

Windows 10

Downloading and Installing Zoom Cloud Meetings



This document guides you through how to download and then install the Zoom Cloud Meetings program on your Windows 10 computer.

Downloading Zoom Cloud Meetings

To download Zoom Cloud Meetings on your Windows 10 computer, follow these suggested steps:

1. Start your web browser.
2. Press the keyboard shortcut ALT and D. Upon doing this, focus will move to the Address Box, situated at the top of the program window.
3. In the Address Box, the current web address will be selected. Press the DELETE key to remove this address and then type the following web address and press ENTER when done.

<https://www.zoom.us/download>

4. A few seconds later, you will be on the Zoom Download page. Under the heading Zoom Client for Meetings, activate the blue Download button. Upon doing this, the Zoom software will be downloaded to your computer. By default, it will be downloaded to the "Downloads" folder.
5. When the download is complete, press **ALT and F4** to exit your web browser.

Installing Zoom Cloud Meetings

Now you have downloaded the Zoom Cloud Meetings software, you need to install it. To do this, follow these suggested steps:

1. Hold down the WINDOWS LOGO Key **and press the letter R**. Upon doing this, the Run dialog box will be displayed at the bottom left corner of the screen.

Note: The WINDOWS LOGO key is the one to the right of the Ctrl key, situated at the bottom left corner of the keyboard. For reference, it has a picture of a flag printed on it!

2. In the Run dialog box, focus will be in an edit box labelled "Open". Type the word "Downloads" (without the quotation marks) and press **ENTER**. Upon doing this, your Downloads folder will be displayed.
3. In the Downloads folder, you will find a file called "Zoom Installer". Press the letter **Z** until this file is selected. Then, press ENTER to activate it. Upon doing this, the User Account Control dialog box will be displayed.
4. Activate the Yes button in the User Account Control dialog box. Upon doing this, the installation process will begin!
5. Follow the onscreen instructions to install the Zoom software!
6. When the Zoom software has been installed, restart your computer. That's it, you are now ready to use Zoom Cloud Meetings!

Now, when you receive an invitation via email to a Zoom meeting, activating the invitation link will result in Zoom opening automatically, without you even noticing!
Happy Zooming!