Updating Your Zoom Client Software
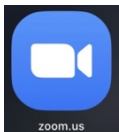
IIC (Instructional Innovative Center) Steps Series

Software: CCCD (Coast Community College District) Zoom
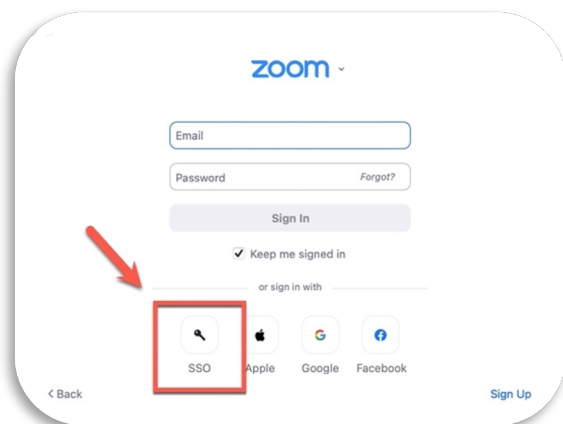
Date: June 2022

Step 1 – Locate the client software

On your computer, locate the application**, Zoom.usa** and start the program.
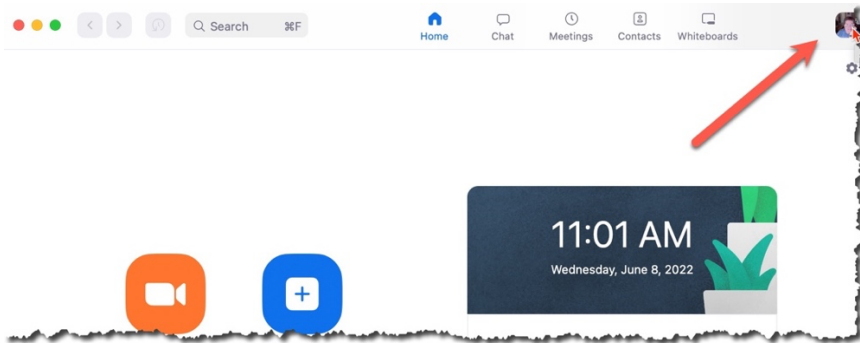

Step 2 – Log into Client Software with SSO

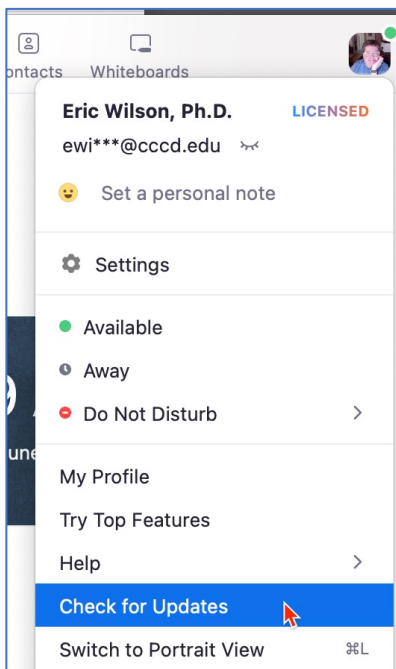Log on by clicking SSO (Single Sign On)

Step 3 – Access Your Preferences

Locate a silhouette or a picture in the upper right of the client screen.

Step 4 – Check for Updates

Click on the picture and a menu will pop up. Slide down to **Check for Updates**

If you need an update, follow the steps; the process takes under five minutes. If no update is needed, that means you have the latest version.

NOTE: Considering Zoom is always coming with new tools, it is a good idea to check weekly for updates. Doing do will ensure your Zoom meetings go smoothly.