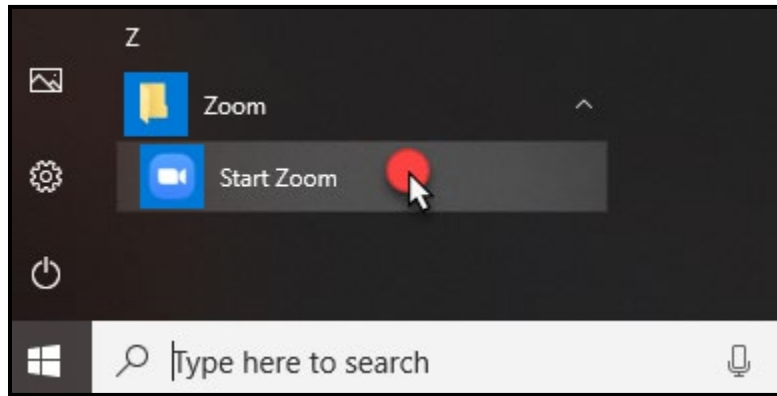
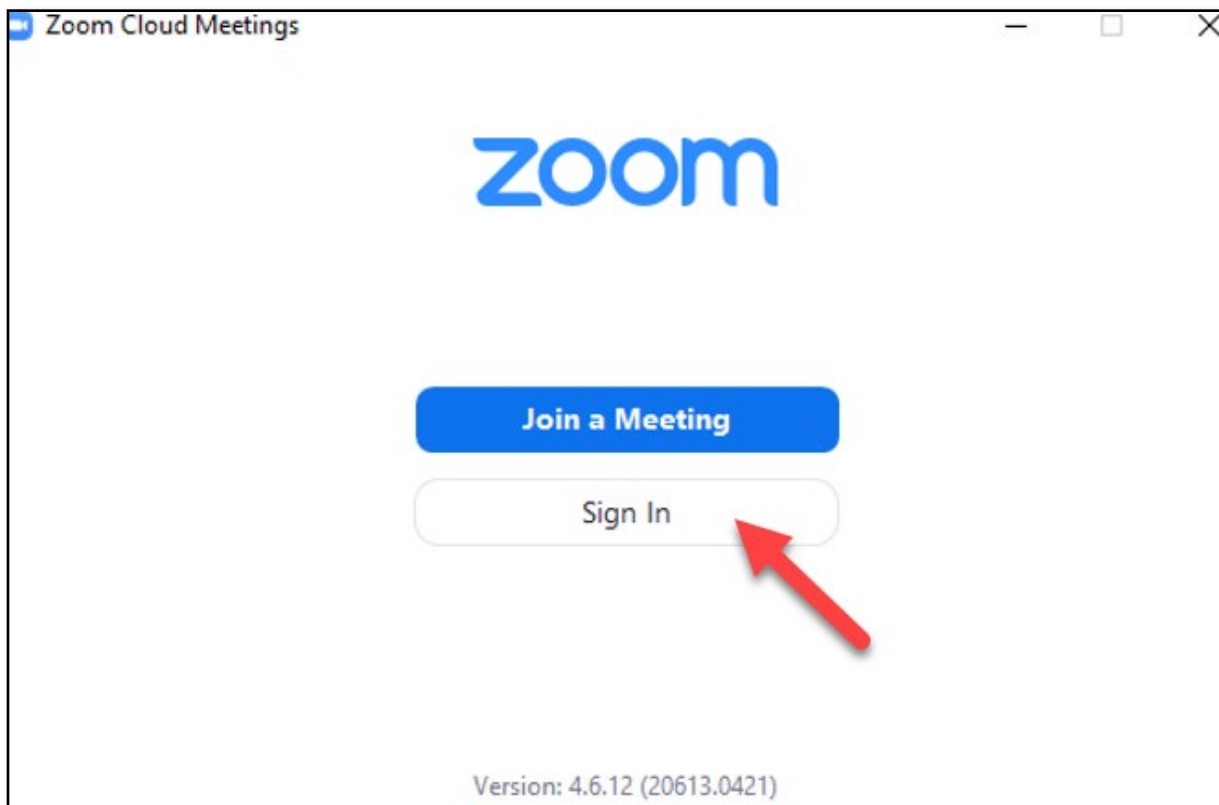


# Updating Zoom on Windows

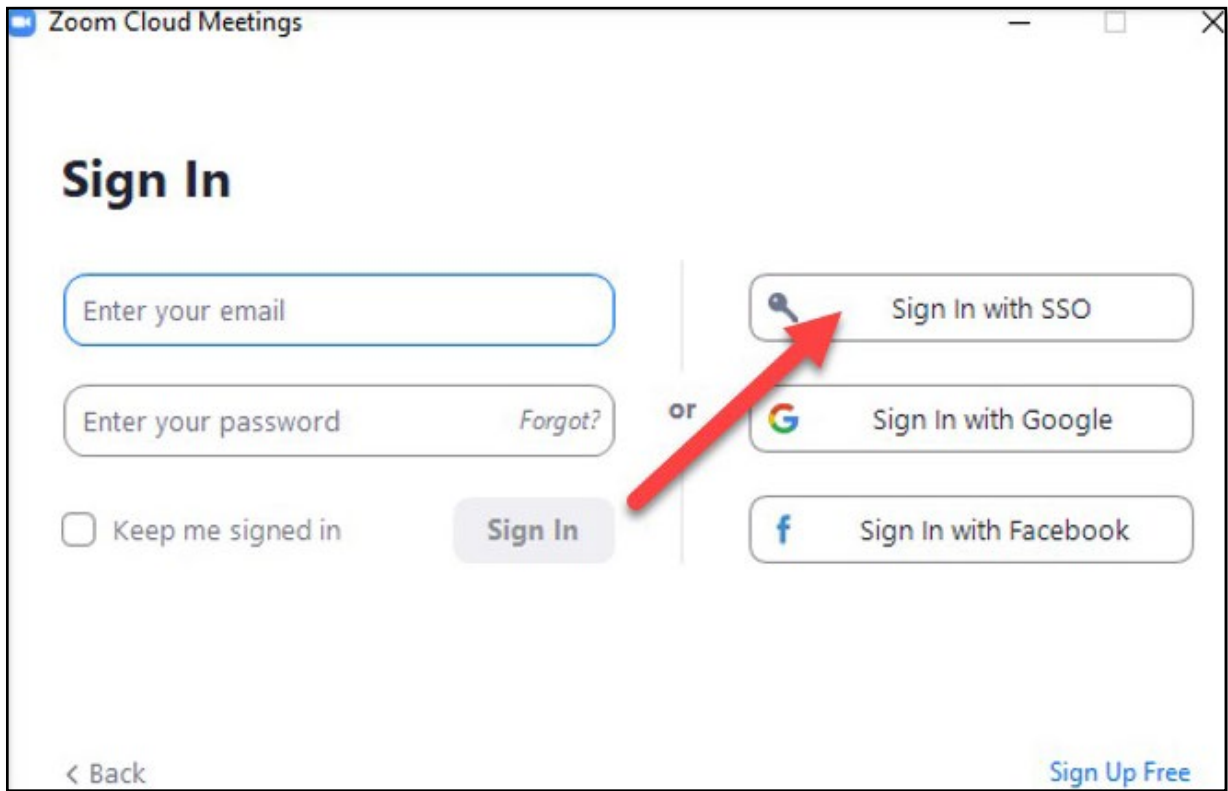
1. Open up your Zoom Windows client. Some of you may have a desktop icon, others may choose to get to it through your Start menu as shown below.



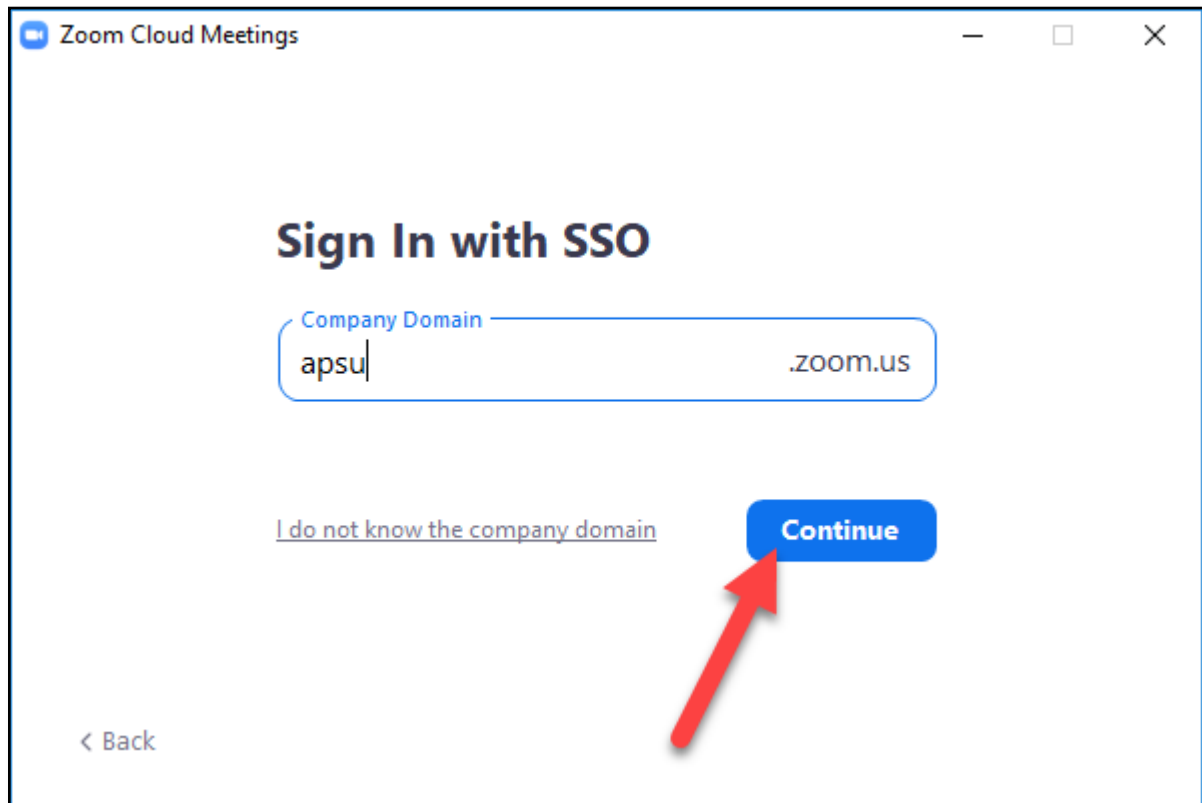
2. The Zoom application will open and present you with this first screen. Click on the "Sign In" button.  
**Note:** You can see the current version of zoom being run at the bottom of this window.



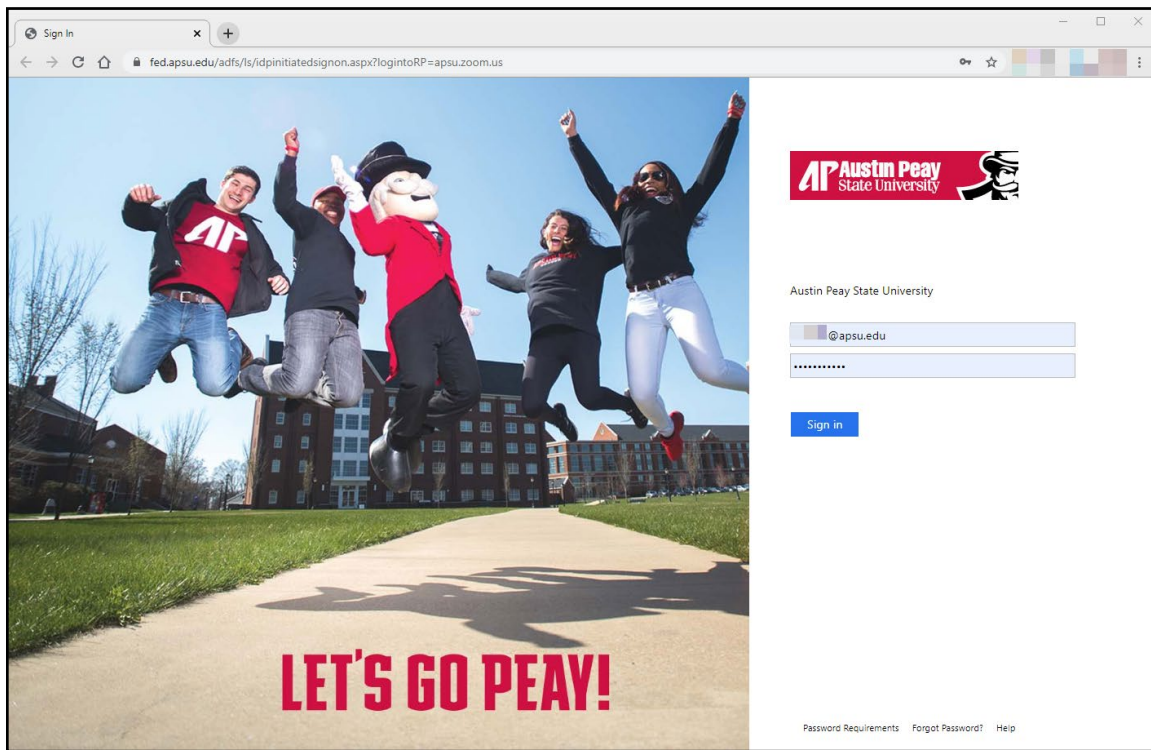
- The next screen will ask you to log in. Because APSU uses Single Sign On, please click the “Sign in with SSO” button.



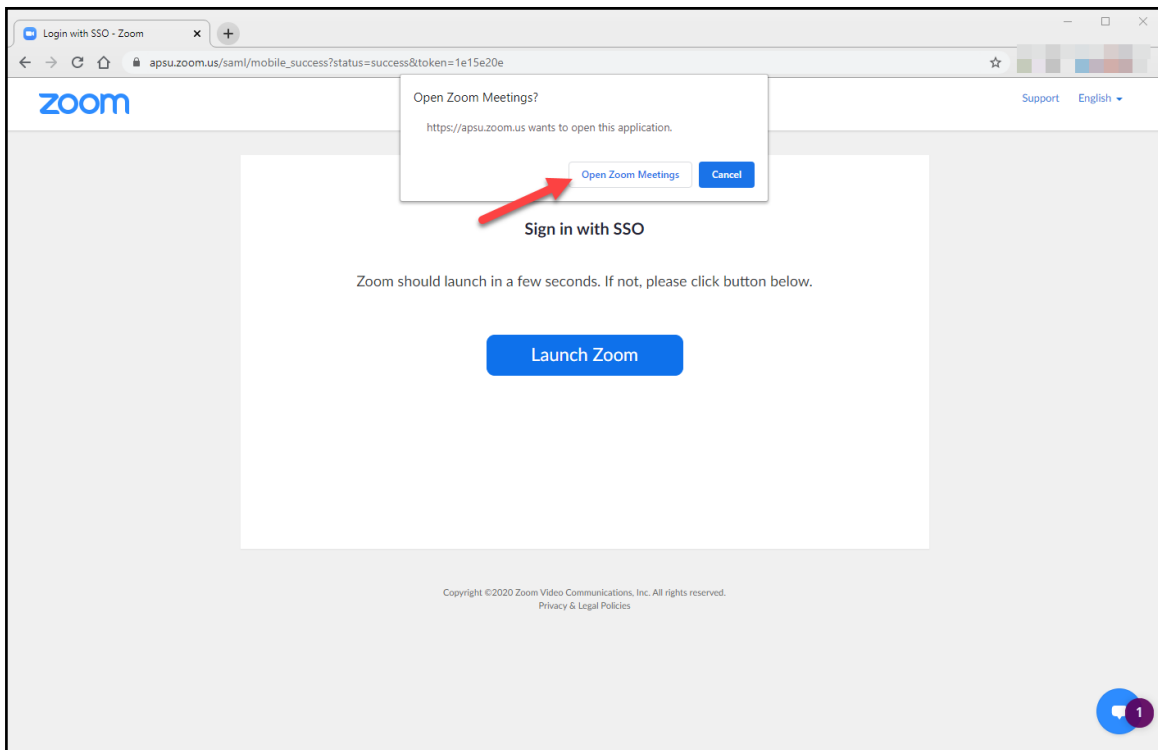
- The next screen asks for the company domain which should be “apsu”, then press the “Continue” button.



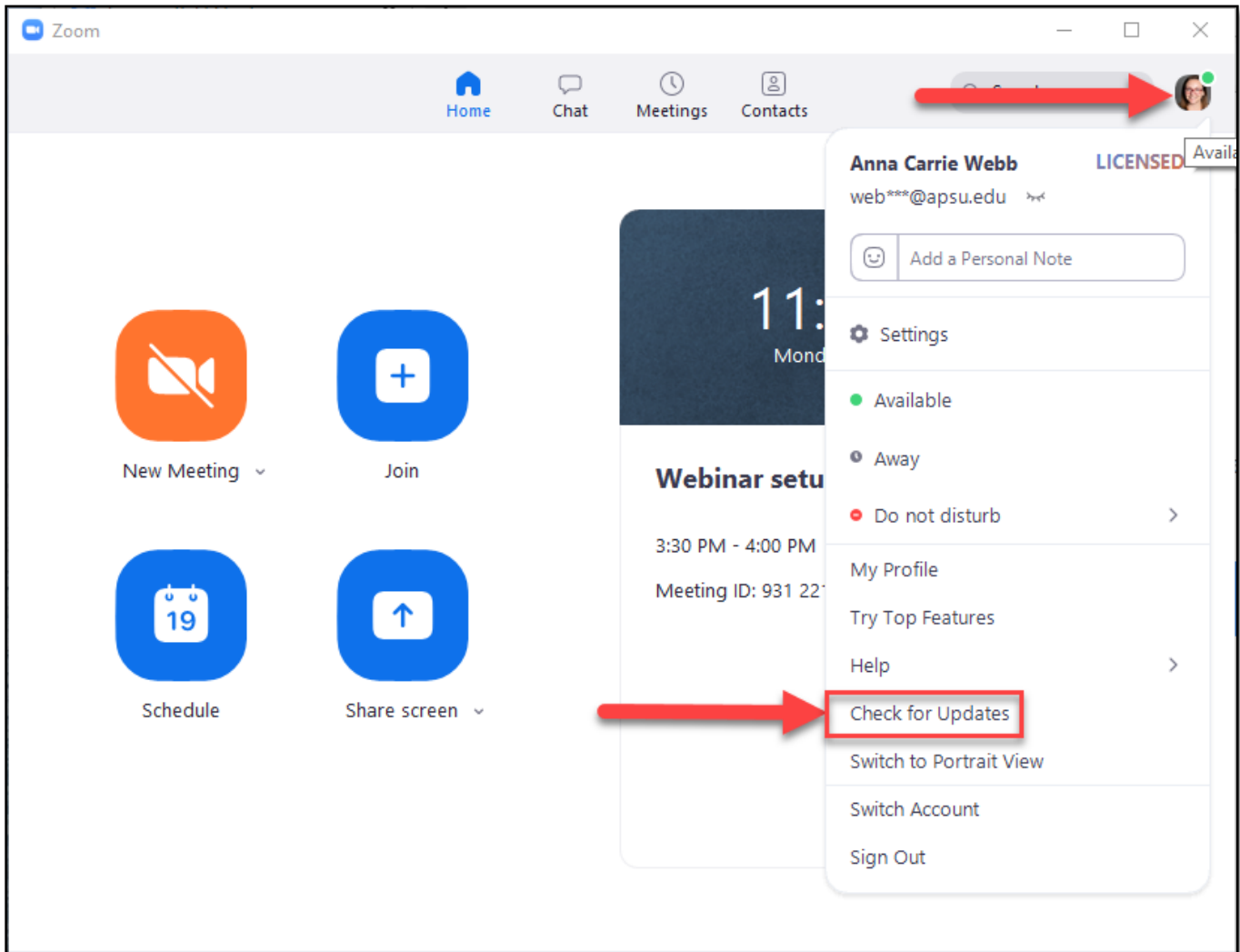
5. Zoom will now push you into the standard APSU Single Sign In Process.



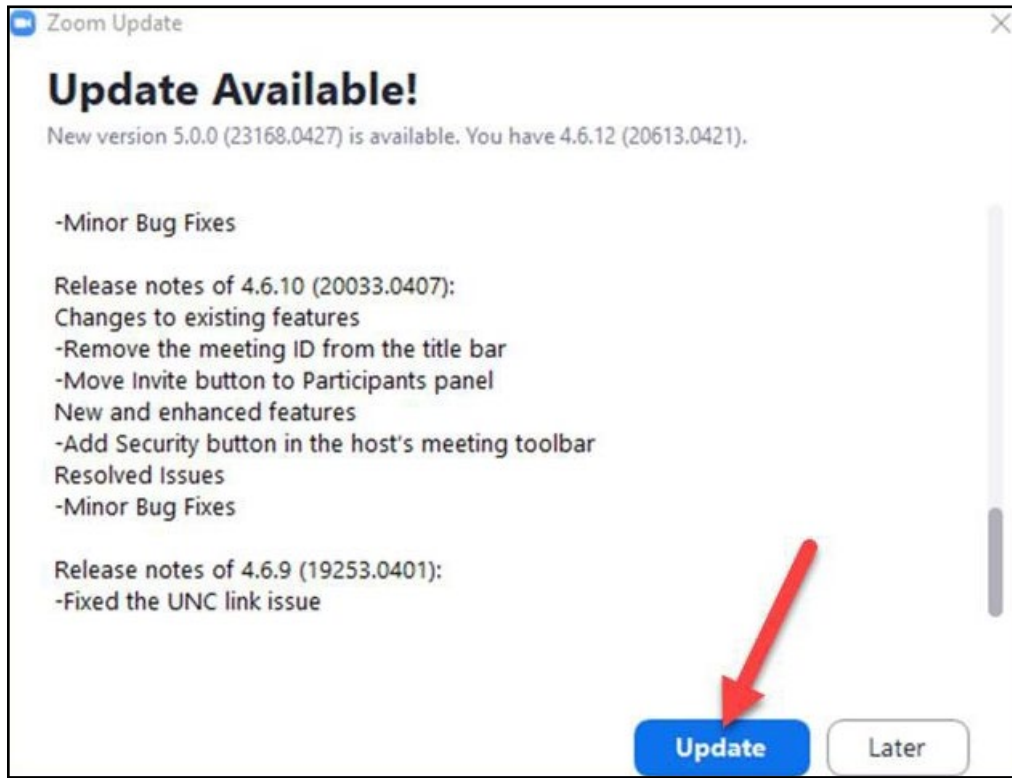
6. Next, a window asking "Open Zoom Meetings?" will appear. Click "Open Zoom Meetings".



7. At this juncture, Zoom itself may prompt you to do an update. If it does, then you should not have to do the following steps. If it does not prompt you to do an update, please proceed.
8. Once you are in your Zoom client, click the Avatar circle in the upper right hand corner and a menu will appear. From the menu, click the “Check for Updates” item.



9. If an update is available, Zoom will display the update information along with what changes the update brings. A blue bar will slowly move across the bottom of the box as the update downloads. When the update has downloaded, the "Update" button will be available and you can click it.



10. After the update is finished you should be good to continue using Zoom as you have before!

