

# How To Use Zoom

## What is Zoom?

**Zoom** is a free app that lets you do video calls, like a virtual meeting or face-to-face chat over the internet. You can use it on a computer, tablet, or smartphone.

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## Step 1: Download Zoom

### On a computer (Windows or Mac):

1. Go to <https://zoom.us/download>
2. Click “**Download**” under *Zoom Client for Meetings*
3. Open the file and follow the steps to install

### On a phone or tablet:

1. Go to the App Store (iPhone) or Google Play (Android)
  2. Search for “**Zoom Cloud Meetings**”
  3. Tap “Download” or “Install”
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## Step 2: Join a Zoom Meeting

You don’t need an account just to join!

1. Open Zoom
2. Click “**Join a Meeting**”
3. Enter the **Meeting ID** and **Passcode** (you’ll get these in an email or text)
4. Click “**Join**”
5. Choose “**Join with Video**” and “**Join with Audio**” if asked

That’s it — you’re in!

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## Step 3: Use Zoom During a Call

Here’s what the buttons mean (usually at the bottom of the screen):

-  **Mute / Unmute** – Turns your microphone on or off
-  **Start / Stop Video** – Turns your camera on or off
-  **Chat** – Type messages to others
-  **Reactions** – Raise your hand or give a thumbs up
-  **Leave** – Click this to leave the meeting when you’re done