Tutorial 1: Using Zoom for the first time

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1: Introduction

Zoom is software designed to enable you to meet up with others online, using video and audio. During the Coronavirus isolation period, many WIs are using this as a means to remain connected with others.

If you're new to using this type of technology, it might seem a bit daunting. Don't worry though, the people at Zoom have tried to make the process as simple as they can.
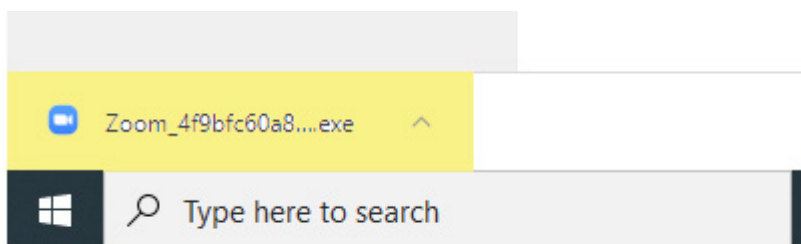
This tutorial is a step-by-step guide to downloading Zoom **without setting up an account**.

i	You only need to sign up for an account if you are planning to host your own Zoom meetings.
	If you are just attending meetings which have been set up by someone else within the WI, you don't need an account.
	If you are planning on hosting a Zoom meeting for your WI, you will need to sign up for a free or paid Zoom account [**See Tutorial 4**]
	It is possible to join a meeting using a browser, but your options will be limited in terms of what you can do.

2: Using Zoom for the first time, using a link

Your meeting organiser (or host) will send you a link to follow. If you click on the link you have been sent, Zoom will prompt you to download the software.

The first time you click a Zoom link, you will be taken to the Zoom website. You may see a box that asks you to download the software. If this doesn't appear, have a look on the page, and find the **download and run Zoom** link. Click on this to download the software. The file will download, and you will see it appear in the bar at the bottom of your browser window.
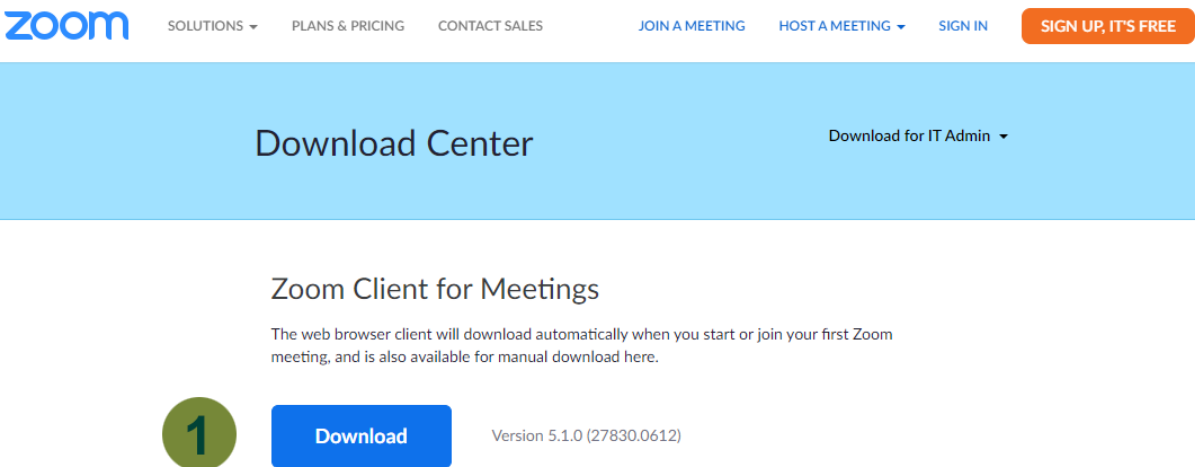
If you click on the file that has been downloaded in the bottom of your browser, the software will install. You may need to double click, depending on how your computer is set up. You will get a message to say that the Zoom site is trying to open Zoom meetings. You just need to allow this by clicking the **Open** option.
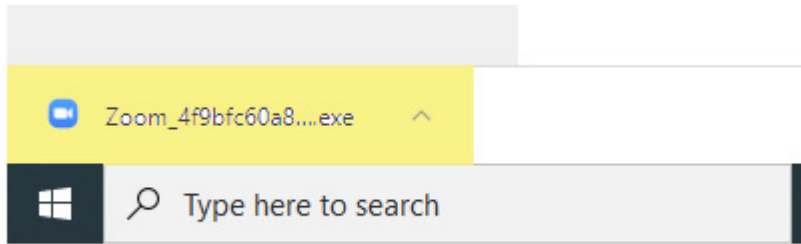
3: Downloading Zoom without a link

If you want to download Zoom, but don't have a meeting arranged, or a link to follow, then you can do this from the Zoom website.

👉	Go to the **Zoom download** page **https://zoom.us/download**

You will need to choose the **Zoom Client for Meetings.** This is **number 1 in the image below**.

When you click on the link, the software will download. You will see this appear in the bar at the bottom of your browser window.

You will need to click (or double click) this file to set everything up. You will get a message to say that the Zoom site is trying to open Zoom meetings. You just need to allow this by clicking the **Open** option.

Once your software has been downloaded, you will be able to access a meeting by either:

- using a link that has been sent to you (you will always be asked to Open Zoom meetings), or
- opening the Zoom app on your computer and typing in in the **Meeting ID** and **password**.

In **Tutorial 2**, you will be guided through the steps you need to take, as you join your Zoom meeting.