

# Installing Zoom on Windows

These instructions will help you install Zoom on your Windows computer and use the computer's audio system. You do not need to make a phone call to participate in the meeting

## 1. Go to [zoom.us/download](https://zoom.us/download)

You can use any browser. There are minor differences in how each browser manages downloads.

Click **Download**.

## 2. Run ZoomInstaller

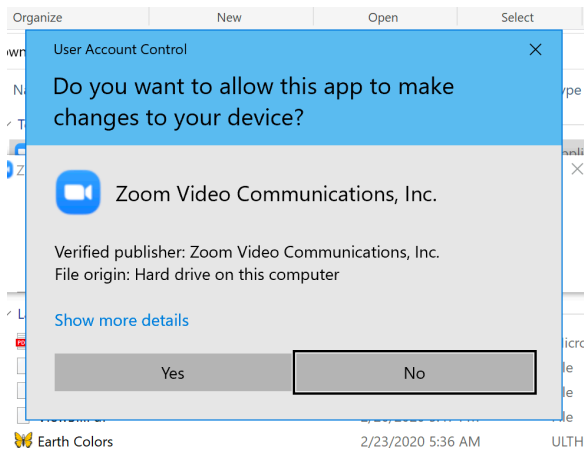
Go to your **Downloads** folder

Double-click the **ZoomInstaller** icon.

This will begin the installation process.

## 3. Allow Zoom to Make Changes

Click **Yes**. (**NOTE: This dialog may be behind another window**)

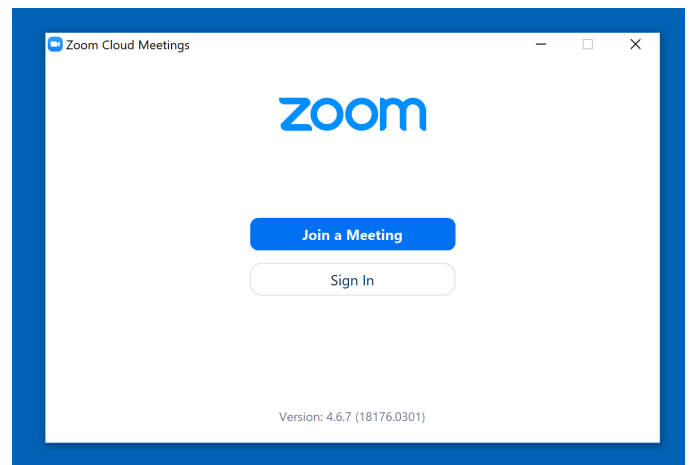
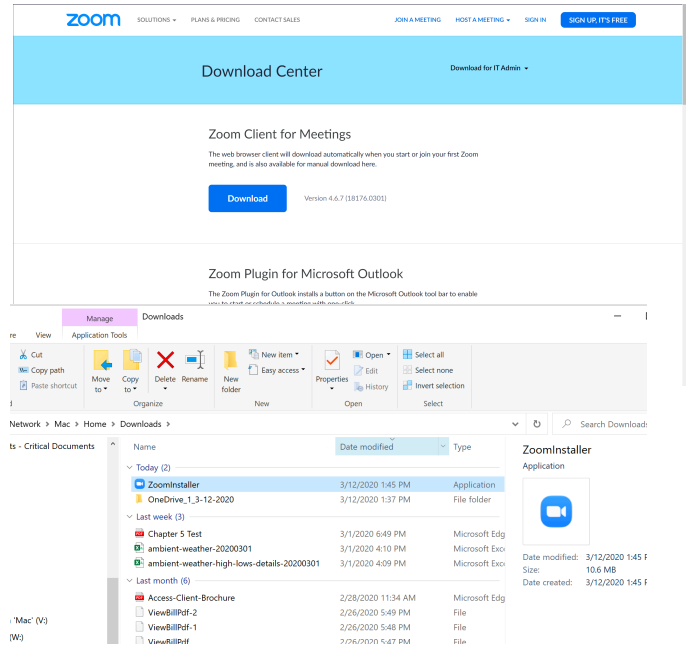


At this point, your Windows computer should show the Join a Meeting Dialog.

You can quit for now until the meeting.

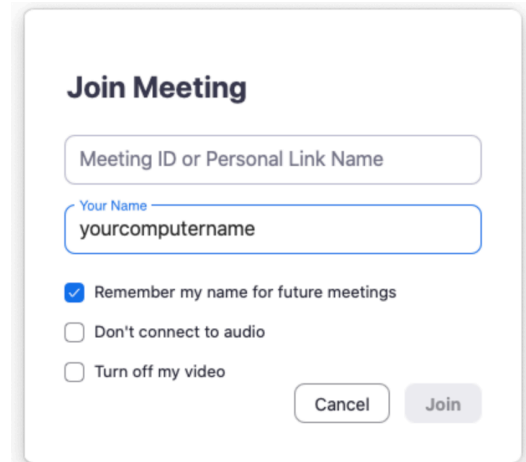
## 4. Join the Meeting

From your Start Menu list, click on Zoom.



## 5. Enter ID and other Credentials Provided in Meeting Announcement

- Enter the Meeting ID
- Enter your name and check Remember my name for future meetings.
- Leave the Don't Connect to Audio unchecked so you can participate in the meeting discussion.
- You can turn off your video.
- You may also need to enter a Password provided in the meeting invitation.



## 6. Wait for the Host to Start the Meeting

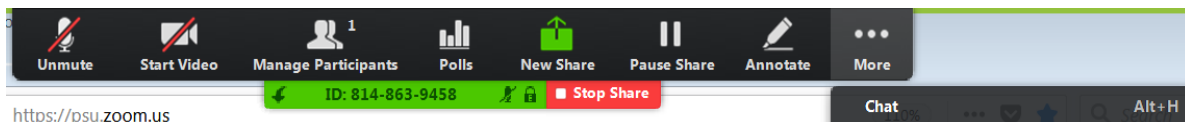
## 7. Participating in the Meeting

The meeting host will display meeting agenda and any documents we need to review together.

The **Manage Participants** button will let you see who is on the call and let you vote and raise your hand.

## 8. Meeting Controls

During the meeting, you'll see a control panel at the bottom of the screen.



When you click on the Manage Participants icon, you'll also see the others on the call and buttons that allow you to raise your hand and vote.

