

How To Download, Set-up, And Use Zoom

Although I have several pages of notes, the actual installation of Zoom is very easy and straight forward. It is accomplished with only two or three steps depending on the device you plan to use for the meeting.

My 14 year old granddaughter uses Zoom several times a week while her school conducts classes remotely. If children can use and install this software you can too (or get your grandkids or children to set it up for you).

There is no cost, nor are there any sign ups required to use Zoom software.

To use Zoom, go to Item 1 and use the paragraph for MAC or PC, Android, or IOS depending on the device you are using.

1. DOWNLOAD AND INSTALL THE SOFTWARE:

For MAC or PC access:

Go to <https://support.zoom.us/hc/en-us/articles/207373866-Zoom-Installers>

Select your operating system (either Windows or Mac).

Click on "Zoom Client For Meetings".

The software you need is now being downloaded to where you store online downloads (probably your Downloads folder).

Go to INSTALL THE SOFTWARE (Step number 2 below)

For Android Access:

Go to Play Store on your device.

Search for Zoom.

Select “Zoom Cloud Meetings” and click the “Install” button.

You do not have to try Google Pass or pay for anything else Google tries to sell you.

Select the icon to start the app.

Click on the button to “Join A Meeting”. (Again, you do not need to “Sign Up” or “Sign In” unless you want to host your own Zoom meetings.

Go to Step 3.

For IOS Access:

Select “App Store” on your device.

Search for “Zoom”.

For the “Zoom Cloud Meetings” app, click on “Get”.

When the installation finishes click on the Zoom icon.

Go to Step 3.

STEP 2. INSTALL THE SOFTWARE:

(This describes using the Zoom client with Windows. Other operating systems will function very similar).

You will install the software once it is downloaded. (The software is probably in your Downloads folder.)

Right click on the Zoominstaller.exe file.

Select Run As Administrator.

If asked, allow the application to make changes to your computer.

A window called “Zoom Cloud Meetings” will open on your desktop.

Continue to STEP 3.

STEP 3. CLICK ON “JOIN A MEETING”

(If it is present) Ensure the box marked “Remember My Name For Future Meetings” is checked.

In the “Meeting ID” box enter **801-315-5768**. (This is my unique number and will be used each time for a session conducted by Carl Bartell).

Click on the “Join” oval.

If you have a camera attached to your computer click on “Join With Video”

If you don’t have a camera, click on “Join Without Video”.

At the bottom of the popup click the box to “Automatically Join Audio”

Click “Join With Computer Audio” or “Call Using Internet Audio”.

At this point you should be participating in the meeting. Welcome to Messianic Delaware Online.

When the meeting ends click the “Leave Meeting” button at the bottom right of your screen.

For additional help on joining a meeting go to:

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

Additional Information

If your camera or audio aren’t working properly, there is an “^” next to the word “Audio” at the bottom left of the screen. Click on the “^” and select “Test Speaker & Microphone”. You then can test the various audio and video devices attached to your device and select those settings that work for your system.

On a PC, if your installation did not put a shortcut on your screen, click on your “Start” or Windows button. Right click on the “Start Zoom” icon and drag it to your desktop. You now have a shortcut for Zoom.

Remember the meeting ID number **801-315-5768**. Write it down near your computer so you will have it for future meetings.

Your microphone should be muted when you join a meeting. If you have a camera, you will see small windows with each of the meeting participants that are using a camera. Make sure the sound button at the bottom left of the screen is set to "Mute". To talk during the meeting you will need to "Unmute" your microphone. If you do this you will either need to use a headphone or have your sound turned off, otherwise your microphone feeds back into the system and creates a feedback tone.

This whole installation process should take less than 5 minutes.

You do not need to click on "Sign Up Free", or log in, or buy anything. You would only do this if you wanted to host meetings.

During next week, I will email you and post on our website times that you can test your system out using an actual meeting I set up. In this way you'll know that your system is ready for our next Fellowship.

This document will also be available on the MessianicDelaware.org website.

Please call me at (302) 841-5783 if you have any problems with your installation.

Carl Bartell