Guide to Using **Zoom Pro**

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System Requirements for ZOOM

System Requirements

- Internet connection (broadband or wireless)
- Speakers and microphone (built-in or USB plug-in)
- Web Camera (built-in or USB plug-in)

Supported Operating Systems

- Windows 8 or 8.1
- Windows 7
- Windows Vista with SP1 or later
- Windows SP with SP3 or later
- Mac OS X with Mac-OS 10.6.8

Supported Tablet & Mobile Devices

- Surface PRO 2 running Win 8.1
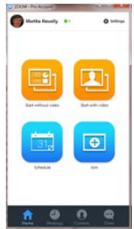- iOS and Android devices (iPhone & Android phones)

Supported Browsers

- Windows: Internet Explorer 7+, Firefox, Chrome, Safari5
- Mac: Safari5+, Firefox, Chrome

For more Information ... Click below.

[System Requirements for PC and Mac](#)

What do you want to do?

~ ~ ~ JOIN a meeting or video-conference call ~ ~ ~

1. If you have received an email inviting you to a meeting, the meeting ID is listed in the email.

2. Shortly before the start of the meeting, open the email and click on the link for the meeting.

3. If no password is required and host has set it up to join the meeting before the host, you will be placed into the meeting.

4. If this is your first time using ZOOM, a screen should prompt you to download the ZOOM client on your computer. Follow screen directions to do so. You only need to do this once.

5. Once you have downloaded the ZOOM client, you should get a round blue icon with a white slash in it on your desktop or start menu.

6. To join future meetings, you may start ZOOM by clicking on this icon.

7. You will see a menu to select to:

    a. START without video.

    b. START with video.

    c. SCHEDULE a meeting.

    d. JOIN a meeting.

8. Consult email invitation for the Meeting ID and join the meeting.

9. Use SETTINGS pull-down to test audio etc. and update your profile.

ZOOM Client

- If you are only going to use ZOOM to JOIN meetings rather than HOST them, using the ZOOM client is the simplest.

- It is a good idea to have this already downloaded and installed prior to the first meeting you are invited to join.

- If you successfully downloaded it and are able to see this menu, that's great! GOOD JOB!

- Before your first meeting, click on the arrow next to SETTINGS (top right) and test your audio, microphone etc.

- Then when you are ready to join your first meeting, you can click JOIN here and just enter the Meeting ID number.