Do this regularly to keep Zoom running smoothly

1. Click on the window icon in the bottom left corner of the screen:

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- 2. Click on Zoom
- 3. DO NOT LOGIN TO A ZOOM ACCOUNT Go to bottom right corner, to the arrow
- 4. Click on the arrow to see what programs are open



5. Left click on the zoom icon to see options



6. Choose 'Check for Updates' – Zoom releases updates frequently. It's a good idea to update often.



7. Run the update



- 8. Try to open zoom
- 9. After it has finished loading, restart your computer.
- **10.** From the bottom left corner window, open zoom.
- **11.** Go to the arrow again, to see the programs that are open
- 12. Right click on zoom icon, this time choose 'About'..



This will show you what version you are running. It should be the updated version.



***REPEAT AS NEEDED** - check your zoom for updates regularly and update as needed.