HOW TO DOWNLOAD ZOOM ON A SMARTPHONE OR TABLET

DOWNLOAD THE APP

Macbook

IPad

IPhone

Google
Samsung
LG
Sony
HPC
Huawei
Xiaomi
Acer
Motorola
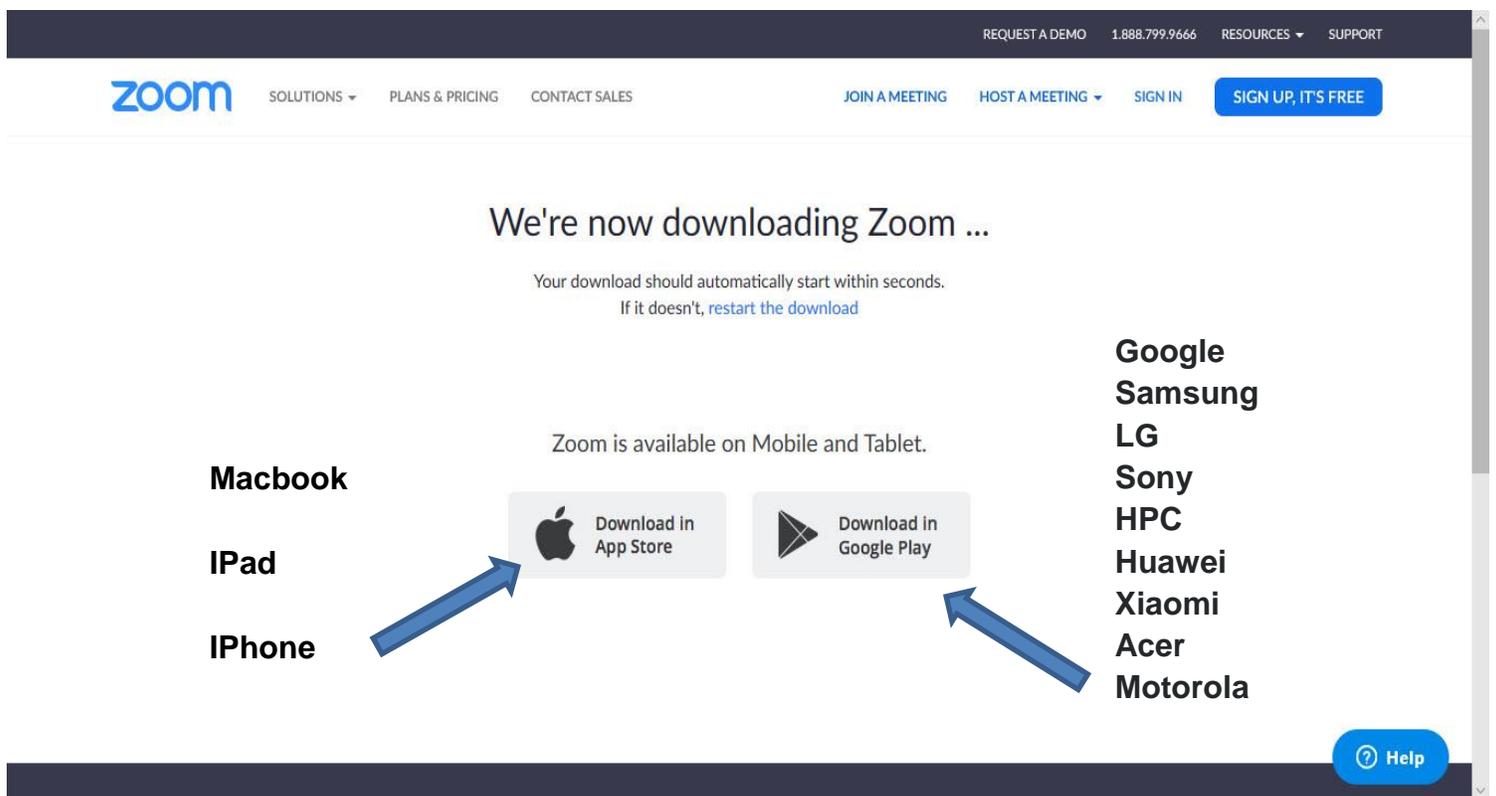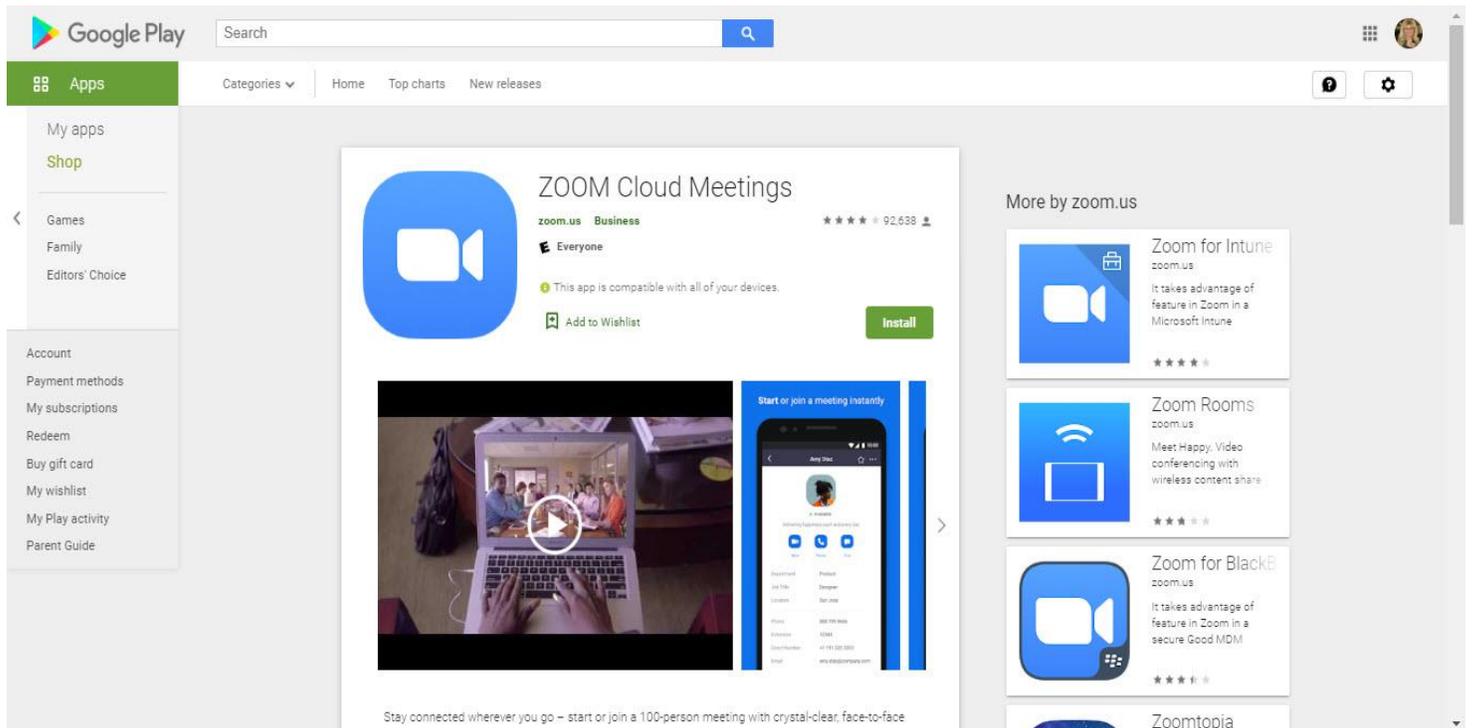
Please follow the steps in creating a FREE account on the following pages for how to create an account on a PC or Laptop (this method also works on smartphones & tablets).
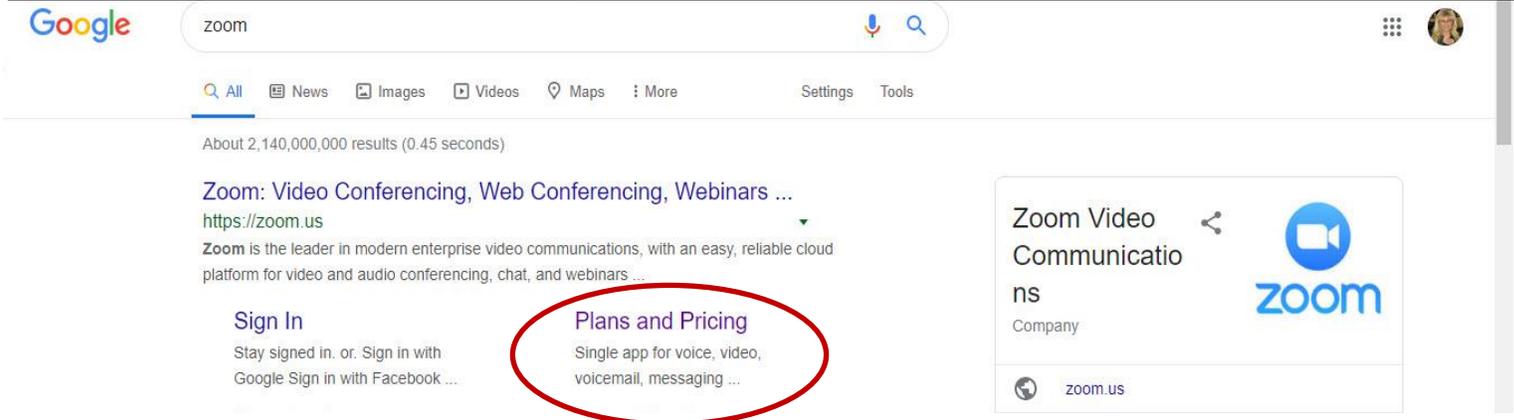
HOW TO DOWNLOAD & CREATE A FREE ACCOUNT ON A PC OR LAPTOP

(THIS METHOD ALSO WORKS ON A SMARTPHONE OR TABLET)

STEP 1	GOOGLE – ZOOM www.google.com

STEP 2	Click on Plans and Pricing https://zoom.us/pricing

STEP 3	Click - Sign up it's Free https://zoom.us/pricing

STEP 4	Enter your email address & click Sign Up https://zoom.us/signup

Enter your email address & click Sign Up

STEP 5	**Check your email & click Activate Account**

We've sent an email to sabine@weseniors.ca.
Click the confirmation link in that email to begin using Zoom.

zoom   Sign In

Hello sabine@weseniors.ca,

Welcome to Zoom!

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

Activate Account

By clicking this button, you confirm that you are at least 16 years of age.

STEP 6	**Activate Your Account** **Enter your Name & Password & Click Continue**

TIP: please remember or write down your password.
It is the one thing that our WSAC staff will not be able to help you with if you forget it.
TIP: Most applications will give you an option of sending you an email
and allow you to change your password if you do forget.

Hi, sabine@weseniors.ca. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the Privacy Policy and Terms of Service.

Continue

STEP 7	**Click Next**

Welcome to Zoom

sabine@weseniors.ca has been already activated. Click Next button below to invite colleagues.

Next

Go to My Account →

STEP 8	Click Join a Meeting

STEP 9	Enter Meeting ID or Personal Link Name that would be sent to you in your email then click Join https://zoom.us/join

ENJOY YOUR NEW APP

ZOOM ATTENDEE CONTROLS EXPLAINED

These are the controls you will be able to see at the bottom of your screen that you can use to interact and are explained below:

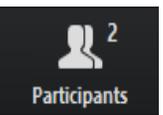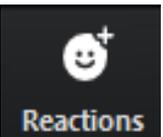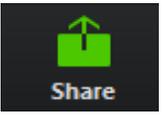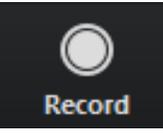*Please note some of these functions can be turned off by the host.*

| Mute | ^ | Stop Video | ^ | | | Invite | Participants ² | Share | Chat | Record | | Leave Meeting |
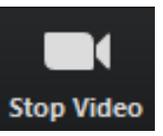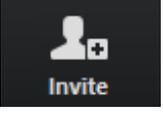
Mute	**To mute or unmute your microphone just click on the symbol.** **If a red slash appears over the icon your microphone is OFF.** Zoom has a "Mute Microphone" option that cuts down on feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to a presenter.
Stop Video	**Start Video / Stop Video: Turns your camera on or off.** **If a red slash appears over the icon your video is OFF.** This allows other people to see you or not see you. It is your choice.
Invite	**Invite** During a meeting, you can invite people to join by clicking on invite. Participants are typically invited by using their email and by the host.
Participants	**Participants** Allows you to see who is currently in the meeting/class.
Reactions	**Non-Verbal Feedback Icons** Places an icon beside your name. For example, Raise Hand places the raise hand icon beside your name and notifies the host. Lower Hand · yes · no · go slower · go faster · more
Share	**Screen Sharing** Click on this icon if you want to share something from your computer to the group. You are able to select the desktop or application you want to share if the host allows it. *Please note: the host can choose to disable this function.*
Record	**Start or stop a local recording by clicking on the icon.** Attendees **DO NOT** have access to start a cloud recording. *The host will need to allow local recordings in their account settings and permission to record.*
Chat	**Chat allows you to send messages to other users within a meeting.** You can send a private message to an individual or you can send a message to an entire group. *Please note: that the host can choose who the participants can chat with or to disable chat entirely.*
Leave Meeting	**Leave the meeting while it continues for the other participants.** *Please note: Only the host can end the meeting.*