Check for Updates of your Zoom for Windows application

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Like any software for Windows, from time to time the publisher provides updates to fix bugs, add capabilities, and improve security. It is important to check for updates at least once per week during the year 2020, because use of Zoom is skyrocketing and, as a result, security issues are recognized and being fixed.

This document explains how to **Check for Updates** of the **Zoom for Windows** video teleconference application.

If you do not have a Zoom account, then when you start up your **Zoom for Windows** application, the first Zoom window you see looks like this one:
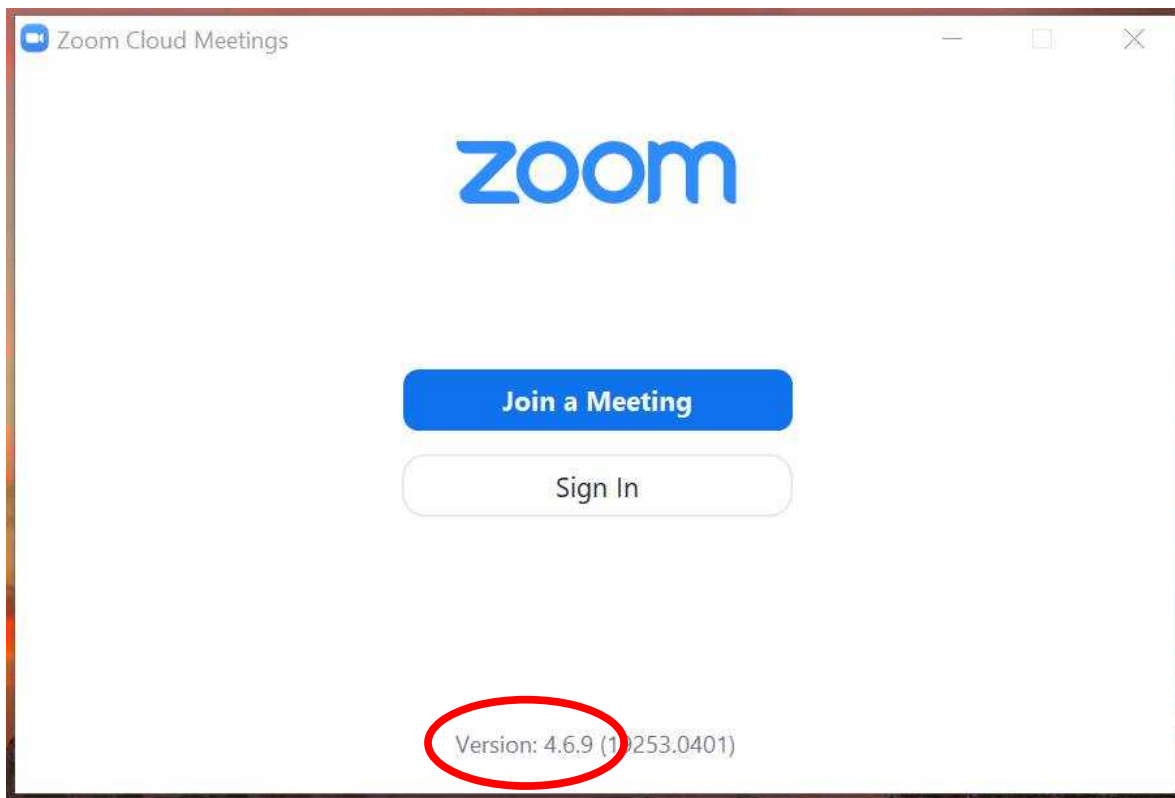

Illustration 1

If yours is a more elaborate **Zoom** window, with more buttons, then take a look the **Zoom for Account Holders** section below.

If **Illustration 1** shows how **Zoom** appears on your computer, then make a note of the *Version info* at the bottom of your **Zoom** window. You can see the **Zoom** version info circled in the Illustration.

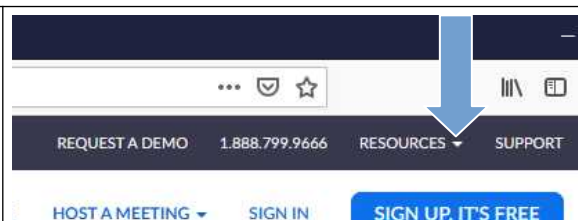|	
STEP 1. Use a Web browser to go to **Zoom.us**. In the upper right corner of the **Zoom.us** home page, find the word **Resources** and a *down-arrowhead* to the right of that word, as depicted in **Illustration 2**. Click on the *down-arrowhead*.	 *Illustration 2*

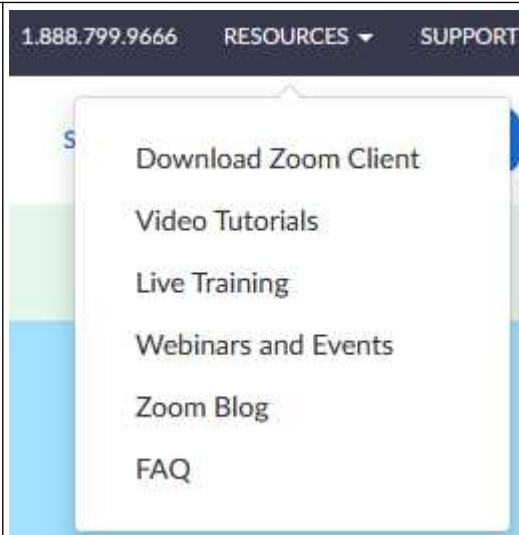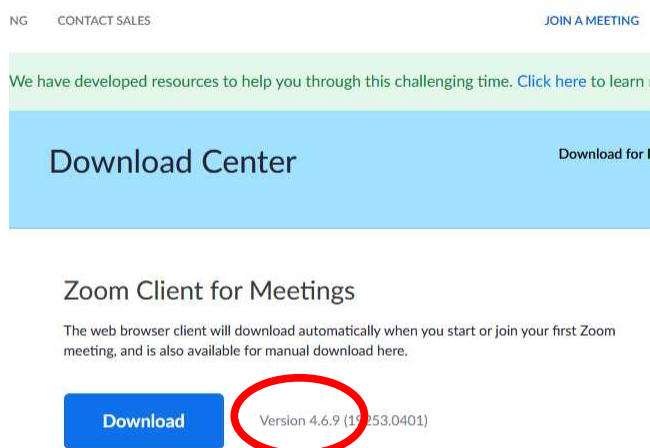|	
STEP 2. A drop-down menu opens, as depicted in **Illustration 3**. In the menu, select the ***Download Zoom Client*** choice.	1.888.799.9666 RESOURCES ▾ SUPPORT S Download Zoom Client Video Tutorials Live Training Webinars and Events Zoom Blog FAQ *Illustration 3*
STEP 3. The Zoom Download Center page opens. A portion of that page is shown in Illustration 4. Note the version number stated to the right of the blue Download button. In this particular case, the version number 4.6.9 shown here is the same as the version installed on the Windows computer. No update is needed. ***If the version number on the web site is greater than the number on your Zoom screen, an update is needed.*** Click on the Download button. Use your browser to determine when the download is completed. Find and execute the downloaded installer executable in your Windows computer's **Downloads** directory.	NG CONTACT SALES JOIN A MEETING We have developed resources to help you through this challenging time. Click here to learn r **Download Center** Download for I Zoom Client for Meetings The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here. Download Version 4.6.9 (19253.0401) *Illustration 4*

HOW TO UPDATE THE ZOOM FOR WINDOWS APPLICATION FOR ZOOM <u>ACCOUNT HOLDERS</u>

STEP 1. Start the **Zoom for Windows** application on your computer.

In the upper right corner of the main application window, there are icons for accessing menus. One is shaped like a **Gear**. In **Illustration 5**, you see that the icon above the **Gear** is a photo. If you have not created a Zoom account, or not uploaded a photo for your Zoom account profile, then no photo will appear, but an icon will appear anyway. The blue arrow points to the upper icon.
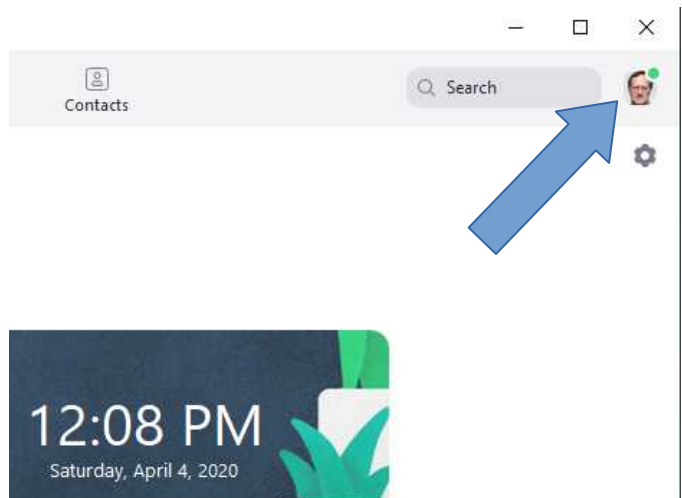
Click on that upper icon.

Illustration 5

STEP 2. A menu appears, as shown in **Illustration 6**. The menu may not contain all the menu choices shown, if you have not created a Zoom account. However, it will always contain a *Check for Updates* choice, which is highlighted in blue in the illustration.
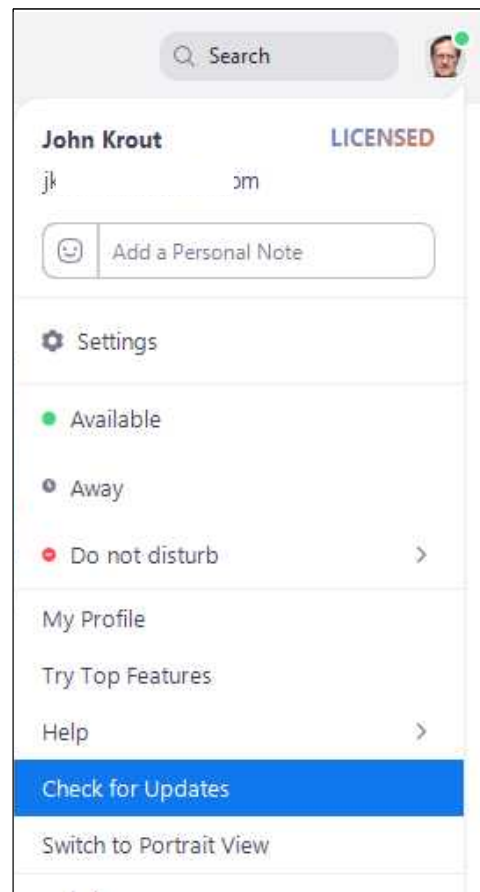
Select *Check for Updates*.

Illustration 6

STEP 3. The menu closes, and the **Zoom Update** window opens, as shown in **Illustration 7.**
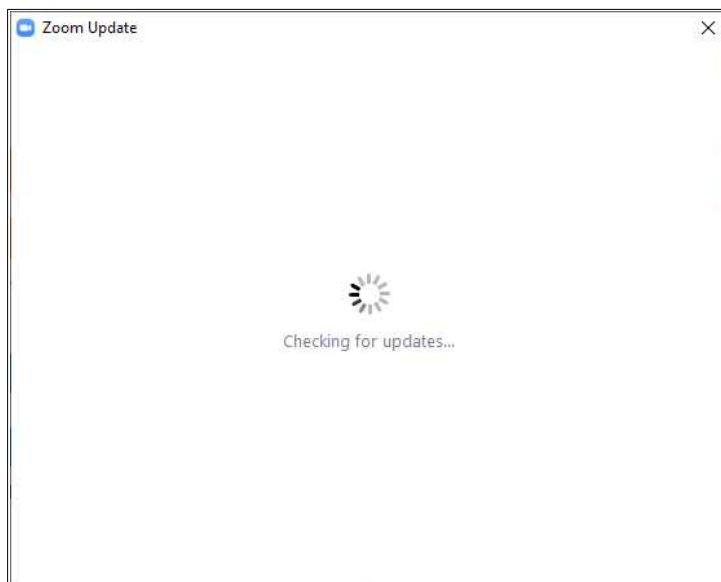

Illustration 7

STEP 4. When the **Zoom Update** window completes the check, if your application is up to date, then the window will appear as shown in **Illustration 8**. Click the **Close** button.

If an update is available, then the **Zoom Update** window will provide a button to download and install the update. Tap that button and allow the download and installation to be completed.

Illustration 8