

Getting the Latest Version of Zoom

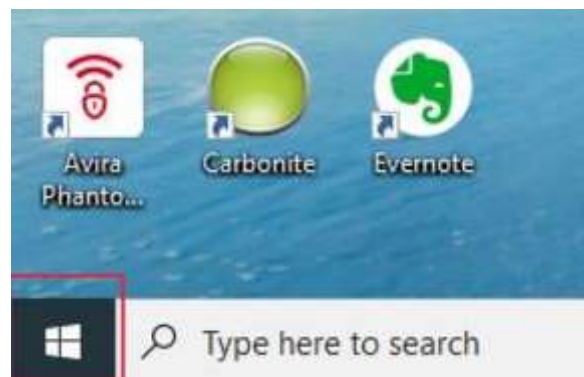
Zoom updates their product frequently, sometimes as often as once a week. But their update does not automatically update the version you've installed on your PC or Mac. Here's how to stay current.

(This was written on and for a Windows PC. The Mac version will be a bit different.)

Start by finding the Zoom icon on your desktop. It looks like this.



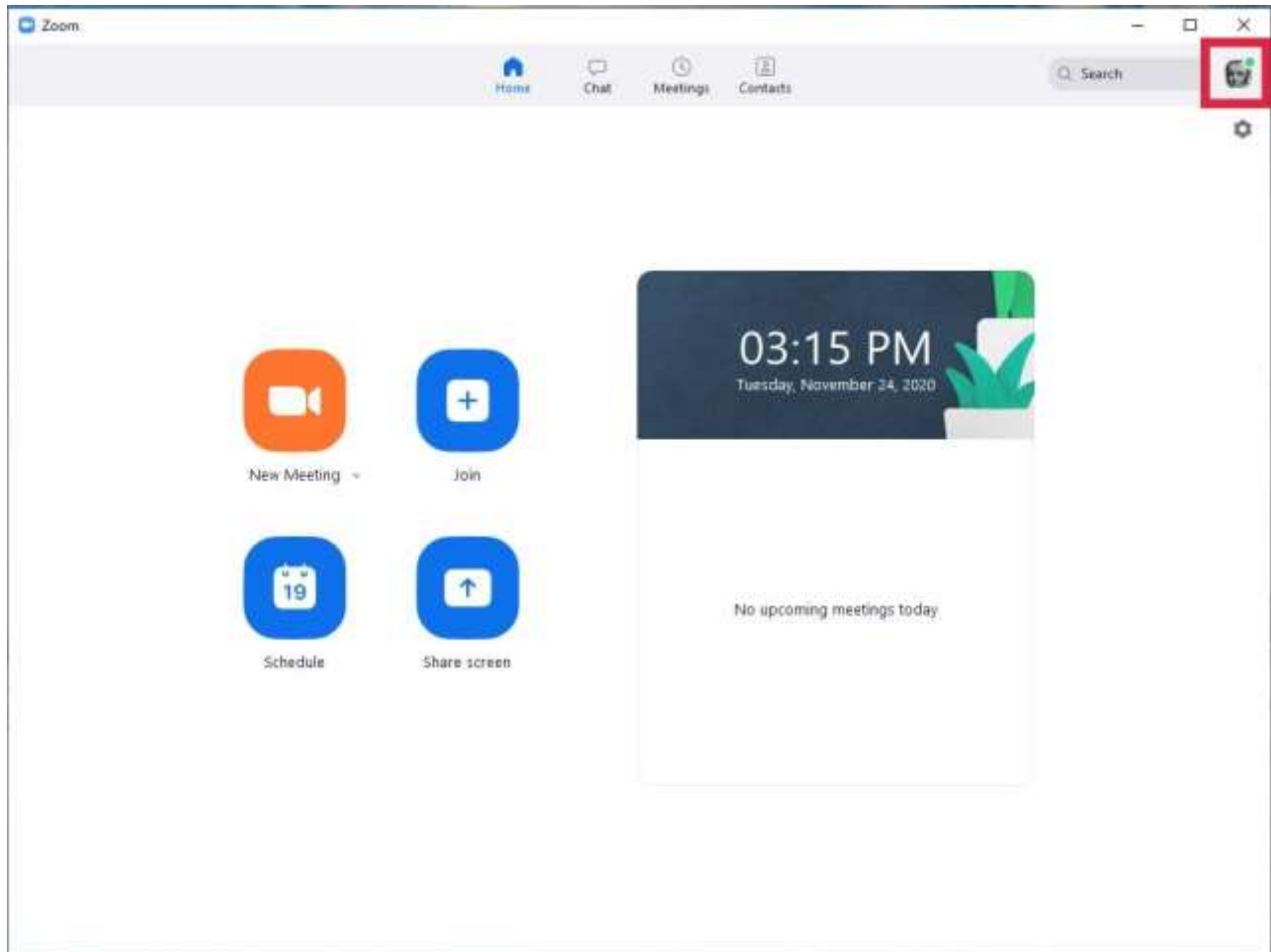
Or, if you're very tidy, you have no desktop icon, and it is stored in the program list you access by clicking the white Windows icon on the left side of your taskbar.



Getting the Latest Version of Zoom

When you find the icon, double-click it.

If you are already logged into Zoom, you will see this.

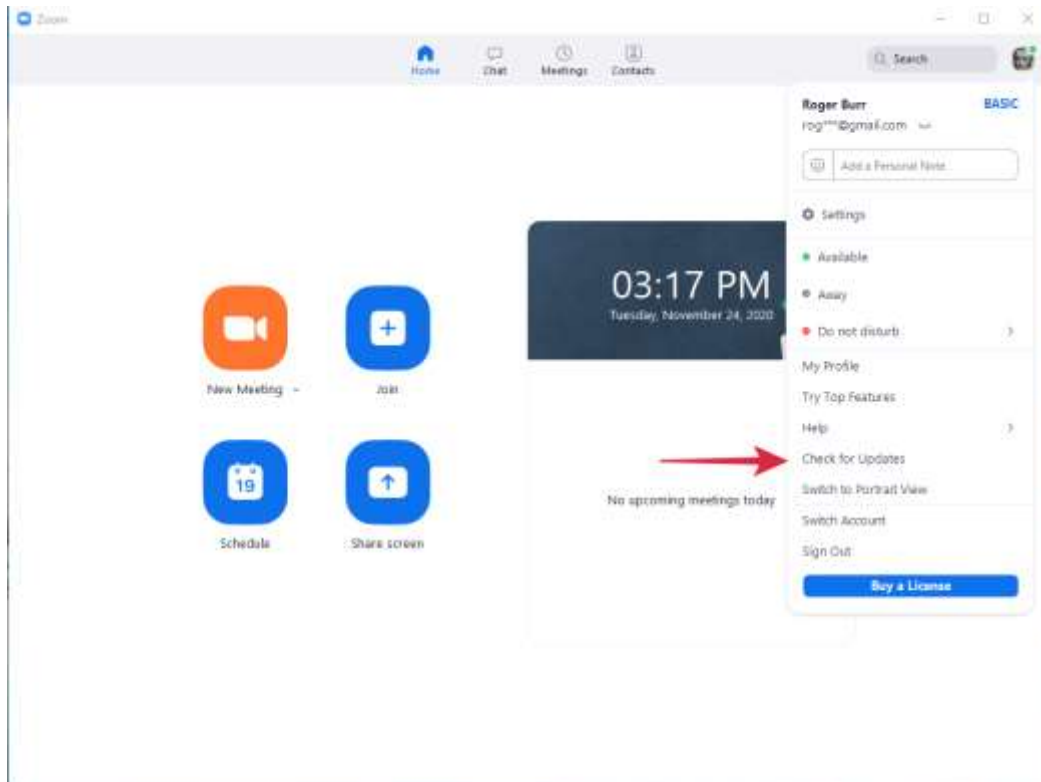


Your image or initials will appear in the upper right.

Click once on your image and you will get a drop-down box of choices.

One of them is "Check for Updates"

Getting the Latest Version of Zoom

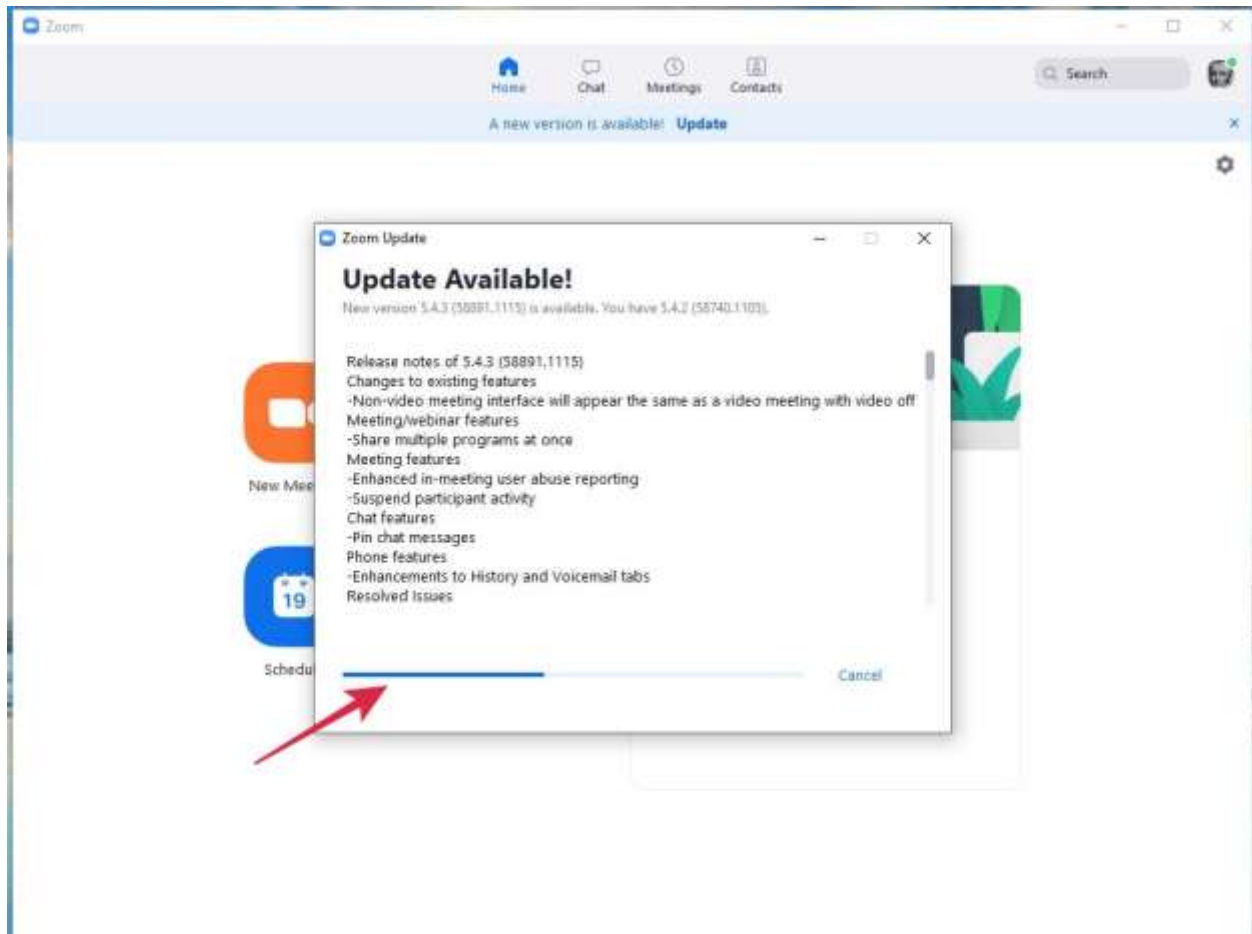


Click on it.

Zoom will compare the version on your PC to the newest version and—if yours is out of date—begin downloading the latest version.

Note the blue progress bar in the image below.

Getting the Latest Version of Zoom

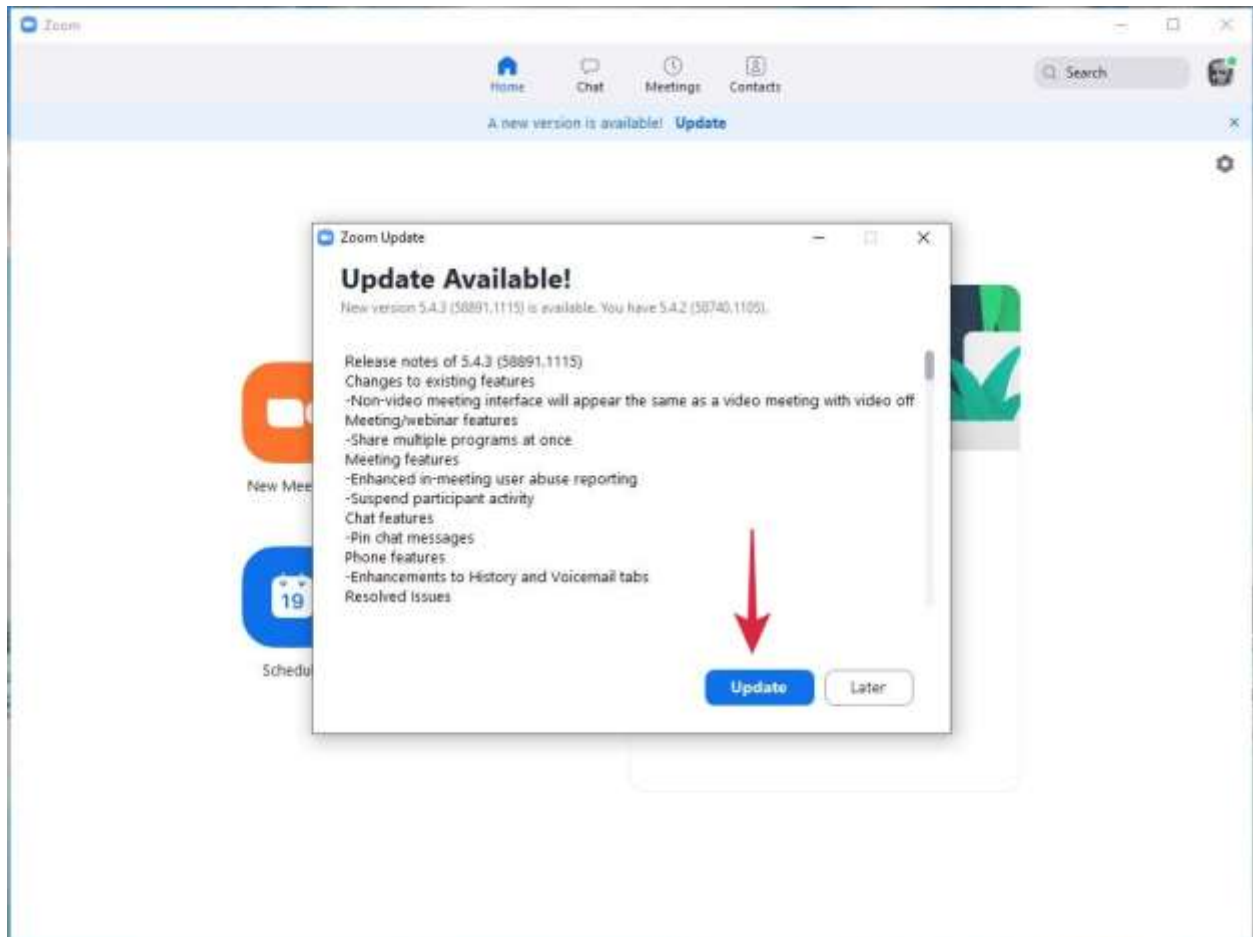


The download should take only a few seconds.

When it completes, the **Update Available** image will change slightly by giving you an "Update" button to click.

Click on it.

Getting the Latest Version of Zoom



Follow any further on-screen instructions, and in a few seconds, you'll have the latest version of Zoom with all the newest features.

Whoa! Wait a minute!

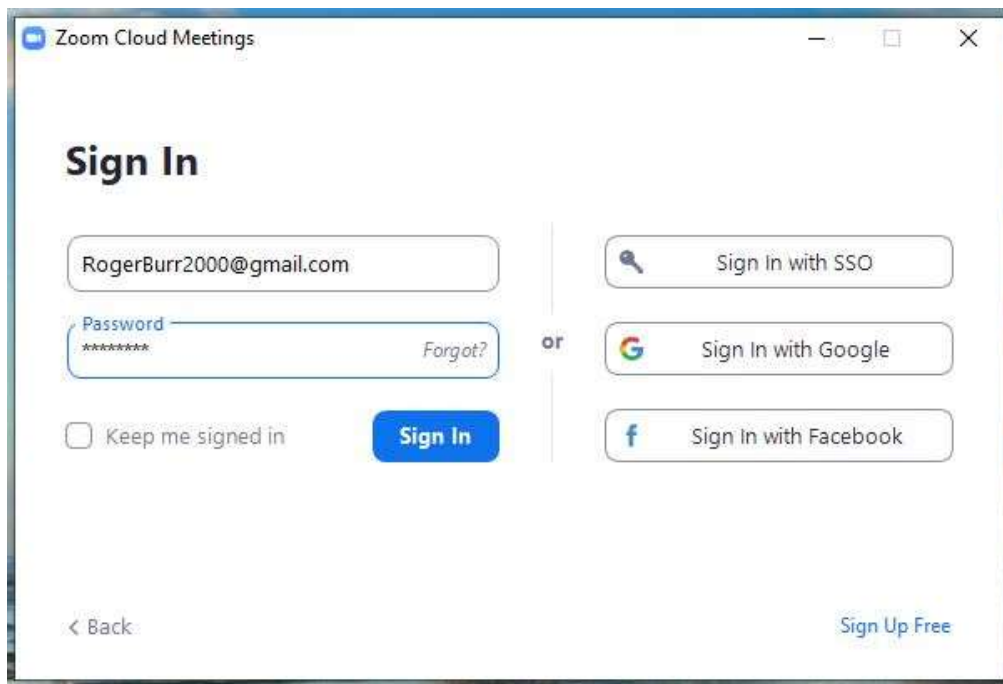
What if I was not already logged into Zoom when I double-clicked on the Zoom icon?

In that case, you see this pop-up window.

Getting the Latest Version of Zoom



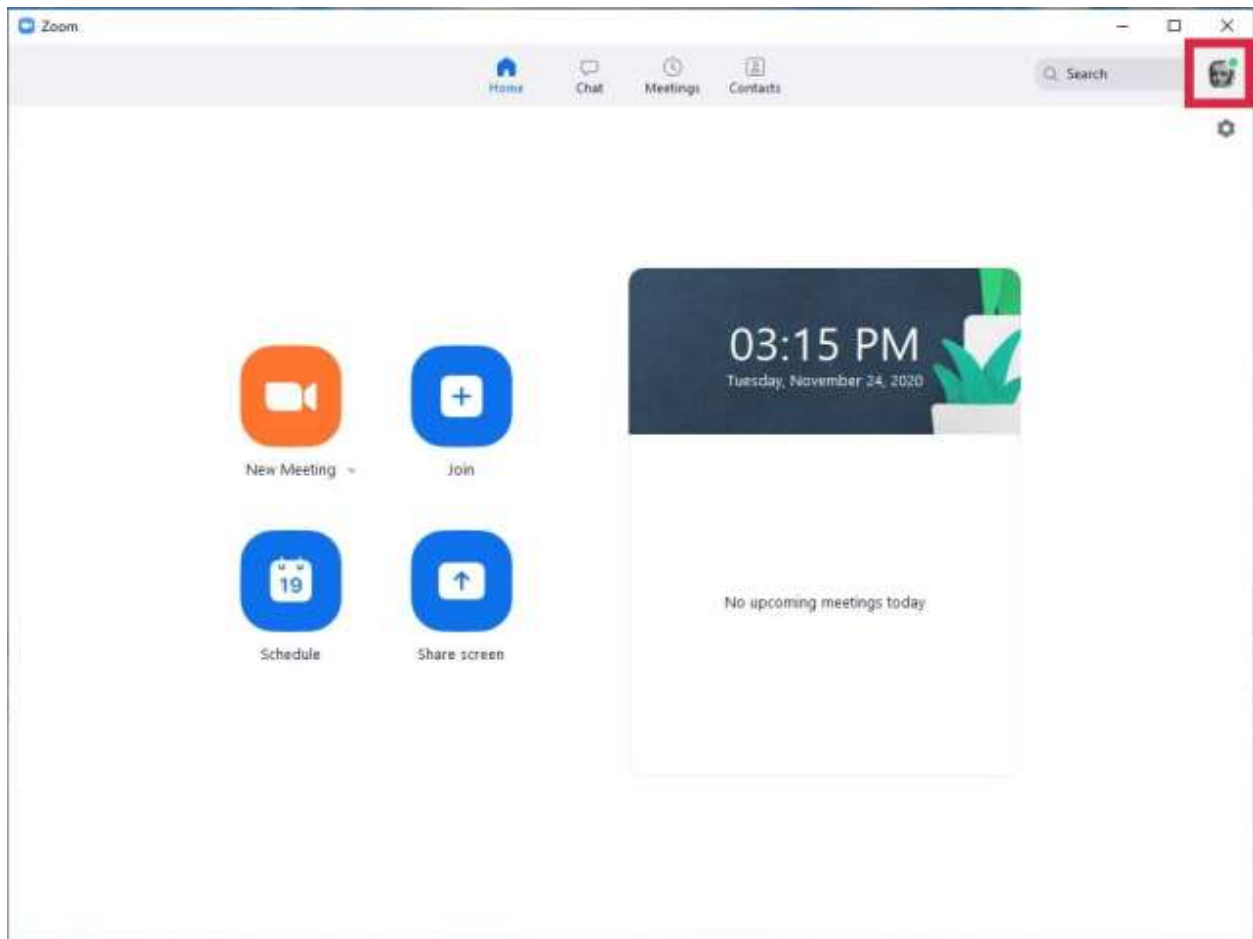
Click on **Sign In**, fill in the blanks...



Getting the Latest Version of Zoom

...and you'll be at the window we saw back on Page 2.

Find your image or initials, click once, click on "Check for Updates" and you'll be fine.



11-24-2020
Al Carlson