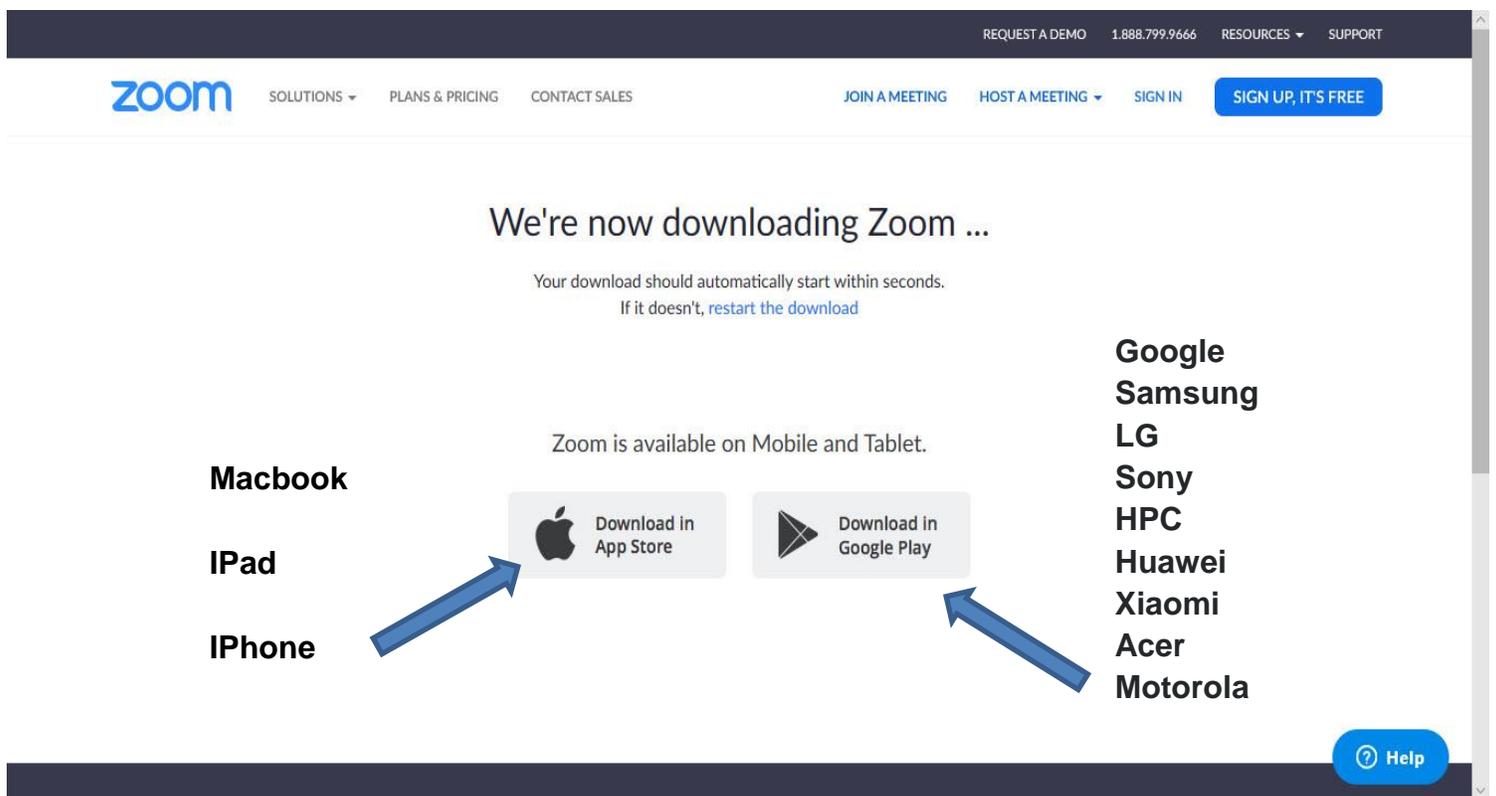
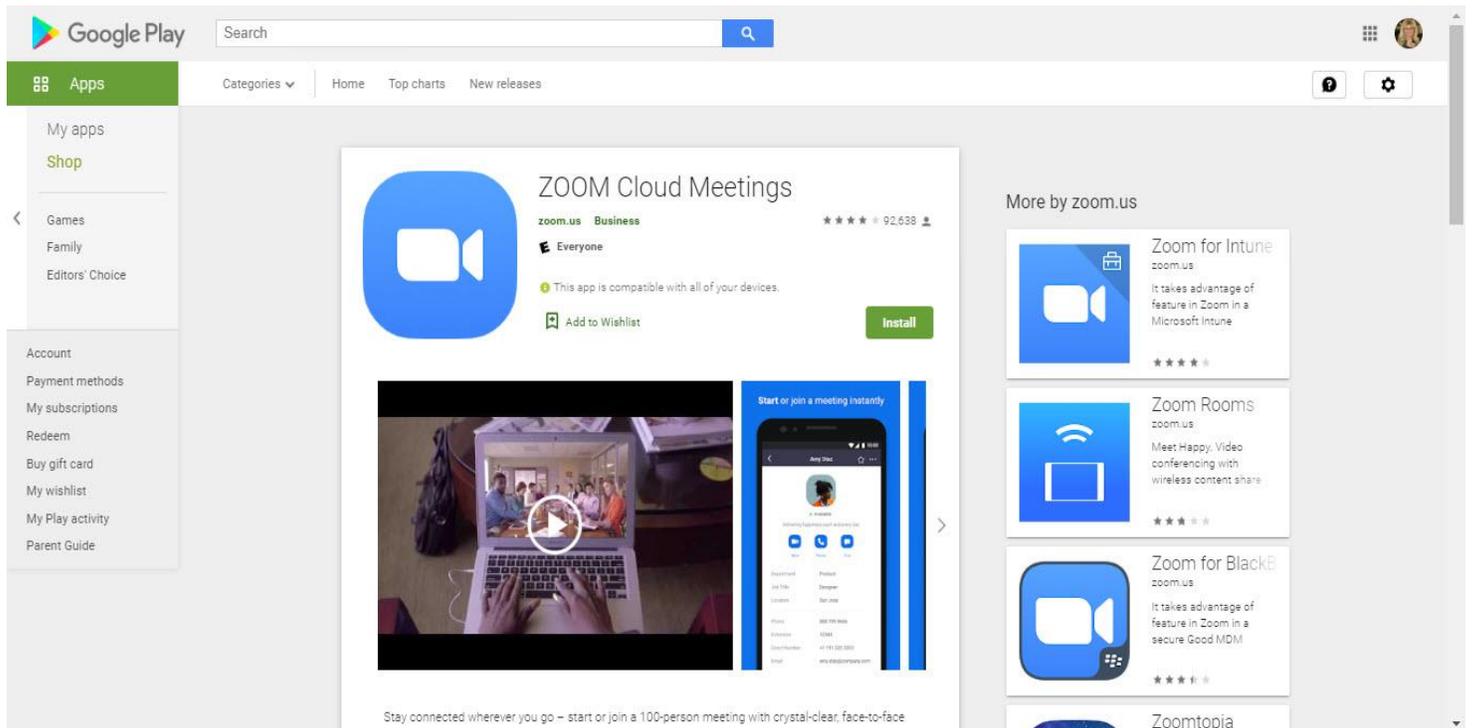


# HOW TO DOWNLOAD ZOOM ON A SMARTPHONE OR TABLET

## DOWNLOAD THE APP



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).

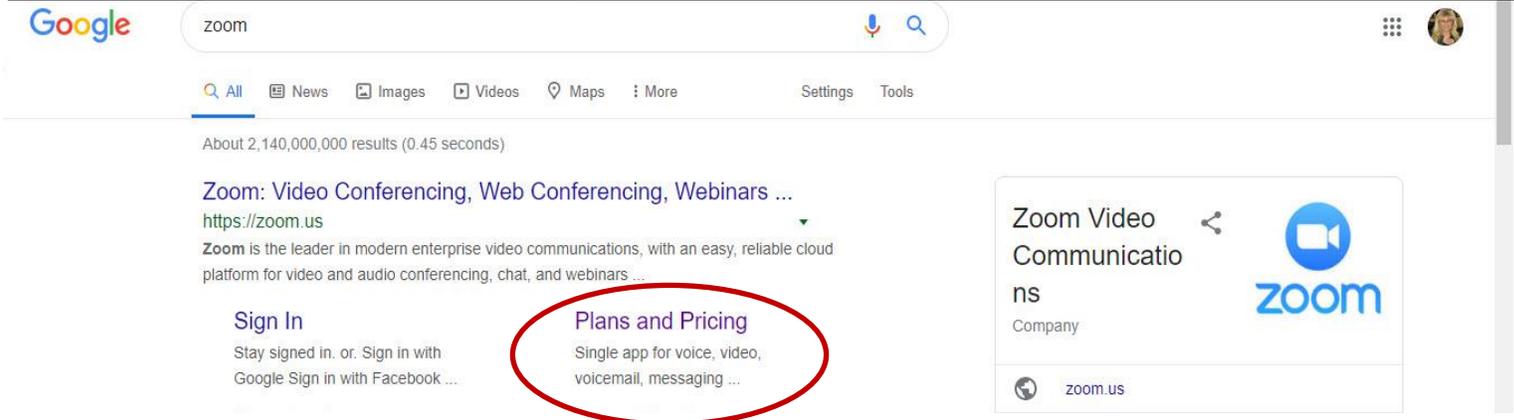
# HOW TO DOWNLOAD & CREATE A FREE ACCOUNT ON A PC OR LAPTOP (THIS METHOD ALSO WORKS ON A SMARTPHONE OR TABLET)

## STEP 1

GOOGLE – ZOOM [www.google.com](http://www.google.com)

## STEP 2

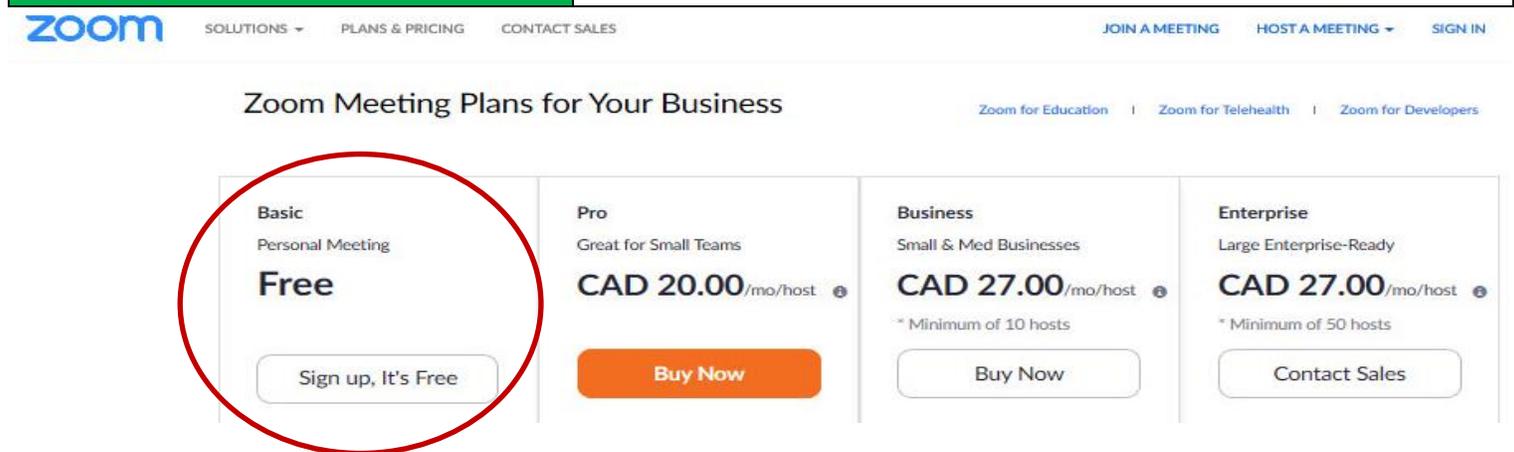
Click on Plans and Pricing <https://zoom.us/pricing>



A screenshot of a Google search for "zoom". The search bar shows "zoom" and the results show "Zoom: Video Conferencing, Web Conferencing, Webinars ...". The URL "https://zoom.us" is listed. Below the search results, there are links for "Sign In" and "Plans and Pricing". The "Plans and Pricing" link is circled in red. To the right, there is a Zoom Video Communications company card with the Zoom logo and the URL "zoom.us".

## STEP 3

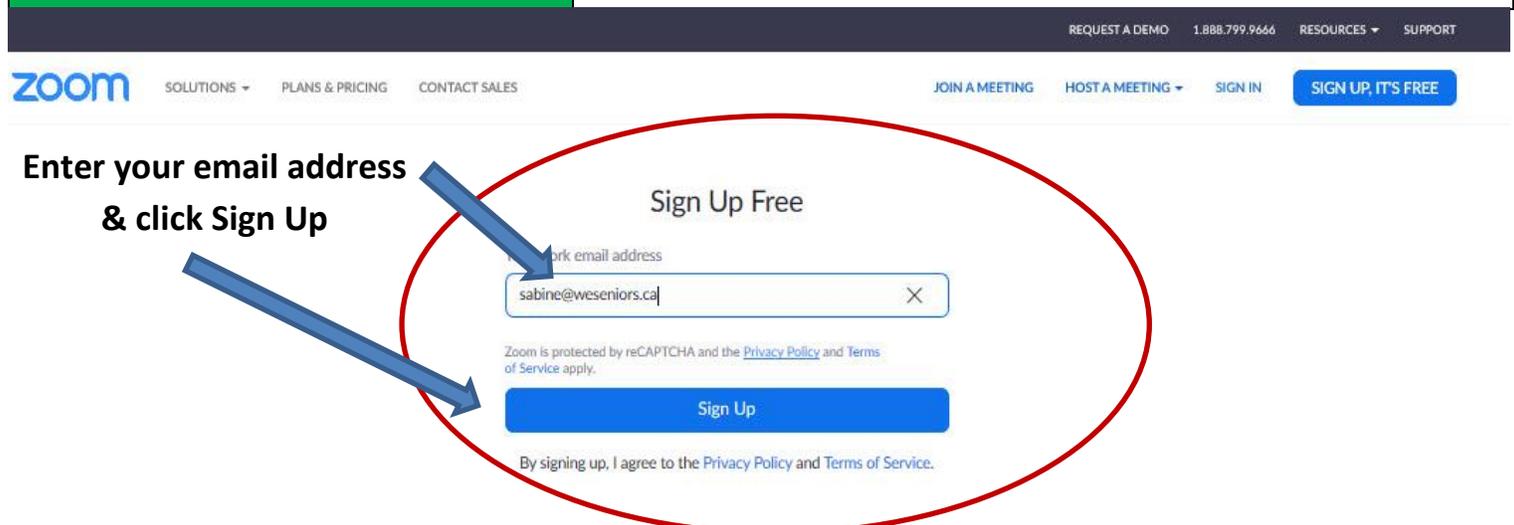
Click - Sign up it's Free <https://zoom.us/pricing>



A screenshot of the Zoom website's "Zoom Meeting Plans for Your Business" page. The page shows four pricing plans: Basic (Free), Pro (CAD 20.00/mo/host), Business (CAD 27.00/mo/host), and Enterprise (CAD 27.00/mo/host). The "Basic" plan is circled in red and has a "Sign up, It's Free" button. The "Pro" plan has a "Buy Now" button. The "Business" plan has a "Buy Now" button. The "Enterprise" plan has a "Contact Sales" button.

## STEP 4

Enter your email address & click Sign Up <https://zoom.us/signup>



A screenshot of the Zoom "Sign Up Free" form. The form has a text input field for "Work email address" containing "sabine@weseniors.ca". Below the input field, there is a "Sign Up" button. The entire form area is circled in red. Two blue arrows point to the input field and the "Sign Up" button. At the bottom of the form, there is a checkbox and text: "By signing up, I agree to the Privacy Policy and Terms of Service."

# STEP 5

## Check your email & click Activate Account

We've sent an email to [sabine@weseniors.ca](mailto:sabine@weseniors.ca).  
Click the confirmation link in that email to begin using Zoom.

Zoom

Hello [sabine@weseniors.ca](mailto: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.

CALENDAR  
Thu, Apr 2

Today

LOCK-UP: STAFF NEEDED

Outreach Walking Group - Gym  
11:20am - 12:15pm

Fri, Apr 3

LOCK-UP: STAFF NEEDED

PAY DAY - 2 WEEKS

Cookbook Launch Dinner  
5 - 7:30pm, gym

Sat, Apr 4

PAY PERIOD CUT OFF - 2 WEEKS

Sun, Apr 5

Laurea turns 29!

RENTAL - Church  
2:00 - 5:20pm, gym

Mon, Apr 6

# 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](mailto: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](mailto: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

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES REQUEST A DEMO 1.888.799.9666 RESOURCES ▾ SUPPORT

JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP, IT'S FREE

1 Account Info ▾ 2 Invite Colleagues

### Invite Your Colleagues

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

name@domain.com

name@domain.com

name@domain.com

[Add another email](#)

I'm not a robot 

[Invite](#) [Skip this step](#)

[Help](#)

# 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>

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SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

## Join a Meeting

Meeting ID or Personal Link Name

[Join](#)

[Join a meeting from an H.323/SIP room system](#)

javascript;

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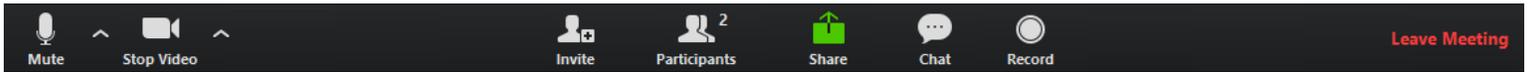
[Help](#)

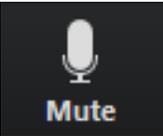
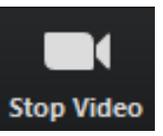
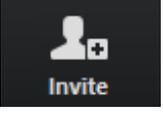
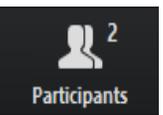
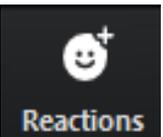
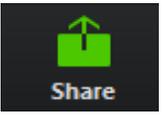
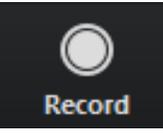
ENJOY YOUR NEW APP

# 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.**



|                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>Mute</b></p>            | <p><b>To mute or unmute your microphone just click on the symbol. If a red slash appears over the icon your microphone is OFF.</b><br/>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.</p> |
|  <p><b>Stop Video</b></p>      | <p><b>Start Video / Stop Video: Turns your camera on or off. If a red slash appears over the icon your video is OFF.</b><br/>This allows other people to see you or not see you. It is your choice.</p>                                                                                                                                                          |
|  <p><b>Invite</b></p>          | <p><b>Invite</b><br/>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.</p>                                                                                                                                                                                         |
|  <p><b>Participants</b></p>   | <p><b>Participants</b><br/>Allows you to see who is currently in the meeting/class.</p>                                                                                                                                                                                                                                                                          |
|  <p><b>Reactions</b></p>     | <p><b>Non-Verbal Feedback Icons</b><br/>Places an icon beside your name.<br/>For example, Raise Hand places the raise hand icon beside your name and notifies the host.</p>                                                                                                  |
|  <p><b>Share</b></p>         | <p><b>Screen Sharing</b><br/>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.<br/><i>Please note: the host can choose to disable this function.</i></p>                                                                             |
|  <p><b>Record</b></p>        | <p><b>Start or stop a local recording by clicking on the icon.</b><br/>Attendees <b>DO NOT</b> have access to start a cloud recording.<br/><i>The host will need to allow local recordings in their account settings and permission to record.</i></p>                                                                                                           |
|  <p><b>Chat</b></p>          | <p><b>Chat allows you to send messages to other users within a meeting.</b><br/>You can send a private message to an individual or you can send a message to an entire group.<br/><i>Please note: that the host can choose who the participants can chat with or to disable chat entirely.</i></p>                                                               |
|  <p><b>Leave Meeting</b></p> | <p><b>Leave the meeting while it continues for the other participants.</b><br/><i>Please note: Only the host can end the meeting.</i></p>                                                                                                                                                                                                                        |