

## Quick Start guide to Zoom for new users using Windows or Apple Mac computers.

You don't need any fancy equipment to use Zoom, just a phone, tablet or computer that connects to the internet.

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from <https://zoom.us/download> - just scroll down the page until you find the relevant link (eg ios, android, windows, mac)

Otherwise, you will be prompted to download and install Zoom when you click a join link.

Each meeting has a unique 9, 10, or 11-digit number called a [meeting ID](#) that will be required to join a Zoom meeting



1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
  - o Click **Join a Meeting** if you want to join without signing in.

The Zoom logo, consisting of the word 'zoom' in a blue, lowercase, sans-serif font.

A blue button with rounded corners containing the text 'Join a Meeting' in white.

A white button with rounded corners and a thin grey border containing the text 'Sign In' in grey.

- o Sign in to Zoom then click **Join**.



Join

3. Enter the [meeting ID](#) number and your display name.
  - o If you're signed in, change your name if you don't want your [default name](#) to appear.
  - o If you're not signed in, enter a display name.

### Join a Meeting

A screenshot of the Zoom 'Join a Meeting' dialog box. It features a dropdown menu for 'Meeting ID or Personal Link Name', a text input field containing 'Grant MacLaren', two radio button options for 'Do not connect to audio' and 'Turn off my video', and 'Join' and 'Cancel' buttons at the bottom.

4. Select if you would like to connect audio and/or video and click **Join**.