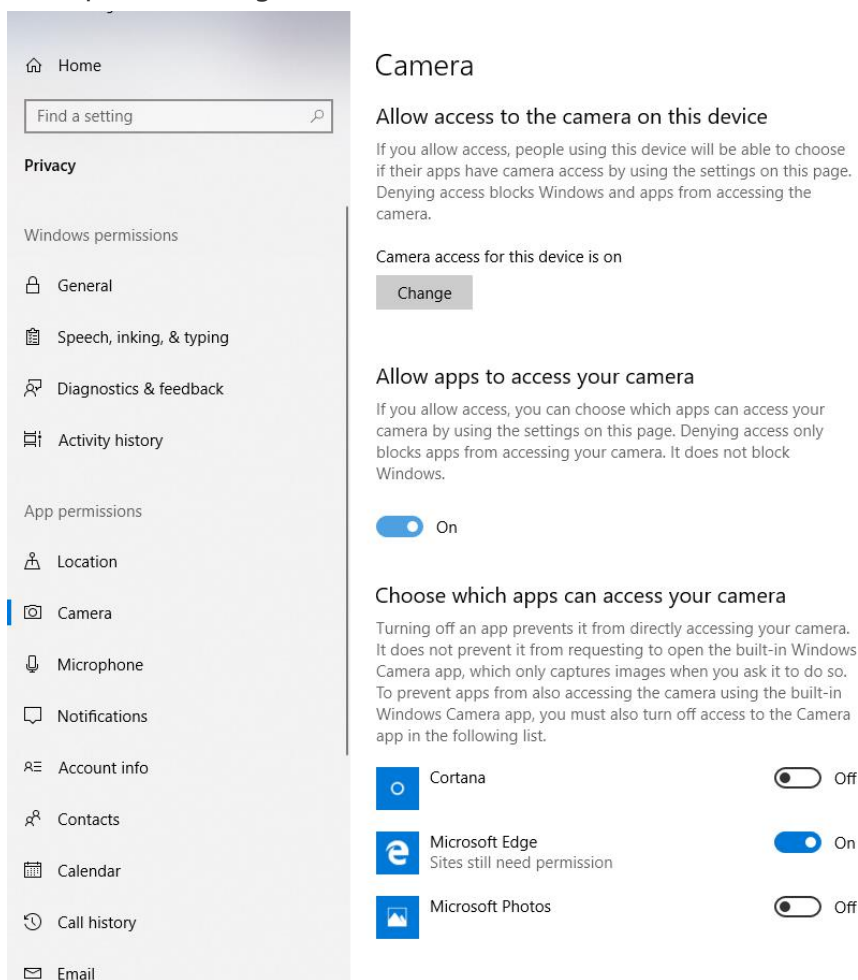


ZOOM INSTRUCTIONS – GETTING STARTED

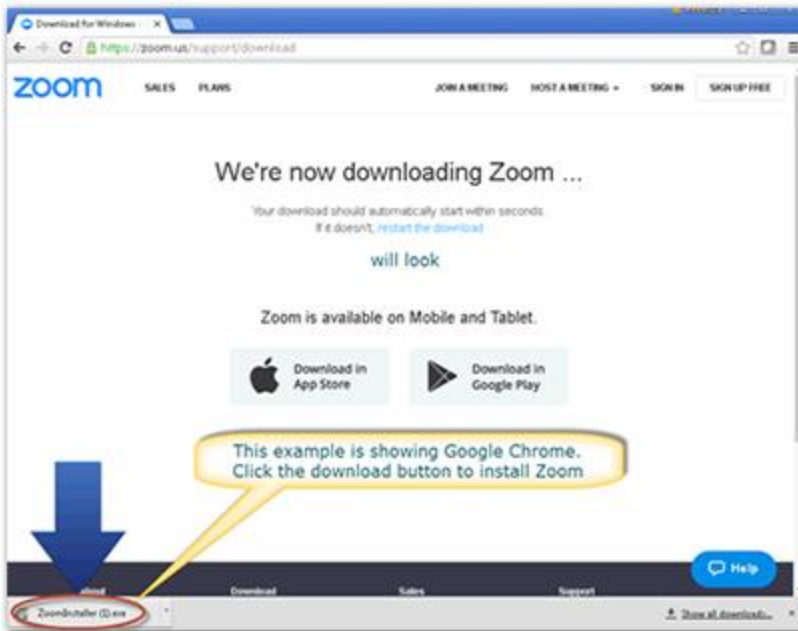
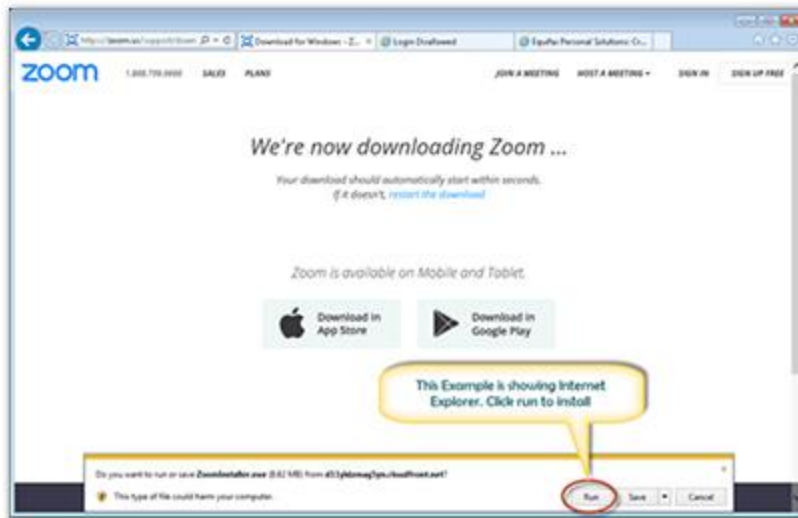
1. Make sure you have a camera and mic (laptops usually have both of these built-in). Windows 10 initially disables your camera and microphone for apps. You will need to make sure this privacy setting is switched “on” to allow Zoom to access your camera/microphone (Mac users will not need to worry about this step).

To verify, click on the Windows Start Menu icon in the bottom left corner of the screen and type “privacy settings”. You will then select “Camera” and make sure the “Allow apps to access your camera” setting is switched to “On”. Do the same process for the microphone setting.

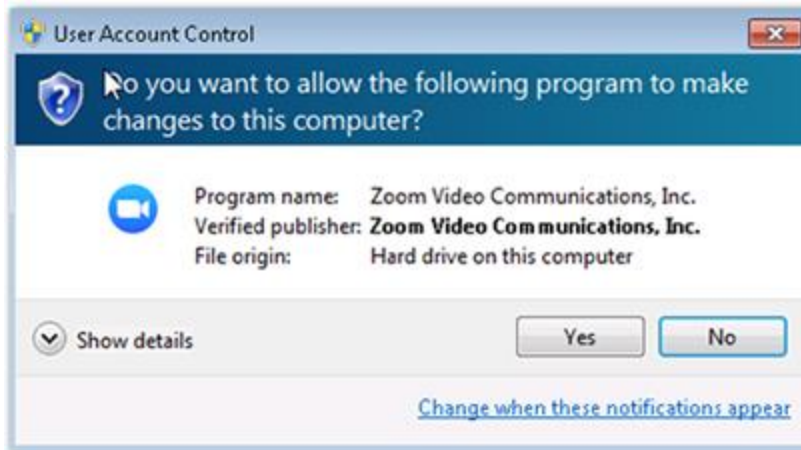


2. Install Zoom from: <https://zoom.us/support/download>. **Note:** If you open this link from an iPhone or Android device the App store will open with Zoom for you to download and install.

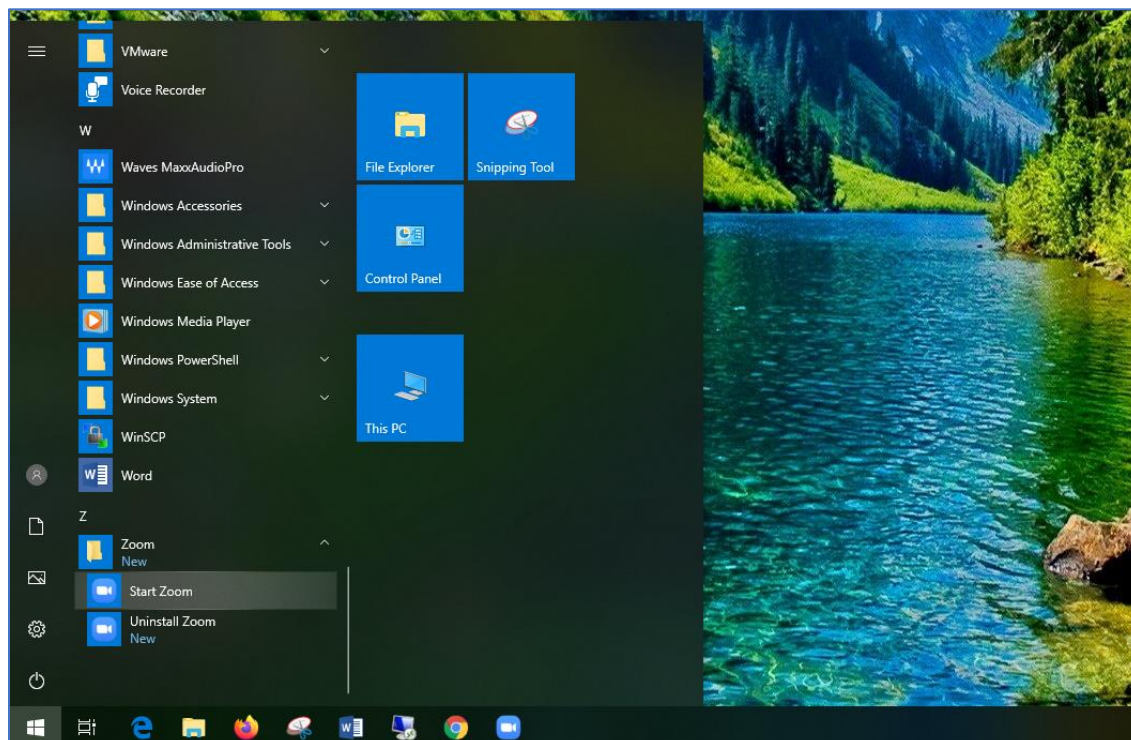
3. Select **Run** in Internet Explorer, or if using Google Chrome, select the **Download** icon. See examples below.



4. If a User Account Control message pops up, select Yes



5. Follow any additional on-screen instructions to complete the installation.
6. Click on the Windows Start Menu logo in the bottom left corner of your screen. Scroll down until you see the Zoom folder. Click on the Zoom folder and then click on "Start Zoom".



7. After launching Zoom, click **Join a Meeting** to [join a meeting](#) without signing in. If you want to log in and start or schedule your own meeting, click **Sign In**.



[Join a Meeting](#)

[Sign In](#)

8. To sign in, select “Sign in with Google” and use your @mc.edu email account. It is very important to use your @mc.edu email account!

Sign In

[Sign Up Free](#)

[Forgot?](#)

Keep me signed in

[Sign In](#)

or



[Sign In with SSO](#)



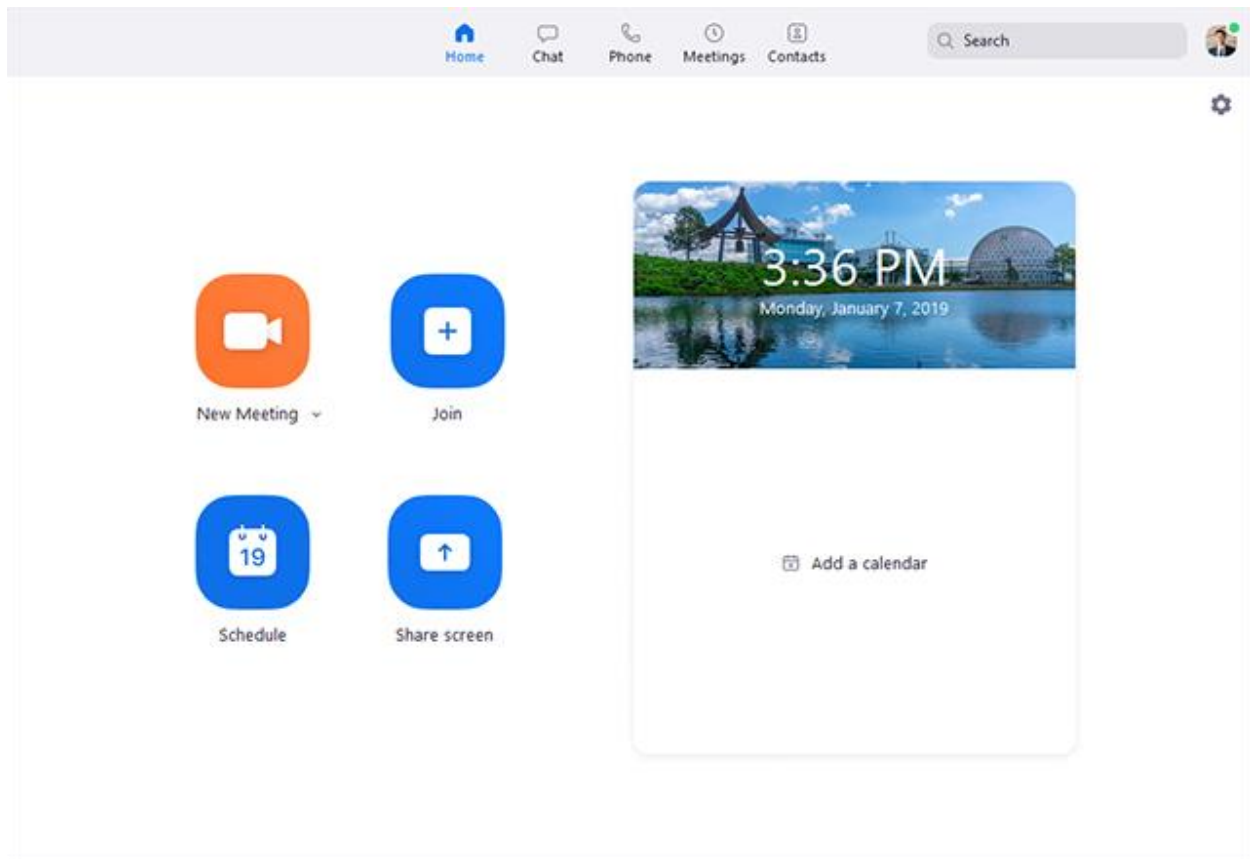
[Sign In with Google](#)



[Sign In with Facebook](#)

[← Back](#)

After signing in, you will see the **Home** tab, where you can click these options:



- **New Meeting:** Start an [instant meeting](#). Click the downwards arrow to enable video or use your [personal meeting ID \(PMI\)](#) for instant meetings.
- **Join:** [Join a meeting](#) that is in progress.
- **Schedule:** [Set up a future meeting](#).
- **Share Screen:** [Share your screen in a Zoom Room](#) by entering in the sharing key or meeting ID.