



## Cheat Sheet

### Getting Started:

It will be helpful for you to sign-up for a free Zoom account before getting started, but it is not critical for you to **join** a meeting. If you wish to **host** a Zoom meeting, you will need to create a new account. To sign-up for a free account, go to <https://zoom.us/signup>

### Downloading and Installing Zoom:

To download the Zoom application to your computer, go to <https://zoom.us/download> and click on “Zoom Client for Meetings” download button.

### To install the application:

Depending on what browser you use: Firefox, Chrome, Internet Explorer, or Safari, you should look for the ZoomInstaller.exe file. This can be found at the bottom of the page or in a new pop-up window. If you don't see the ZoomInstaller.exe file, then go to your Downloads folder and double click on the file.



Here is a helpful video:

<https://www.youtube.com/watch?v=UAa3MADuvsg>



## Chrome:

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

### Download Center

Download for IT Admin ▾

#### Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

[Download](#) Version 4.6.11 (20559.0413)

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#### Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

[Download](#) Version 4.8.20547.0412

[Add Zoom as an Add-in for Outlook on the web](#)

[Help](#)

ZoomInstaller (1).exe 108/108 MB [Show all](#) >

SmartPhones (iPad/iPad/Android):



*Download the app to your smartphone:*

1. In the App Store (for iPhones) or Google Play Apps (for Android) search “Zoom.” The results may call it “Zoom” or “Zoom Cloud Meeting.”
2. Download the app. (The app icon can be seen to the right.)
3. Tap the Zoom icon on your device to launch the app.
4. You will be given the option to “Sign In” or “Join a Meeting.”



Once installed on your smartphone, open the application and allow Zoom to use your microphone and camera.



## How to Join a Meeting:

There are 2 ways to join a meeting.

1. You can either click on the meeting link that was sent to you in an email or
2. You can manually enter the meeting ID and password

Here is a helpful video:



[https://www.youtube.com/watch?v=hIkCmbvAHQQ&list=PLKpRxBfeD1kEM\\_I1Id3N\\_XI77fKDzSXe&index=2](https://www.youtube.com/watch?v=hIkCmbvAHQQ&list=PLKpRxBfeD1kEM_I1Id3N_XI77fKDzSXe&index=2)

