Updating the Zoom Desktop App
Cheat Sheet

• Check your Zoom Desktop App regularly for updates to make sure you can use the latest Zoom features. If a new feature is not working, make sure your app is up to date.
• An up-to-date app is necessary for class participation. It is your responsibility to keep your app updated.
• Open the Zoom Desktop App:
  o On a Mac select Launchpad on your taskbar:

  ![](image1.png)

  Your installed apps will appear (Zoom may show up on the second or third page):

  ![Zoom on Mac](image2.png)

  o On a Windows computer click the Windows symbol. Look under Z:

  ![Zoom on Windows](image3.png)
- You may also type “Zoom” into the **Search Bar** that appears when you click the **Windows** symbol (if Zoom does not appear, [follow these instructions to install the Desktop App](#)).

- Select the profile icon:

  ![Profile Icon]

  *If you have added a picture to your profile, the icon will be a thumbnail of that picture. If not, as in this screenshot, it will show your initials.*

- **Select Check for Updates:**

  ![Check for Updates]

  A dialogue will appear prompting you to update your app. Follow the prompts to install the update.

  The Zoom App will restart once the update is installed.
• If your app is already up to date when you check for updates, this dialogue will appear: