

- A. Download the app: <https://zoom.us/support/download?zcid=1231>
- B. Double click the app and install it on your pc.

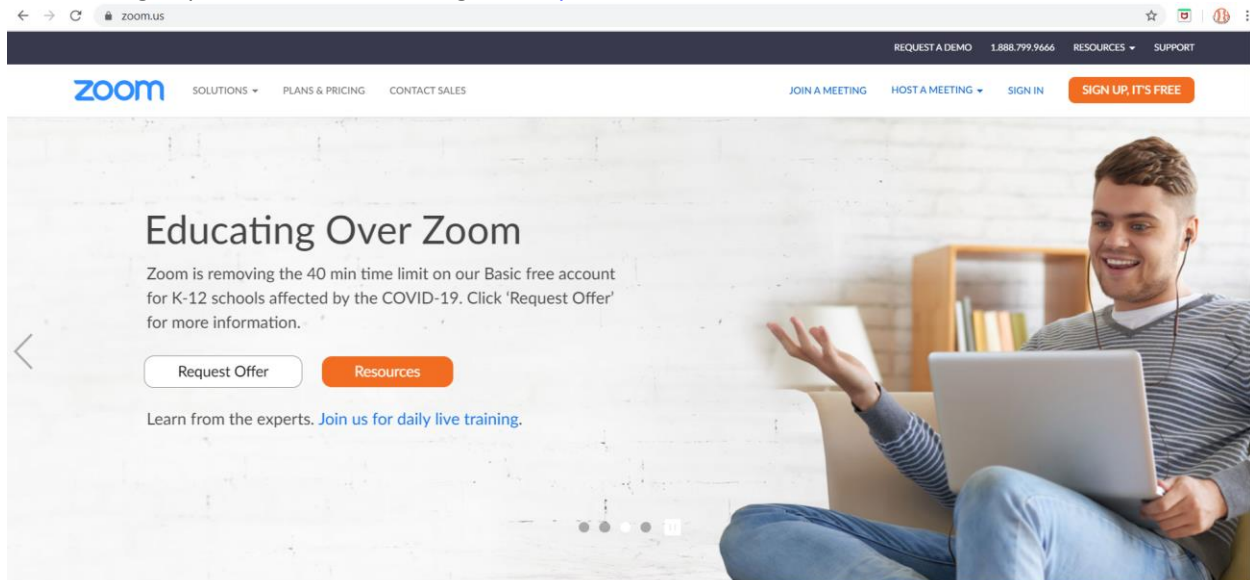
Hosting a Meeting:

- 1. **Open your Zoom app** on your desktop and click **Sign In**.

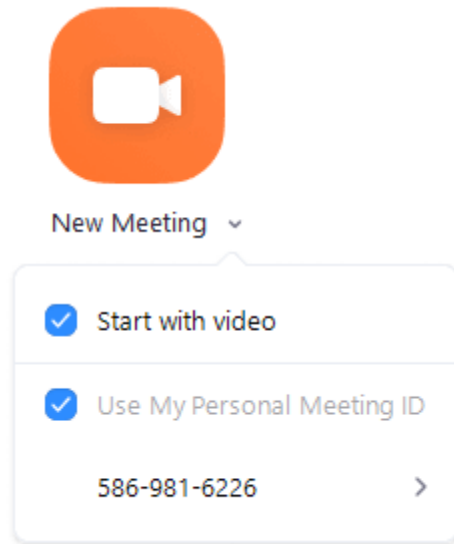


- 2. Use **Gmail, Facebook account** to sign in or you can sign up for a new Zoom Account and use the email and password.

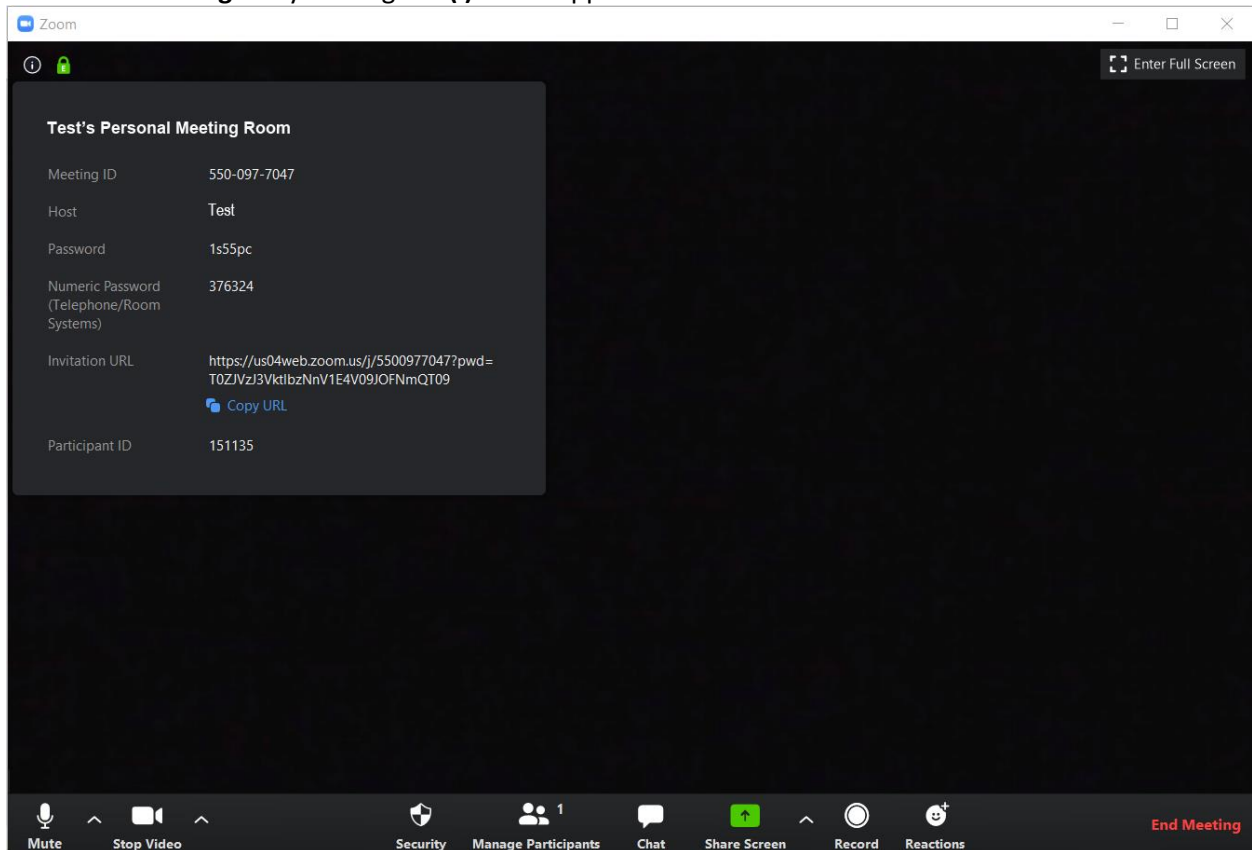
Note: To Sign up for a Zoom account, go to <https://zoom.us/> and click **“SIGN UP IT’S FREE”**



3. Click the downward arrow and select **Start with video**, then click **New Meeting** to start an instant meeting.



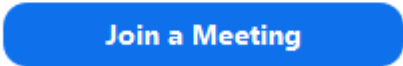
4. Get the **Meeting ID** by clicking the **(i)** in the upper left corner of the screen.



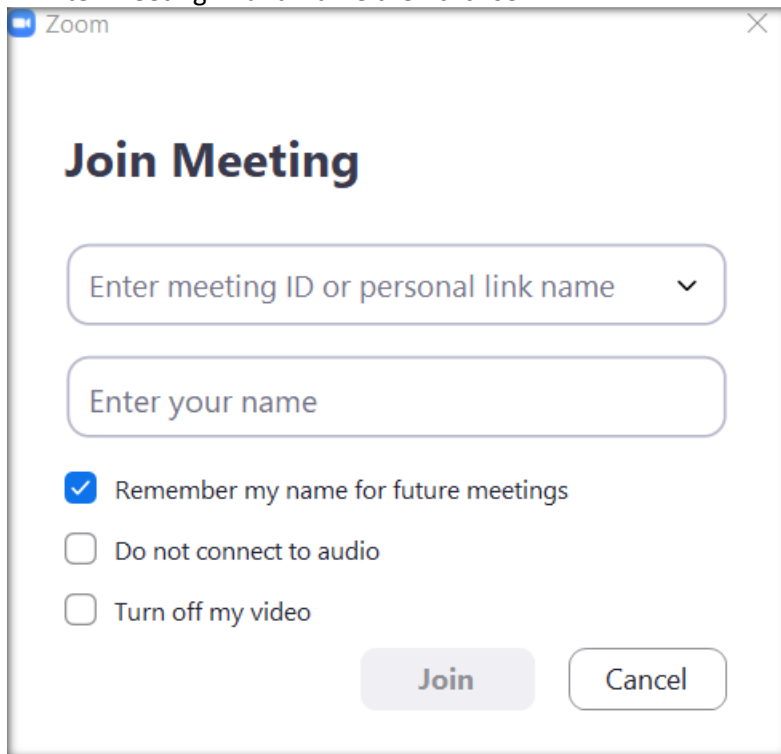
Note: If you **do NOT** have the Zoom app installed, go to zoom.us and select "**Host a Meeting**" then click "**With Video On**" to start the installation.

Joining a Meeting:

1. **Open your Zoom app** on your desktop and click **Join a Meeting**.

The Zoom logo is displayed in a blue, lowercase, sans-serif font.A blue, rounded rectangular button with the text "Join a Meeting" in white.A white, rounded rectangular button with a thin grey border and the text "Sign In" in grey.

2. Enter Meeting ID and Name then click **Join**.

A screenshot of the Zoom application's "Join Meeting" dialog box. The window title is "Zoom" with a close button in the top right corner. The main heading is "Join Meeting". Below the heading are two input fields: "Enter meeting ID or personal link name" with a dropdown arrow, and "Enter your name". There are three checkboxes: "Remember my name for future meetings" (checked), "Do not connect to audio", and "Turn off my video". At the bottom are two buttons: "Join" and "Cancel".

Zoom

Join Meeting

Enter meeting ID or personal link name

Enter your name

Remember my name for future meetings

Do not connect to audio

Turn off my video

Join Cancel

Note: If you **do NOT** have the Zoom app installed, go to zoom.us and select "Join a Meeting" to start the installation.