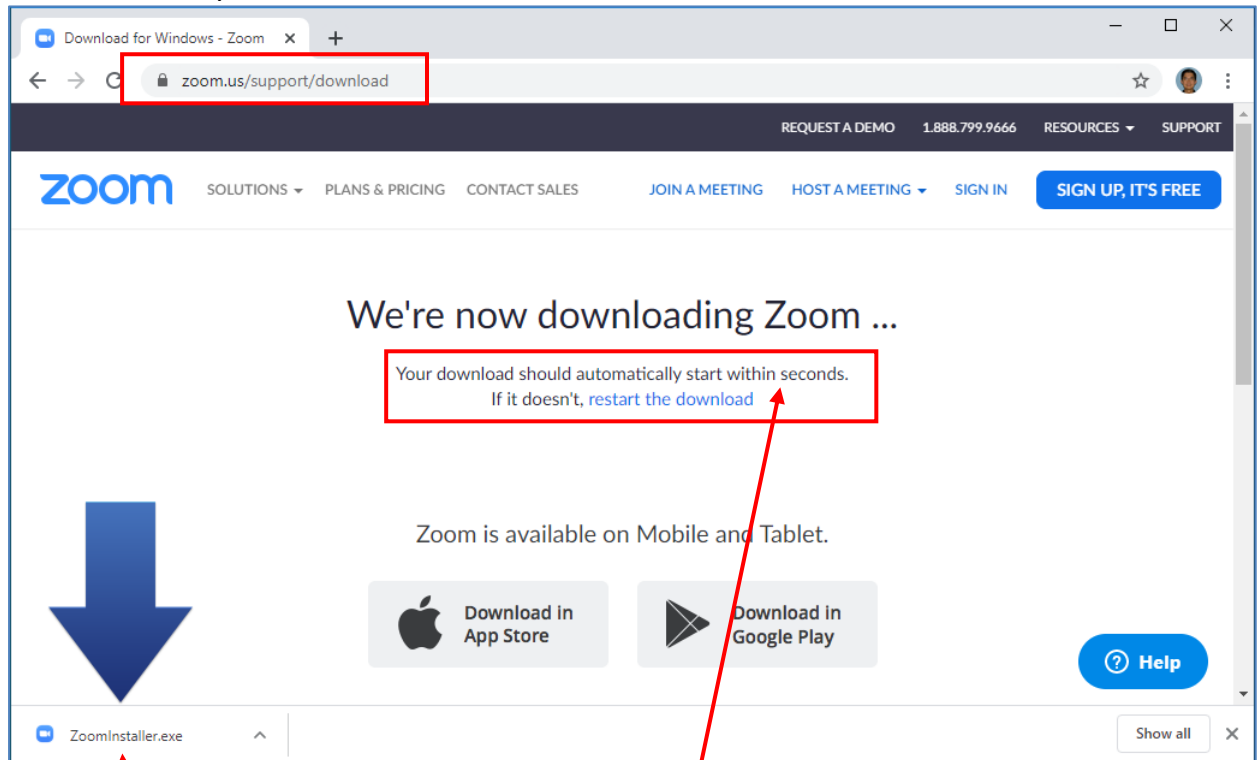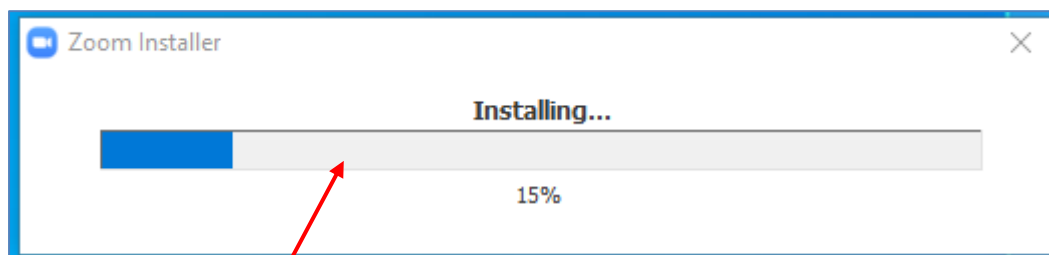# Using Zoom on the PC

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
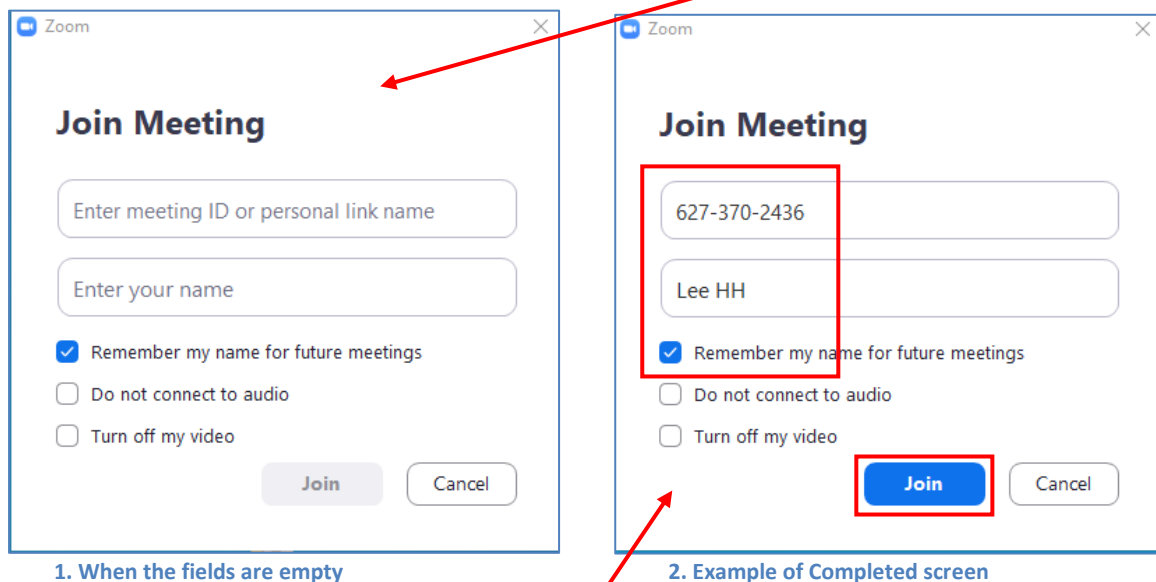- Double-Click on the downloaded installer file to run it

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

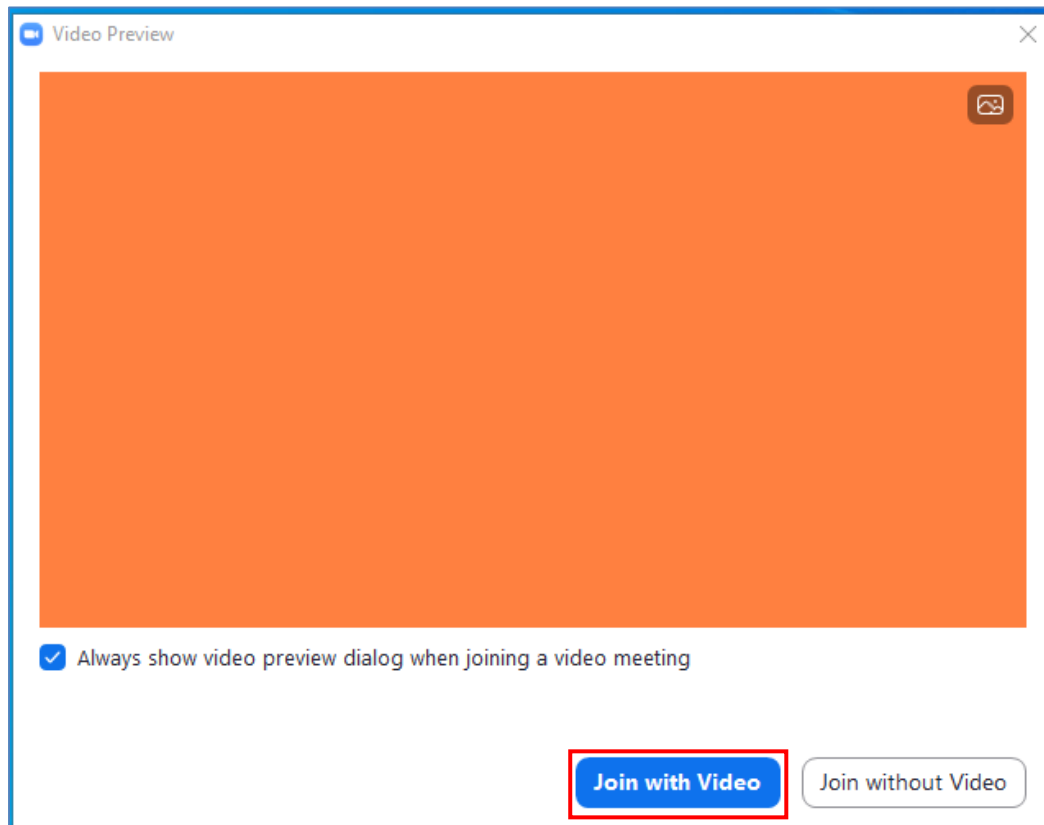# 2. Join your first meeting

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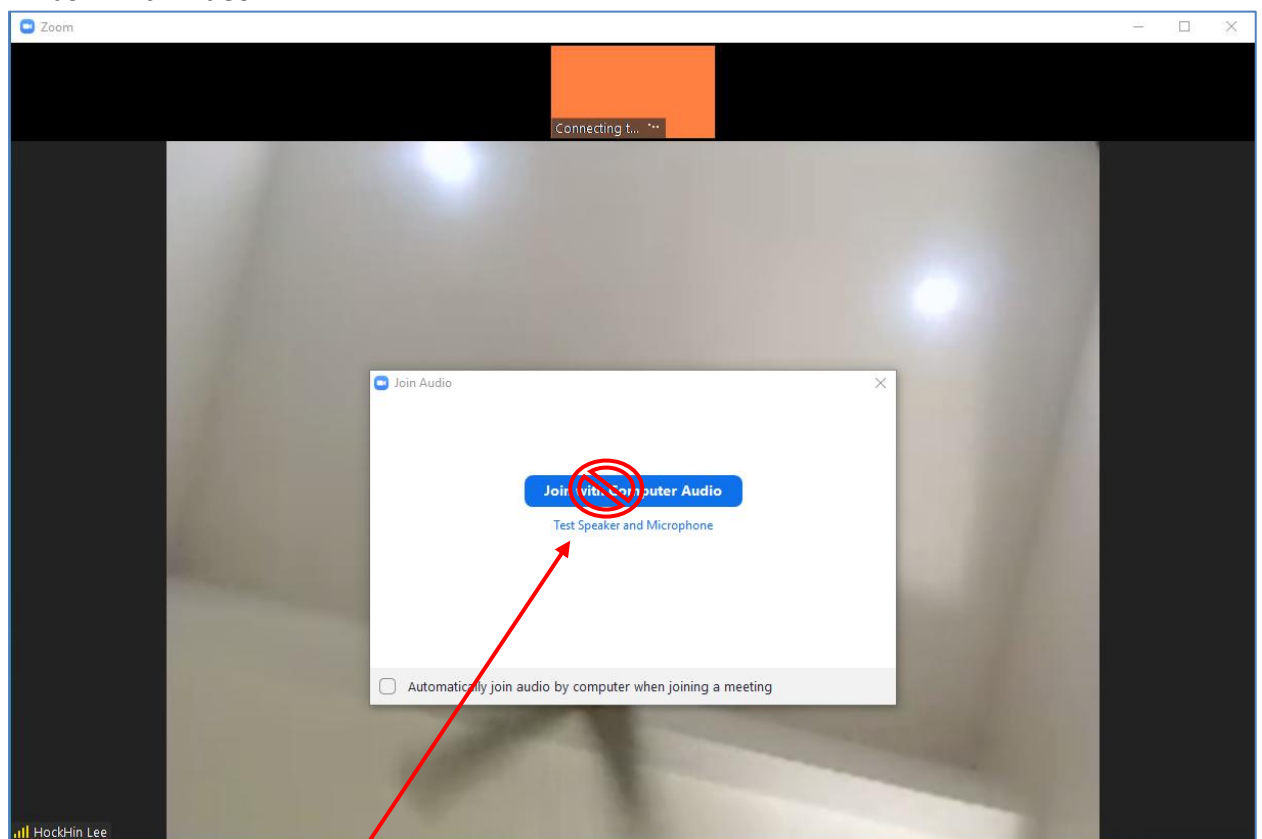

1. When the fields are empty

2. Example of Completed screen

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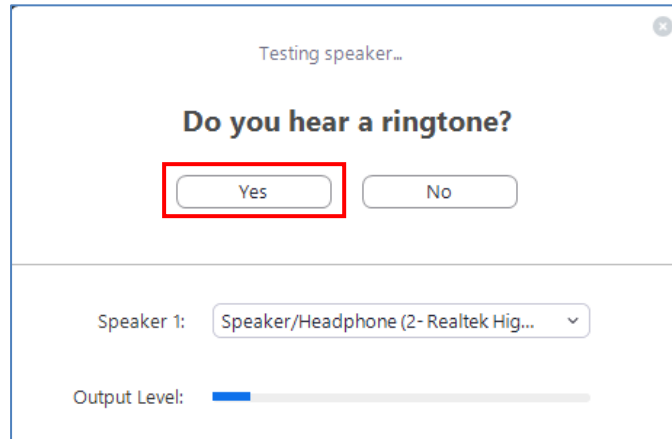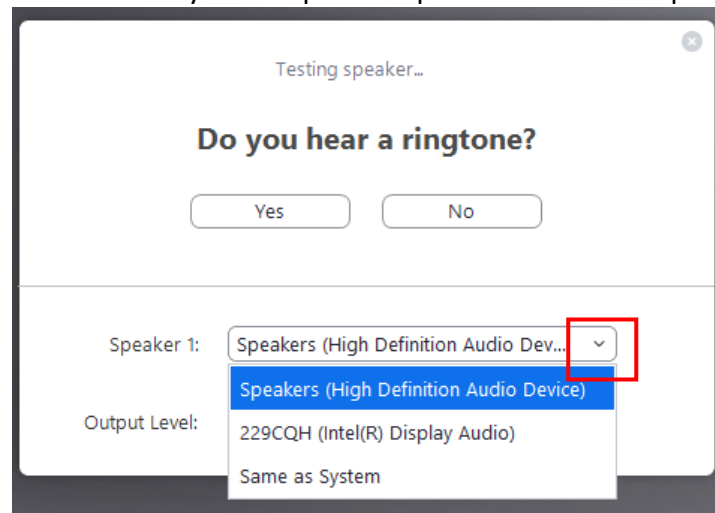- Click the Join button

- Join with Video

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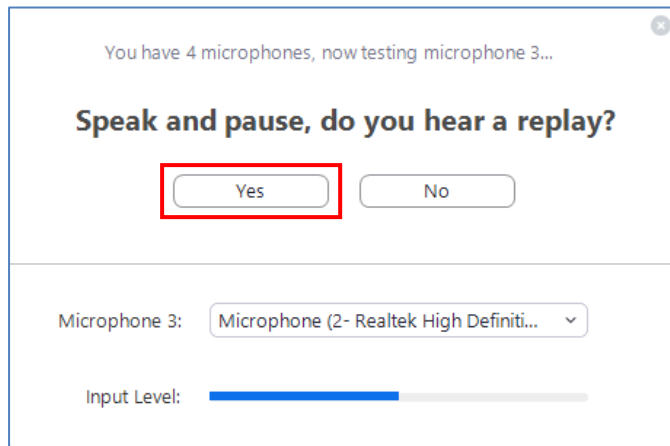- Click the "Test Speaker and Microphone"

3. Test Speaker and Microphone
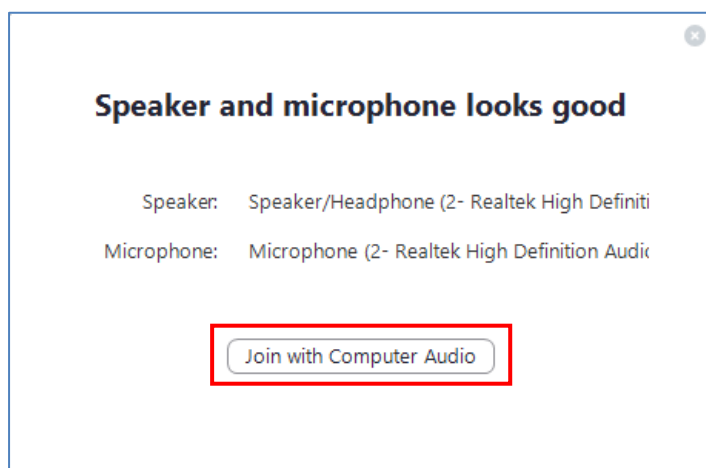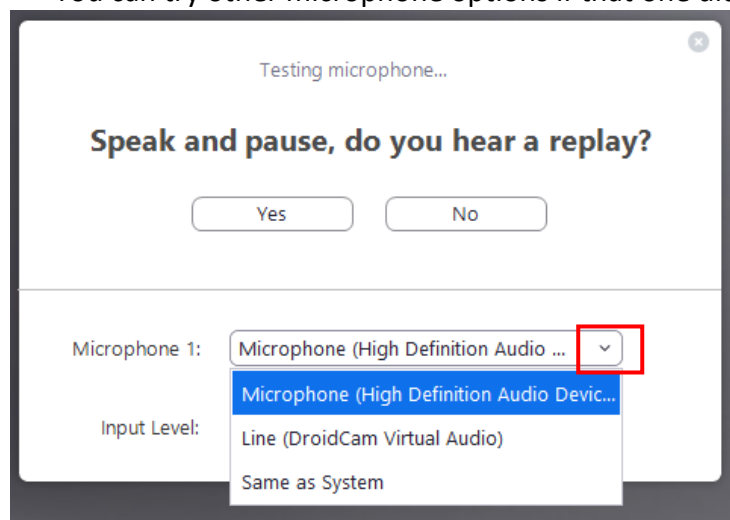
- Need to do this one time only

- If you hear a ringtone, click Yes

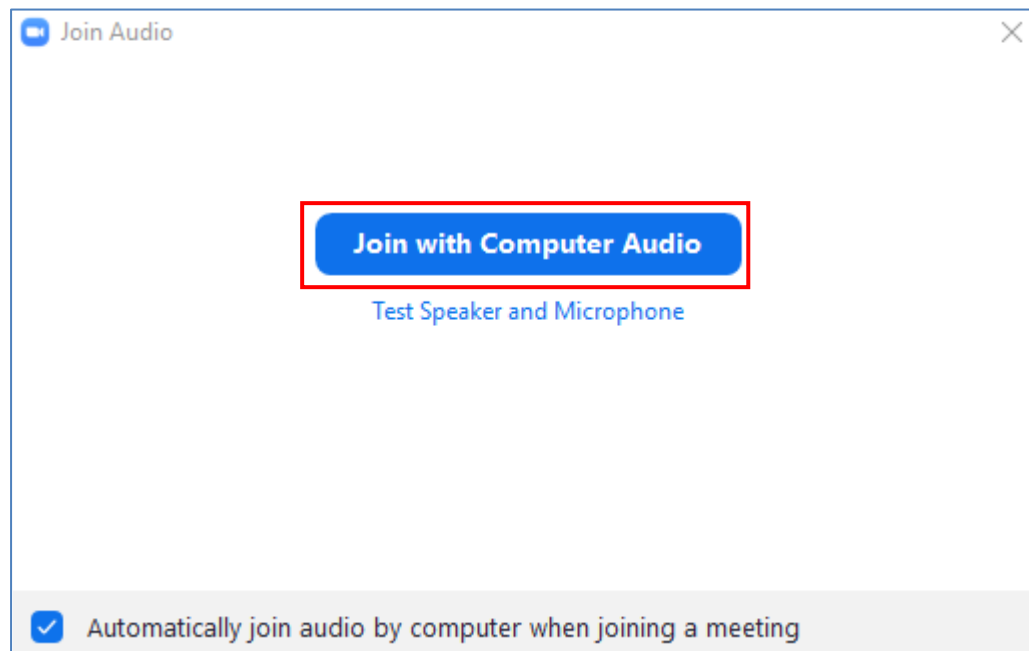- You can try other Speaker options from the drop down list

- Speak and pause.
- Click Yes if you hear a replay

- You can try other microphone options if that one didn't work

- Once OK, ready to join the meeting
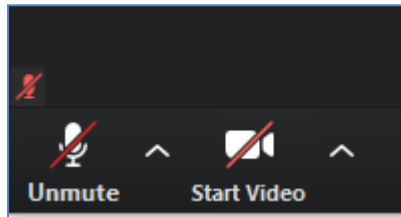
4. Back to Joining a Meeting

- Back to the page before Testing Speaker and Microphone
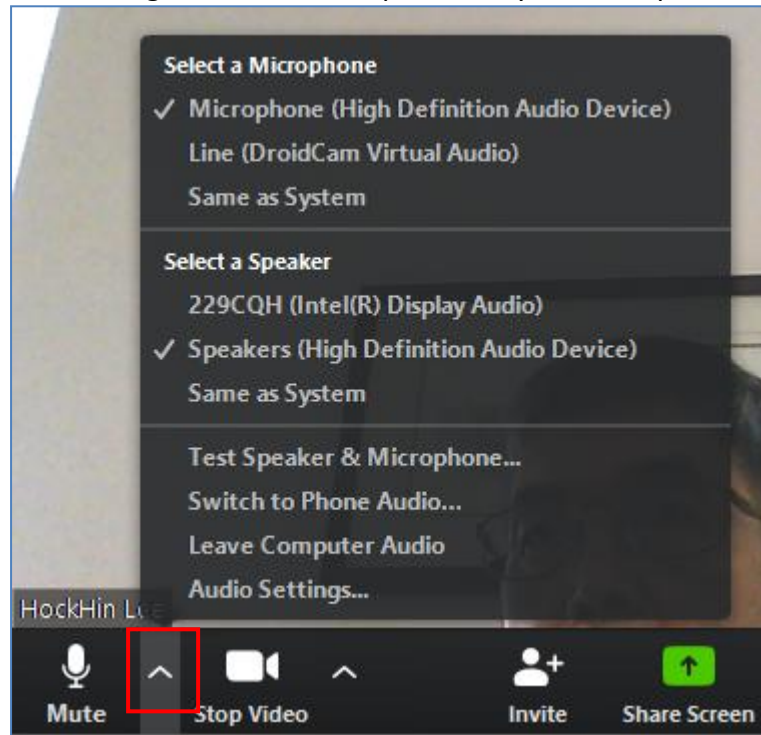- Click Join with Computer Audio

- 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

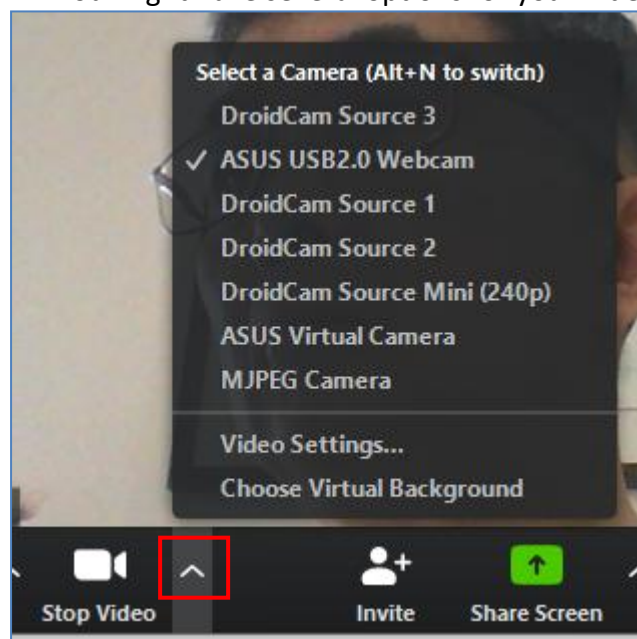# 5. Some useful options during meeting

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

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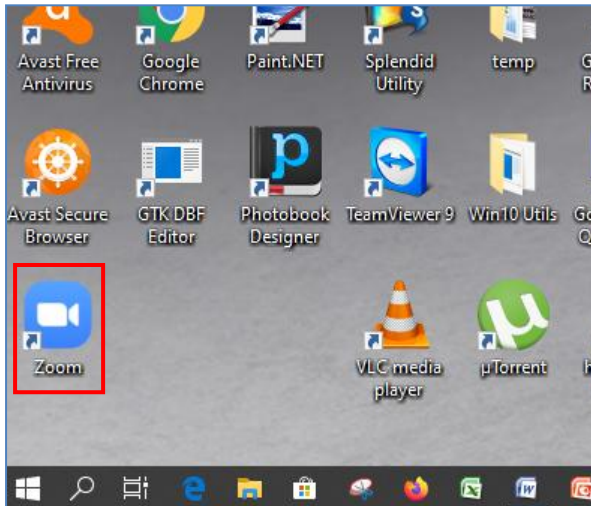

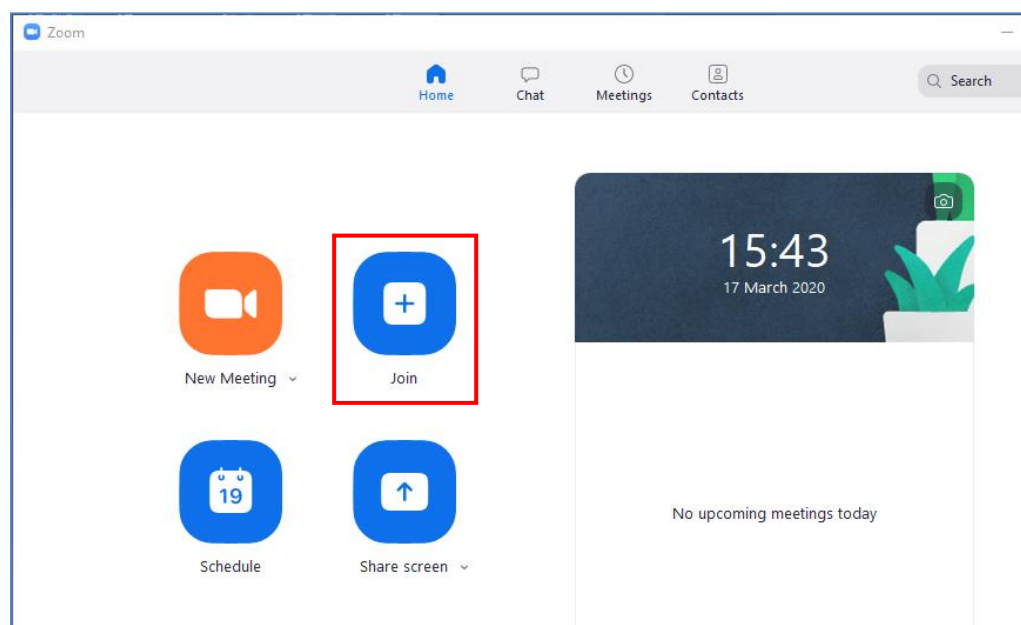- You might have several options for your Video source
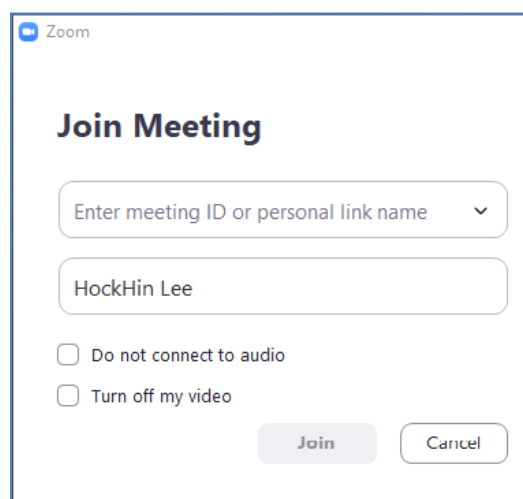
6. To Use Zoom subsequently

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

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- Double click on it

- Choose the Join option

- And you are ready to go