

These tips are useful when using Zalo on PC

In addition to using Zalo on mobile application, we can also chat, message with friends comfortably on Zalo with computer version.

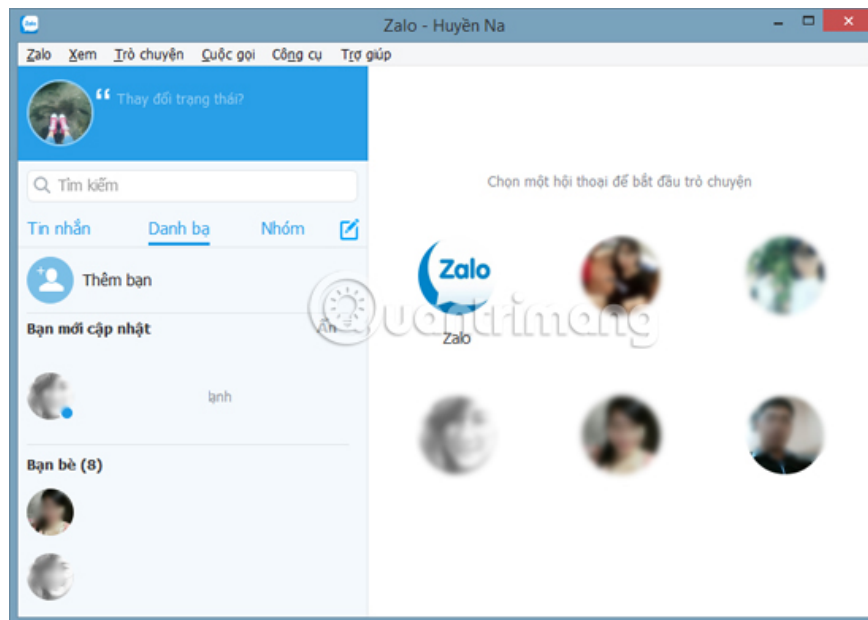
In order to meet users' needs, most phone chat applications have additional versions for computers. All information, conversations will be synchronized with each other, enabling you to use anywhere on any device. And Zalo is one such software. We can still message with friends Zalo right on the computer, without having to hold the phone in hand all day. To be able to effectively use the useful features of Zalo PC, some of the tips we introduce below will help you a lot.

How to use Zalo software on PC

First of all, download the Zalo software for your computer using the link below. Then proceed to install Zalo in step by step in the tutorial How to install Zalo on PC.

1. Download Zalo for Windows software
2. Download Zalo for Mac for free

After you have completed the steps to install Zalo on the PC, you will get to the interface as shown below.

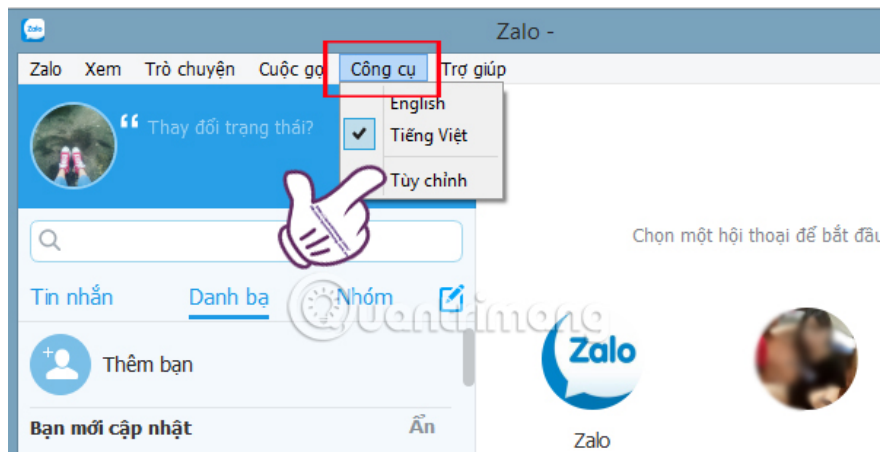


1. Start Zalo with computer:

If you use Zalo regularly and don't want to miss any messages, set the startup mode to your computer. Zalo will start automatically as soon as the computer is turned on.

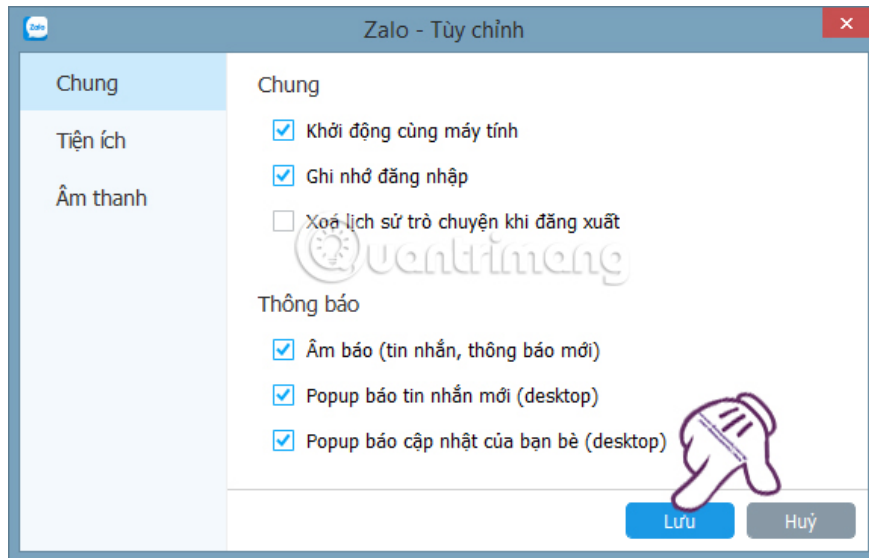
Step 1:

At Zalo interface, click on **Tools** and select **Custom** .



Step 2:

Appears the **Custom** interface on Zalo. We will tick the **Startup with the computer** , then click **Save** as done.

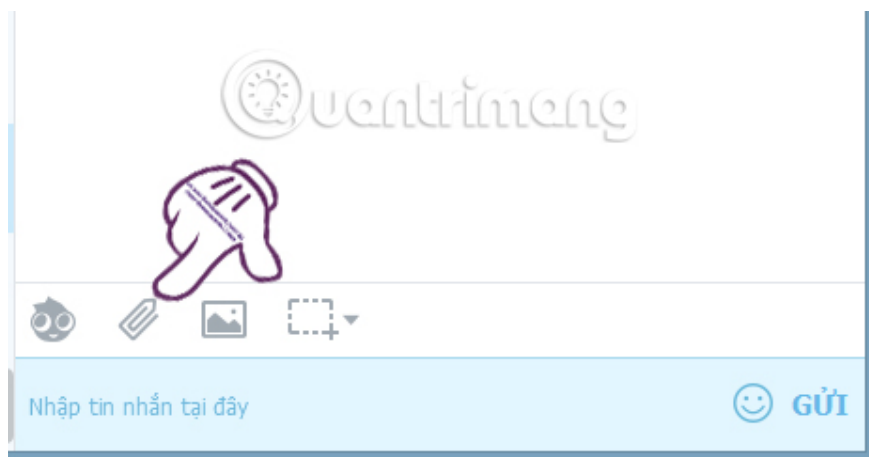


2. Send files via Zalo:

The current chat applications all support sending files like images, data, . and Zalo can also do so.

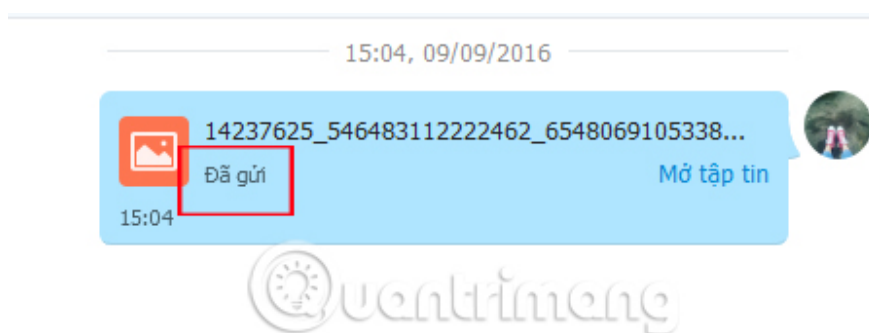
Step 1:

At the conversation you want to send the file to a friend, we click on **the clip icon** to send the file. Or press Ctrl + Shift + O to send the file.



Step 2:

We just need to press the file to send to friends. Or users can also drag and drop data to send files to friends.

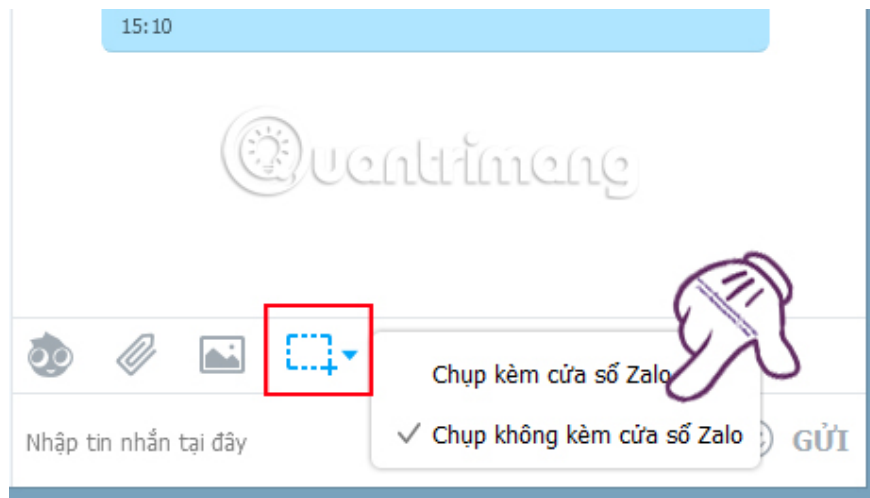


3. Take a screenshot and send it quickly to your friends:

Usually to send screenshots to friends, we need to save the image then send. However, the Zalo PC has a built-in function to capture and send screen images in a simple operation.

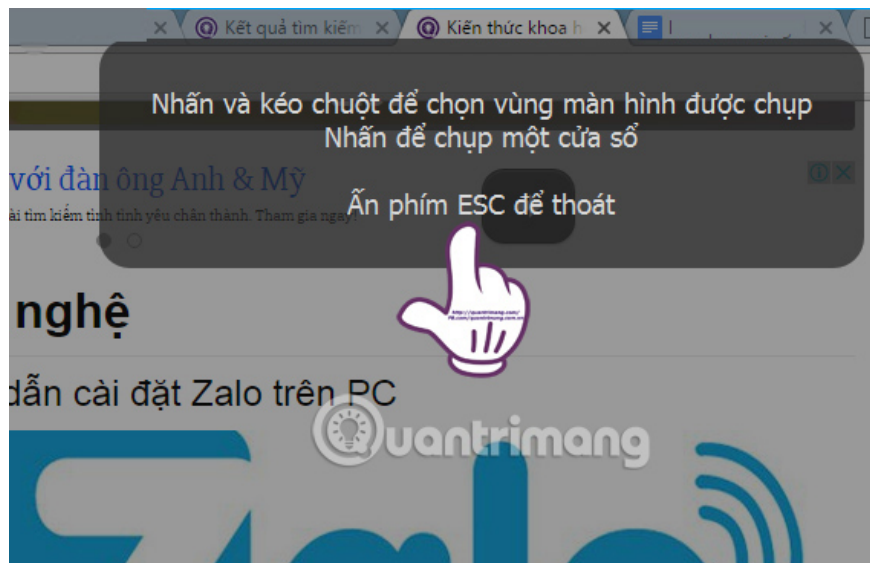
Step 1:

In the chat box with your friends, click **the broken rectangle icon** to take a screenshot. We will get the option **Capture with Zalo window** or **Capture without Zalo window** .



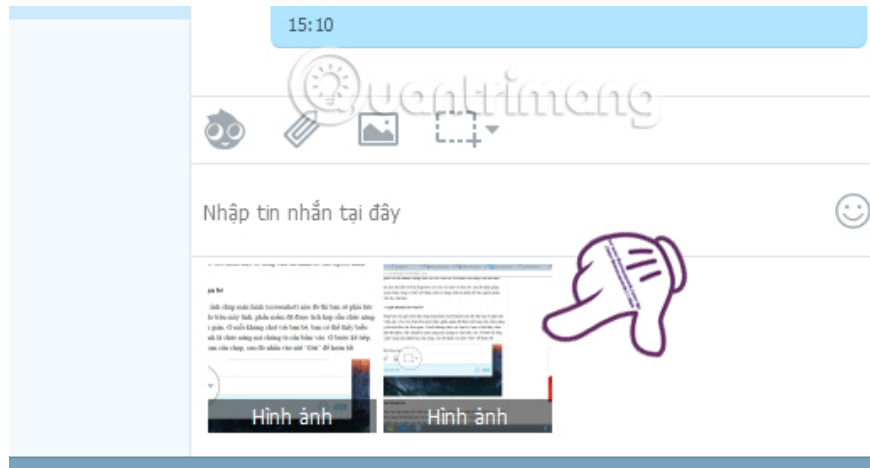
Step 2:

As soon as you click on the option, you will be taken to the screen capture interface, along with instructions for shooting. We will drag the mouse to capture a certain area on the screen, or click to capture the entire screen.



Step 3:

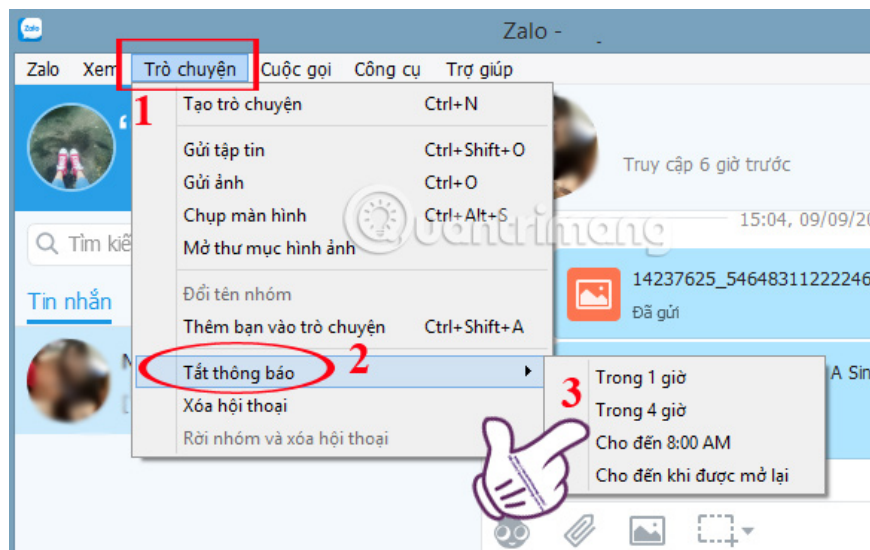
Finally, just send a screenshot to your friends on Zalo with the message content.



4. Install notification time on Zalo:

We need to focus on our work and don't want messages on Zalo to bother. So please turn off Zalo Notifications temporarily and finish.

At the main interface on Zalo, we click on **Chat**, then select **Turn off notifications**. Here, you will have 4 options to turn off notifications, including: **In 1 hour**, **In 4 hours**, **Until 8:00 AM**, **Until it is reopened**. Select a time period to not receive notifications on Zalo.

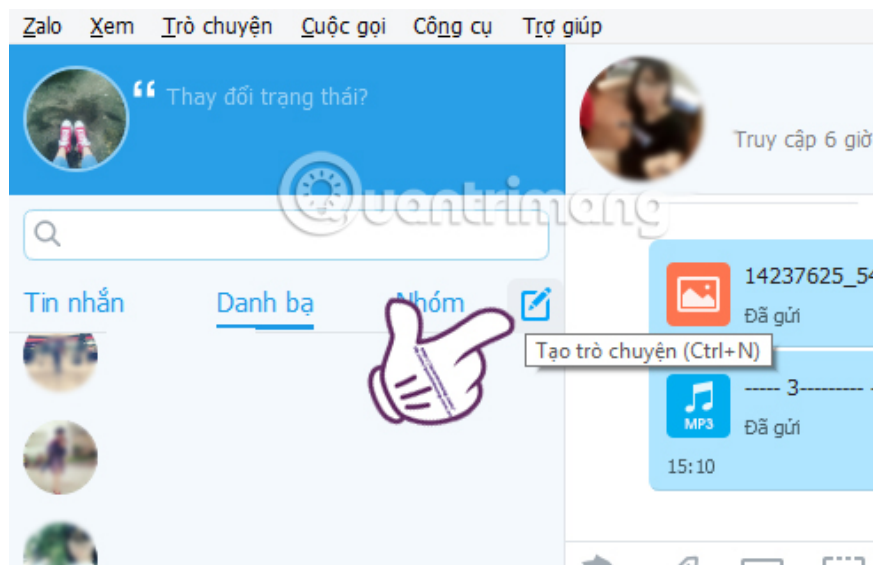


5. Create chat group on Zalo:

If the user needs to talk to a group of friends with the same purpose of the story, create a chat group on Zalo to make it easier to communicate.

Step 1:

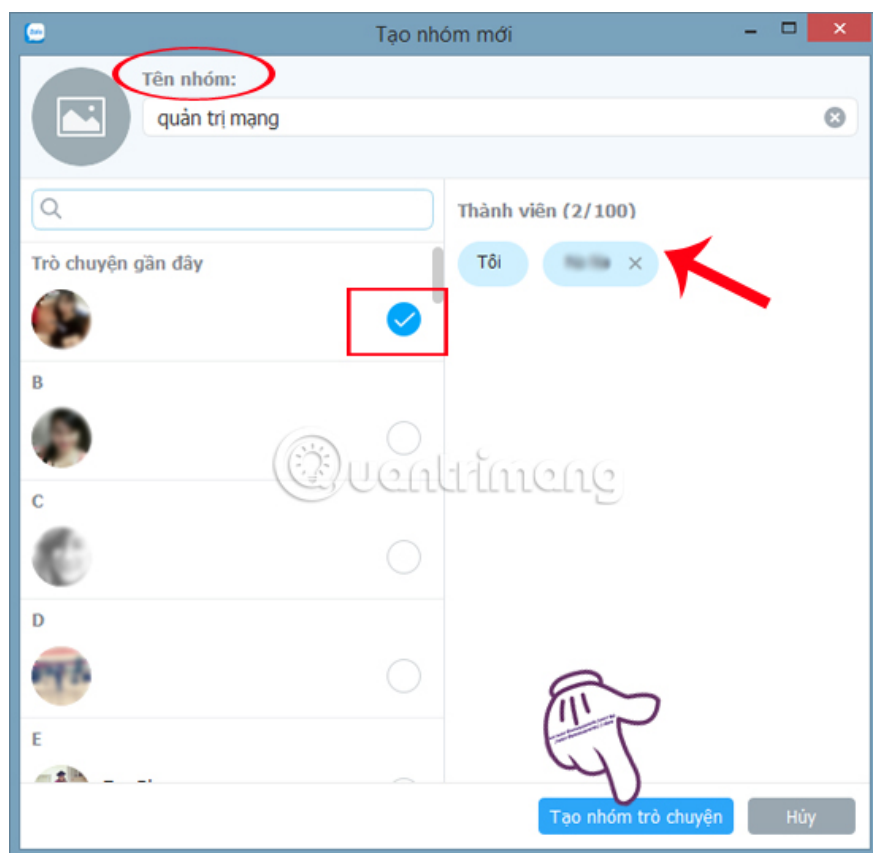
At Zalo interface, click on the pen icon to create a new conversation, or press **Ctrl + N**.



Step 2:

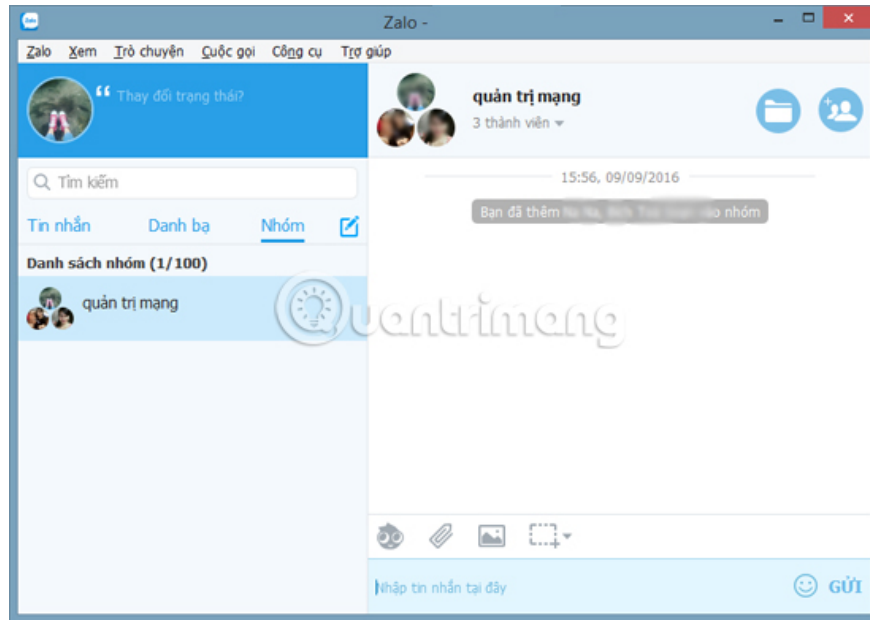
Appearance interface **Create new group** . You enter the group name in the Group name section. Then **select the account you want to chat with** on Zalo. Finally click **Create chat group** .

Zalo allows group chat up to 100 members so you have to add multiple accounts to the group conversation on Zalo.



Step 3:

Going back to the interface, you will see the group name along with the members of the chat group on Zalo.



The above are a few useful tips, when we are texting friends on the Zalo version for the computer. Hopefully with this article, you will be able to use many functions on Zalo, to be able to experience free chat space with friends.

Refer to the following articles:

1. How to backup and restore Zalo messages on your phone
1. How to delete friends on Zalo
1. If your Zalo password is lost, try this!

I wish you all success!

You finished reading the article "**These tips are useful when using Zalo on PC**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.