Launching Zoom

You may have a Zoom icon on your desktop. To launch Zoom, **double** click the icon.
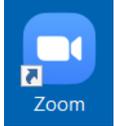
Or, you may have Zoom pinned to your taskbar, the horizontal bar that is usually at the bottom of your screen. To launch Zoom, **single** click on the icon in the taskbar.

Even if you don't have one of the icons above, if the Zoom app is installed on your computer, you will be able to find it in the start menu. Click on the Search box near the lower left cover.

In the search box, type **zoom**. A search results window will appear. The Zoom app will probably be at or near the top. **Single** click on the Zoom App icon.
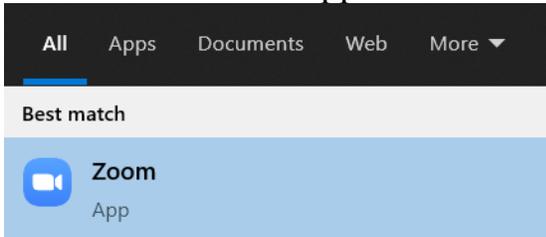
If you have never installed the Zoom app on your computer, this icon will not appear in your search results.

Checking For Updates

In the upper right corner of the Zoom app, click on your profile icon at the top right. Yours will look different if you have added a picture to your Zoom profile. And even if you haven't added a picture, it will have your initials, not mine
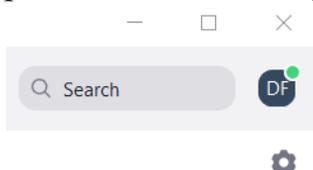
A menu will drop down that looks like this. Click 'Check for Updates' near the bottom.

| ☺ | Add a Personal Note |

⚙ Settings

● Available

◔ Away

● Do not disturb   ›

Change My Picture

Try Top Features

Help   ›

Check for Updates

Switch to Portrait View

Switch Account

Sign Out