

SET UP EASY ACCESS TO THE ZOOM FOR WINDOWS APPLICATION

Create a desktop shortcut and a Task bar one-click shortcut

STEP 1. Clear all of your running applications from the Windows desktop, so you can see the Windows desktop.

STEP 2. Open the **Windows 10 Start Menu**. This menu displays frequently-used applications. Your Start Menu may show different contents than the Start Menu portion shown in **Illustration 1**, because your frequent applications are different from those of your author.



Illustration 1

STEP 3. At the bottom the **Start Menu**, click in the **Search programs and files** field. Type the letters **Zo** in that field. Search results appear immediately in the **Start Menu** above the Search field.

Illustration 2 shows the word Zoom in the Search field, and the results above it for your author's computer. The topmost choice in results is **Start Zoom**.

If the **Start Zoom** menu item does **not** appear in Search results, then Zoom is **not installed** on your Windows 10 computer. Please read the document about **How to Join a Zoom Meeting** to learn how to install Zoom on your Windows 10 computer.

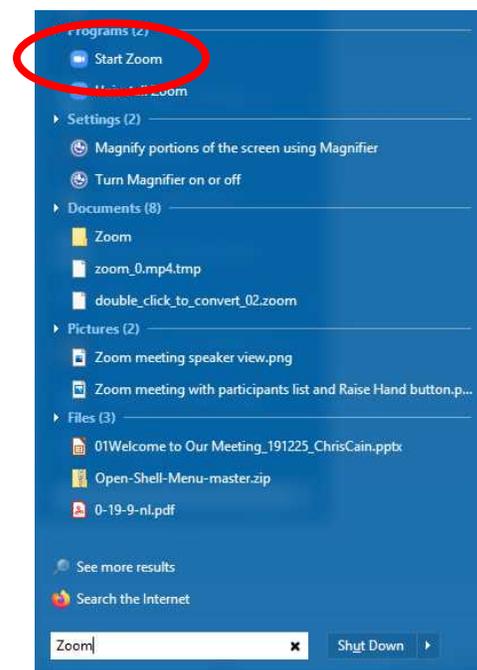


Illustration 2

STEP 4. If the **Start Zoom** menu item **does** appear in your Start Menu, then click and drag the **Start Zoom** menu item to your Windows Desktop.

This action places a **shortcut** icon on the Windows Desktop. **Illustration 3** shows the Zoom shortcut icon in the upper right corner of the Windows desktop on your author's computer.



Illustration 3

STEP 5. Start the **Zoom** application. The application opens its main window. While Zoom is running, you will see an icon for **Zoom** in the **Windows task bar** across the bottom of the Windows Desktop Screen. The underline indicates that Zoom is running. See **Illustration 4** for a portion of the **Windows task bar** including the running **Zoom** application icon at the right.



Illustration 4

STEP 6. Right click on the **Zoom** icon in the Windows task bar. A popup menu appears, as shown in **Illustration 5**. In that menu, select **Pin to taskbar**.

After that menu choice, the **Zoom** icon will appear in the Windows task bar even when Zoom is **not** running. You can launch the **Zoom** app from the task bar by a single click.

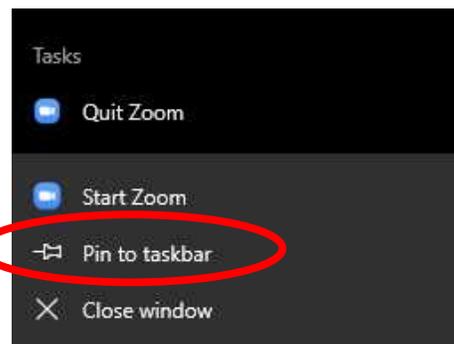


Illustration 5