

Zoom Quick Start Guide



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Section 1: Installing Zoom

1. Click the invite link in your email.

zoom

Support English ▾

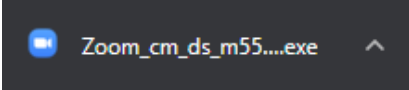
When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

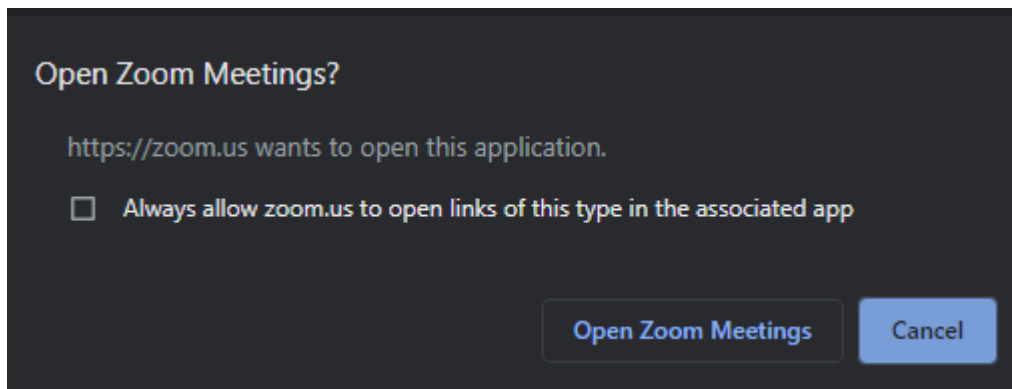
If you cannot download or run the application, [join from your browser](#).

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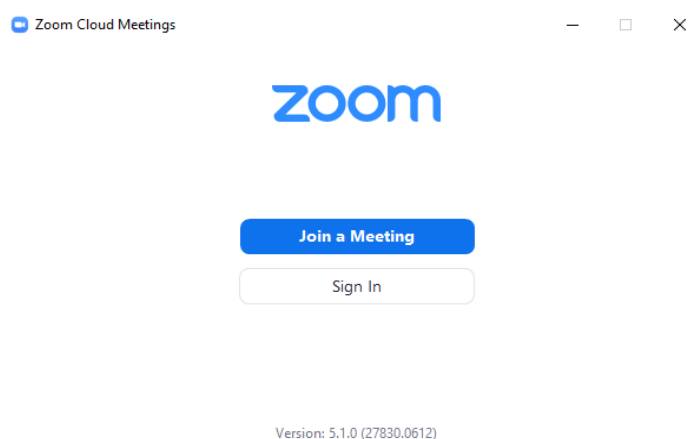
2. You should see a window in your web browser similar to the picture above. If you want to download the zoom client to run locally on your device, click the download button. Or you can simply join the zoom meeting through your web browser.

2a. If you choose to download the zoom client, you will need to head to your download folder and run the zoom installer. The installer file should look similar to this.  Once you click and run this file your computer should automatically run the zoom software.

3. In the future if you have Zoom installed on your computer, clicking an invite link will automatically open Zoom and put you in the right meeting room. You simply need to click accept or ‘Open Zoom Meetings’.

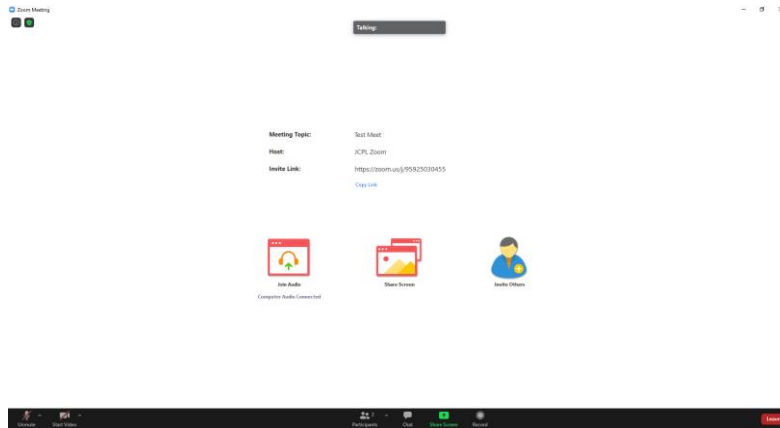


4. Alternatively, you can run the Zoom Meetings application and select “Join a Meeting” and enter the meeting code. This code is typically at the end of an invite link.



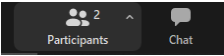
Section 2: Using Zoom

1. Once you are inside of a Zoom meeting, your window should look something similar to the picture below:



2. There are 7 buttons on the bottom hand side of the window: Mute/Unmute, Start/Stop Video, Participants, Chat, Share Screen, Record, and Leave.

3.  is used to control whether your Mic and webcam are active or not.

4.  is used to bring out pop-up windows showing active users and a chatroom respectively.

5.  will share your screen with everyone in the meeting.

6.  will request permission to record the meeting from the host.

7.  will take you out of the meeting.