Zoom Meeting/Webinar Instructions for attendees

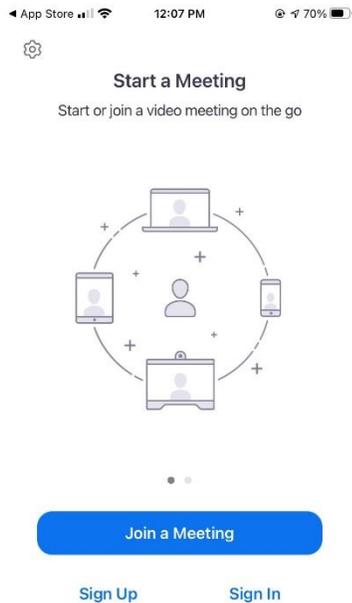1. How To Download App - App is free.
      iPhone and Android

Downloading Zoom for Android: (If you do not know what you have, check for the Apple Sign on any of your devices and if there is none then it is probably an android)

1. Locate your **google play store**:
   a. Go to your play store, the icon looks like a triangle pointing to the right with the colors red, green, yellow and blue in it like the one above. (If you are a kindle fire user, select the **Appstore**. icon.)
   b. If you do not know where this is, go to your home screen and a search bar will be on top. You can search for the **play store** there.
2. Search **Zoom Cloud Meetings** in the play store**.** There should be a search bar at the top of the screen. Once you have searched **Zoom Cloud Meetings** a blue icon with a camcorder will pop up and beside it will say **Zoom Cloud Meetings**. For Kindle users, select the **"Get App"** button and the "download" button to download the app.
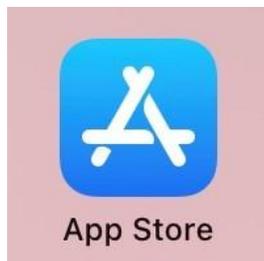

3. Tap the **instal**l button.
4. There will be a pop-up box and in that box check **continue**.
5. If you have password on your phone/tablet it may ask that you enter that, if prompted please enter the password and then press **OK**.
6. It may take a moment to complete the download.
7. Once it is downloaded you will be prompted to **Open in Play Store**, then hit **Open.** Now you should be in the app and see **Join a Meeting.**
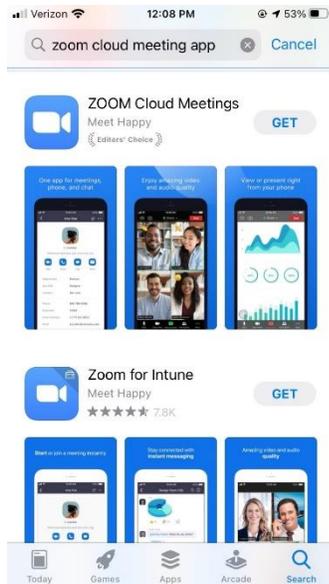
You **do not need to sign up for an account** to use Zoom.

Downloading the Zoom App for Apple iPhone or iPad:

1. Locate the **App Store**: The Icon picture is a blue square with a white A inside of it.

   a. If you cannot locate it scroll over as far left as you can go, and a search bar will pop up on the top of the screen. Search **App Store**.
2. Once in the app store locate the **search icon** which will be on the lower right-hand side of your screen and will have a magnifying glass as the icon. Search **Zoom Cloud Meetings.**
3. Hit **Get.**

4. You may be prompted to enter in your **Apple password, fingerprint, or face ID** to download the app.
5. It may take a moment to complete the download.
    a. Once it has downloaded you can hit **Open**. Now you should be in the app and see **Join a Meeting.**

You **do not need to sign up for an account** to use Zoom.

Computer? (extension or download needed)

Downloading Zoom for Computer:

1. **Choose your internet browser.** This could be Google Chrome, Safari, Firefox etc.)
2. Visit this link https://zoom.us/download
3. You will see a big blue rectangle that says **Download**. Click this button. Your computer may get a pop-up box asking you to verify the download or if it is safe to download.

4. Once you click download you will notice that there is a box on the lower left side of your browsing screen. This is the zoom file being downloaded to our computer. **Double click on this Zoom Install File.**
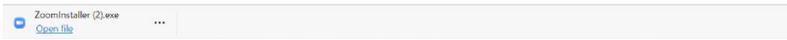

   a. *If you are a using a mac computer, you will follow all the steps above and then will be prompted on the computer to follow specific directions.*
   b. *Once you have finished those steps it will be the same process as below.*
5. Once Zoom has been installed a pop-up box will show in the middle of your screen and show to **Sign In or Join a Meeting**.
   a. You **do not need to sign up for an account** to use Zoom.

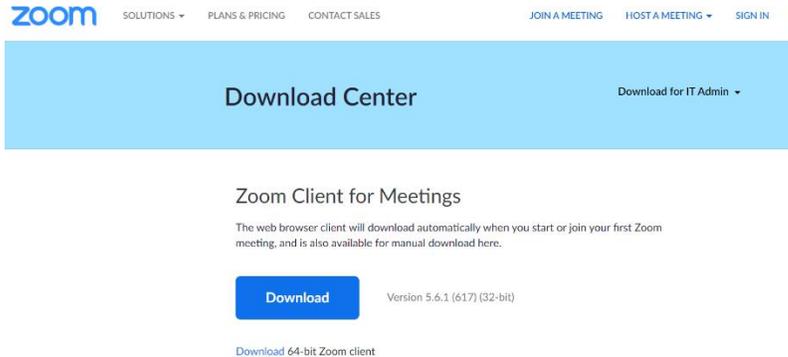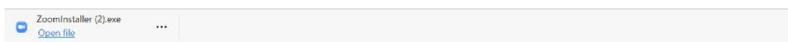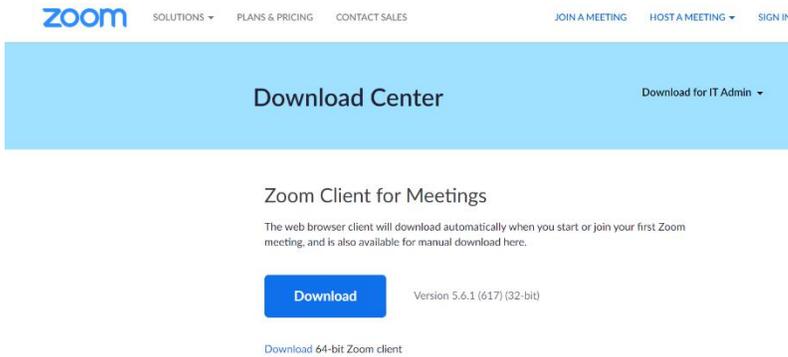When you are going back to Zoom after you have completed the steps below you may find that you have the desktop app for Zoom. If you do not you can search for Zoom in the lower left-hand side of the screen. Generally, there is a magnifying glass icon to indicate a search function. Type Zoom into the search bar and the app should show up below.

How to Update Zoom Application (if needed)

1. Open web browser, go to https://zoom.us/support/download
2. Click the '**Download**' button on the most recent version available, read the steps, and continue until it is installed

3. Once you click download you will notice that there is a box on the lower left side of your browsing screen. This is the zoom file being downloaded to our computer. **Double click on this Zoom Install File.**

   a. *If you are a using a mac computer, you will follow all the steps above and then will be prompted on the computer to follow specific directions.*
   b. *Once you have finished those steps it will be the same process as below.*
4. Once Zoom has been installed a pop-up box will show in the middle of your screen and show to **Sign In or Join a Meeting**.
   a. You **do not need to sign up for an account** to use Zoom.

Resources -

1. https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting
2. https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials
3. https://support.zoom.us/hc/en-us/articles/207279736
4. How to Chat Apps Powerpoint
5. Later for Host Tips - https://support.zoom.us/hc/en-us/articles/360021921032-Zoom-Room-meeting-controls-and-settings?mobile_site=true#h_9ea0bc4a-5221-4959-89b2-9d24fa22c9ee
6. Make sure Zoom is up-to-date https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version