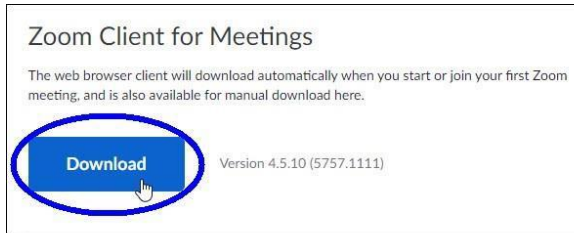


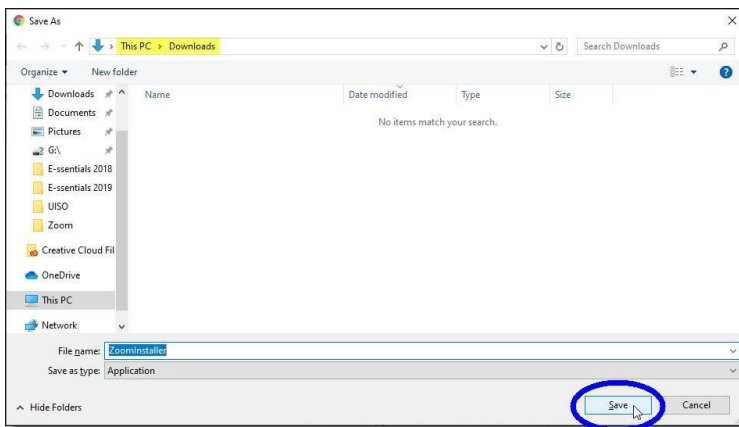
USING ZOOM ON A DESKTOP

INSTALLING ZOOM:

1. Go to the [Zoom software download page](#).
2. From the "Download Center" page, click Download under Zoom Client for Meetings.



3. In the "Save As" dialog box, select the Downloads folder as the destination folder on your computer in which to save the installer file *ZoomInstaller*, and then click Save.



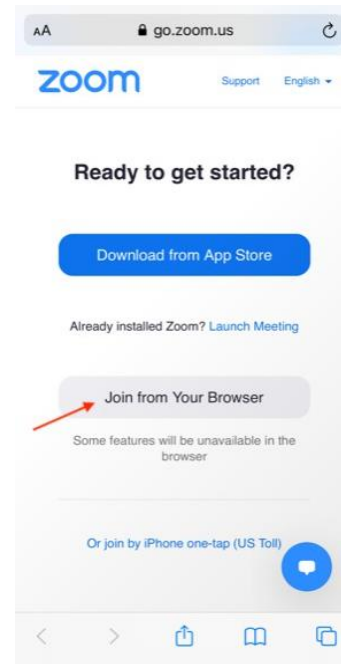
4. Once you've downloaded the *ZoomInstaller* file, double-click on the installer file in Windows Explorer to start the installation process.
5. If the following "Open File" pop-up window displays, click Run



6. The install process starts, as shown by the progress bar below.

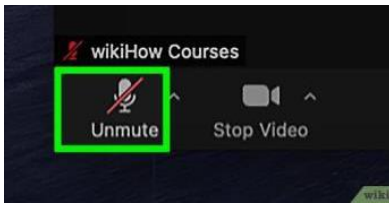


7. Open the email your provider has sent you with the zoom link
8. Click on the link, and this will pop up on your screen
9. Click "Join from your browser" and it will take you to the meeting

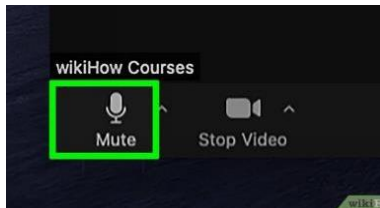


HOW TO UNMUTE IN A MEETING:

1. When you join the meeting, you may start off muted. If you see the microphone at the bottom of the next photo, that means you are muted.

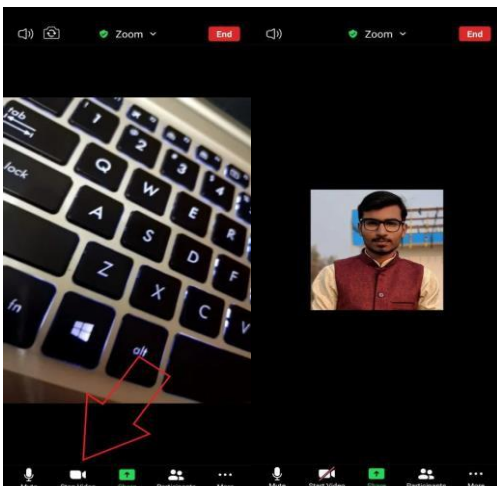


2. To unmute yourself, click the microphone icon with your cursor and the red line should go away showing that you have unmuted yourself, like in the image below.



HOW TO TURN YOUR CAMERA ON AND OFF:

1. In the first photo, the arrow is pointing at a video icon. When it looks like that, your video is on.
2. In the second photo, the video icon has a red line through it, meaning the video is no longer on.



HOW TO LEAVE THE MEETING:

1. In the upper right-hand corner, there is a RED "Leave" button, click it once.
2. A button will then pop up saying "Leave the Meeting" click that and it will end the meeting.

