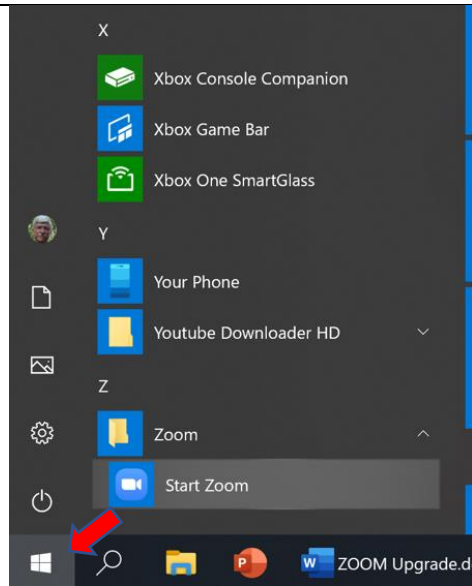


# ZOOM Software Update on Laptop/Desktop

It is important to use the current ZOOM version on your Laptop/Desktop

1

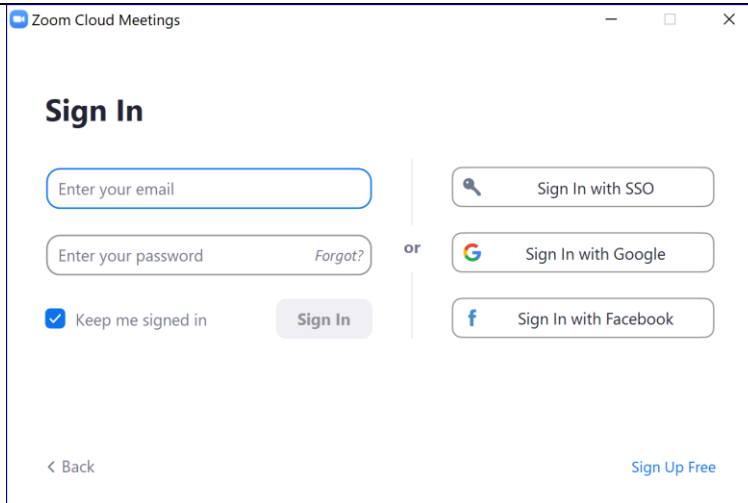


Click on the Windows start button at the far left of the bottom toolbar of your main Windows screen.

Scroll to the bottom of the list of programs Zoom, click on **Zoom**, and then click on **Start Zoom**.

If no Zoom program is listed, visit <https://zoom.us/download> and look for Zoom Client for Meetings, click on the **Download** button and follow instructions. If you take this step, the remaining instructions below do not apply to you.

2



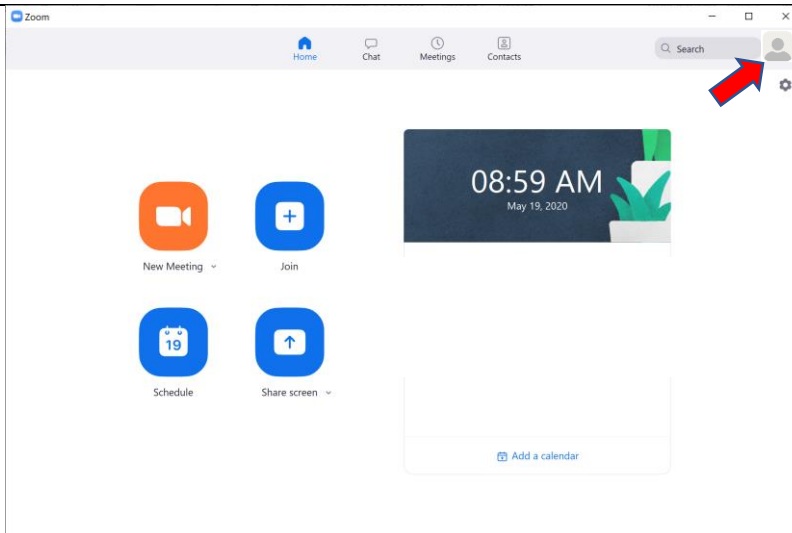
This page will NOT appear if you have a Zoom account and are already signed in.

Enter your email address and your Zoom account password.

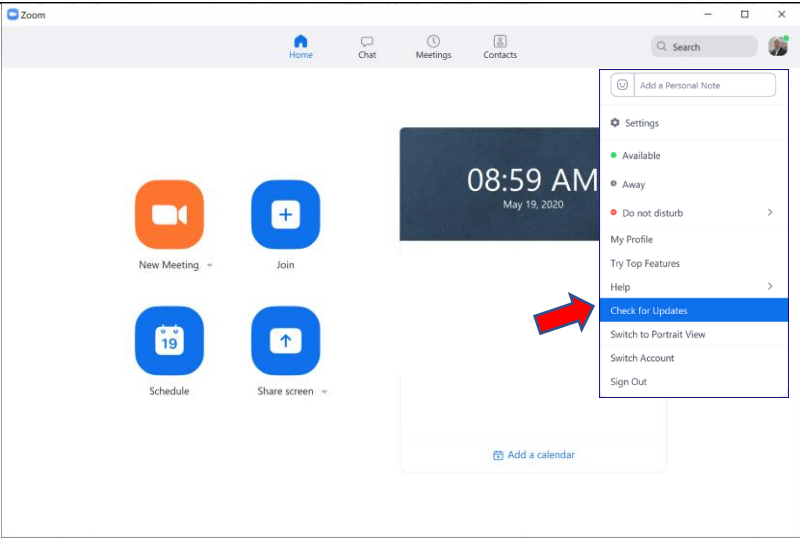
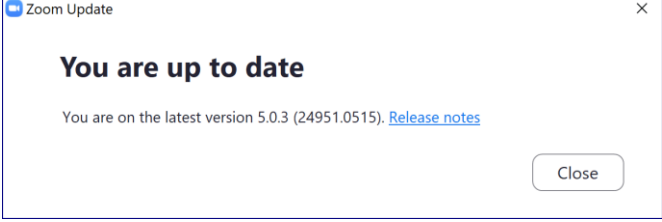
Check Keep me signed in to make signing in easier in the future.

Click **Sign In**

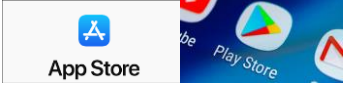
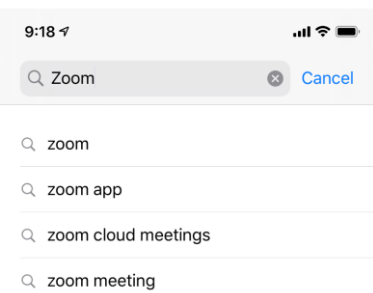
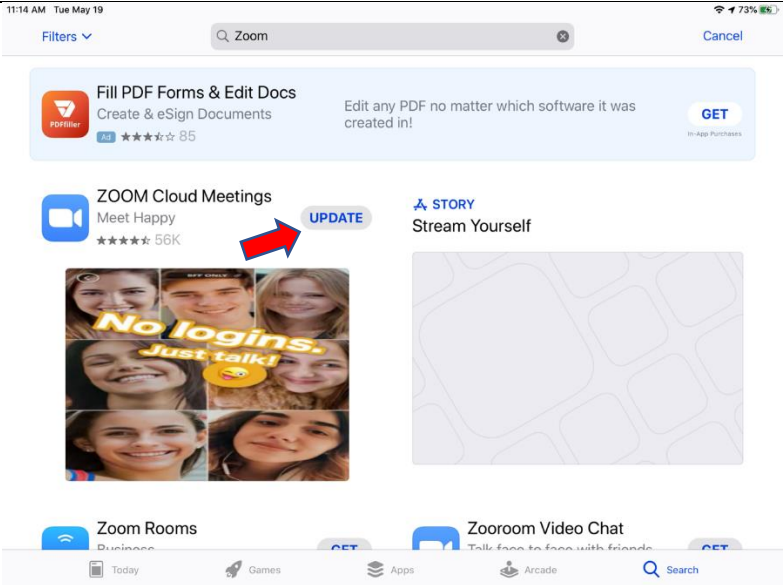
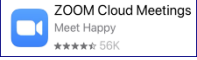
3



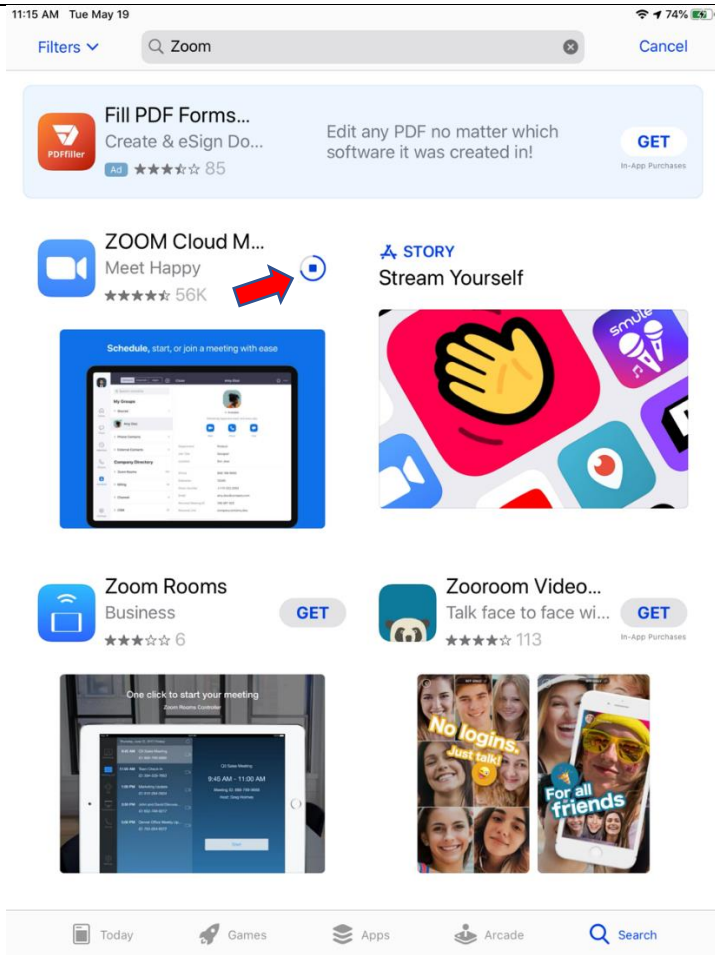
Click on this image in the top right corner (it may be this image, your initials, or your picture).

4	 <p>The screenshot shows the Zoom desktop application interface. At the top, there are navigation tabs for Home, Chat, Meetings, and Contacts. Below these are four main action buttons: New Meeting, Join, Schedule, and Share screen. A large clock displays the time 08:59 AM on May 19, 2020. On the right side, a user profile menu is open, and the 'Check for Updates' option is highlighted with a red arrow.</p>	<p>Click on <b>Check for Updates</b></p>
5	 <p>The screenshot shows a 'Zoom Update' notification window. The text inside the window reads: 'You are up to date', 'You are on the latest version 5.0.3 (24951.0515). <a href="#">Release notes</a>', and a 'Close' button.</p>	<p>If a new version is available, install it.</p> <p>If you are up to date, you will see this message, close the window.</p> <p>Congratulations!</p>

# ZOOM Software Update on Smartphone/Tablet

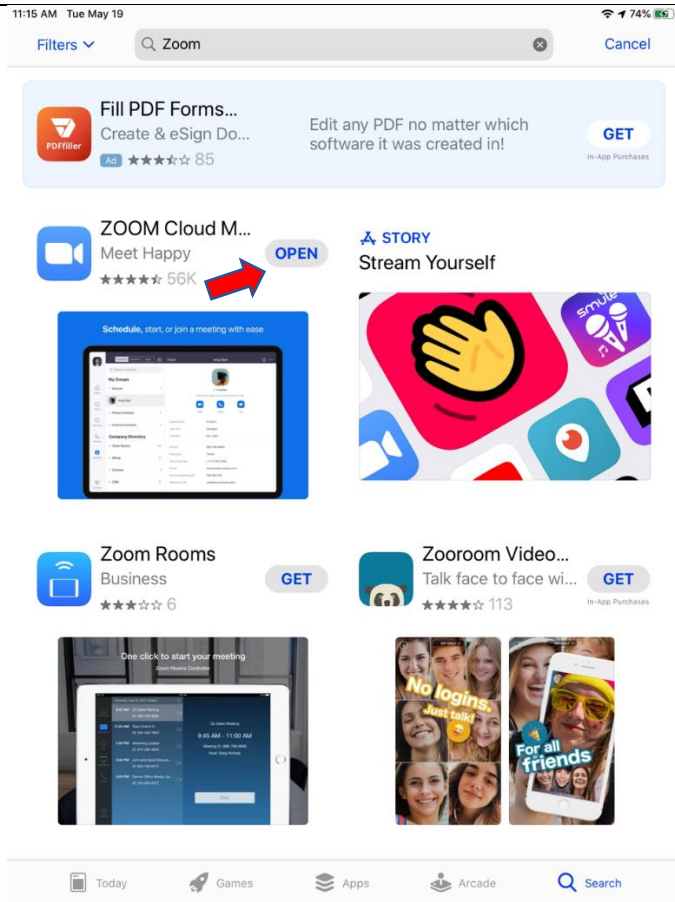
1		<p>Make sure your phone has a Wi-Fi internet connection.</p> <p>iPhone – click on App Store</p> <p>Android phone – click on Play Store</p>
2		<p>Click on the Search icon (magnifying glass) and Search for Zoom</p>
3		<p> Search may list a number of apps with the Zoom name, look for the one that looks like this image.</p> <p>Click on <b>UPDATE</b> to install the updated version.</p> <p>If instead of <b>UPDATE</b> you see <b>OPEN</b>, this means that you are current and there is nothing to do.</p>

4



Wait while it downloads

5



After downloading is complete, **OPEN** will appear. Congratulations.