



# Zoom Student's Manual

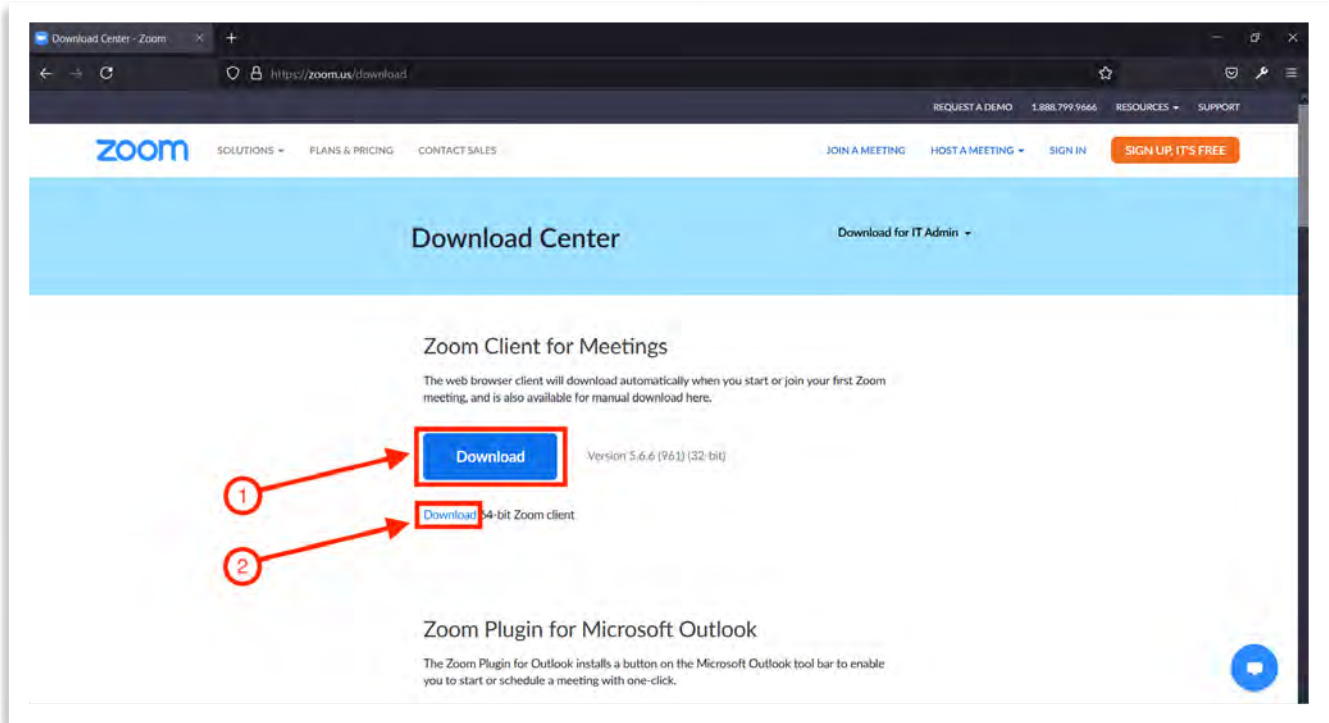
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for Makandura Premises  
Wayamba University of Sri Lanka

May 2021  
(Version 1.0)

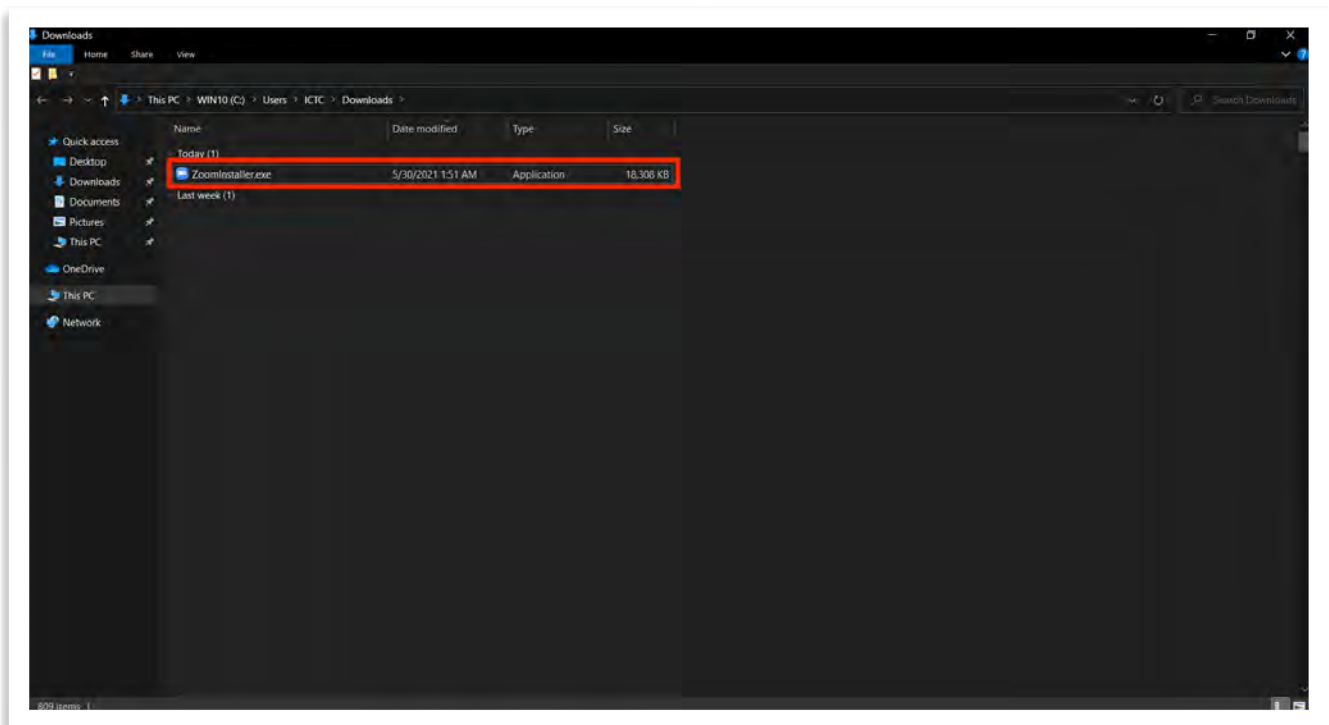
# Install Zoom on Windows

**Step 1:** Visit the URL <https://zoom.us/download>

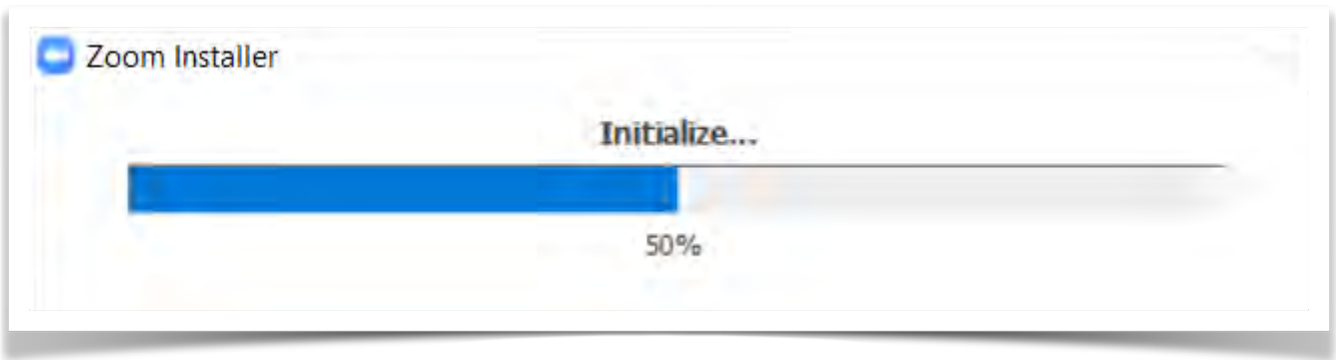


If you have 32 bit Windows installed on your computer, click on download button [1].  
If you have 64 bit Windows installed on your computer, click on download link [2].

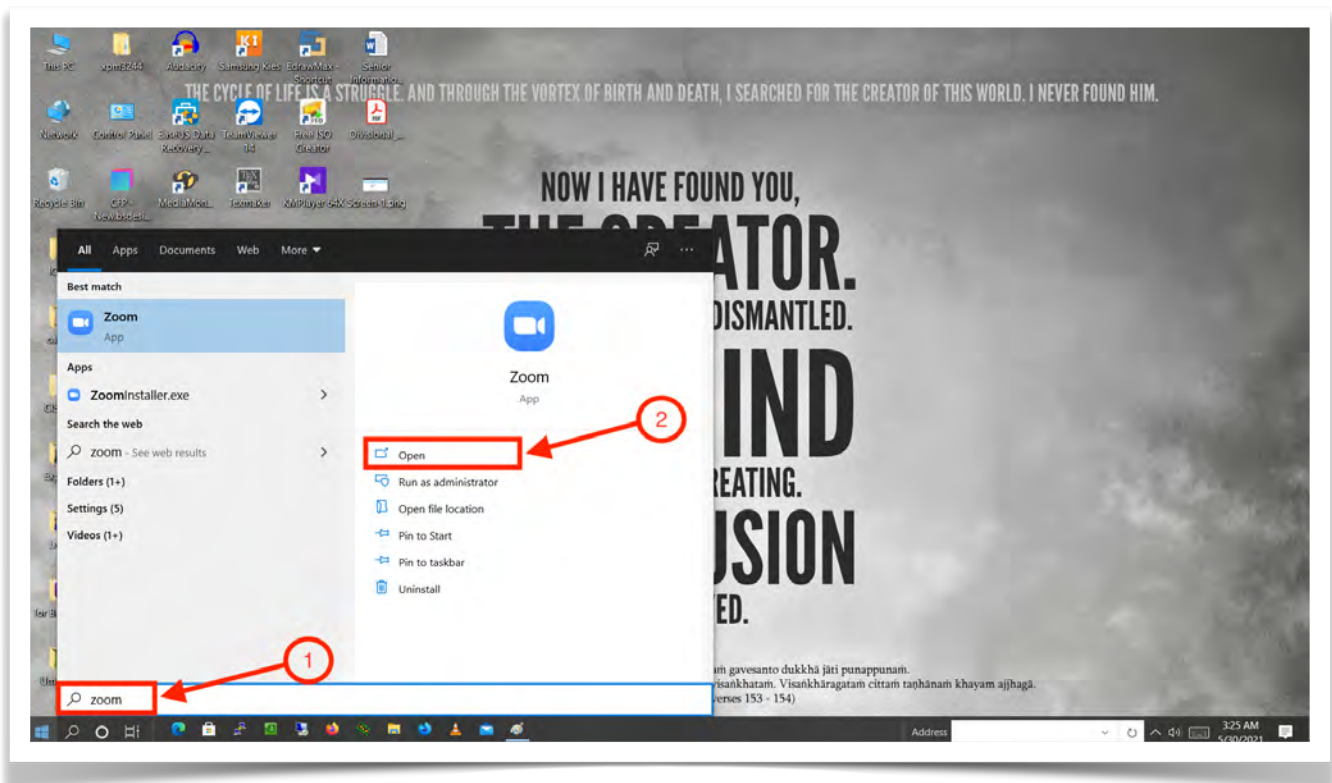
**Step 2:** Double click on the downloaded installer file.



**Step 3:** Wait until the installer finishes the installation. The below screen will automatically get closed after successful installation of Zoom.

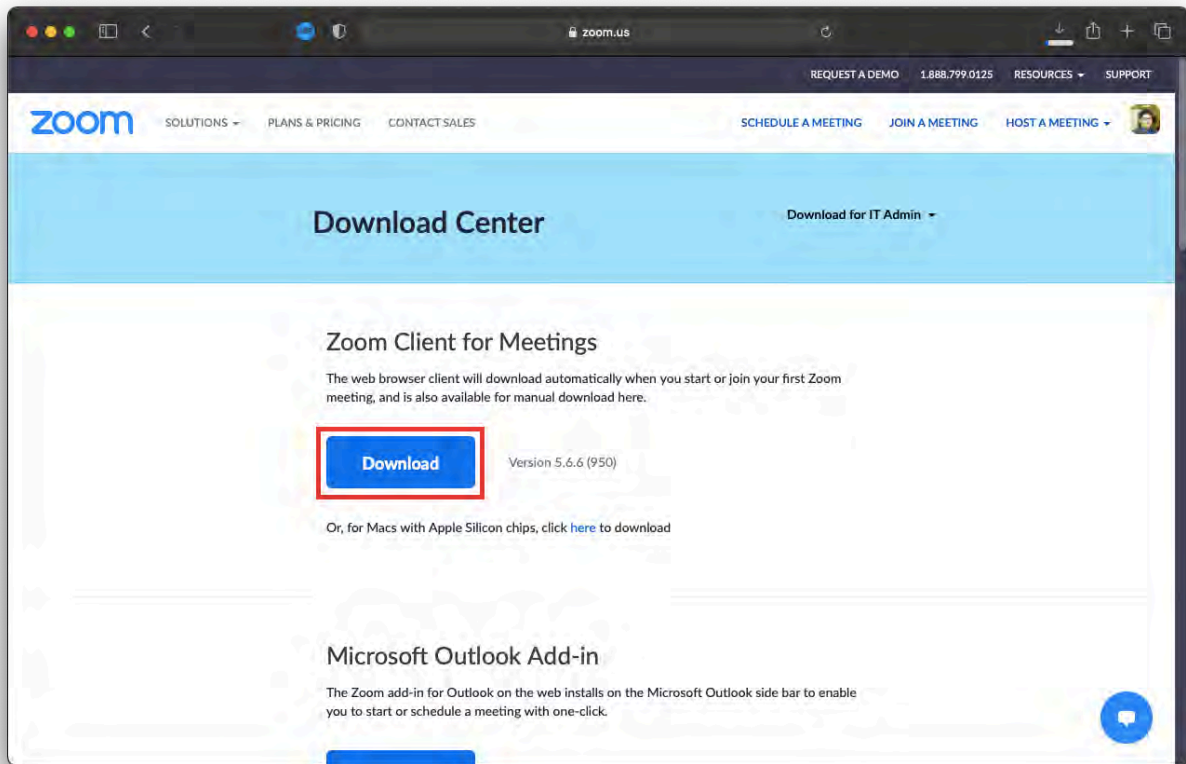


**Step 4:** Search for Zoom application in Windows start menu [1] and click on open [2].

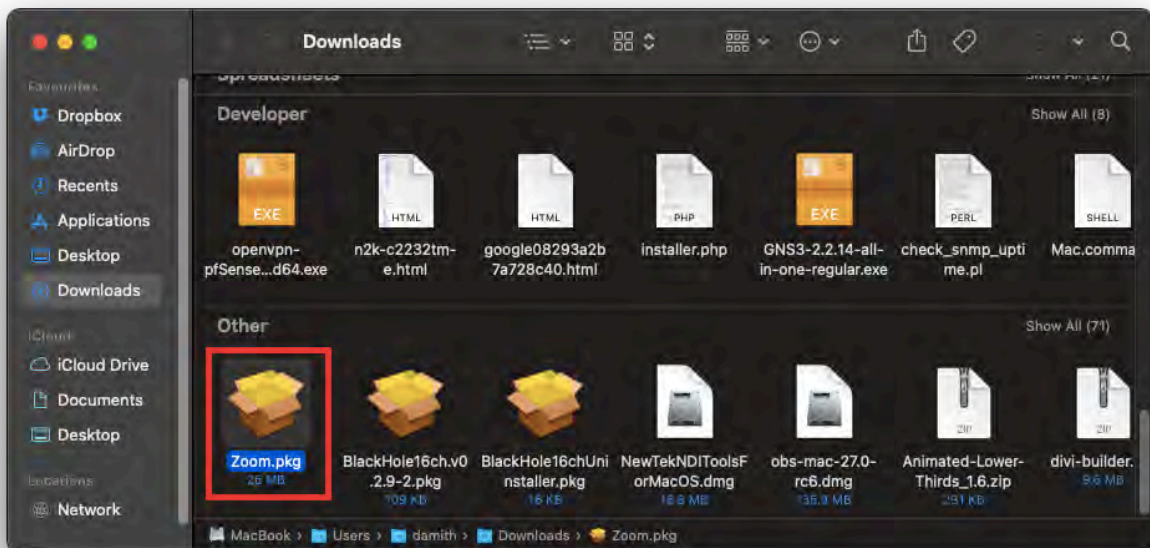


# Install Zoom on macOS

**Step 1:** Visit the URL <https://zoom.us/download>. Then click on Download button.



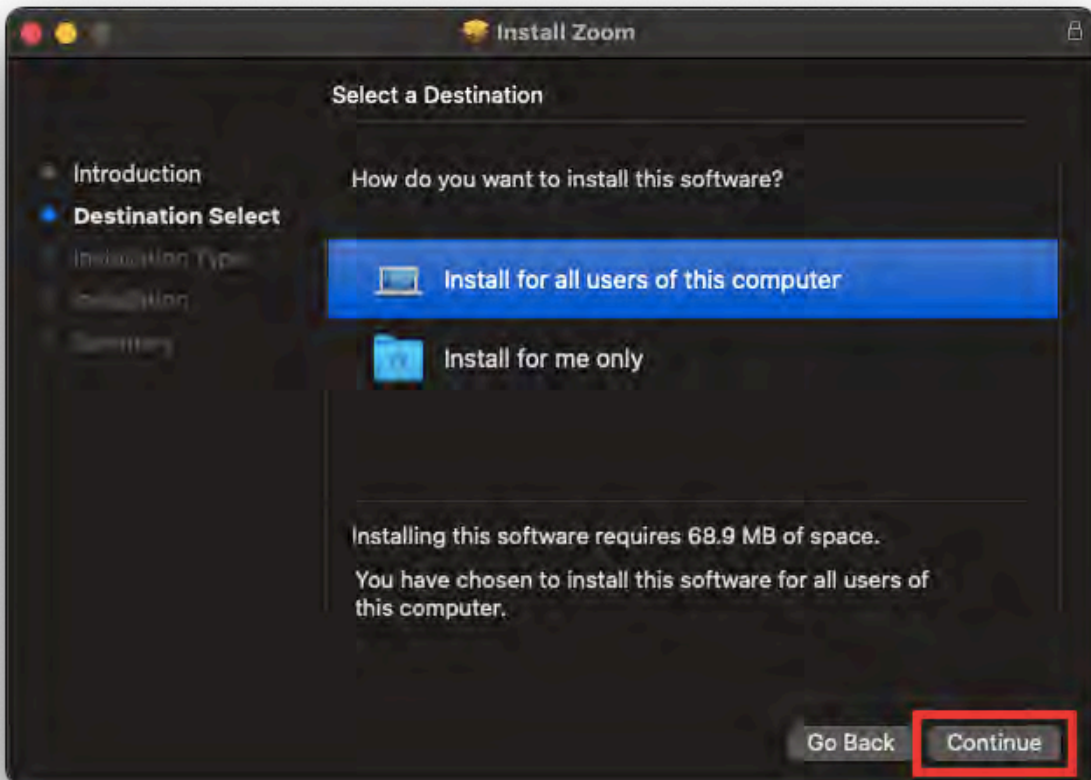
**Step 2:** Double click on the downloaded package installer file.



Step 3: Click on Continue.



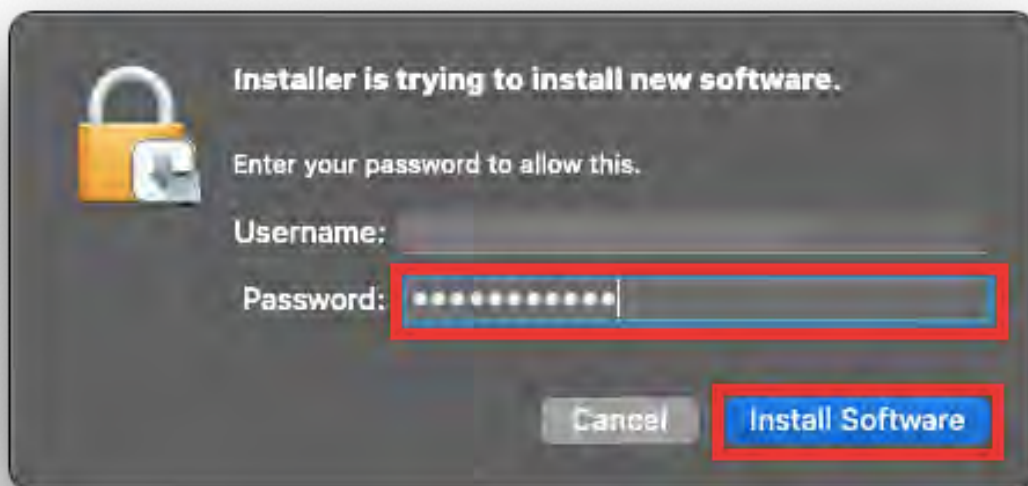
**Step 4:** If you want to install Zoom for all users of your computer, then select “Install for all users of this computer” or else if you want to install Zoom for yourself only, then select “Install for me only”. Then click on Continue.



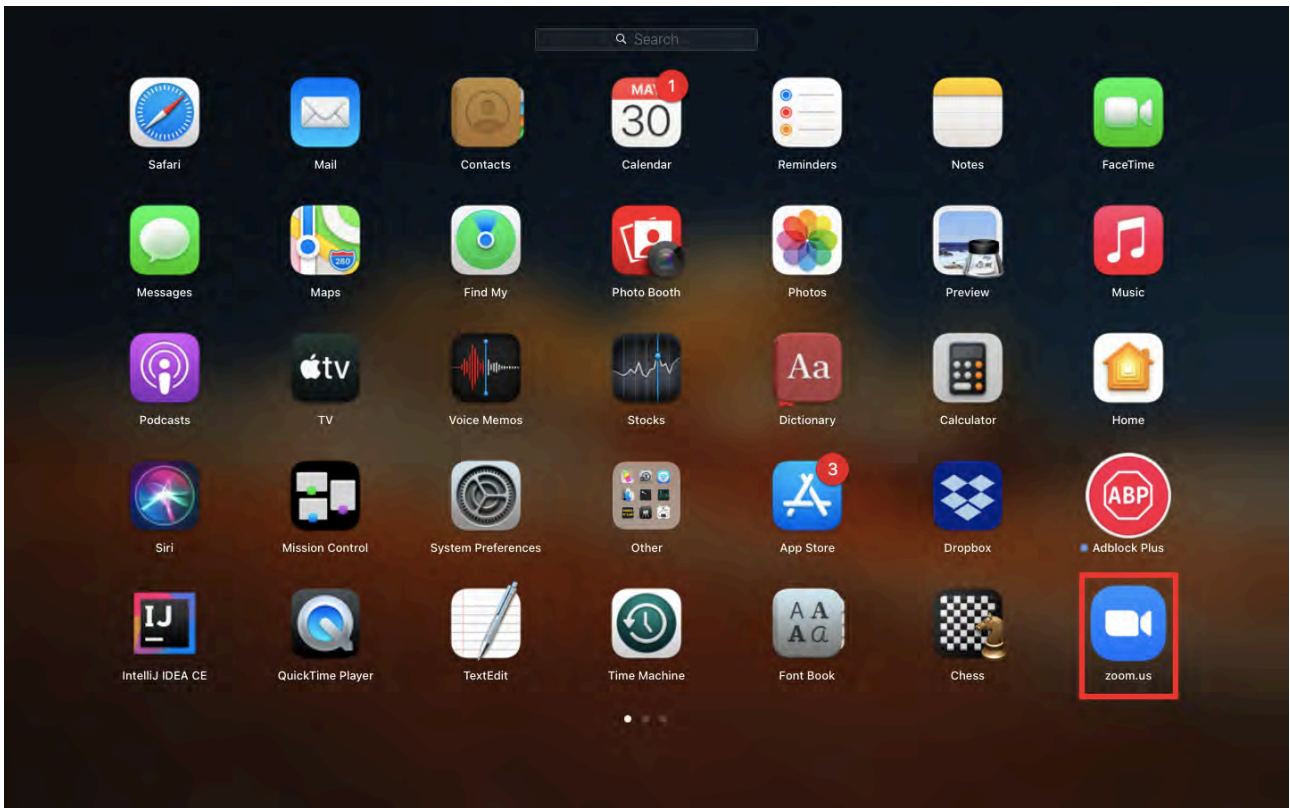
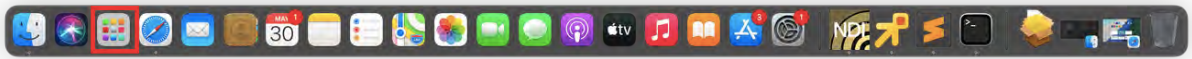
**Step 5:** Click on Install.



**Step 6:** Enter password for your account and click on Install Software.



**Step 7:** In order to open Zoom on macOS, find Zoom app in Launchpad and click on the Zoom icon.



## Install Zoom on Android and iOS

Step 1: Open Play Store or App Store on your phone. Search for Zoom and install it.

# Login to Zoom using Zoom app

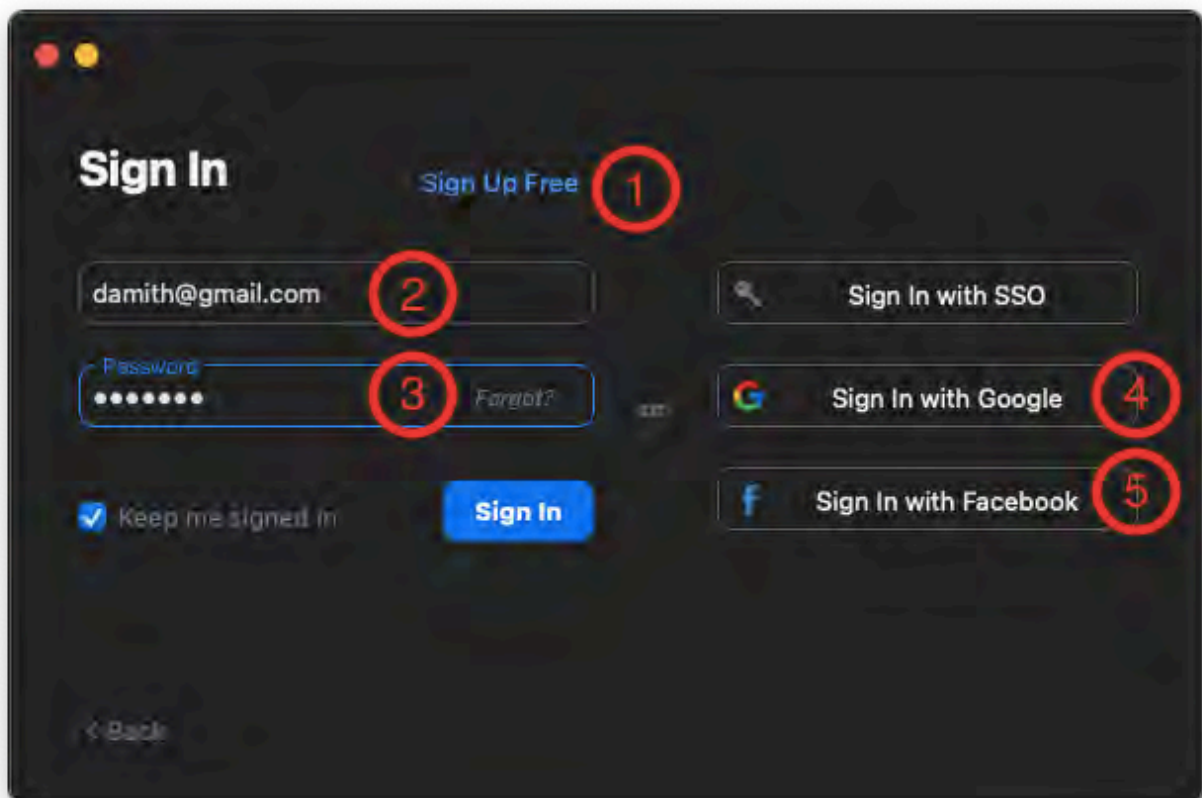
**Step 1:** Open Zoom application

**Step 2:** If you don't have a Zoom account and want to create one click on Sign Up Free [1] and follow the instructions on next section of this guide.

If you already have a Zoom account and with to sign in using that account provide your username [2], password [3] and click on Sign In.

If you don't have a Zoom account but have a Google account you can sign up and sign in to Zoom using your Google account. In order to do that click on Sign In with Google [4].

If you don't have a Zoom account but have a Facebook account you can sign up and sign in to Zoom using your Facebook account. In order to do that click on Sign In with Facebook [4].

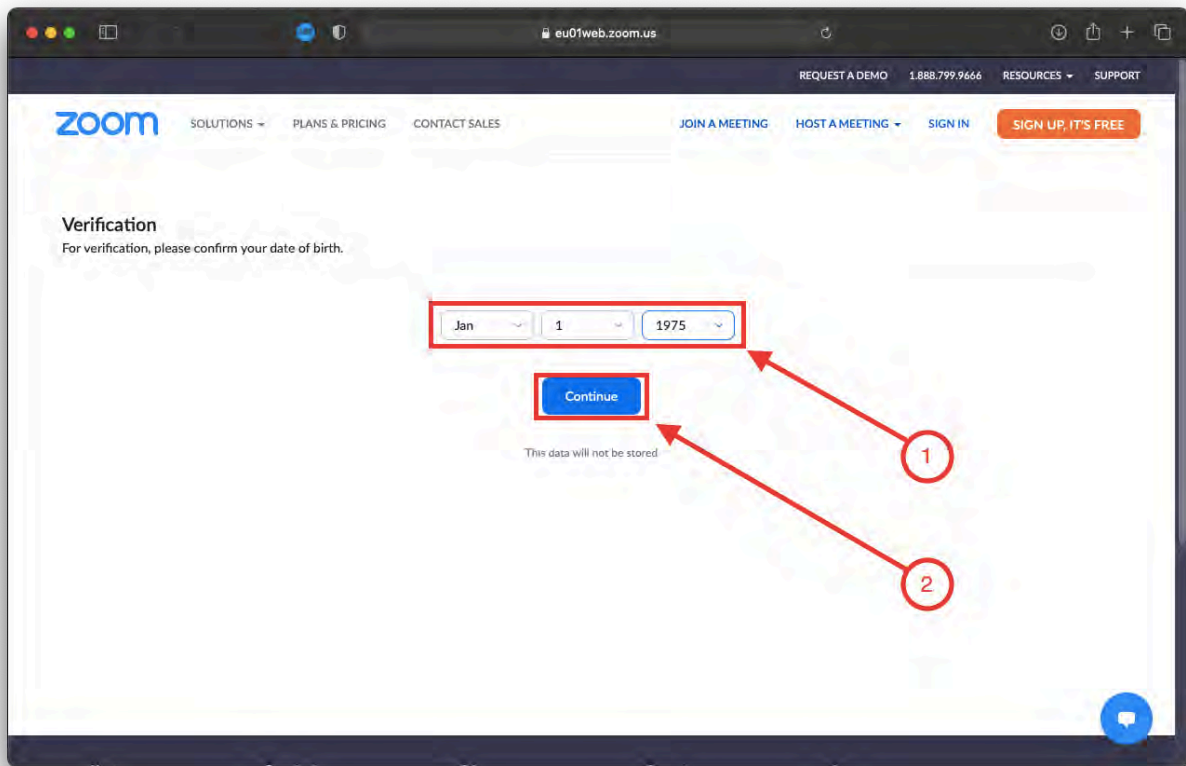




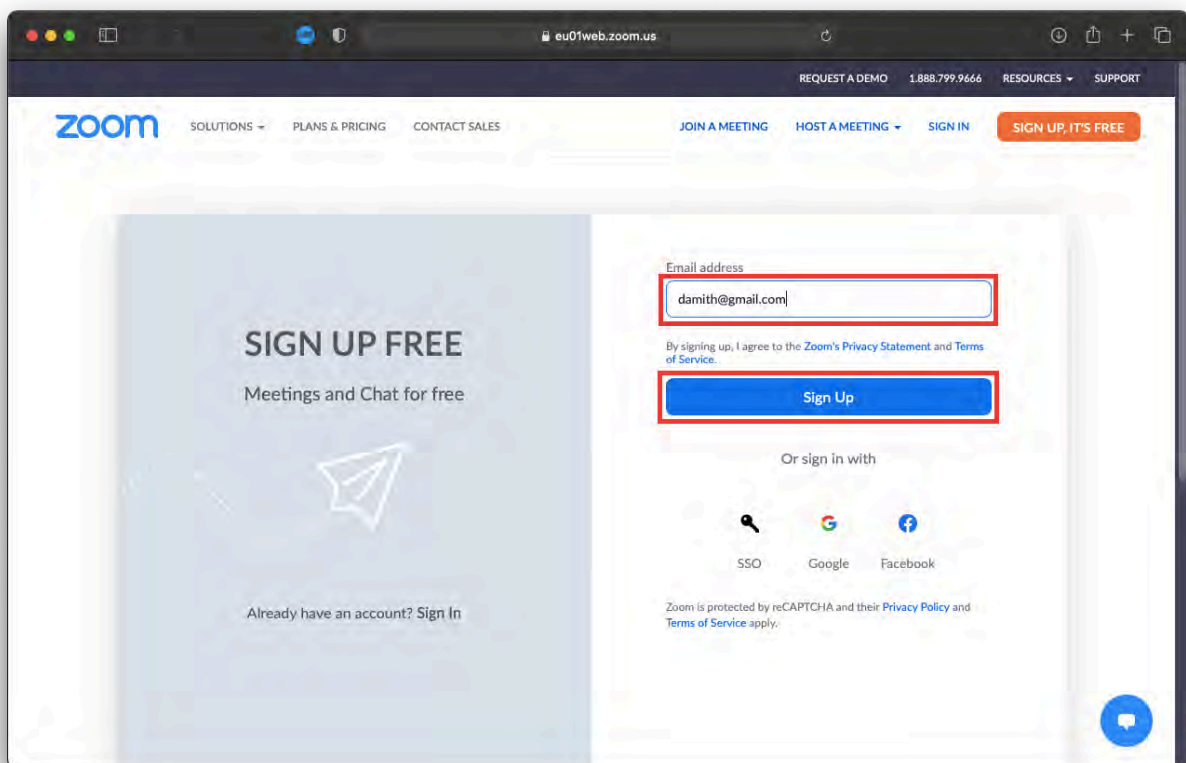
# Create a Zoom account

**Step 1:** Click on “Sign Up Free” link on sign in screen of the Zoom app or visit the URL <https://zoom.us/signup>

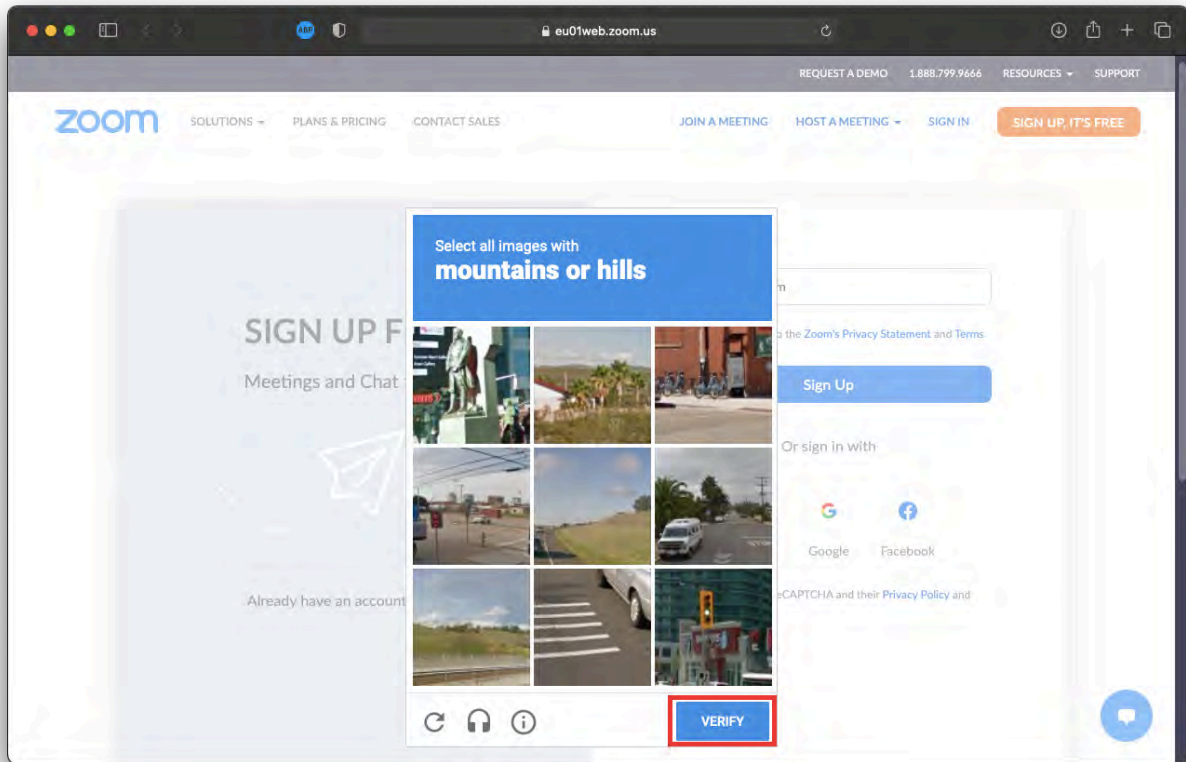
**Step 2:** Provide your birthdate [1] and click on Continue [2].



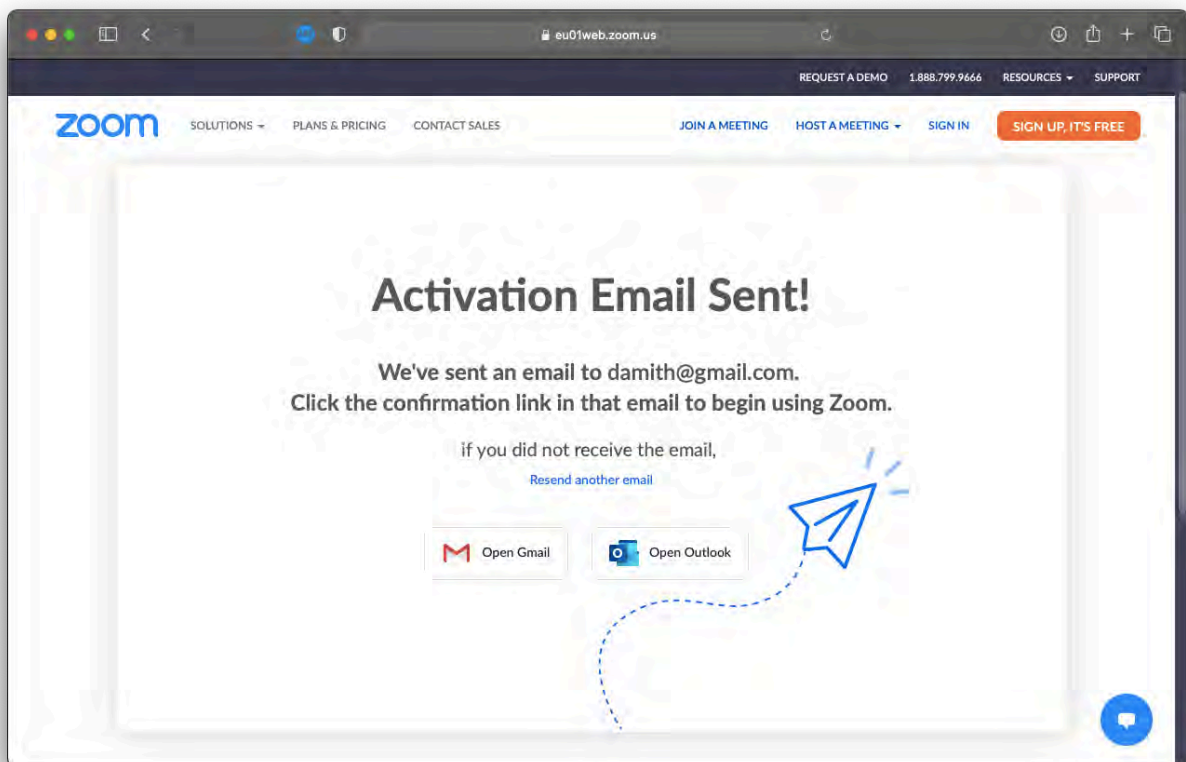
**Step 3:** Provide your email address and click on Sign Up.



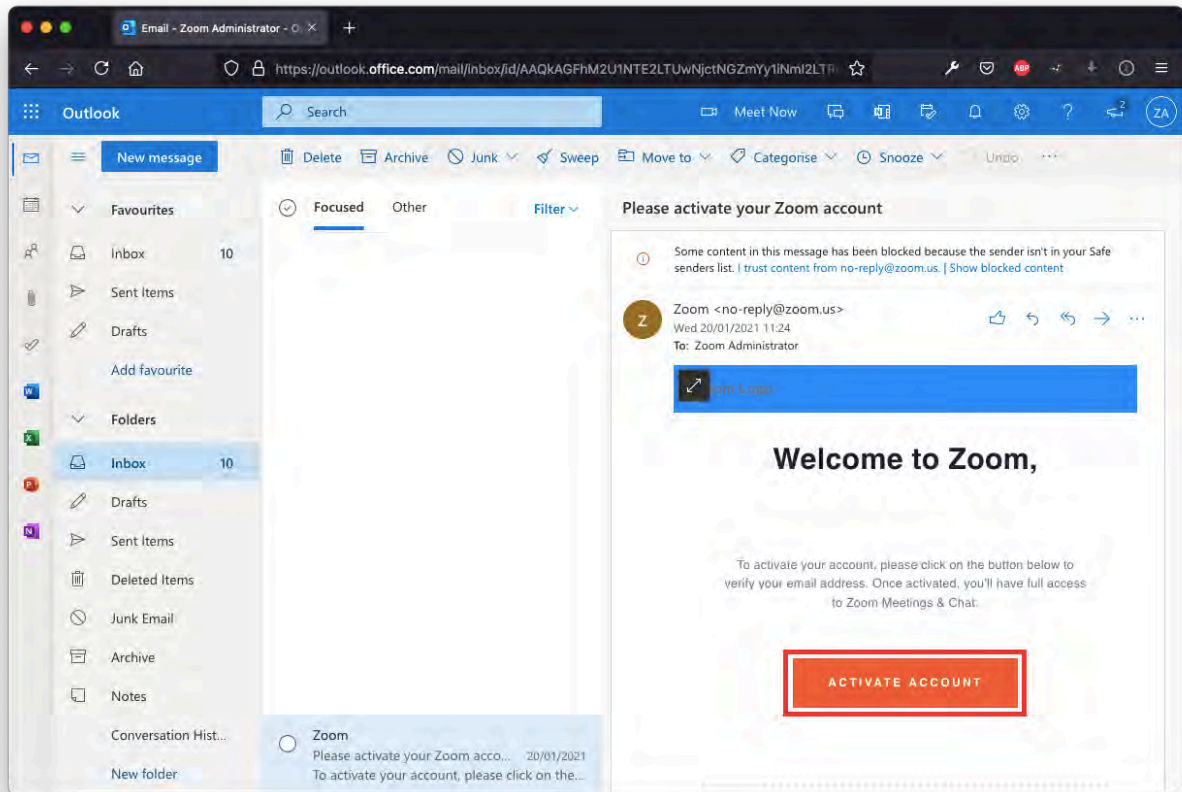
**Step 4:** If it's asked for CAPTCHA challenge complete the challenge and click on verify.



**Step 5:** An activation link will be sent to your email address.



**Step 6:** Click on the “ACTIVATE ACCOUNT” button in the received email.

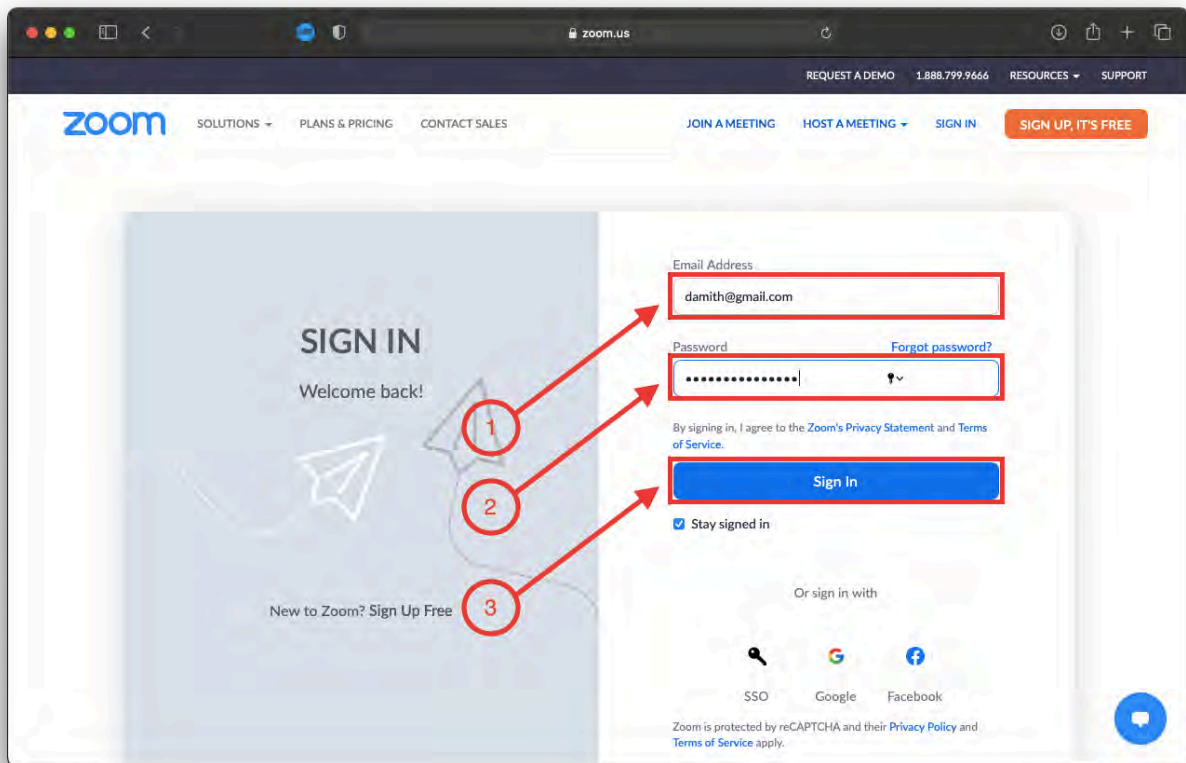


**Step 6:** Provide a good password for your account.

# Login to Zoom using a web browser

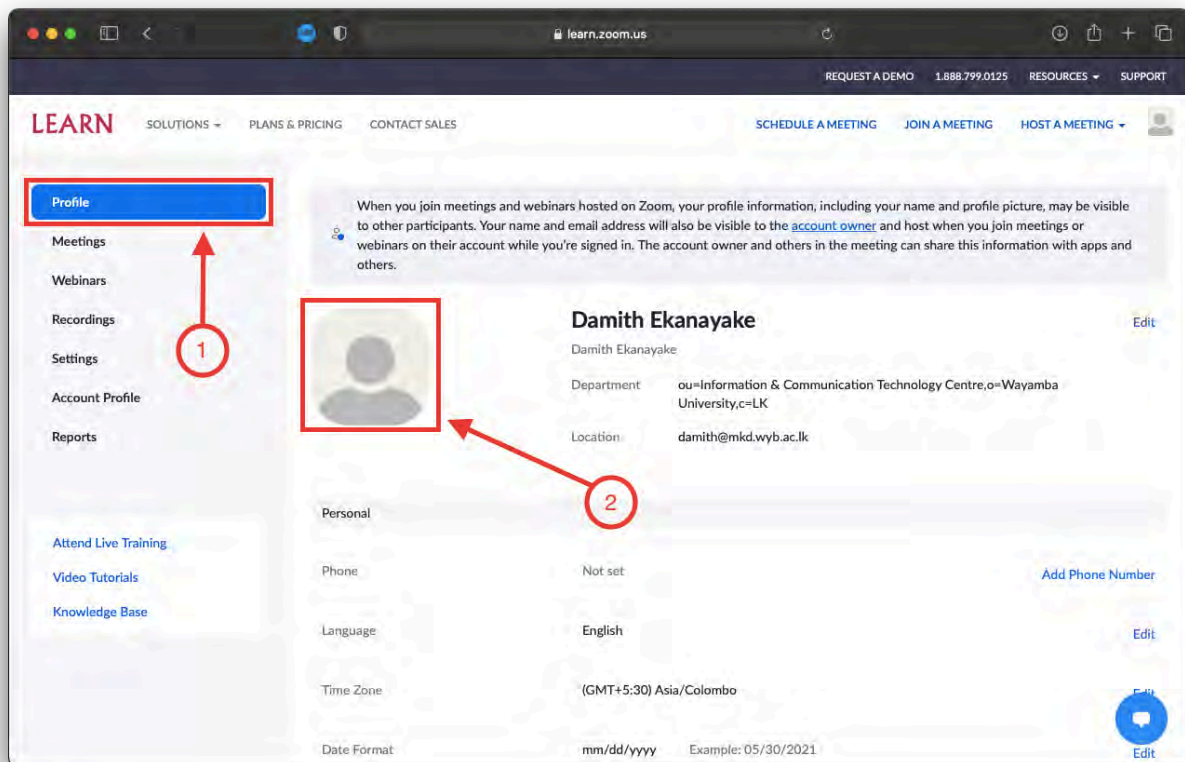
**Step 1:** Visit URL <https://zoom.us/signin>

**Step 2:** Provide your email address [1], password [2] and click on Sign In [3].

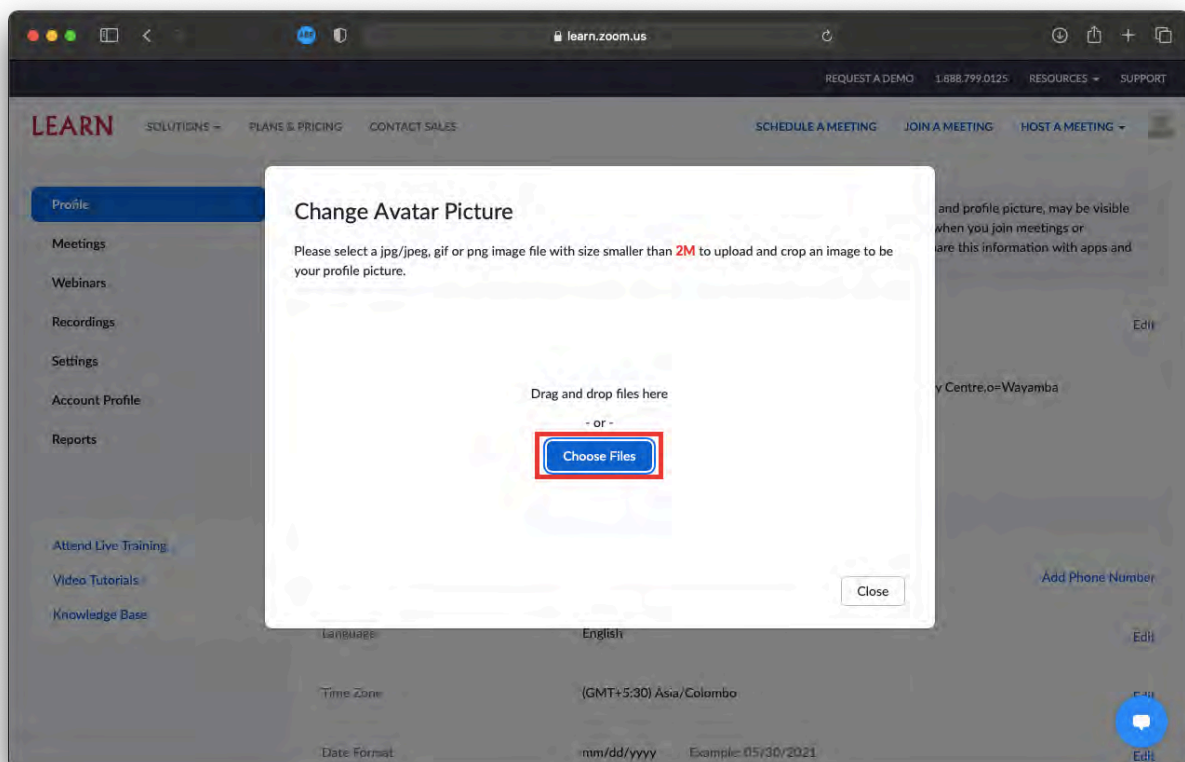


# Change Zoom profile picture and the visible name

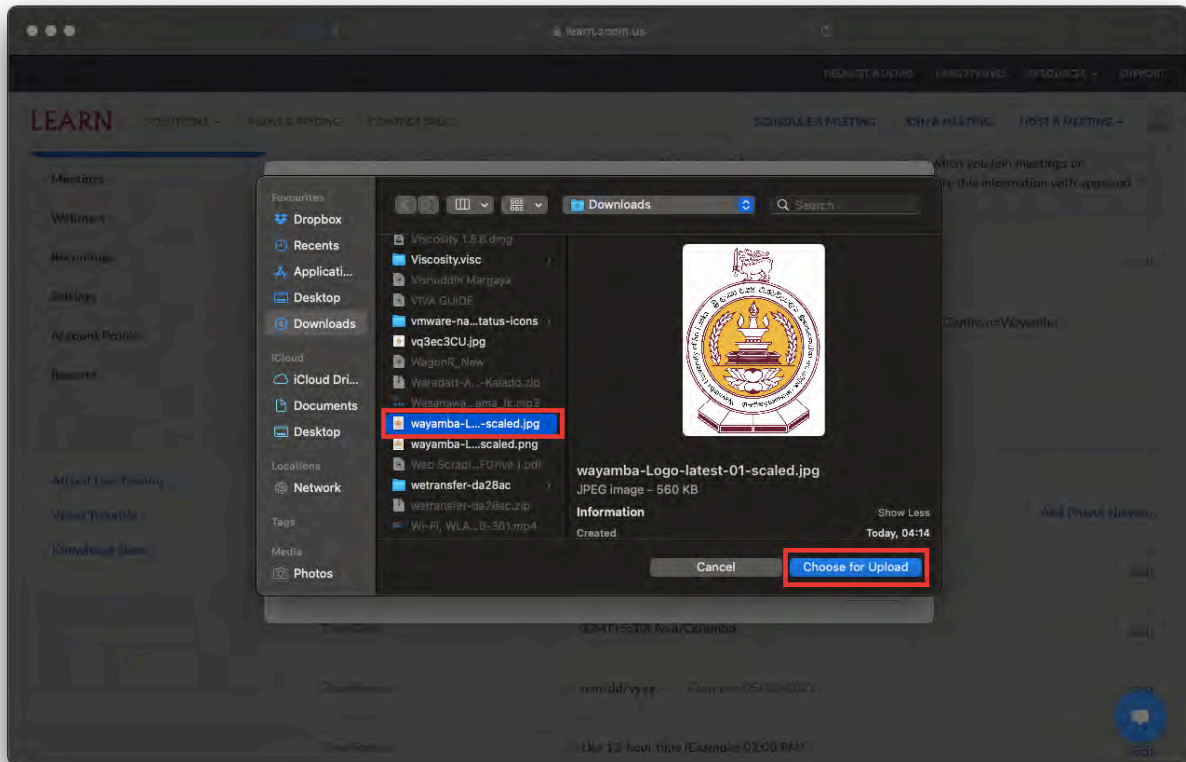
**Step 1:** After logging in to your account click on Profile [1] then click on your profile avatar [2]



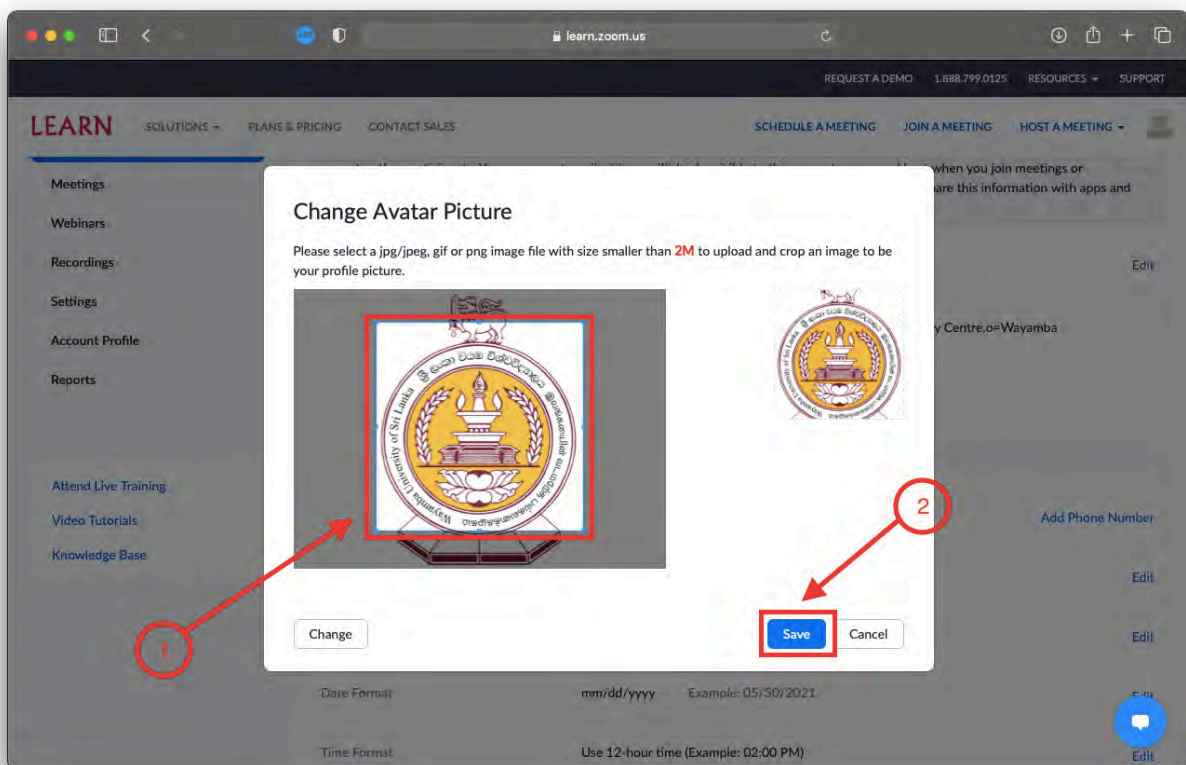
**Step 2:** You can either drag and drop a photo on to following area of the page or click on Choose Files.



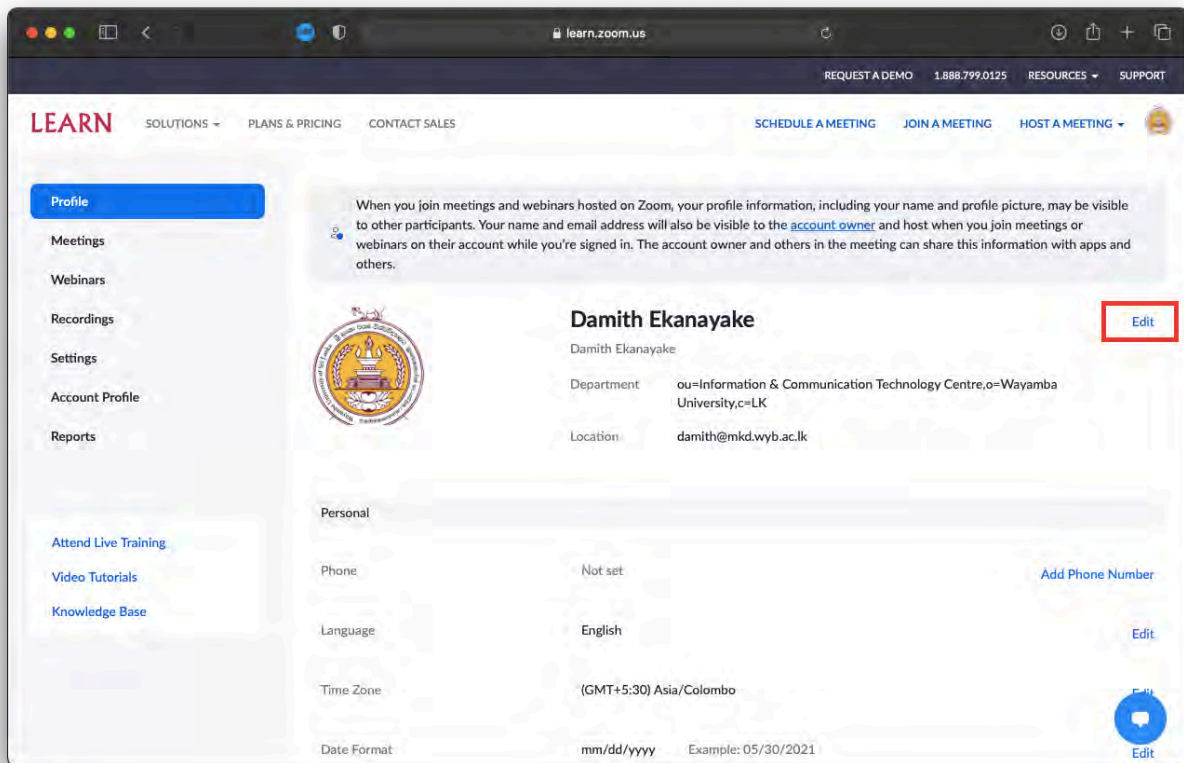
**Step 3:** Browse for the profile photo and select it then click on “Open” (on Windows) or “Choose for Upload” (on macOS).



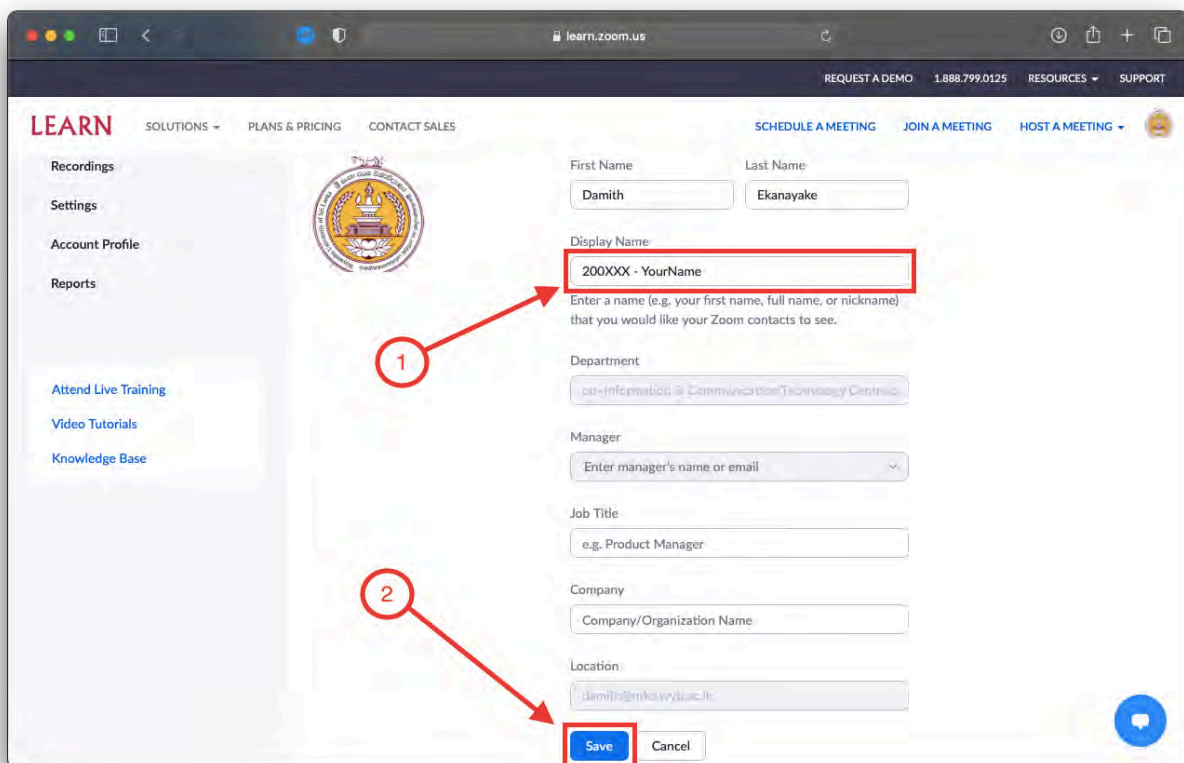
**Step 4:** Change the visible area of profile picture by moving and resizing the cropping area selector [1]. Then click on “save” [2].



**Step 5: Click on “Edit”**



**Step 6: Change “Display Name” field in to the following format; YourIndexNumber - YourName. e.g. 200XXX - JohnSmith**

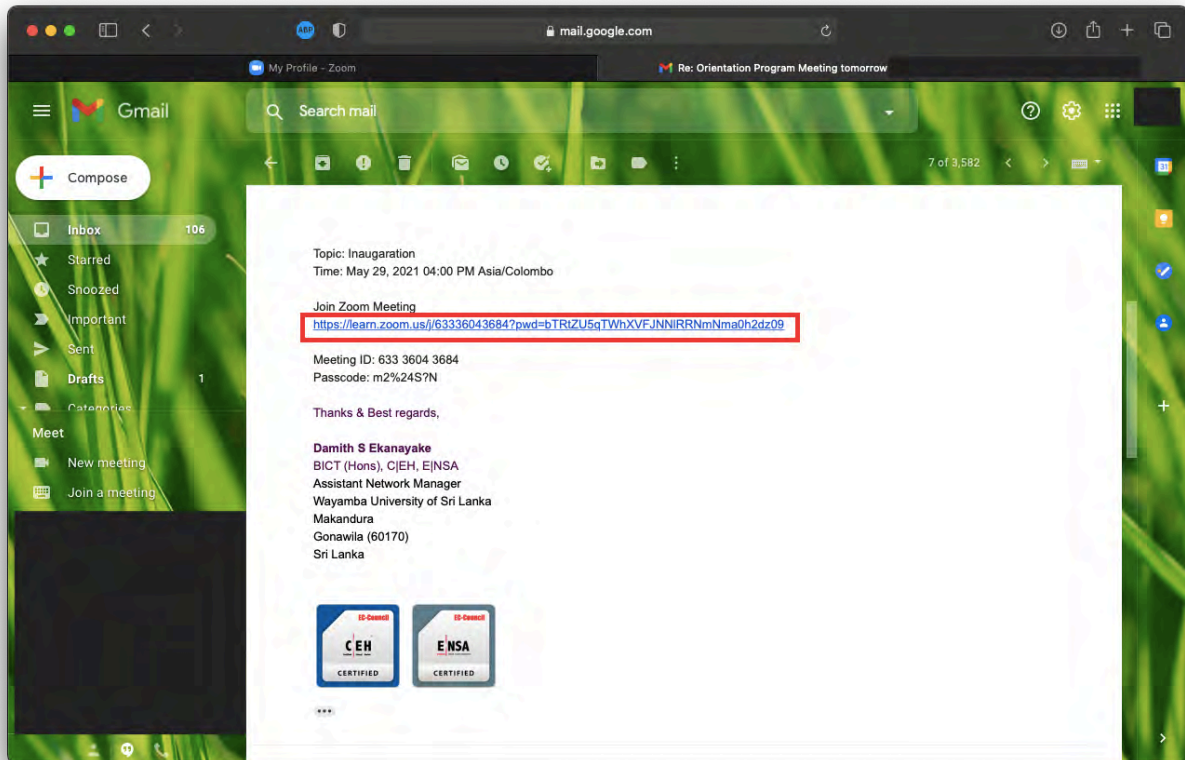


# Join a Zoom meeting

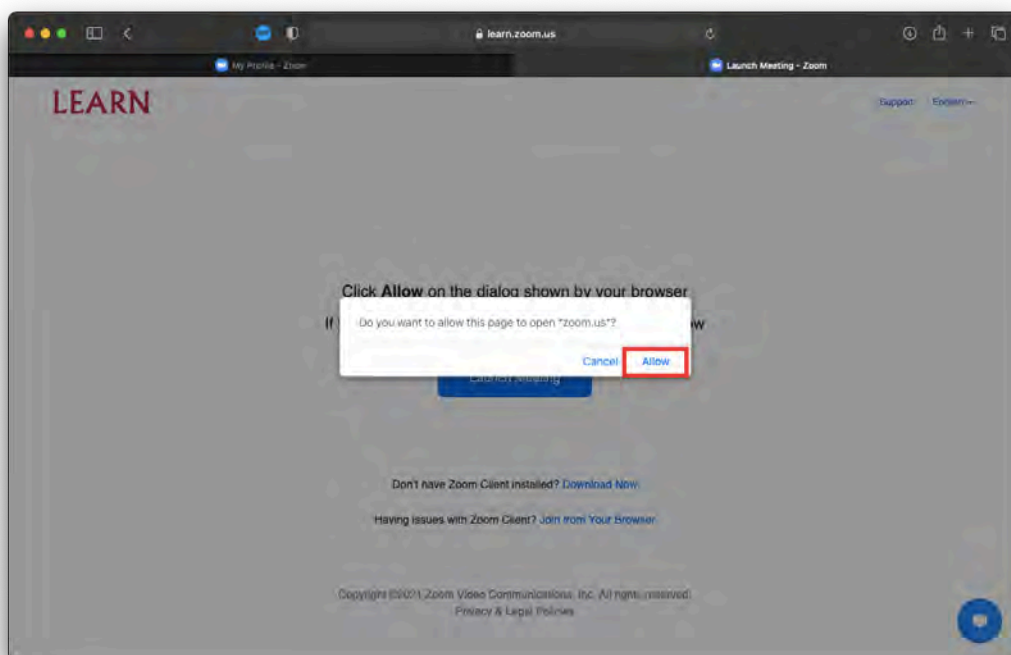
## Method 1

**Step 1:** First login to your account using Zoom application.

**Step 2:** Search for a join link in the Zoom invitation you've received and click on that link.



**Step 3:** Click on “Open Zoom Meetings” then click on “Open link” button (on Windows). Click on “Allow” as in the following picture (macOS).

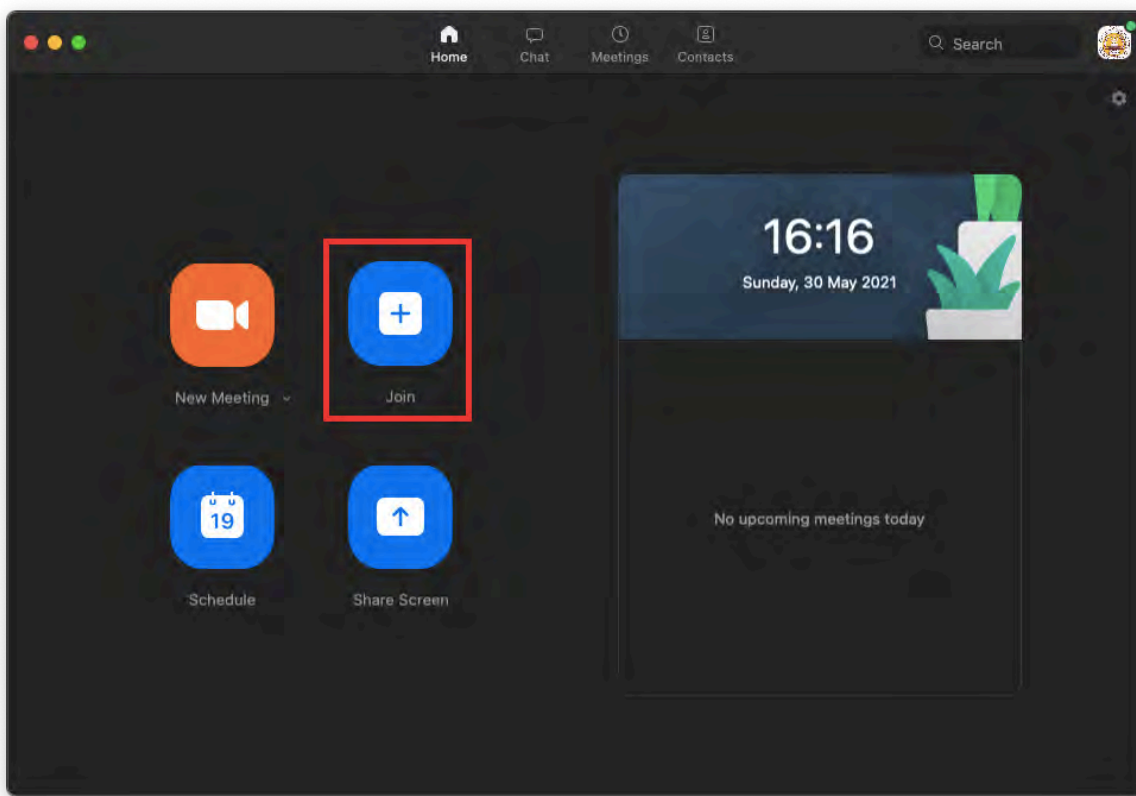




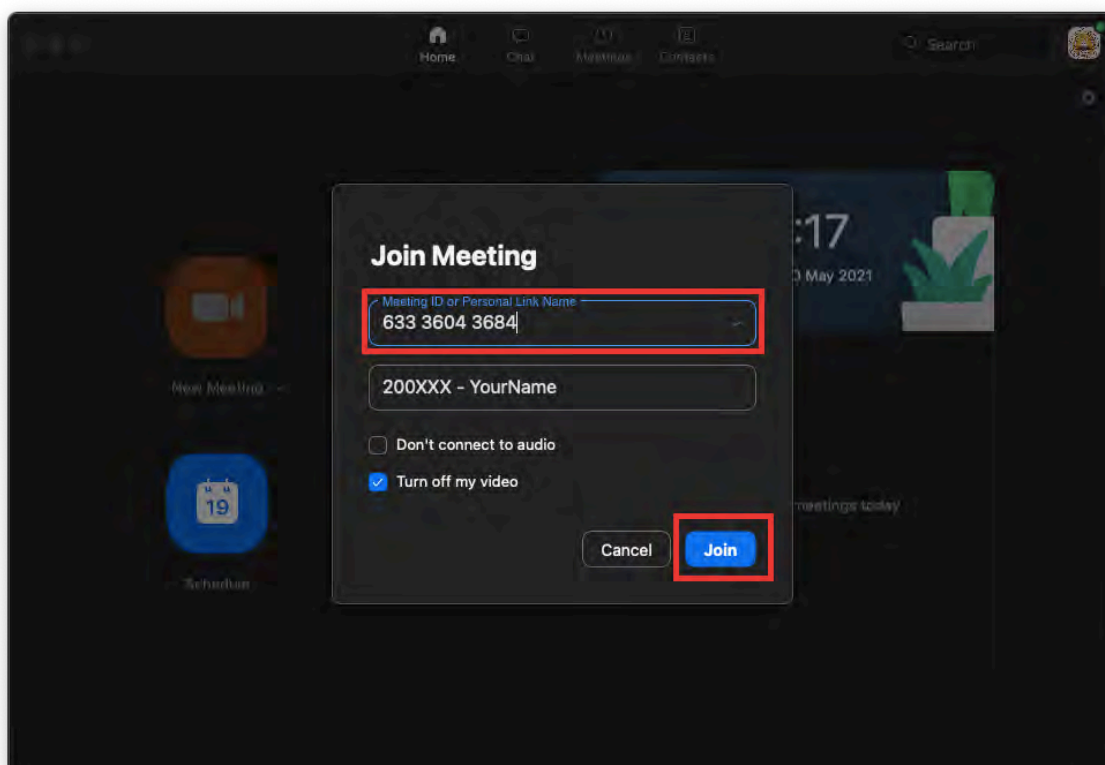
## Method 2

**Step 1:** Open Zoom application and login to your account.

**Step 2:** Click on “Join” button



**Step 3:** Enter meeting ID you've received. Then click on “Join”.



**Step 4:** Enter the password you've received for the meeting. Then click on "Join".

