## **Updating Zoom**

1. Open the Zoom app. It should appear like the image in Figure 1.



## Figure 1

2. If there is an update—you will see a banner across the top of the app as in Figure 2.

| n<br>Home | □<br>Chat      | ()<br>Meetings | (2)<br>Contacts | Q Search | A |
|-----------|----------------|----------------|-----------------|----------|---|
| A new     | version is ava | ilable! Update |                 |          | × |
|           |                |                |                 |          |   |

## Figure 2

- 3. Click on word "update" for the update to start.
- 4. You should see a popup (shown in Figure 3) as the update is loaded.

| Zoom                                      |        |
|---|--------|
| Please wait while Windows configures Zoom |        |
|   | Cancel |

Figure 3

5. When the update is done, you will get a confirmation (shown in Figure 4).

