

Zoom Instructions for the University of Minnesota Income Tax Short Course

August 12, 2020

This document contains instructions that will assist you with connecting to the 2020 University of Minnesota Income Tax Short Course. The 2020 tax course will be offered virtually through the Zoom platform. Please read and follow the steps listed below.

STEP #1: Download Zoom Client for Meetings Application

We will be using the zoom polling question feature to track attendance for the 2020 tax school. In order to use the polling feature, you must first download the zoom desktop application. **Even if you feel you have already downloaded the application, please repeat the download to ensure your attendance may be tracked and you receive the appropriate credit for the course.**

Please note:

If your business/work computer prohibits downloading the zoom application, you will need to use your personal computer for the Income Tax Short Course in order to register your attendance for continuing professional or legal education (CPE or CLE).

To download the “Zoom Client for Meetings Application”, from your browser, go to

<https://zoom.us/download>

The link above will take you to the zoom download center.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Download Center Download for IT Admin

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 5.2.0 (42619.0804)

Zoom Plugin for Microsoft Outlook

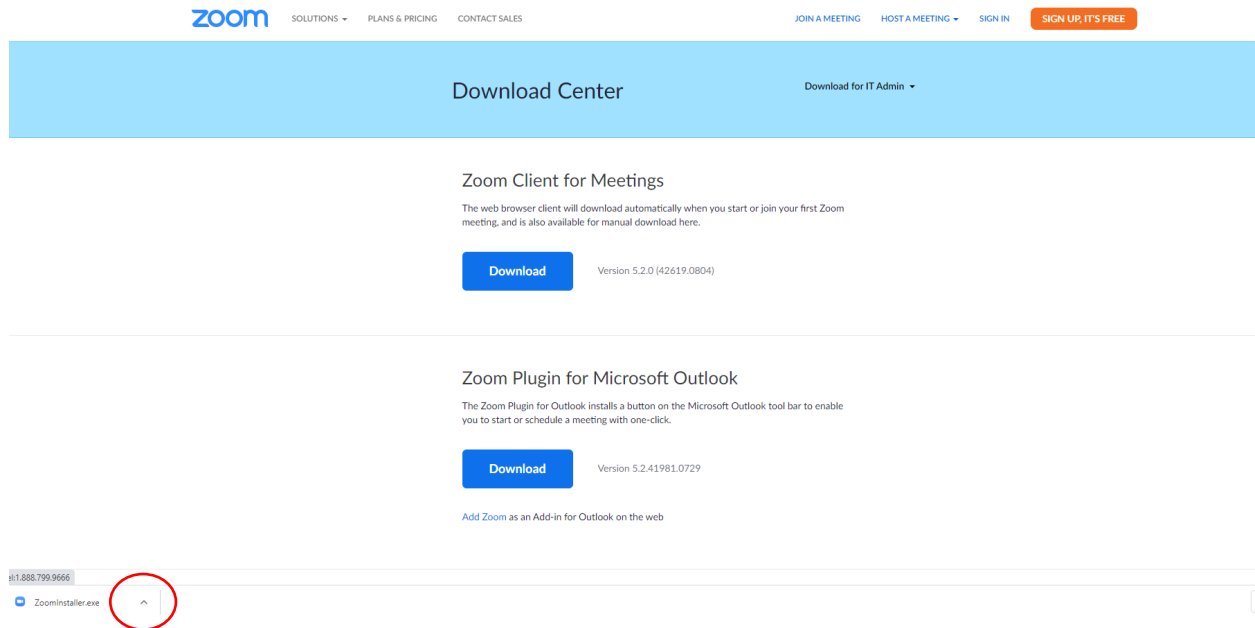
The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

Download Version 5.2.41981.0729

Add Zoom as an Add-in for Outlook on the web

Click on the download button for “Zoom Client for Meetings.”

When you click the download button, you will need to click on the zoominstaller.exe file in the lower-left corner of your screen (See screenshot below).

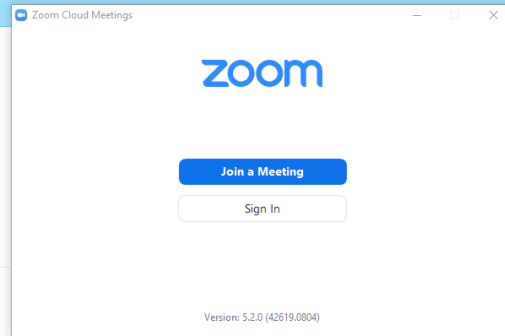


The screenshot shows the Zoom Download Center website. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP, IT'S FREE. Below this is a light blue header with "Download Center" and a dropdown menu for "Download for IT Admin". The main content area features two sections: "Zoom Client for Meetings" and "Zoom Plugin for Microsoft Outlook". Each section has a "Download" button and a version number. Below the website screenshot is a browser download bar showing a file named "Zoominstaller.exe" with a red circle around the caret symbol on the right side.

Click the “^” symbol on the right-hand side of the red circle shown above and select “open” to install the file. Your computer will then download and install the zoom client file. When installation is complete, you will be asked, if you wish to join a meeting or sign in (see below). If you are downloading the zoom client file several days prior to the Income Tax Short Course, you may simply close all windows.

Download Center

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The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

[Download](#)

Version 5.2.41981.0729

[Add Zoom as an Add-in for Outlook on the web](#)

STEP #2: Connect to the Zoom Income Tax Short Course

This set of instructions will work for all Zoom webinar events, which will include the Income Tax Short Course and any Zoom Income Tax School practice sessions held prior to the actual schools.

Joining and participating in a webinar (attendee)

If you are registering or joining a webinar and haven't received an email confirmation that's for a panelist or alternative host, you are an attendee in the webinar. As an attendee, you can virtually raise your hand, submit questions in Q&A, and send messages to others. You will only be able to see the instructors, not your other attendees.

