

# A QUICK START GUIDE TO ZOOM

## New to Zoom?

**Zoom is free and easy to use.**

First load the latest version of the Zoom app well before the meeting. For PC or Mac, go to <http://zoom.us> Under the Resources menu tab (upper right), choose **Download Zoom Client**.

For cell phones and tablets, go to App store or Google Play to download **Zoom Cloud Meetings**.

## THEN ...Get Familiar with Zoom

This link takes you to a short video clip about Joining a Meeting and setting your video and audio....  
<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

Here is a Quick Start Guide for New Zoom Users

<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>

There are many great free Zoom tutorials, check them out [here](#)

## After You Have Zoom on Your Computer or Device:

- **Test your camera, Test your Microphone and see how to turn them on and off, usually at the lower left or bottom of your screen. Use the Mute button is so your household sounds are not heard by everyone in the meeting.**

**Note:** *Not all Desktop monitors have a built-in camera and microphone. To be seen, you need a webcam; to be heard, you need a microphone. You can watch and listen without them, but cannot fully participate in the meeting or class without the camera and microphone.*

- **Set your actual name on your image. Click on the 3 dots in the upper right of your image and choose Rename.**
- **Learn how to switch between GALLERY VIEW (which shows you everyone in the meeting) and SPEAKER VIEW (which shows whoever is talking).**

**Now you will be ready to participate in Zoom meetings!**