Video Conferencing

Setting Up Zoom on your Computer or Smart Phone

This download process takes about 5-10 minutes

How to Download Zoom on Laptop/Desktop:

1. Go to the website https://zoom.us/download

2. Select Zoom Client for Meetings, click on the blue **Download** button. A new menu box should pop up immediately. (*If it doesn't work, refresh the page and select DOWNLOAD again*

3. Select "**Run**" on this pop up menu.

4. When asked if you want to allow this app to make changes to your devise? Select **YES**

5. You should now have a small window in the middle of your screen that says:
   Zoom: Join a meeting or sign in.

From your small window that says Zoom: Join a meeting or sign in,
Select **JOIN** and type in:

803-974-5363

Select the option
Join audio conference by computer

You'll now be on the video conference call!

How to use Zoom via Phone App:

1. Go to your App Store or Google Play store.

2. Download the Free App for your Android or iPhone.

3. You can find the app by searching
   Zoom cloud Meeting or
   Zoom cloud Messages

4) Follow directions to GET or INSTALL app.

5) Once download is complete go to the **Zoom** app on your phone.

6) This will bring you to the **Meet & Chat/Start a Meeting** screen. Select **JOIN A MEETING**

From your Zoom app, Select **JOIN** or
JOIN IN A MEETING and enter the meeting ID:

803-974-5363

You'll now be on the video conference call!

Want to host your next Board, LUC, Committee, or Partner meeting using Zoom?

Contact the AISWCD for Host ID and Password. **It's FREE!**