



Zoom – the program

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Version is Important

- Problems go back to Version!
- Best policy is to Update Automatically
- Once to decline update, you need to update manually



Getting to Settings step 1

o Click on the green shield, upper left corner





Getting to Settings step 2

• Click on the gear, upper right corner





When in Settings

o Be sure the first item, General is selected





Automatic Updates

Under General, be sure that Automatic updates is selected

🗘 Ge	eneral	Start Zoom when I start Windows					
🗔 Vi	deo	🗹 When closed, minimize window to the notification area instead of the task bar					
(Au	udio	 Use dual monitors ⑦ Enter full screen automatically when starting or joining a meeting Automatically copy invite link once the meeting starts Always show meeting controls ⑦ Ask me to confirm when I leave a meeting Show my connected time Remind me 5 minutes before my upcoming meetings Stop my video and audio when my device is locked Integrate Zoom with Outlook ⑦ 					
🖸 Sh	are Screen (
🔳 Ba	ckground & Effects						
0	ecording						
🚺 Sta	atistics						
🕑 Fe	edback						
🙂 Ke	eyboard Shortcuts						
🔂 Ac	ccessibility	Show user profile icon next to in-meeting chat messages					
		Automatically keep Zoom desktop client up to date					
		Update Channel Slow					
		Theme Slow (Fewer updates, better stability)					
		Fast (Try the newest features and updates)					
		Light O Dark O Use system setting					



Type of Updates Under Zoom Updates, it recommended you choose Fast

•	Seneral	Start Zoom when I start Windows				
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A 🕥	Audio	Use dual monitors ③				
🖸 s	hare Screen	Enter full screen automatically when starting or joining a meeting Automatically copy invite link once the meeting starts				
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Verify Version

• In settings, go to Statistics

o If version is less that 5.0, update manually

Settings					
General	Overall	Audio	Video S	creen Sharing	
🖸 Video		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	inster Street Stating		
Audio	CPU 3.6GHz Cor	es: 8	Memory	31.94 GB	
Share Screen	Zoom	0%	Zoom	245 MB	
Chat	Overall	6%	Overall	9.58 GB	
🕄 Zoom Apps					
Background & Effects	Bandwidth	0 kb/s (send)	0 kb/s (receiv	e)	
Recording	Network Type	Wired			
Profile	Proxy Connection Type	- Cloud			
dl Statistics	Data Center	r You are connected to Zoom Global Network			
Feedback	My Encryption	AES-256-GCM			
Keyboard Shortcuts	Algorithm	5 11 4 (7185)	T		
Accessibility					
		\smile			
	Fou	Found a problem? Send report			



Manual Update

 Go to: <u>https://zoom.us/download</u> Click on Zoom Desktop Client
 Or https://zoom.us/download2 Click on Zoom Desktop Client
 Or go to <u>https://zoom.us/support/download</u> Download will start automatically



Manual Update

• For Mobile and Table:





Download in Google Play



Final words

• When in doubt, just do a manual install