

ZOOM INSTALLATION & TEST GUIDE

*To ensure a pleasant experience with your first Zoom course or Spotlight Event, we **strongly encourage you to download and install the free Zoom Application beforehand.***

Follow the steps below to ensure a smooth Zoom experience:

- 1) **Download Zoom on your electronic device: laptop, desktop, iPad, or tablet.** We do not recommend using your cell phone to attend these courses or events. Why? On a phone, navigation is harder, all people participating in the class or event cannot be seen, and slides/videos are minimized and difficult to see.

Download Zoom here: <https://zoom.us/download> in the download center.

- Click on the **Download** button under "Zoom Client for Meetings"
- Once the download is complete, *proceed* with **installing** the Zoom application onto your computer. Typically, on a computer, there is a "blinking" icon on the lower left of your screen. Click on this tab to start the installation process.

- 2) **Join a test Zoom meeting.** Doing this before your first class/event allows you to:

- a) Make sure you have downloaded Zoom properly and have a strong internet connection.
- b) Test your video and make sure you can be seen by the instructor/presenter
- c) Test your audio and make sure you can be heard by the instructor/presenter

Join a test Zoom meeting here: <https://zoom.us/test>

- Click the blue *Join* button to launch Zoom.
- When prompted by your browser, click *Open Zoom Meetings*. If you don't have Zoom installed properly on your computer, follow the prompts to download and install Zoom.
- The test meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click *No* to switch speakers until you hear the ringtone. Click *Yes* to continue to the microphone test.

- If you don't hear an audio reply, use the drop-down menu or click *No* to switch microphones until you hear the replay. Click *Yes* when you hear the replay.
- Click *Join with Computer Audio* to join the test meeting with the selected microphone and speakers. (i.e., *Phone Call* or *Computer Audio*) Select *Computer Audio*.

3) In order to download Zoom properly and have a good experience with your course/event, you will also need a strong hardwired or wifi internet signal. Move closer to your router if your screen freezes or you get a message saying your connection is weak.

Congratulations! You have successfully downloaded Zoom and tested your internet signal, audio and video capabilities. Once you register for a course or Spotlight Event, you will receive an email invitation to the course or event. In the email, you will find a link to use on the designated day/time for the course or event.

If you have problems with technology or questions about connecting to Zoom, please contact either [Facilities@davidsonlearns.org](mailto:Facilities@ davidsonlearns.org) or executivedirector@davidsonlearns.org.