



## How to Update Zoom to the latest version on your computer

It is recommended to regularly update Zoom to ensure you have access to the latest features and to maximize overall security. For new features to work for you and your students, your students should also update their Zoom client. Please feel free to share these instructions.

1. **Open the Zoom client.** If you're on a PC, double-click the Zoom icon on your desktop or in your taskbar. If you don't see a Zoom client on your desktop or in your taskbar, you may need to search for it using Windows Search. If you're on a Mac, click the Zoom icon in the Dock (the menu bar of applications at the bottom of the screen). If you don't see a Zoom client in the Dock, you may need to look in the Applications folder.
2. **Sign in to Zoom** (if prompted) using your login credentials for you licensed North Seattle Zoom account. This will open the Zoom client window.
3. **Click your profile icon** (this will be a picture thumbnail or your initials) in the very top-right corner. A dropdown menu will appear.
4. **Select 'Check for Updates'** (about two-thirds of the way down the menu just under the 'Help' option).
5. **Click 'Update'**. If you have the latest version, you will see a 'You are up to date' message, and you do not need to do anything.
6. Your computer may prompt you to give it permission to update Zoom by requesting your computer password.

**To view video instructions go to:**

<https://northseattle.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=3942e61e-1db0-4617-a22f-ac580131e4b7>

Please feel free to share these instructions with students to help them update Zoom.

*Instructions and video provided courtesy of E-Learning, North Seattle College.*

