



Installing Zoom Conferencing Software for hosts

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Author: Gary Tomlin – CU3A
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Introduction

In the midst of the covid-19 outbreak, there has been an increase in the use of web-based conferencing software and particular Zoom.

I have put together this short document with step-by-step instructions on how to create a host zoom account and install the software.

The host is the person who creates the meetings and needs to have a Zoom account.

Your computer will need to have at least a microphone and speakers to use the software. A web camera is optional.

I have used Mozilla Firefox for these screenshots so some may not be the same if you are using a different web browser.

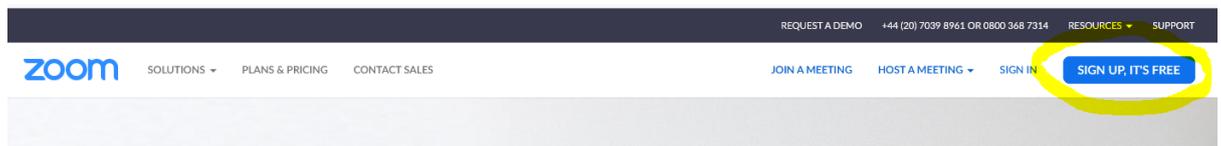
PLEASE NOTE: This author and the Chalfont U3A do not endorse or recommend this software. The document is to assist our members if they choose to use the Zoom software. Other Conferencing software is available. 😊

Installation on Desktop PC

1. You need to open your web browser as you would normally when you want to surf the internet.
2. Once it is open you need to navigate to the following site:

<https://zoom.us/>

3. You will need to create a Zoom account, so click the [SIGN UP, IT'S FREE](#) button in the top right corner



4. You can use either your email address or your Google or Facebook account to sign up. If you choose to use your email address enter it in the box and click [Sign Up](#).

Don't worry that it says *Your work email address*, it does not need to be a work address.

You can also use your google or Facebook account to sign up which means you do not need to remember another password 😊

5. If you choose to use your email address after you click [Sign Up](#) you will see the following message



We'd like to help you get the most out of Zoom by sending you resources along the way. You can unsubscribe at any time.

[Confirm](#)

[Set Preferences](#)

Check out our [Privacy Policy](#).

6. If you just click **Confirm**, you have agreed to receive an email once a week from Zoom with the latest product news, how-to videos, and helpful demos. You can opt-out at any time by changing your preferences.

After pressing Confirm you will see the following message:



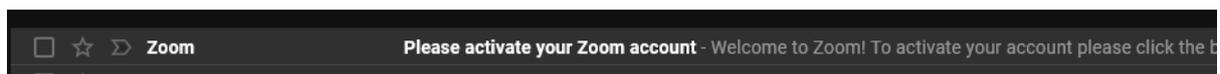
We've sent an email to example@gmail.com.

Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)

7. Open your email and you should see a new message from Zoom in your inbox.



When you open the email message you need to click the big blue **Activate Account** button

Hello [jane.doe@gmail.com](#),

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

[Activate Account](#)

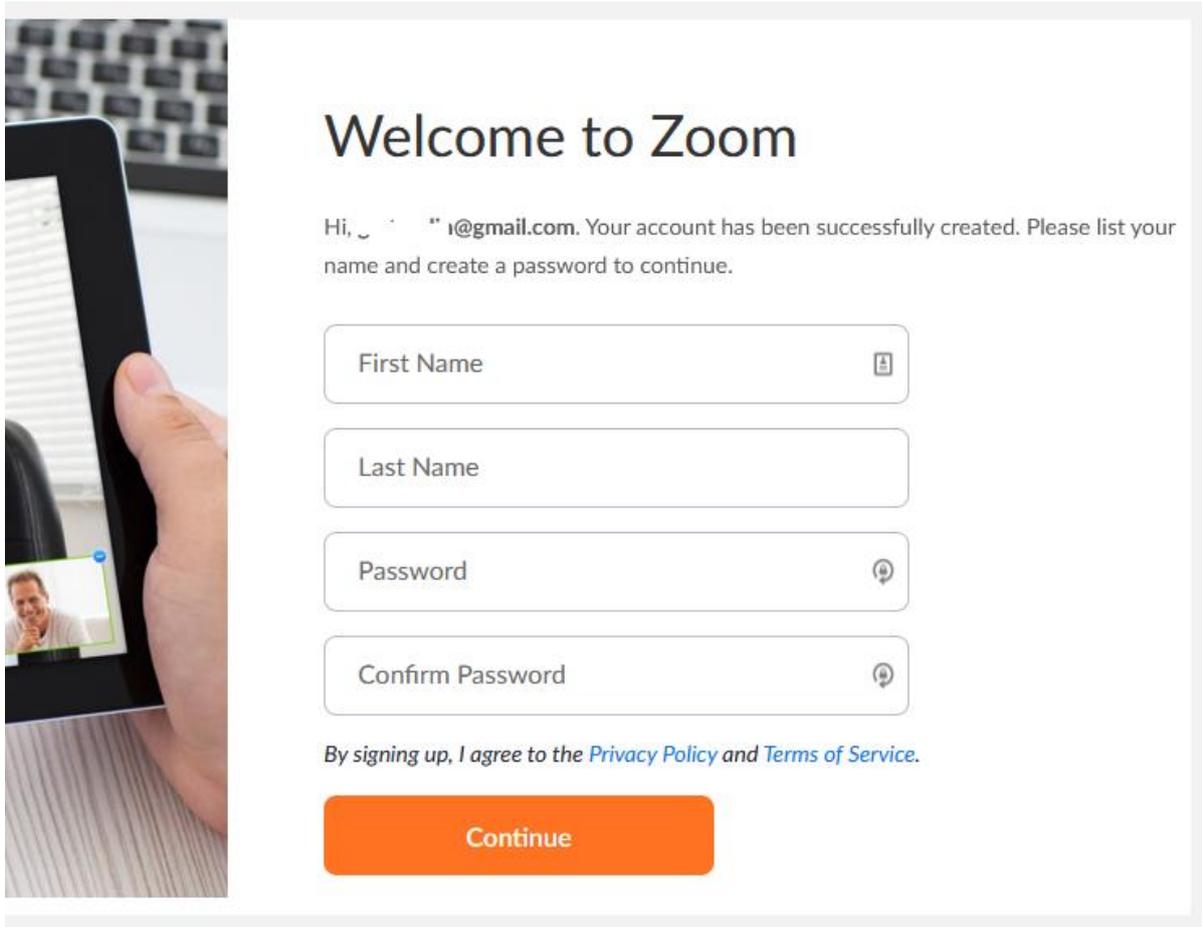
Or paste this link into your browser:

<https://us04web.zoom.us/activate?code=SnRS4YZZ4tBAeyrpxxYreDSDNLacCM3xlzpcOeti6>

Questions? Please visit our [Support Center](#).

Happy Zooming!

8. This will verify your email address is correct and you will now need to enter your full name and create a new password. If you choose to log in using Google or Facebook you will not see this page.



Once you have entered your details click the orange **Continue** button

9. You will then see the page **Don't Zoom Alone** where you can invite other people (colleagues) to Zoom. At this point click the white **Skip this step** button.

Don't Zoom Alone.

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

[Add another email](#)

 I'm not a robot 
reCAPTCHA
[Privacy - Terms](#)

10.0 Nearly there... You will then see a page **Start Your Test Meeting**

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://us04web.zoom.us/j/554710>

Save time by scheduling your meetings directly from your calendar.



Microsoft Outlook Plugin
[Download](#)

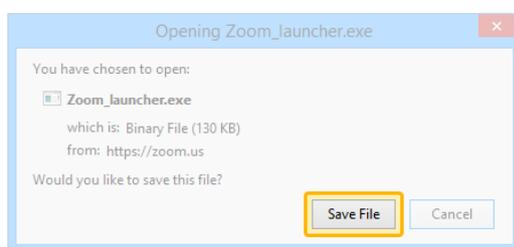


Firefox Add-on
[Download](#)

Click the orange **Start Meeting Now** button. Note: You don't need to click either of the two add-ons at the bottom of the page at this time.

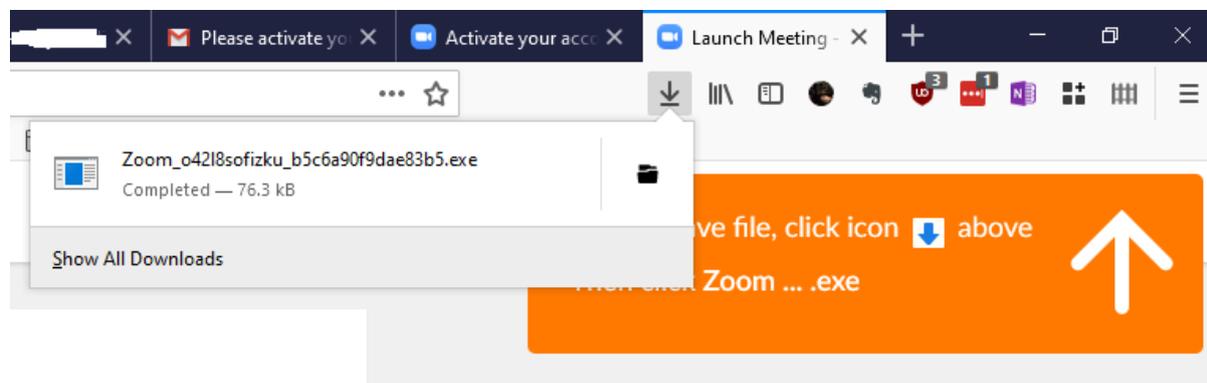
11.0 At this point your web browser will try and download the Zoom client software. This is not normally recommended, but as we have chosen to install the Zoom software click the **Save File** button

1. When prompted, select Save File.



A download should start automatically in a few seconds. If not, [download here](#).

12.0 You will also see the following message in the corner of your screen indicating that after the file has been saved you should click the blue down arrow to view the downloaded file. You can then click on the zoom executable to install.

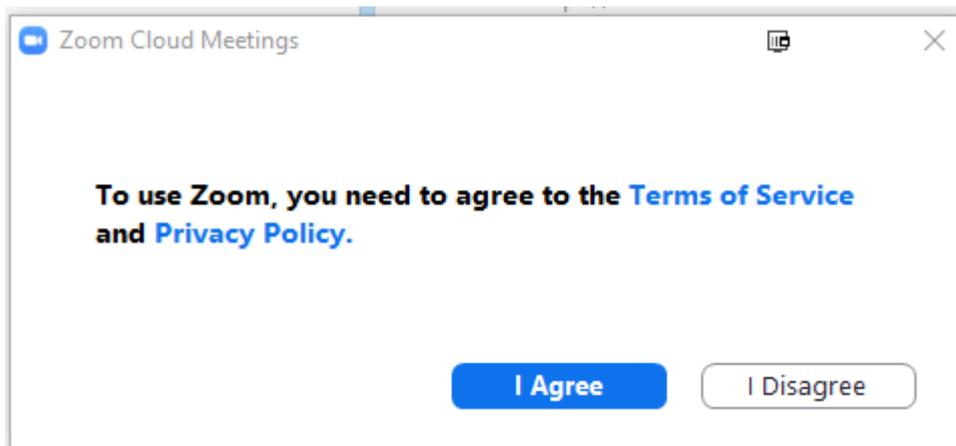


If you are using a different web browser you will need to find the location where the file was downloaded to, normally **Downloads** on windows, and run the file. On a Mac, it should also be **Downloads**.

13.0 Once the installation is complete you will be greeted with the following window. You can click the [Terms of Service](#) and [Privacy Policy](#) links to view these documents.

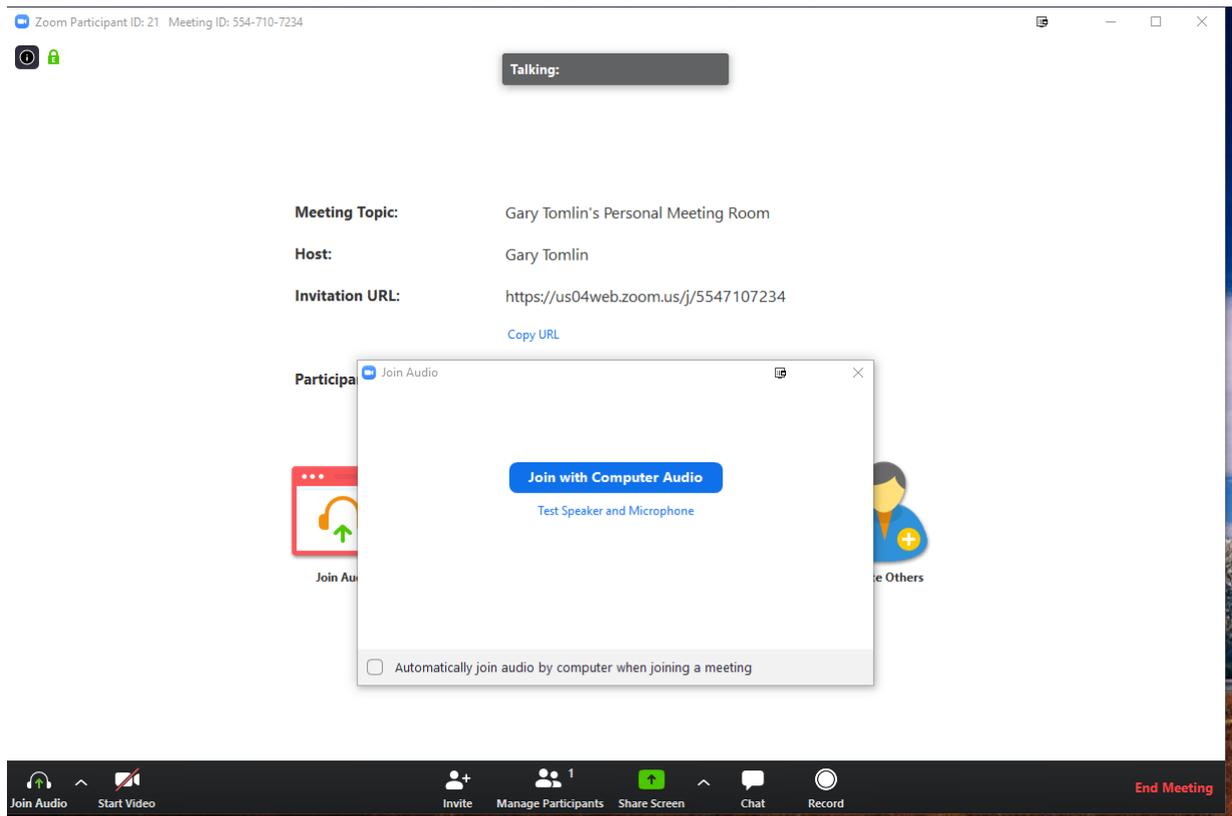
You need to decide if you agree with them, it is your responsibility and CU3A does not take any responsibility for your use of this software.

If you agree with the Terms of Service and Privacy Policy click the blue [I Agree](#) button



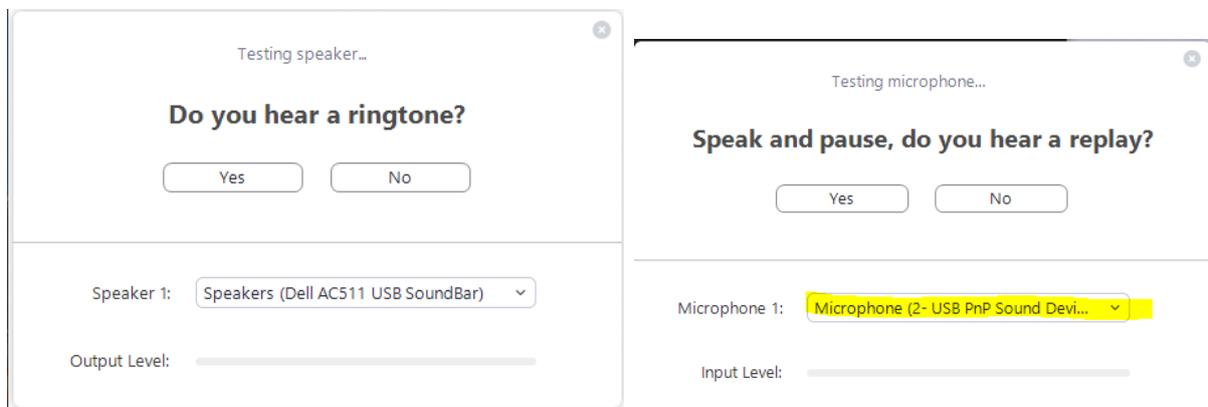
14.0 If you choose to agree you will see the zoom client shown below.

You should check your speakers and microphone are working as this is the first time you have used this software. So click the [Test Speaker and Microphone](#) link

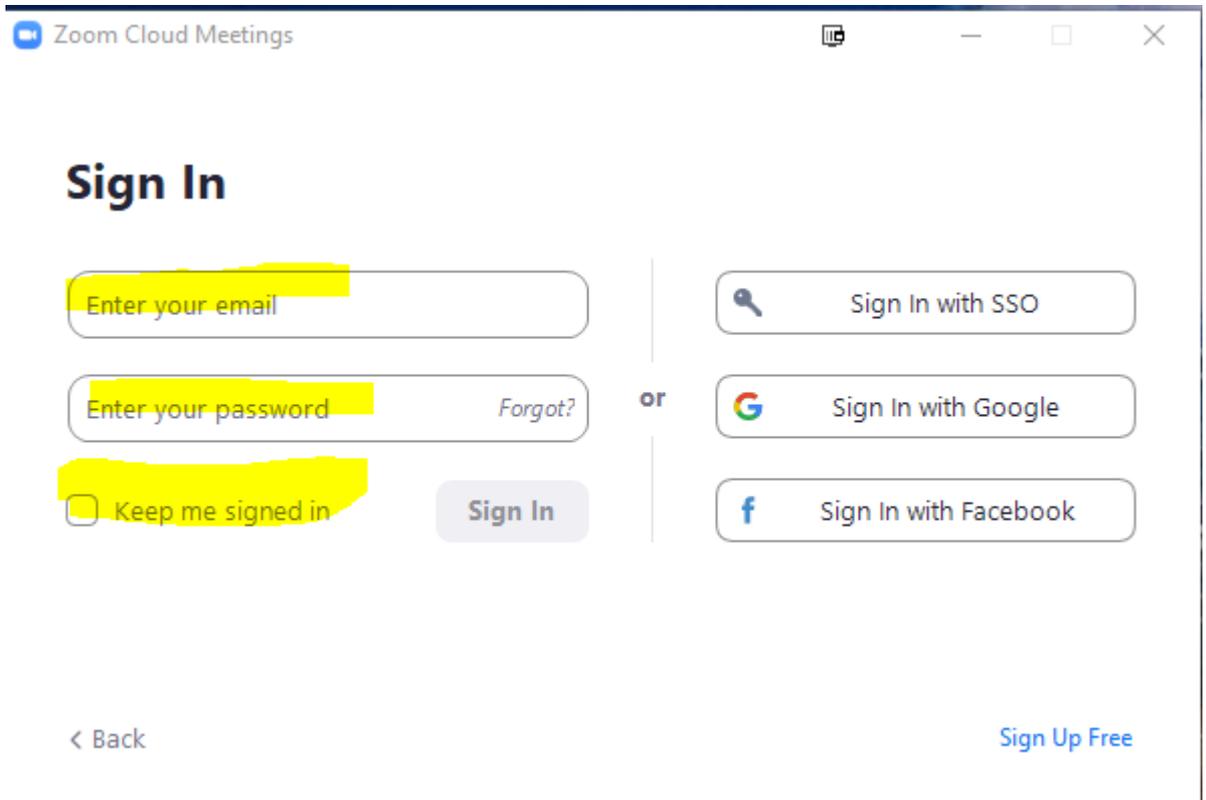


You will see first, the Testing Speaker window and when you have confirmed you can hear the ringtone you will see the Testing Microphone window.

When I run the test I noticed it did not show my microphone and I had to click the down arrow, highlighted below, and then select the Microphone.



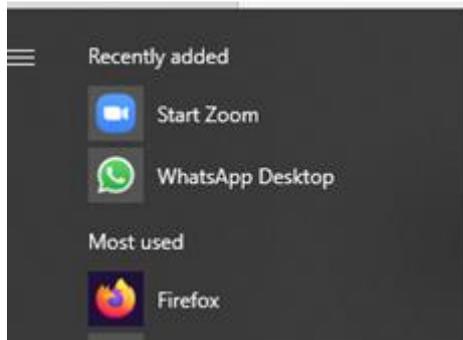
14.0 Another thing I noticed is that if you leave the meeting and then restart the Zoom software it did not automatically sign me in. You may see this screen



You will need to enter your email address and the password you used when you created your Zoom account. Also, you may want to click the **keep me signed in** click box.

Using the software

You should see the [Zoom](#) icon on your desktop, it is also on the start menu.



During the installation, Zoom will send you an email that has links to some Let's Get Started videos. I would recommend that you take a look at those to get familiar with the software.

Good Luck and Stay Safe

GT