

Zoom Tips

Office 365 – Windows Computer

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Disclaimer

- This is was done on an older Windows computer running Office 365. If you have a computer running a different version of Windows your screens may look different
- I'm capturing this on a computer that doesn't have Zoom installed. If you have participated in previous Zoom calls, your screens my look different
- I prefer to install Zoom and set up my own personal, free Zoom account. That way your set-up should stay the same each time you enter a meeting.

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Click on the link in the email

Walt Ogburn is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting <https://zoom.us/j/267026020>
Click or tap to follow link.

<https://zoom.us/j/267026020> ←

Meeting ID: 267 026 020

- You may want to write down the Meeting ID. Occasionally you may need to log back into a meeting when Zoom is open. Having the number handy may save time.

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Zoom will begin the installation

- You will see a box while Zoom is installing

Please click OK if you see the system dialog.

Launching...

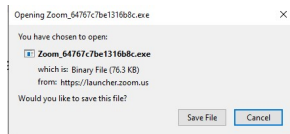
If nothing prompts from browser, download & run Zoom.

- You may need to click download and run Zoom if it doesn't load automatically

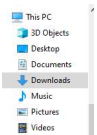
4

Save the installation file

- Click Save File



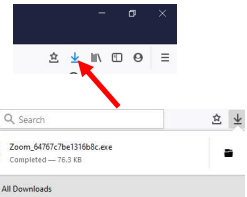
- Most computers save it in the Downloads folder



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Run the Download file

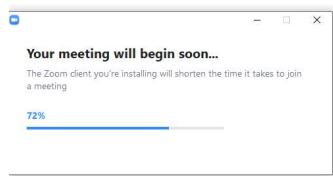
- Most browsers have an arrow in the upper right corner of the screen
- Click the arrow and then click the Zoom file to run the file



- This will install the Zoom app

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Zoom will now install



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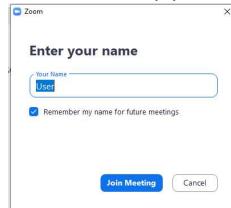
You may need to give permission

- Some computers require you to give permission for Zoom to install the program.
- This box may not pop and be visible, you may see an unfamiliar icon in the task bar at the bottom of the screen
- Click the icon or give permission to install the files

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Log into the meeting

- Enter your name to identify yourself in the meeting

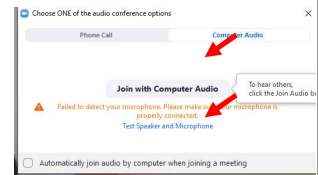


- Then click Join Meeting

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Join with computer audio

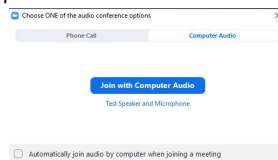
- Click to join with your computer microphone and speakers.
- This computer doesn't have a built-in mic so it alerted me to that.
- Click Test Speaker and Microphone to check yours



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Screen when meeting has started

- This is the view when Zoom launches and the meeting room is open



- Again, you join with computer and can test your audio
- The box at the bottom will remember your settings

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Subscribe

- When you finish the meeting the final screen should allow you to set up your own free Zoom account
- By setting up your account you will be able to open Zoom and enter a meeting number, or set up your own meeting and invite others
- The free account has limitations on the length of the meetings, but has all the normal functions

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