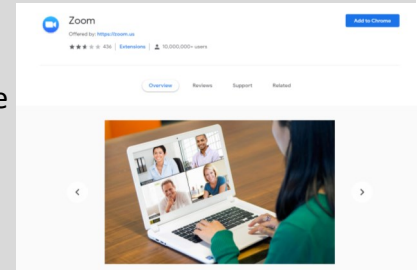




Zoom Meetings Support

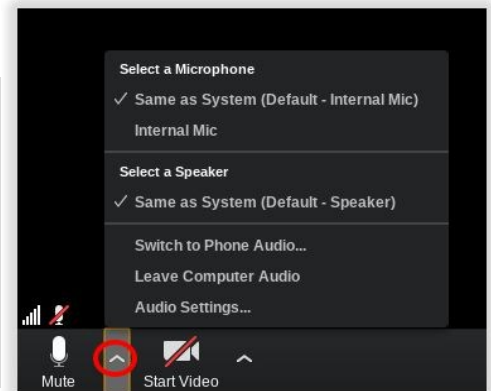
Installing Zoom

1. Open Google
2. Search for Zoom Chrome in the google search window
3. Click the Zoom – Google Chrome search result to go to the Chrome Web Store
4. Install the Zoom Chrome extension by clicking the Add To Chrome button
5. Click Add App
6. Once added, you can click the Launch App button and Zoom will launch.



Troubleshooting Zoom

- ◇ While in a Zoom meeting, click on the **up arrow** next to the microphone icon in the lower right hand side of the Zoom meeting window. Your settings should be as follows: Choose same as **System (Default - Internal Mic)**
- ◇ You should always use the internal mic unless you have another microphone connected



Deleting and Re-Installing Zoom Extension

1. Open Google Chrome
2. Click the 3 dots in the upper right hand corner of the browser window
3. More Tools> Extensions
4. Find the Zoom extension, click Remove, and then Remove again
5. Close the browser
6. Reinstall the Zoom extension using steps above

