# Zoom (first time)

Zoom is our collaboration software. You will need to install Zoom on first use. Below are the instructions for a PC. Instructions for a MAC should be similar. After the first use of Zoom you will not be prompted to install software. It is strongly recommended to use Chrome or Firefox and not use Internet Explorer.

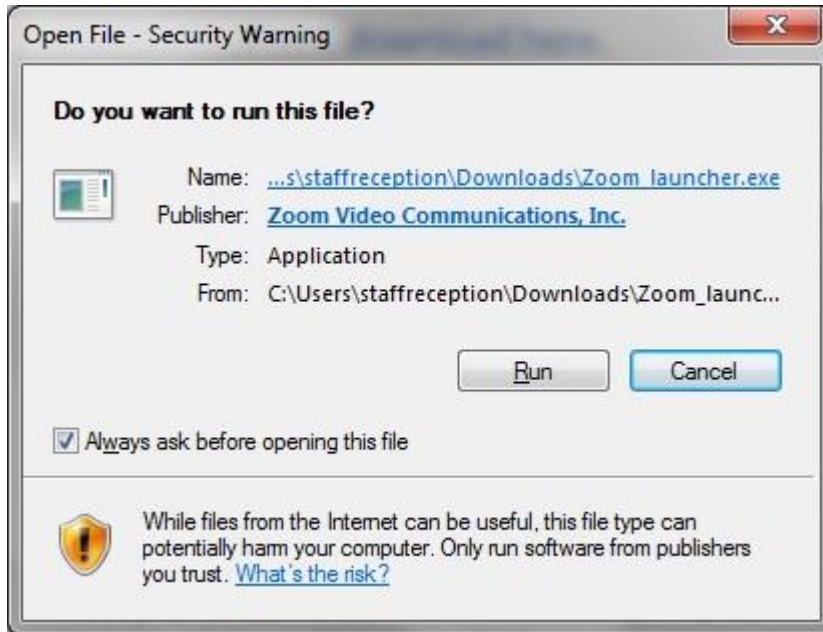You will receive an email with a link for your distance course

1. Open the email and click the Zoom link.
2. Your default browser (in this example Google Chrome is used) will open and begin downloading a file.
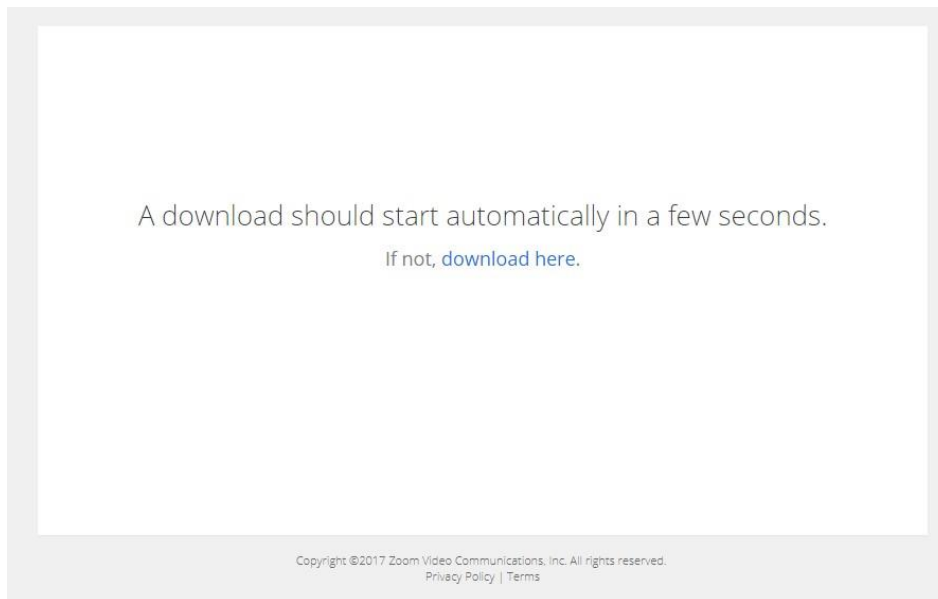
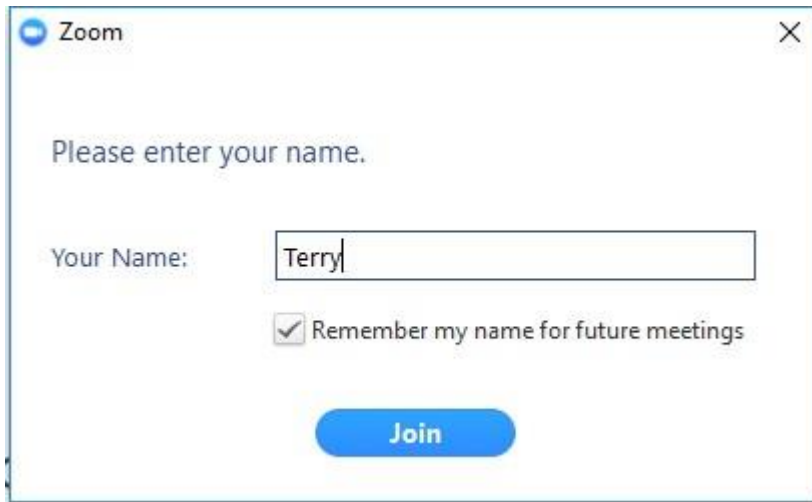3. Once downloaded, install the software by double clicking the download.
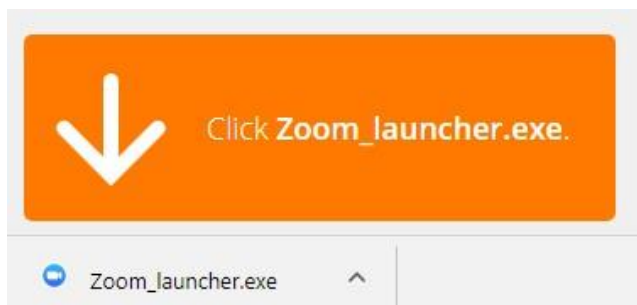
4. Acknowledge you want to install the software by clicking "Run".

5. Once installed Zoom should automatically run, but if it doesn't look under the start menu and run "Start Zoom".

6. Click on "Join Audio Conference by Computer". You will not be required to phone into a session unless told so in advance. You may want to click on "Test computer Mic and Speakers" to test your audio the first time.
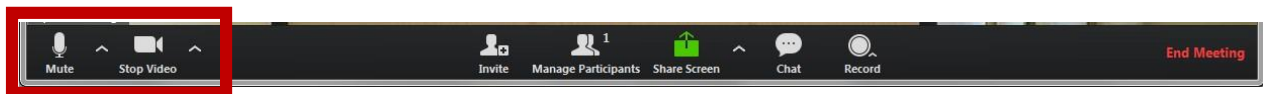
7. You should now be connected to your class. If prompted for your name, fill out your name so you can be identified during class.

8. Once connected you will be part of the class.

9. If you are not able to be heard or seen, move your mouse over the Zoom session and a menu bar will appear at the bottom of the video. Ensure that your audio and video are enabled.

10. After the initial connection you should not be prompted for the above information.