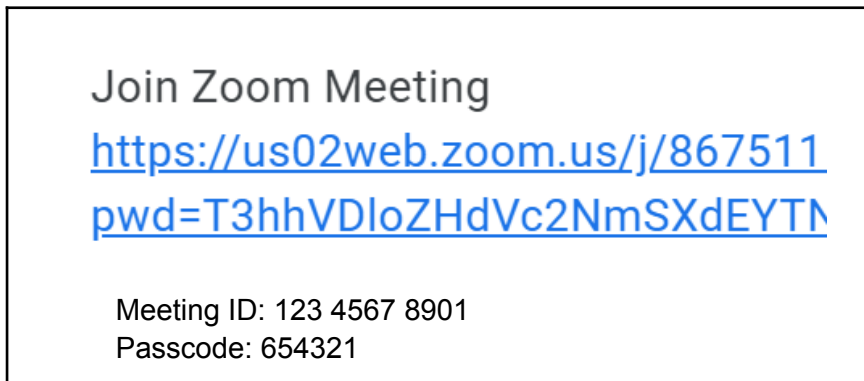


Wolseley Car Club - Zoom Set Up Guide

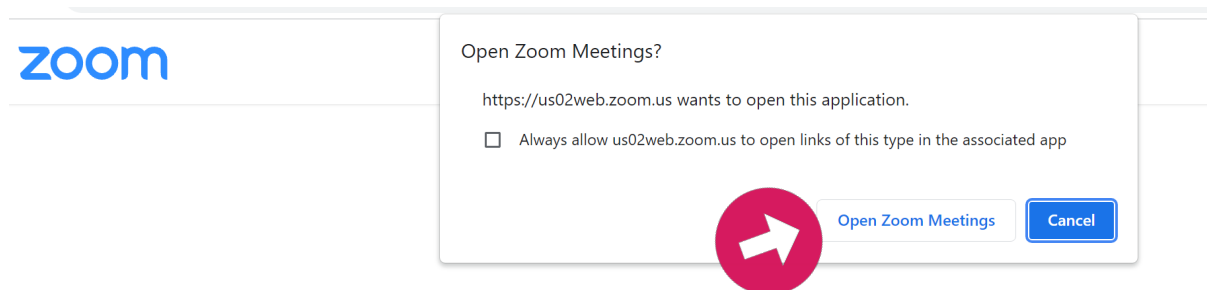
Your registered club membership email address will have received a member communication that includes a web link that looks something like this (*sample only*):



Note that you do not need a Zoom account to join a meeting !

The email meeting link should open in your web browser and there are two ways to proceed to join the meeting:

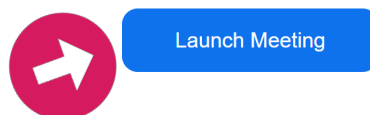
1. Per screen shot below, if you don't have the Zoom client application installed, this is the default method to joining by pressing **Launch Meeting** button, Zoom will continue to use your web browser.
2. if Zoom client app is installed on your computer, a dialog box will appear asking to *Open Zoom Meetings?* - if this message box appears it is recommended to **Open Zoom Meetings** using the Zoom Meeting Client application for a better meeting experience.



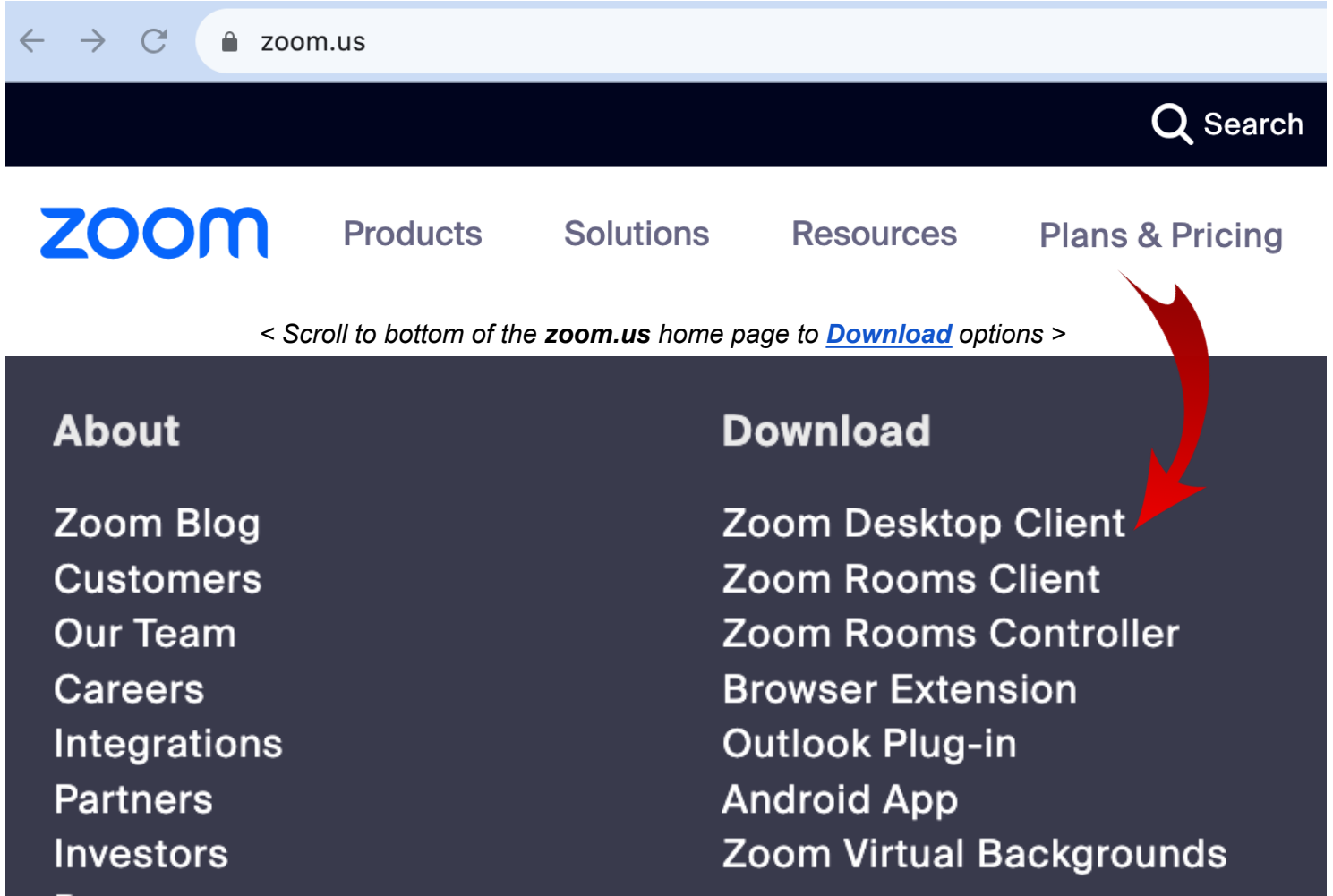
Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)



For best performance and control it is recommended to install the **Zoom Desktop Client**. Open your Web Browser and search for **zoom.us** or type in <https://zoom.us> -from the zoom home page, scroll to the bottom of the page to the **Download** menu.



< Scroll to bottom of the **zoom.us** home page to [Download](#) options >

If using a smart phone or tablet, download the native Zoom app from your device app store

Zoom Mobile Apps

Start, join and schedule meetings; send group text, images and push-to-talk messages on mobile devices.



Download Center

Download for IT Admin ▾

Zoom Desktop Client

Phone, Meetings, Chat, Whiteboard and more for your desktop.

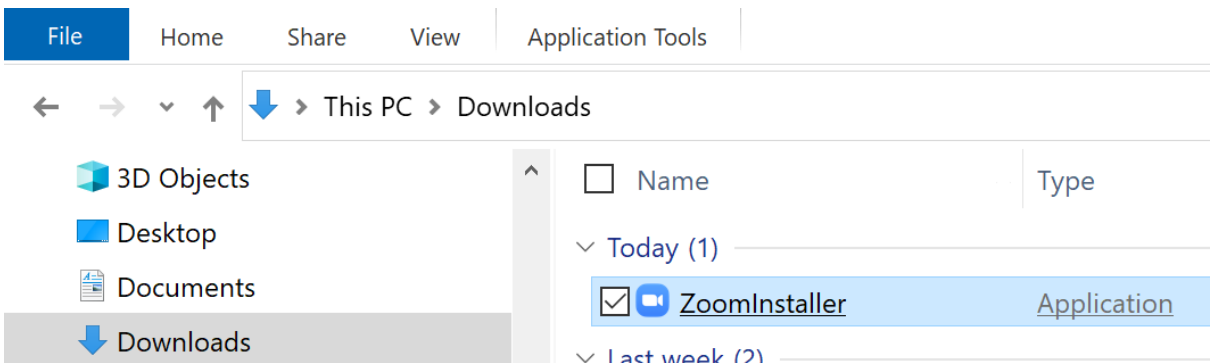
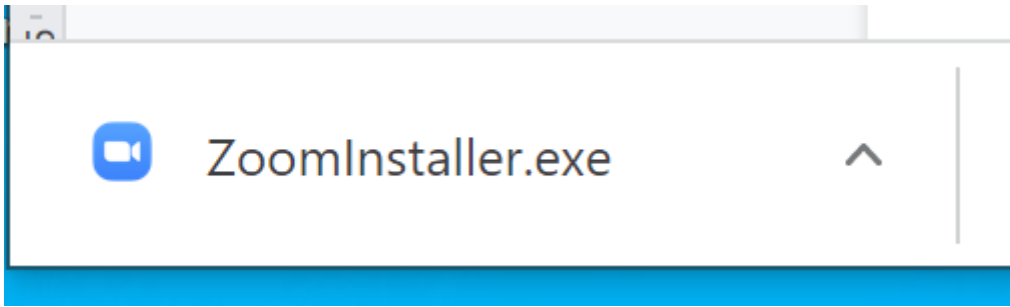
The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



Download

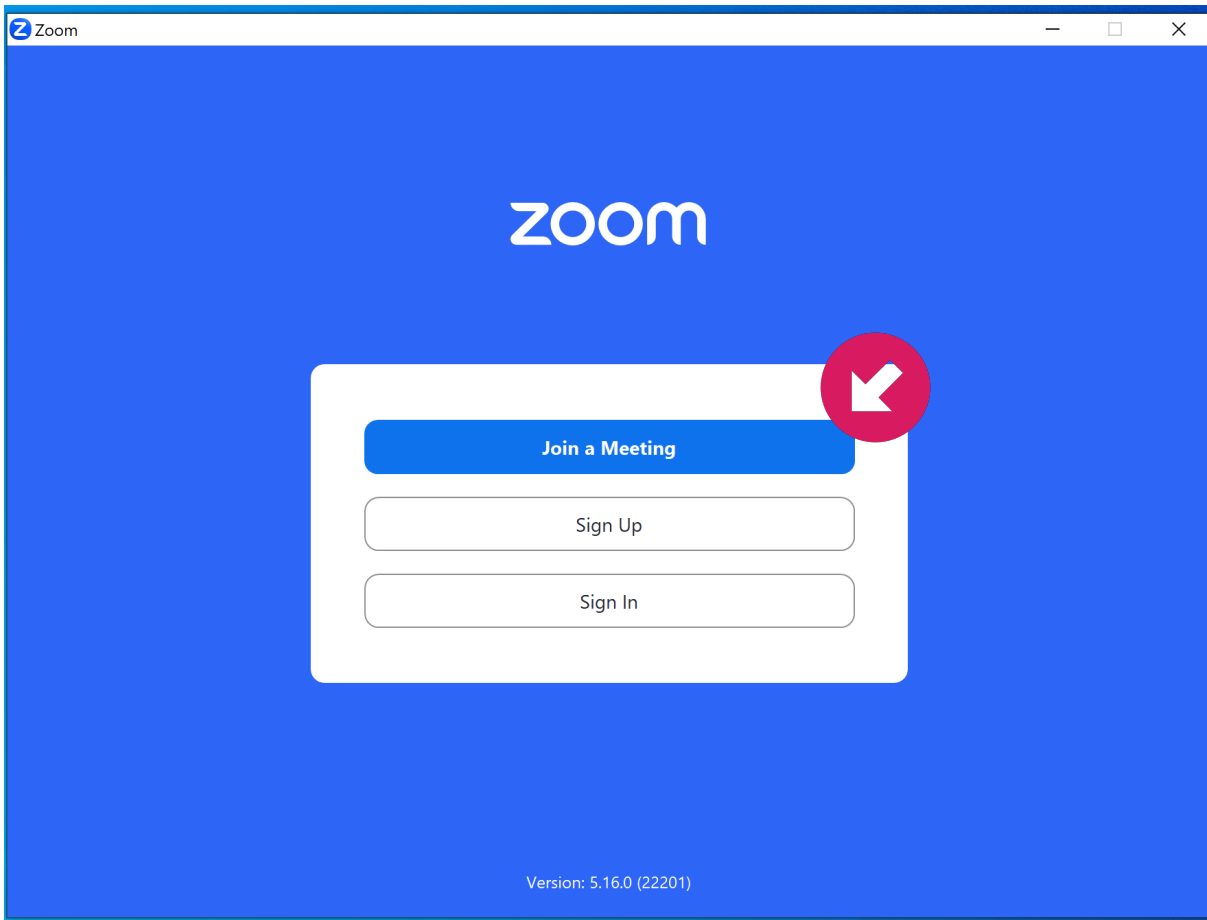
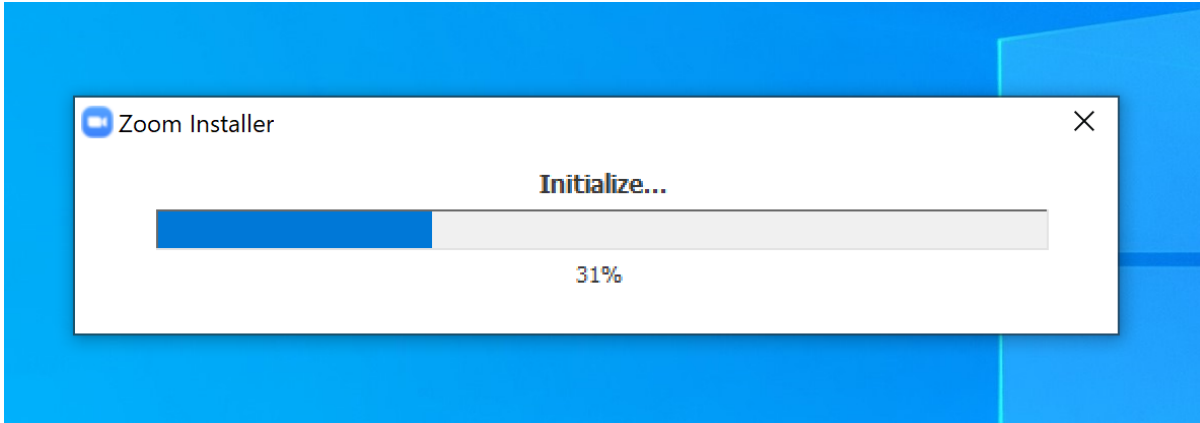
Version 5.16.0 (22201) (64-bit)

At the bottom of your web browser window, or your browser's Download folder, run the **ZoomInstaller**

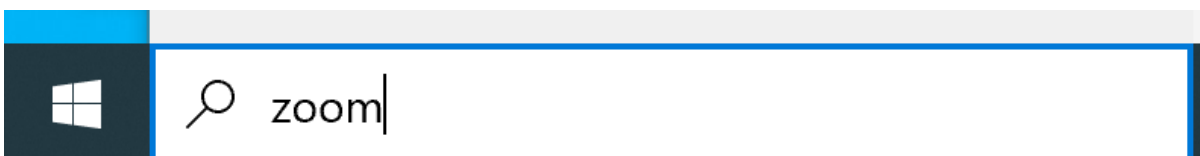


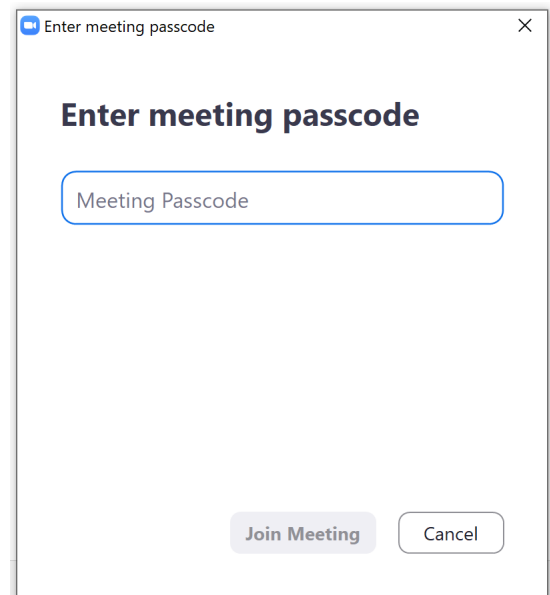
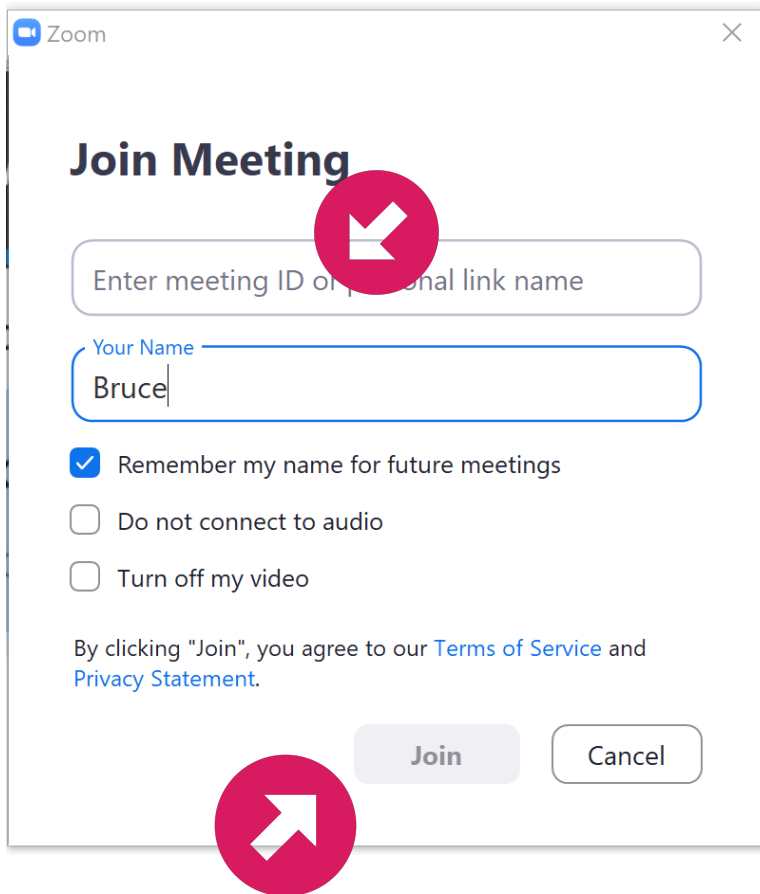
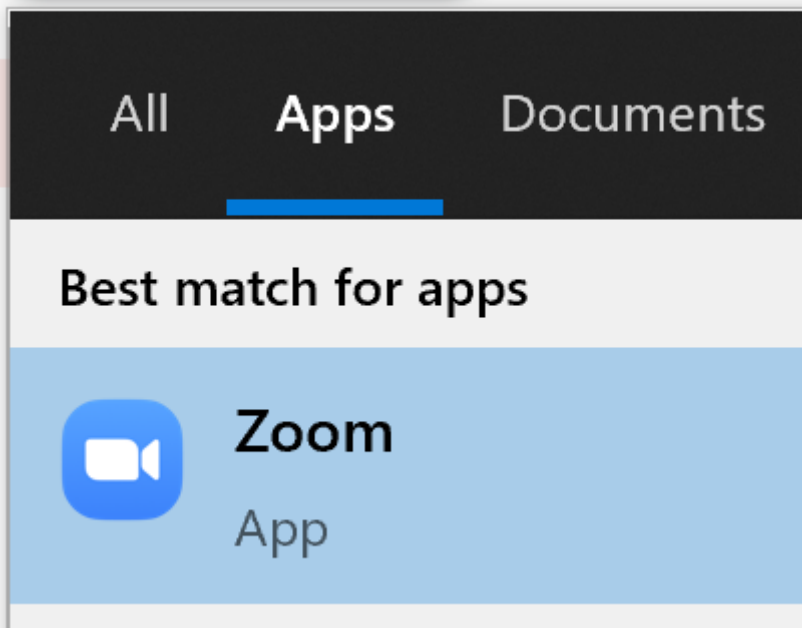
Wolseley Car Club - Zoom Set Up Guide

Zoom Installer is preparing to install the client application, and then automatically opens to the Zoom Desktop Client application log in screen.



If you need to manually load the Zoom Desktop client application, search on the task bar or press Start for your Apps list installed on your Windows computer.

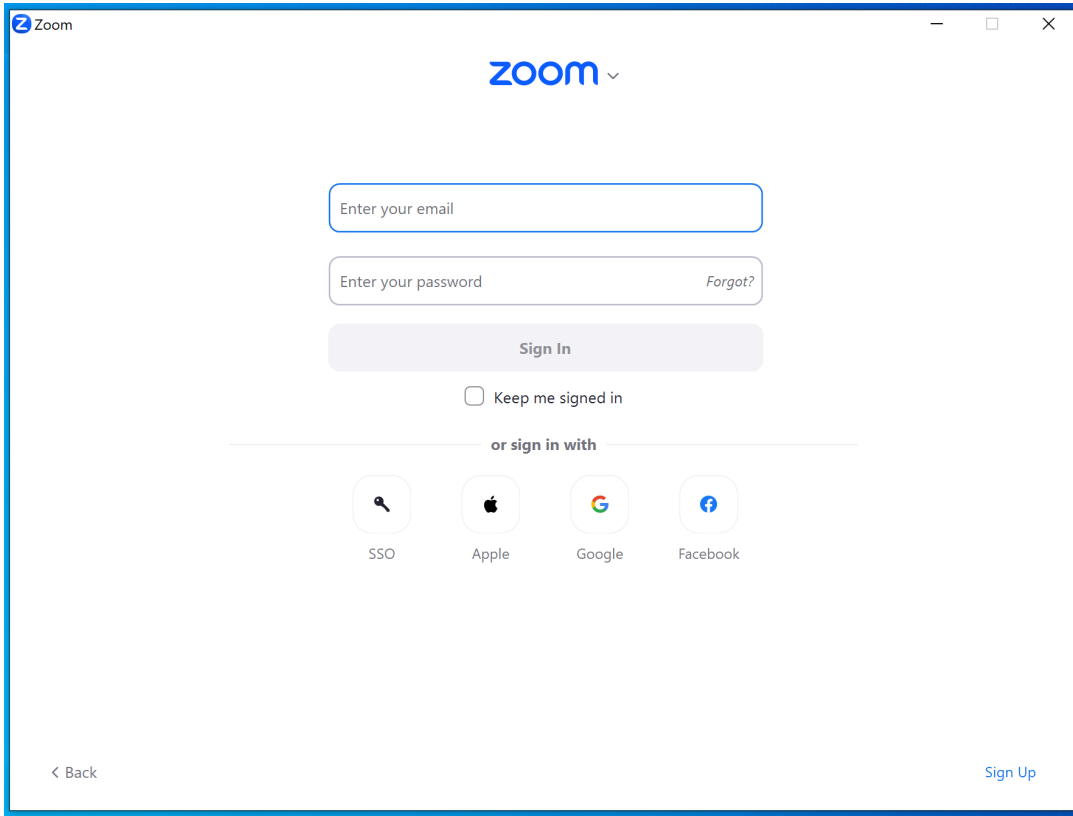




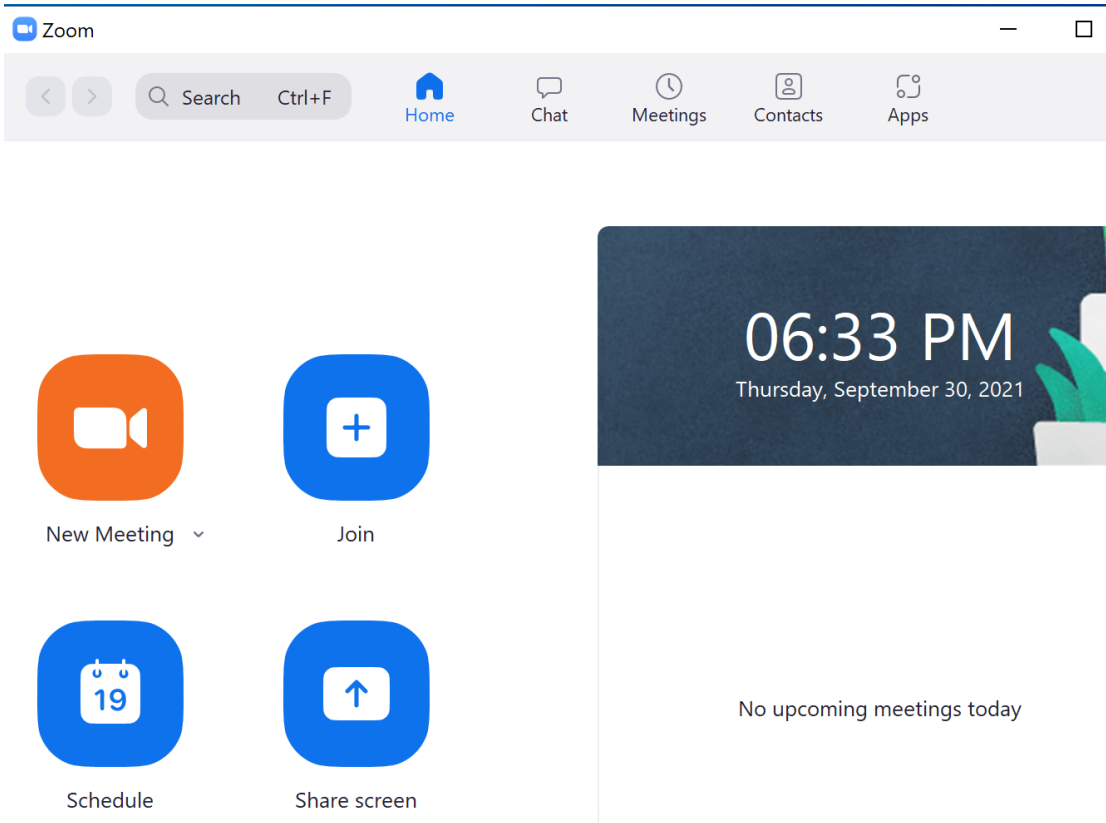
1. Enter the Meeting ID and your name then press **Join**
2. Then enter the Meeting Passcode before being allowed to join the meeting.
3. You may have to wait to be admitted into the meeting by the meeting coordinator.

Wolseley Car Club - Zoom Set Up Guide

If you already have a Zoom account, you can sign into the Zoom client using your Zoom email/password, or you can sign in by linking to an existing Apple, Google or Facebook account.

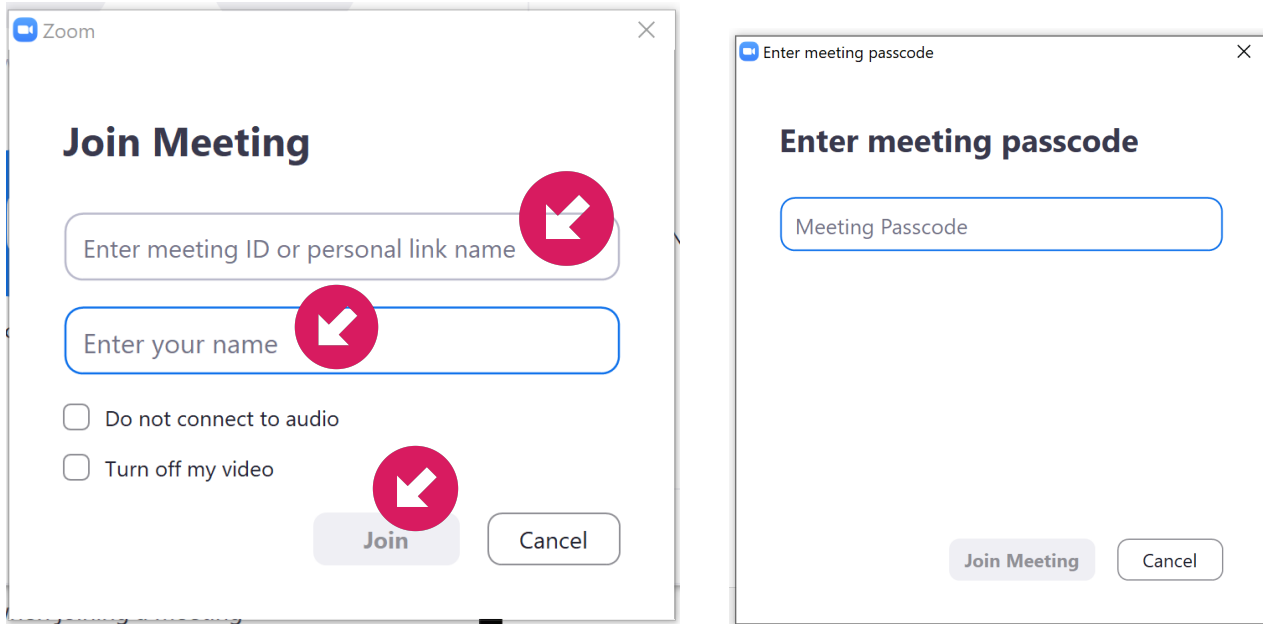


Once logged in to your Zoom account, this is the home screen you will see when the Zoom Desktop Client application is running and logged in to your account.

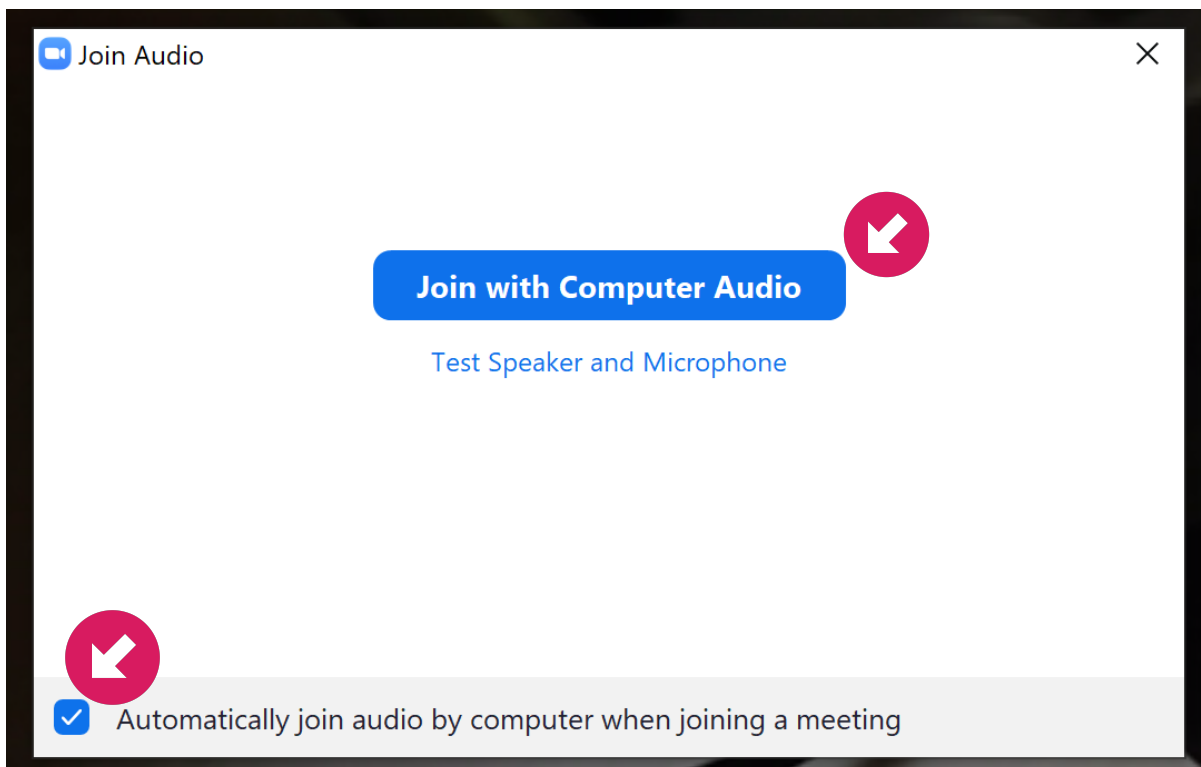


Wolseley Car Club - Zoom Set Up Guide

Press the Join button to manually join the meeting using Meeting ID and Passcode from your club email.



Zoom does not automatically connect your computer audio when you join the meeting. Accept the '*Join with Computer Audio*' link, and ensure you tick the '*Automatically join audio by computer when joining a meeting*' for future meeting convenience.



Troubleshooting

- Meeting participant's can't see you / You aren't transmitting video?
 - If you use other video conferencing software such as Skype, please ensure to quit those applications before loading Zoom as your computer camera is probably already locked by another application. If not sure, please re-start your computer and try again.
- Meeting participants can't hear you / You aren't transmitting audio ?
 - Zoom requires you to manually turn on audio after joining a call. Ensure your correct microphone is selected, either the system default or another available camera microphone.
 - Leave the meeting and ensure you select "Join with Computer Audio" option
- You can't hear anyone on your meeting ?
 - Is your computer sound muted / turn up external speaker volume ?
 - Ensure your computer system speakers are selected in the Audio settings (press the little arrow ^ next to the Mute button)
- You can't see anyone on your meeting ?
 - This can sometimes occur if you have logged into Zoom via a web browser and can take more system resources from your computer to run multiple video streams. For the best meeting experience it is recommended to download the Zoom Desktop Client application and close all other applications running on your computer before joining a meeting.
- Check your microphone and audio settings from the *Test Speaker & Microphone* menu (press the little arrow ^ next to the Mute button)

