Zoom Guide for Windows
Version 1.0
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Introduction

This document provides a guide to using the Zoom video chat application on a Windows laptop or desktop computer. Zoom can be used to video chat with friends and family on computers, iPhones, iPads, Android phones, and tablets.

Zoom works in a different way to apps like WhatsApp and FaceTime. When you create a Zoom account, you are assigned a Meeting Id. This Meeting Id is used to invite people to join you for a zoom call.

Before You Start

Things you will need

1. A Windows laptop or desktop computer
2. Wi-Fi or Data Connection on your Windows laptop or desktop computer
Download and Install Zoom on your Windows PC

If you already have Zoom installed on your computer, you can skip this step and proceed to Start a Zoom Video Call or Join a Zoom Video Call.

1. Click [https://www.zoom.us/download](https://www.zoom.us/download) and click on the Download button under Zoom Client for Meetings

2. Next, Run the Zoom Client App Installer by clicking the Run button
Start a Zoom Video Call

To initiate a Zoom Video Call, follow the steps below:

*A free account is required to initiate a Zoom Video Call

1. Click the Windows symbol 1 to open the menu and locate the Zoom app 2 on your computer, then click it.

If you cannot see Zoom on the menu, locate the search bar 3 and enter Zoom then click the magnifying glass button. Zoom should now appear in your list; click it to open it.
2. If you already have a Zoom account, click the **Sign In** button.

   Next, enter your email and password then click the **Sign In** button.

OR

3. If you don’t have an account yet, click the **Sign In** button, click the **Sign Up Free** button at the bottom right and follow the prompts to create your account. Then Sign In.
4. Click the orange **New Meeting** button.

5. Click the **Join with Computer Audio** button.
6. Now add people to your video call by clicking the **Participants** button.

7. Click the **Invite** button, now you will be prompted to invite via email, contacts (These are zoom contacts, not your email contacts) or copy the meeting link.
8. Click the Email tab then click the Default Email button
9. Now an email will be generated that includes the link to your Zoom video call
10. Enter the email address(es) of anyone you want to invite to the call
11. Click the Send button
12. To end the call, click the red **End** button on the bottom right of the screen.
Join a Zoom Video Call

No account necessary, just install the application (See Download and Install Zoom on your Windows PC)

1. Click on the Zoom Meeting Link from the invite on your computer, this will be in an email

OR

Open the Zoom application on your computer, click **Join a Meeting** button

*Note if you are signed in already you will see the screen on the next page...*
OR

Click the + Join button

2. Enter the meeting ID or personal link name in the box then click the Join button
3. To end the call, click the red **End** button on the bottom right of the screen.
Schedule a Zoom Video Call

To schedule a Zoom call in advance, follow the steps below

1. Open the Zoom App
2. Log In to your account
   
   *See Start a Zoom Video Call if you need help with these steps

3. Click the Schedule button

![Zoom App interface with Schedule button highlighted]
4. Click the drop-down box next to **Start** to select a Date  
5. Select a Time  
6. Select a Duration  
7. Click the **Save** button
8. You will now see the screen to the right; it has an email that has been generated with your Scheduled Zoom Video Call information.

Enter the email address(es) of anyone you want to invite to the Scheduled Zoom Video Call.

9. Click the **Send** button.
Add a Virtual Background

If you want to put a photo behind you instead of your actual background during the call, follow these steps. Note that if you are using a version of Windows before Windows 10, you will not be able to use the Virtual Background feature unless you have a green screen – this is outside the scope of this user guide.

1. Click the **Settings** button (grey icon on the top right that looks like a cog)
2. Click on **Background & Filters**

3. Click on one of the virtual backgrounds provided

   OR

4. Click the + button to add an image of your own from your computer