

# OPS Guide to Installing Zoom for Substitute Teachers

## Overview

Zoom is a powerful video conferencing tool that offers the ability to connect virtually and in real time.

From time to time, we will conduct Zoom training sessions outside of the school day. The Zoom desktop or mobile app must be installed in order to join our meetings, however if Zoom hasn't been installed prior to your first meeting, clicking the Zoom meeting link will prompt you to install the application. This can also be done ahead of time by following the instructions below:

## Joining a Zoom Meeting on a District Device

To join a Zoom meeting, simply click on the link provided via email, then follow the prompts to install Zoom. Once Zoom is installed, you will be directed to your meeting.

## Installing Zoom on a Personal Device

### Personal Computer:

1. Click [here](#) to install the **Zoom Client for Meetings for PC**
2. Be sure to open the **Zoom installer** that displays in the lower left-hand corner of your screen to complete the setup.

### Mobile Device:

1. From your mobile device, click the appropriate button to download:

