

Installing Zoom (Windows)

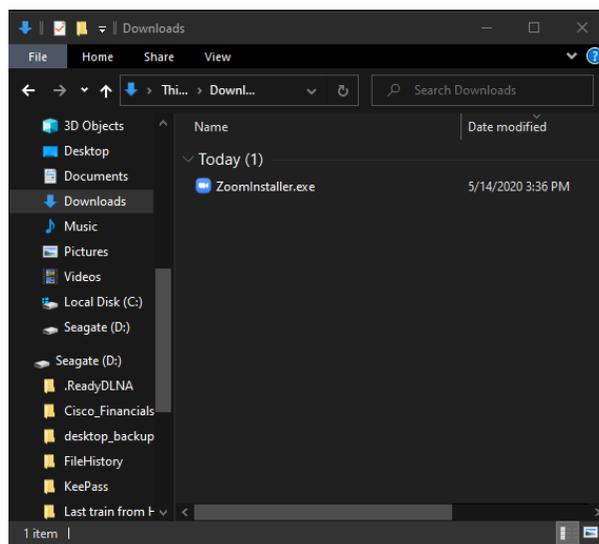
Version 1.1

This document provides guidance for installing Zoom on a Windows 10 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.

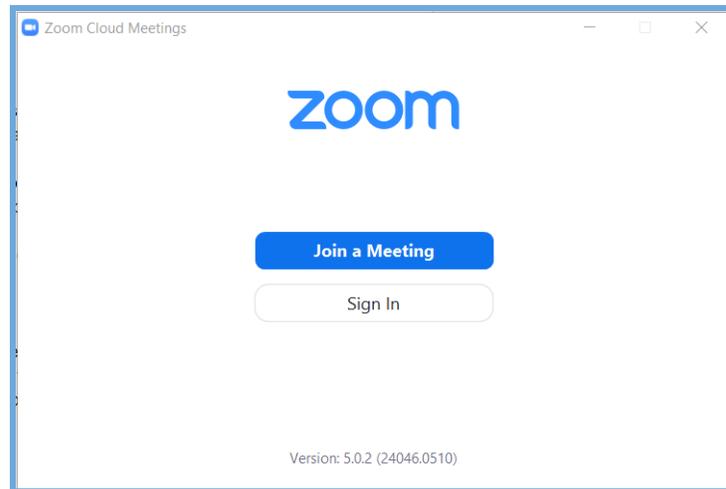
Installation

To install Zoom software, 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 computer. Typically, this is to your Downloads folder. When it's done, open the folder where the installer has been downloaded. It should look something like this:



5. Doubleclick on the downloaded file to open the installer. Windows will open a window warning you that Zoom is not a Microsoft-verified app. Click on the gray *Install anyway* button to continue.
6. The installer will begin running and Windows will open another window labelled *User Access Control*, asking if you want to allow the app to make changes to your computer. Click *Yes*.
7. When the installer is done, it will open a Zoom window that looks like this:



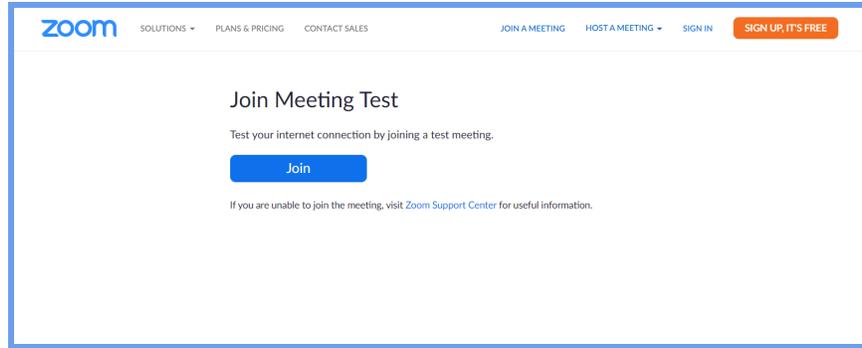
8. Go ahead and close it for now.

Testing

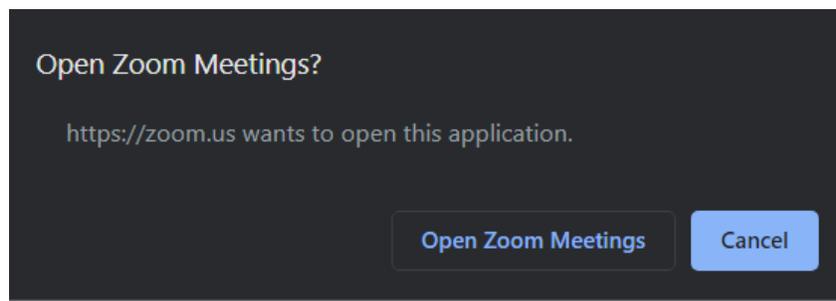
It's a good idea to have a test meeting to check out your speakers and microphone. This will also show you what the video that your computer will send to Zoom looks like, and it will let you experiment with Zoom's user controls.

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 something like this:

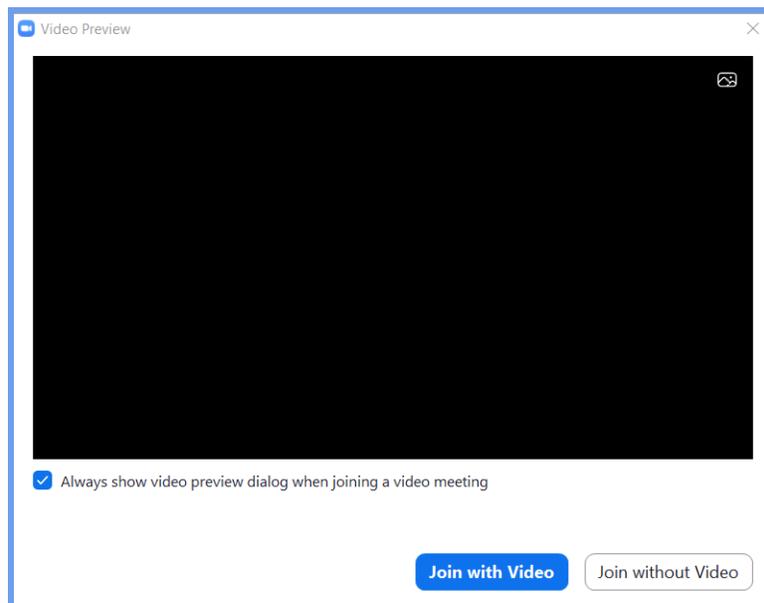


3. Click the *Join* button. Your browser will open a small window that looks like this:



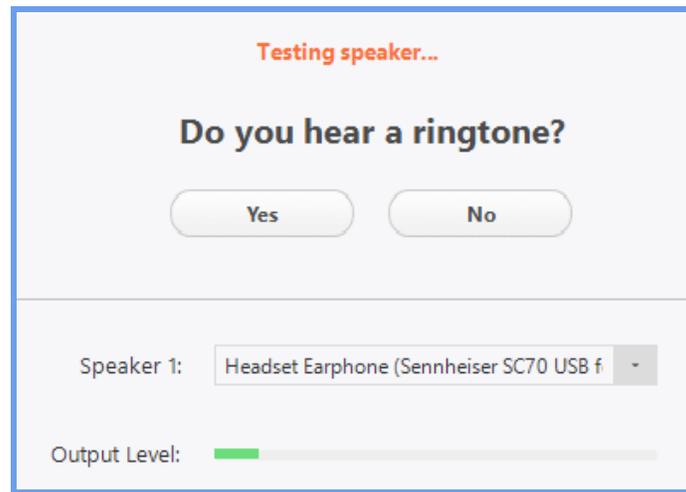
Click *Open Zoom Meetings*.

4. Zoom will open a preview window that looks like this, except there will be live video displayed in it.

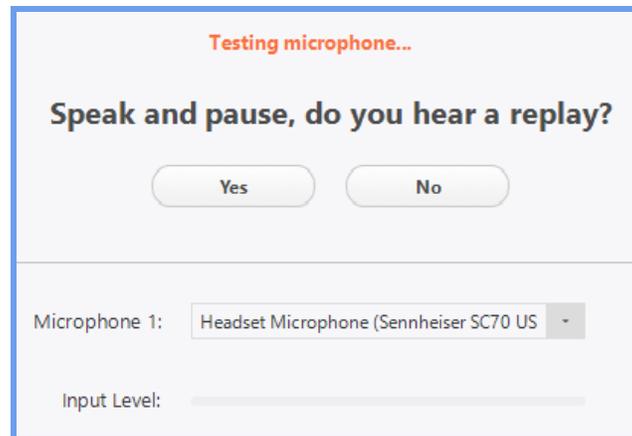


Click *Join with Video*.

5. The test meeting will display a pop-up window to test your speakers that looks something 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 something 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.