SETTING UP ZOOM

To set up your account please go to **https://support.zoom.us**
You will be prompted to create an account if you don't already have one.

To **download** and install the **Zoom Application**: Go to **https://zoom.us/download** and from the **Download** Center, click on the **Download** button under "**Zoom** Client For Meetings". This **application** will automatically **download** when you start your first **Zoom** Meeting – but it's a good idea to do it ahead of time.

It's also a good idea to familiarize yourself with Zoom before our meeting if you haven't used it much before. Here are some resources to help introduce you to Zoom operation and features.

> **http://zoom.us/livetraining**
> **https://www.unb.ca/cel/_assets/documents/credit/zoom-support-user-guide.pdf**
> **https://senate.universityofcalifornia.edu/_files/resources/zoom-instructions.pdf**

NOTE – if using the app on your smartphone, tablet and **most** laptops you will automatically have audio (speaker & microphone) and video including built-in camera. If using a desktop computer or a laptop without built-in camera etc., make sure you have external speakers, microphone and camera and that they are turned on. If you do not have a camera, you will not be seen in the meeting and without a microphone you won't be heard. You can purchase a webcam and/or microphone online. Please be sure to check out your equipment beforehand.