

How to Download and Update the Zoom App

To download the Zoom app on a **UBC computer joined to the Central IT System** (i.e. normally a Windows computer/laptop that you log into using your CWL and password):

1. Click on the UBC Software Center icon on your computer's Taskbar. It looks like this:



2. Your view should default to the "Applications" view. If not, click on the "Applications" view on the left side of the Software Center.
3. Look for the application called "Zoom and Zoom Plugin for Outlook" and click on it.
4. Click on the Install button to start the installation.
5. In the dialog box that pops up, click on the Continue button and wait for the installation to finish (it is fairly quick). Click OK.
6. The Zoom app and the Zoom plugin for Outlook should now be installed.

To download the Zoom app on a **non-UBC computer** (i.e. at home) or a **UBC computer not joined to the Central IT System** (i.e. a Mac) [note: *this method will work for any computer*]:

1. Go to <https://zoom.us/download>.
2. Under the heading "Zoom Client for Meetings", click the Download button.
3. Follow your web browser's usual procedure to download/save/run the Zoom Installer.
4. The Zoom app should install fairly quickly and will run itself after the installation.
5. You should see the Zoom window come up with the options "Join a Meeting" and "Sign In". You can close the Zoom app.

To update the Zoom app:

1. Run the Zoom app. It will automatically check for updates and pop up a window if it finds an update but it could take several minutes.
2. To manually update the Zoom app you must sign in and for that you require a Zoom account. After you sign in, go to the little icon at the top right of the Zoom window which should have your initials in it if you previously put in your name into your Zoom app (i.e. for John Doe it probably has the initials JD). Click on the icon and then select "Check for Updates" from the menu that pops up to manually check for updates.