

Installing Zoom (Mac)

Version 1.1

This document provides guidance for installing Zoom on a Mac computer so you can attend Judea Reform's Annual Meeting. **It is best if you do this well before trying to join the meeting so, if you have problems, you can get help.** The document is drawn from Zoom's on-line help and has been lightly edited to fit the needs of our congregation.

Because of how Mac computers handle security, you will need to make proceed in three steps:

- Preparation
- Installation
- Authorization

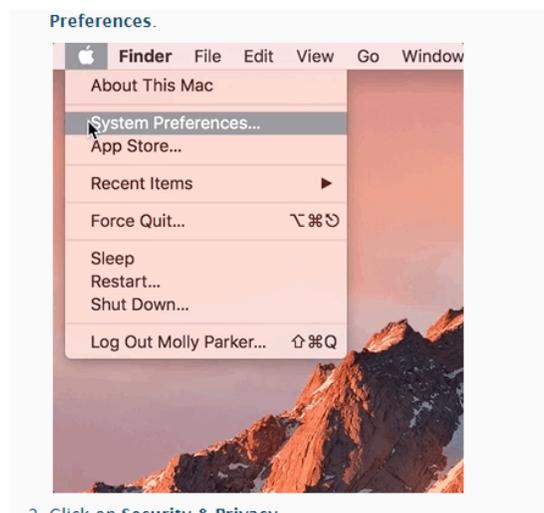
Each step is described in a separate section below.

Preparation

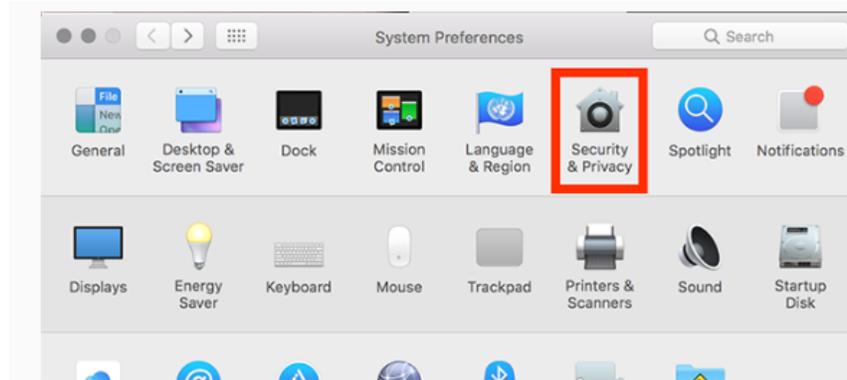
To install Zoom on your Mac, you need to change your *Security & Privacy* settings. To do this, you will need your computer's administrator username and password. Unless someone else installs software for you, this will be your username and password.

Follow these steps:

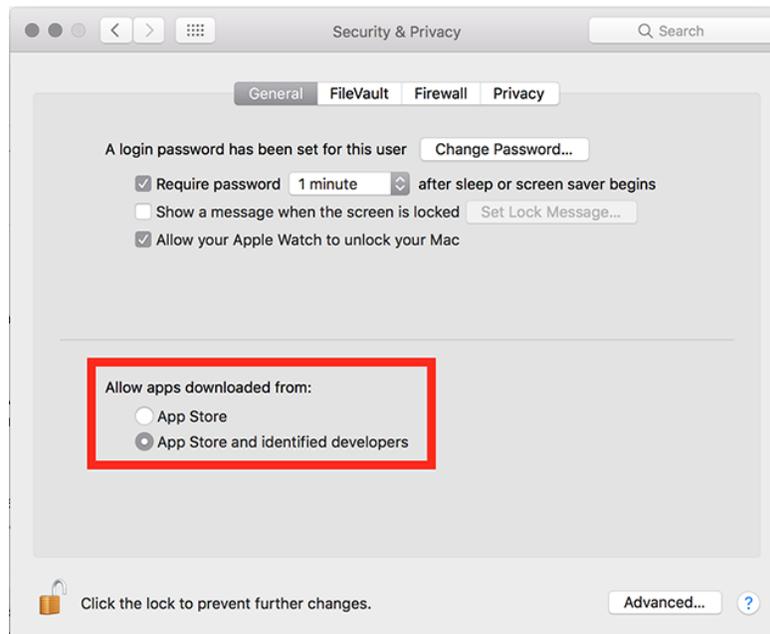
1. Turn on your Mac. Once it's up and running, click on the Apple Icon at the top left corner of your screen. Choose *System Preferences*:



2. In the window that appears, click on *Security & Privacy*:



3. In the next window, click on the lock icon at the bottom left so you can make changes. Enter the administrator username and password when the Mac asks for them.
4. In the area outlined by the red box, select the button in front of *App Store and identified developers*.

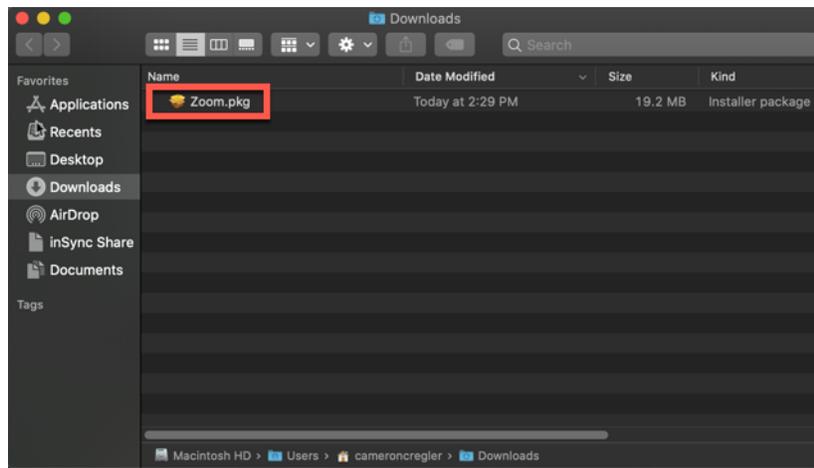


5. Click the lock icon to prevent further changes.
- If your Mac has a button labelled "Allow" in the area below the red box, click on it as well.

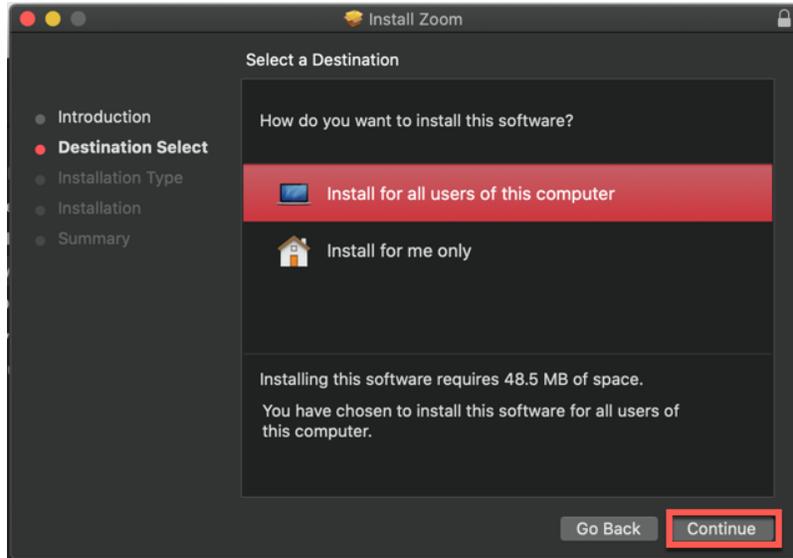
Installation

Now that you've enabled Zoom software to be installed, follow these steps:

1. Go to Zoom's Download Center.
 - If you are reading these instructions on-line, click this address: <https://zoom.us/download>
 - If you are reading them on paper, enter <https://zoom.us/download> in your browser's address line and press the Enter key.
2. Find the *Download* button under *Zoom Client for Meetings*. This typically is the first button on the page. Click it.
3. Depending on your browser settings, this will open a pop-up confirming that you want to allow downloads from the website. Click "Allow" if prompted.
4. Zoom will download its installer software to your Mac. Typically, it's put in the Downloads folder. When it's done, open that folder. It should look something like this:

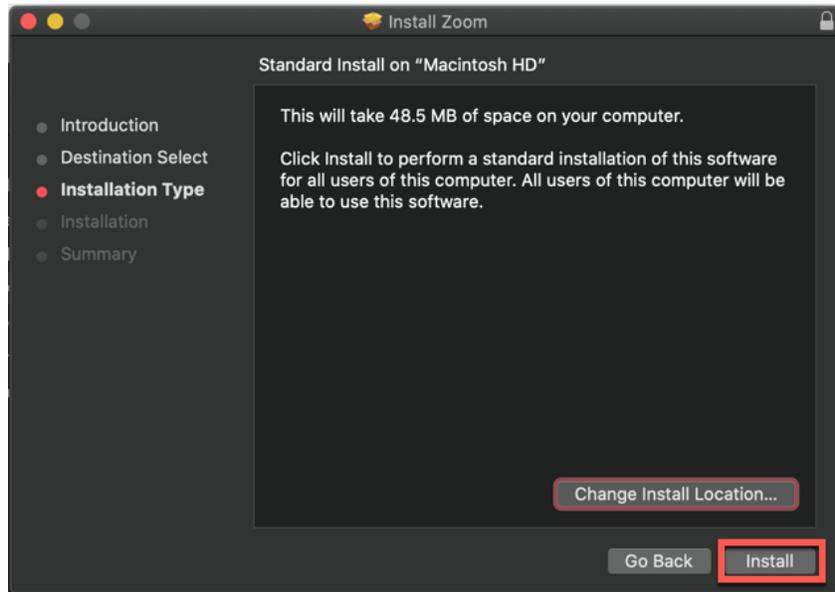


5. Doubleclick on the downloaded file to open the installer. Once it's open, click on the *Continue* button in the lower right corner.
6. The installer will ask you to choose who you are installing the software for.



Click on “Install for all Users” and then click on *Continue*.

6. The Mac will tell you how much space the installation is going to take on your hard drive. Click *Install* in the lower right corner of the window.



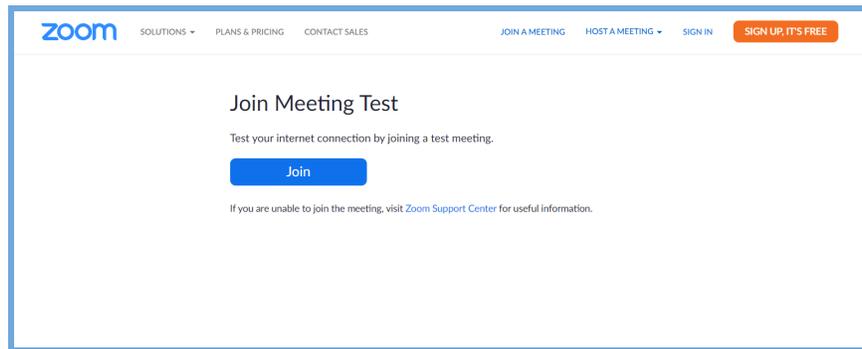
7. Enter the administrator username and password when asked.
8. The installer will tell you when the installation is complete. Click the *Close* button in the lower right corner of the window.

Authorization

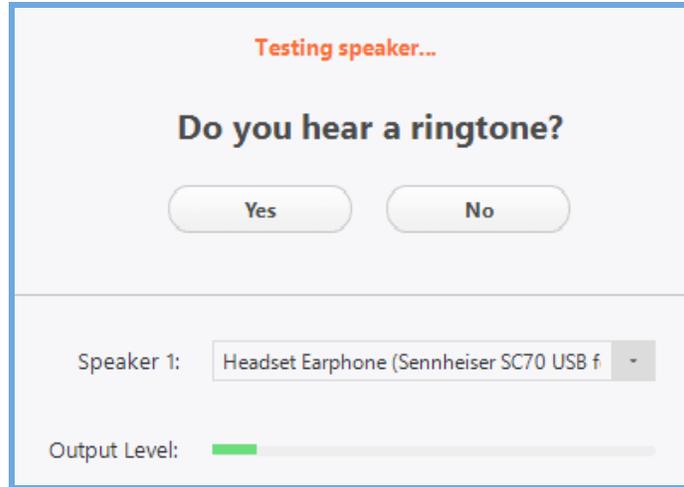
Many Macs have additional security requirements that mean you need to authorize Zoom to use your camera and microphone. The easiest way to handle this task is to start a test meeting. This will give you a chance to test out your speakers and microphone, see how you look on camera, and experiment with Zoom's user controls.

Follow these steps:

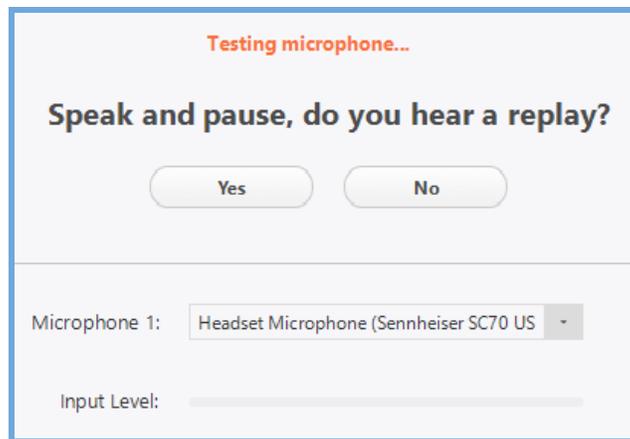
1. After installing Zoom, start the test meeting.
 - If you are reading this on-line, click on <https://zoom.us/test>
 - If you are reading this on paper, enter <https://zoom.us/test> in your browser's address line and press the Enter key.
2. Your browser should open a tab that looks like this:



3. Click the *Join* button. When prompted by your browser, click *Open Zoom Meetings*.
4. If the Mac asks you to permit Zoom to access the camera and microphone, click the *Allow* button.
5. The test meeting will display a pop-up window to test your speakers that looks like this:



6. If you don't hear the ringtone, use the drop-down menu or click *No* to switch speakers until you hear the ringtone.
7. Click *Yes* to continue to the microphone test. This will open a window that looks like this:



8. Say something and pause for a moment. If you don't hear an audio reply, use the drop-down menu or click *No* to switch microphones until you hear the replay. Click *Yes* when you hear the replay.
9. Zoom will open a window that tells you that your speakers and microphone are working. Click the *Join with Computer Audio* button in that window and Zoom will start the meeting. You can experiment with the controls in that meeting to learn more about what Zoom enables you to do on a video call.