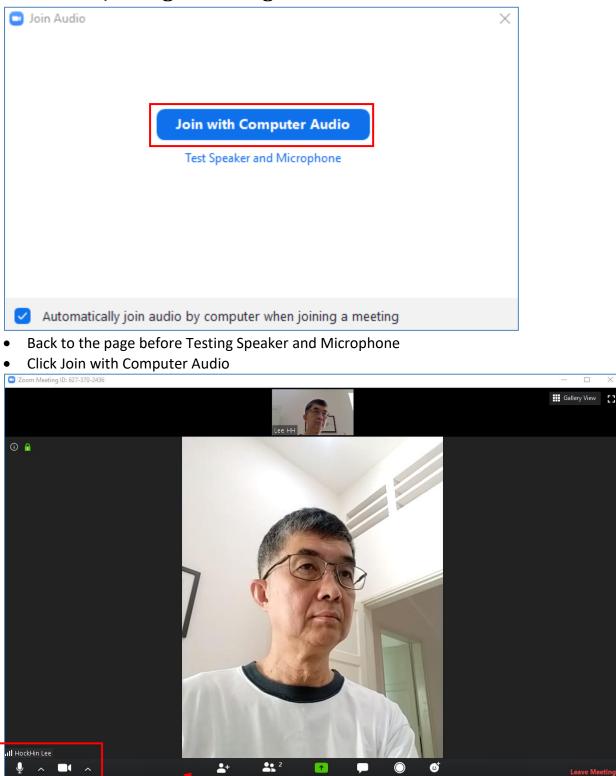
You have 4 microphones, now testing microphone 3	3
Speak and pause, do you hear a re	eplay?
Yes No	
Microphone 3: Microphone (2- Realtek High Definiti	. •
Input Level:	

- Speak and pause.
- Click Yes if you hear a replay
- You can try other microphone options if that one didn't work

Testing microphone Speak and pause, do you hear a replay? Yes No				
Microphone 1: Input Level:	Microphone (High Definition Audio Microphone (High Definition Audio Devic Line (DroidCam Virtual Audio) Same as System			
Speaker a Speaker: Microphone:		٢		
[Join with Computer Audio			

• Once OK, ready to join the meeting

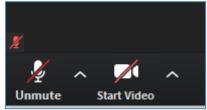
4. Back to Joining a Meeting



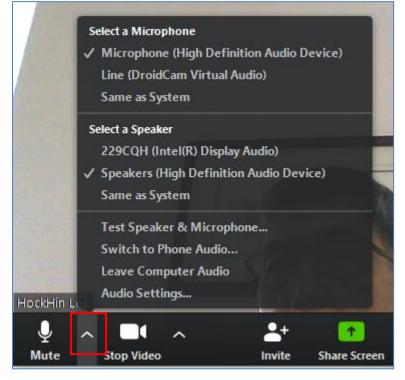
- You should see something like this
- If you move your mouse to the bottom of the screen, the bottom row will rise up
- Most important are the Microphone and Video options
- You might need to change the Video Source

5. Some useful options during meeting

• You can Mute your microphone, or turn off your video



• You might have several options for your microphone source (depending on your PC)

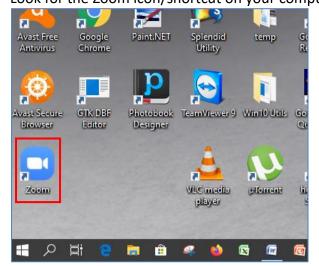


• You might have several options for your Video source



6. To Use Zoom subsequently

• Look for the Zoom icon/shortcut on your computer desktop



• Double click on it

Zoom						-
		n Home	⊊ Chat	() Meetings	© Contacts	Q Search
	New Meeting ~	+ Join			15:43 17 March 2020	
	19 Schedule	Share screen ~		1	No upcoming meetings today	,

• Choose the Join option

🖃 Zoom)
Join Meeting	I	
Enter meeting ID or	personal link	name 🗸
HockHin Lee		
 Do not connect to au Turn off my video 	ıdio	
	Join	Cancel

• And you are ready to go