

# 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.



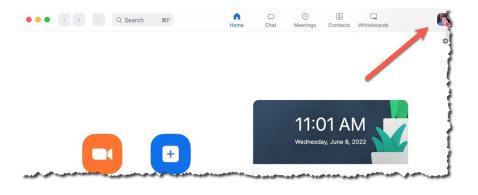
## Step 2 – Log into Client Software with SSO

Log on by clicking SSO (Single Sign On)

ZOOI	n -	
Email		
Password	Forgot?	
Sign In		
✓ Keep me signed in		
or sign in w	ith	
• •	G	
SSO Apple G	oogle Facebook	

#### **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

음 ontac	ts Whiteboards	6
	Eric Wilson, Ph.D. ewi***@cccd.edu ↔ Set a personal note	LICENSED
	Settings	
•	<ul><li>Available</li><li>Away</li><li>Do Not Disturb</li></ul>	>
une	My Profile Try Top Features Help	>
	Check for Updates	•
	Switch to Portrait View	жL

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.

© 2022, Coast Community College District, Costa Mesa, CA