

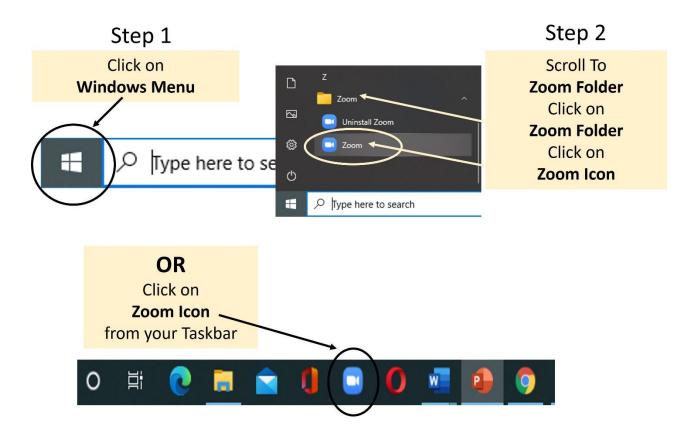
How to Update Zoom Client

Mac or PC users (laptop or desktop)

Follow instructions from this link to update to the latest version of Zoom: <u>https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-</u> <u>latest-version</u>

Or follow these illustrated steps:

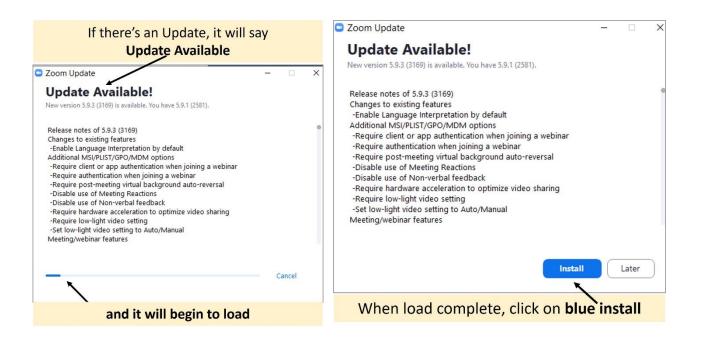
Find Zoom on your device



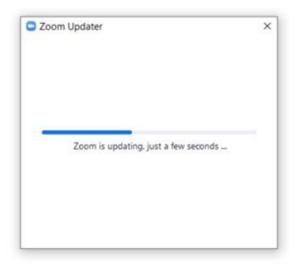
Click on Step 1 Your Initials to open • Ctrl+F Chat MS **Drop Down Menu** MS BASIC **Your Name** 11:37 AM Your Email 💌 Set a Personal Note Settings Available • Away 🔁 Add a calendar Do not disturb Change My Picture Try Top Features Click on Check for Updates **Check for Updates** Step 2 Switch to Portrait View Switch Account Sign Out Buy a Licens

From the next screen, get to the dropdown menu

If your ZOOM needs updating, your will see



Install begins



IF you do NOT need to update you will see this:

