

Installing Zoom on MacOS

These instructions will help you install Zoom on your Macbook 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

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

Click **Download**.

2. Allow Download

"Do you want to allow downloads on zoom.us?"

Click **Yes**

3. Run zoom.pkg

Go to your **Downloads** folder

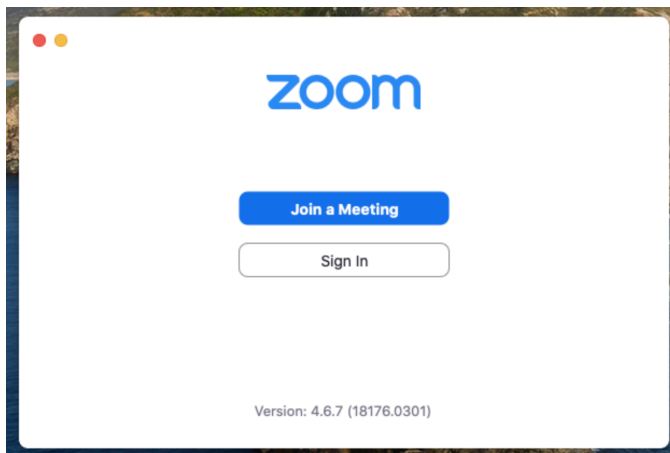
Double-click the **zoom.pkg** icon.

This will begin the installation process.

4. Allow software package test

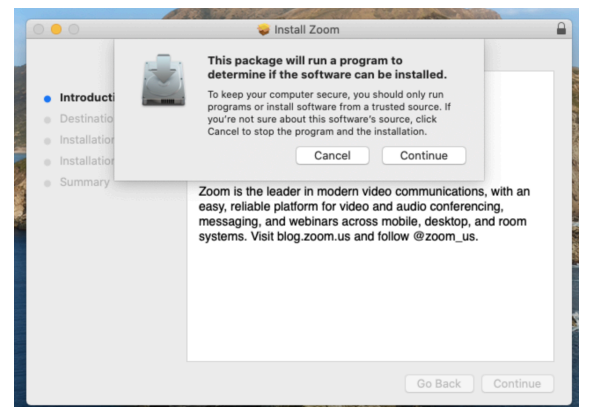
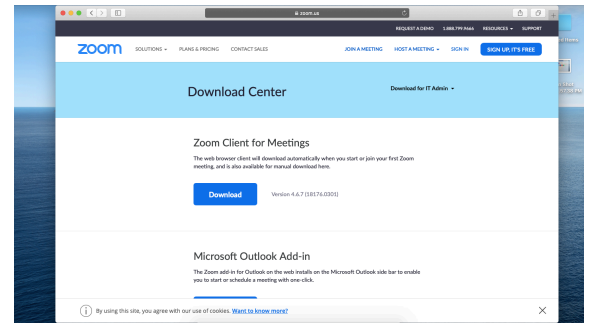
Click **Continue**

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



You can quit for now.

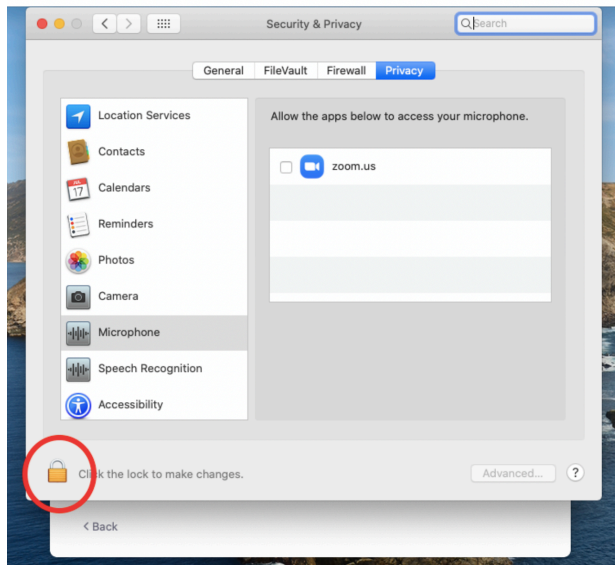
When you're ready to join the meeting, Zoom will ask you additional questions. (Next page).



5. Enable Microphone

Zoom may ask to be able to use your microphone. In that case, you'll click on **Go to Settings** and select **Privacy**.

Then click the padlock to allow you change this setting.



Then enter your computer password (the one you use when you turn on your computer).

Then click **Unlock**.

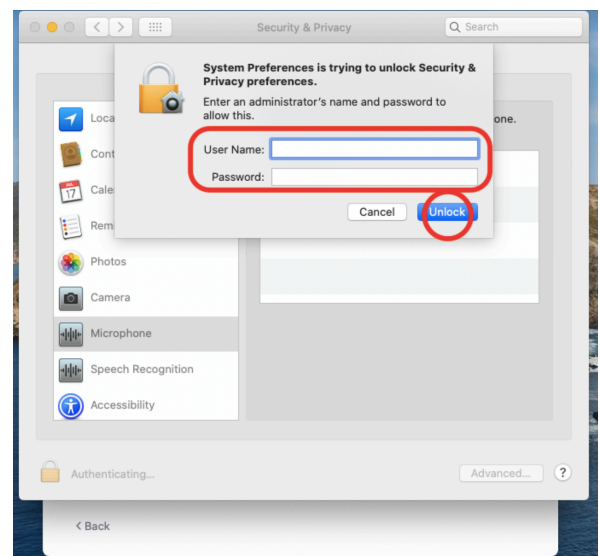
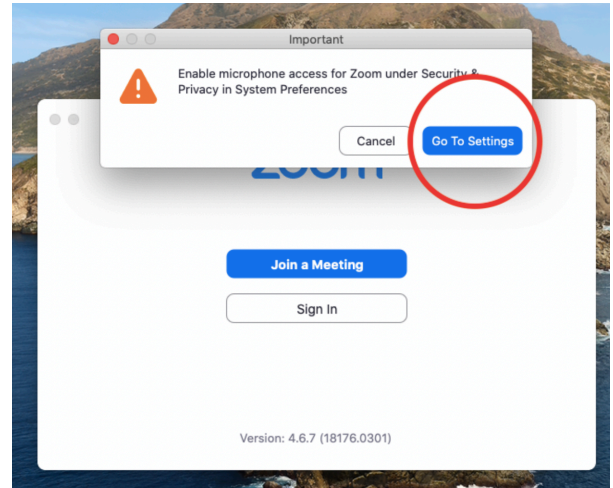
You may have to then click **Quit Zoom** to allow the change to take place.

Click the box next to **zoom.us**.

At this point, you're ready to join a Zoom meeting.

Zoom may ask to use your camera. You don't need to do that unless you want us to see you.

It may also ask to **Join Computer Audio**, which you do want.



6. Join the Meeting

From your Applications list, click on Zoom.

7. 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.

8. Wait for the Host to Start the Meeting

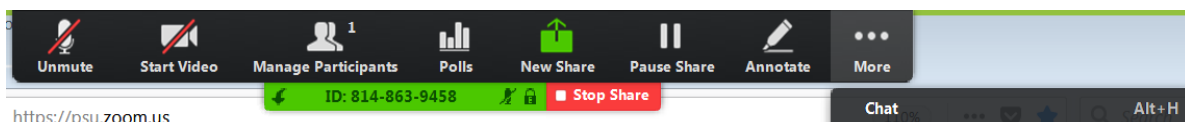
9. Participating in the Meeting

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.

10. Meeting Controls

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

A screenshot of the Zoom 'Join Meeting' dialog box. It has a white background with a light gray border. At the top, it says 'Join Meeting' in bold. Below that are two input fields: 'Meeting ID or Personal Link Name' and 'Your Name' (with 'yourcomputername' entered). There are three checkboxes: 'Remember my name for future meetings' (checked), 'Don't connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom right are 'Cancel' and 'Join' buttons.

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.

