

Overview: Zoom is a real-time web conferencing application much like Skype. Zoom can be downloaded and installed easily, and is available on Windows, PC, iOS, Android and Blackberry devices. The rest of this guide will help get you started using Zoom.

Download & Install Zoom

Click the appropriate link to download Zoom on your device.

- Windows & Mac : <http://zoom.us/download> (*download the Zoom Client for Meetings*)
- iOS: <https://itunes.apple.com/us/app/id546505307>
- Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>
- Blackberry: <https://appworld.blackberry.com/webstore/content/59949934>

Join a Meeting

Join Using a Link

If you were sent a link to join a Zoom meeting, or if you found it posted online, just click the link and follow the on-screen instructions to join the meeting.

Join Using a Meeting ID

You can use a 9, 10 or 11 digit meeting ID to join a meeting.

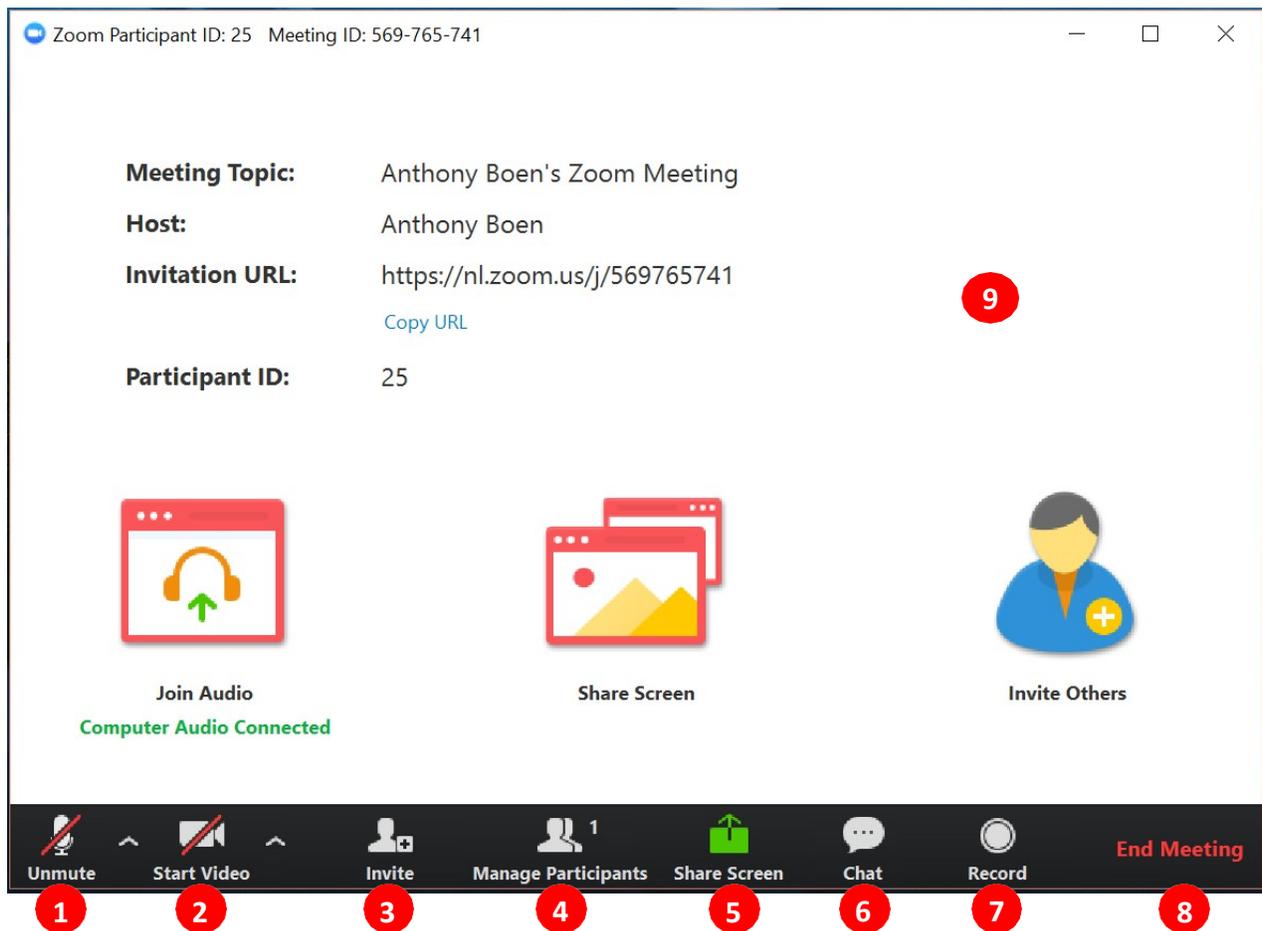
1. Go to chkd.zoom.us
2. Click the Join button.
3. Enter your 9 or 10 digit Meeting ID and Your Name.
4. Click Join
5. Or go to your Zoom app and click on the JOIN a Meeting button
6. Enter the meeting number and click Join

Quick Tips for Using Zoom

- If you are using an external camera and/or microphone be sure to plug them in before opening the Zoom application. We recommend using a headset if possible.
- Only 1 microphone and speaker system should be active per physical location. Otherwise the 2 systems may cause a loud screeching sound.

Zoom User Interface

Take a moment to familiarize yourself with the Zoom user interface.



1. Mute or unmute your microphone
2. Start or stop your video feed
3. Invite participants to the meeting
4. Manage or view a list of meeting participants
5. Share your screen
6. Open the Chat window
7. Record the meeting
8. Leave the meeting
9. Video Area

Zoom on a Mobile Device

Using a mobile device, after downloading the app, launch the Zoom app



You may want to create an account if this is a recurring meeting. If so, sign in. Upon sign in, you will get to this screen:

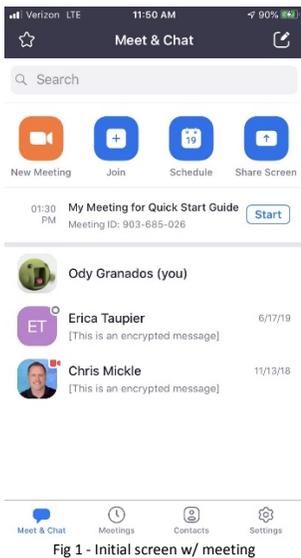


Fig 1 - Initial screen w/ meeting

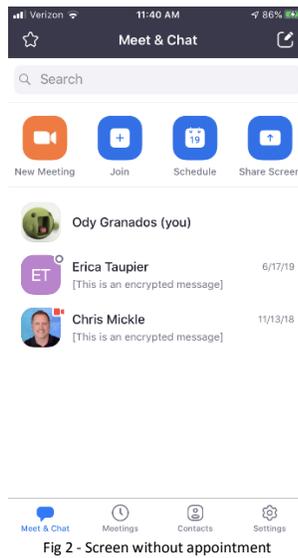


Fig 2 - Screen without appointment

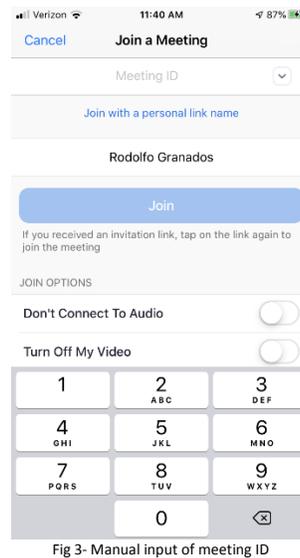


Fig 3- Manual input of meeting ID

Any scheduled meetings will appear on this page (figure 1) IF you logged into your account. Simply click on the link and be placed in the meeting. If no meeting appears on the page (figure 2), you may join by clicking on the “Join” link on the top menu bar and manually entering the meeting number (figure 3).

Once connected, you will be in a HIPAA secure Zoom session

For more detailed support documentation visit the Zoom support website: <https://support.zoom.us/hc/en-us>