

Windows 11

Downloading and Installing the Zoom Workplace Application



This document guides you through how to download and then install the Zoom Workplace application on your Windows 11 computer.

Downloading Zoom Workplace

To download the Zoom Workplace application to your Windows 11 computer, follow these suggested steps:

1. Start your web browser (Microsoft Edge, Google Chrom, Mozilla Firefox etc).
2. Press the keyboard shortcut ALT and D. Upon doing this, focus will move to the Address Box, situated at the top of the application window. Alternatively, move the mouse pointer to the Address Box and perform a left click.
3. In the Address Box, the current web address will be selected. Press the DELETE key to remove this address and then type the following web address and press ENTER when done.

WWW.ZOOM.US

4. A second or two later, you will be on the Zoom Workplace Home Page. Locate and activate the link labelled "Download Centre". Upon doing this, the Download page will be displayed.
5. On the Downloads page, locate the heading labelled "Zoom Workplace for Windows". Beneath this heading, you will find the button for downloading Zoom Workplace.

6. Activate the button labelled "Download (64-bit Client)". Upon doing this, the Zoom Workplace application will be downloaded to your computer. The process should take around 10 seconds to complete.
7. When the download is complete, exit your web browser.

Installing Zoom Workplace

Now you have downloaded the Zoom Workplace application, you need to install it. To do this, follow these suggested steps:

1. Hold down the WINDOWS LOGO Key and press the letter R. Upon doing this, the Run dialog box will be displayed at the bottom left corner of the screen. Alternatively, move the mouse pointer to the Start button and perform a right click. From the resulting menu, click Run.

Note: The WINDOWS LOGO key is the one which is situated two keys to the left of the Spacebar. For reference, it has a picture of a flag printed on it!

2. In the Run dialog box, focus will be in an edit box labelled "Open". Type the word "Downloads" (without the quotation marks) and press ENTER. Upon doing this, the Downloads folder will be displayed.
3. In the Downloads folder, you will find a file called "ZoomInstallerFull.exe". Press the letter Z until this file is selected. Then, press ENTER to activate it. Upon doing this, the User Account Control dialog box will be displayed.
4. Activate the Yes button in the User Account Control dialog box. Upon doing this, the installation process will begin!
5. Follow the onscreen instructions to install the Zoom Workplace application!

6. When the Zoom Workplace application has been installed, restart your computer. That's it, you are now ready to use Zoom Workplace!

Now, when you receive an invitation via email to a Zoom meeting, activate the supplied joining link. Then, activate the "Join from Zoom Workplace app" button. This should result in Zoom opening automatically, without you even noticing! Happy Zooming!

If you require further support with downloading and installing Zoom Workplace, contact the author, Gary Eady, using the following email address.

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