What is Zoom?

Zoom is the leader in modern enterprise video communications, with a reliable cloud platform for video and audio conferencing, collaboration, chat, and webinars. Zoom provides a secure, high-quality, easy-to-use video experience, and can be used from your browser, installed on your desktop, and across mobile devices.

What things can I do with Zoom?

- Online meetings and interviews
- Webinars by request (meetings exceeding 100 participants)
- Virtual classrooms

What do I need to get started?

- An internet connection
- Computer, laptop, or mobile device
- A webcam and microphone (headset or earphones optional)
- A phone (if you're unable to receive audio via your computer, laptop, or device)

How do I use Zoom?

Accessing Zoom:

1. Go to: **https://spelman.zoom.us/**.

2. Select **Sign in**. You will be redirected to the OneSpelman log on page. Enter your **OneSpelman** credentials.

3. Once you have logged on, you will be able to modify your profile, meeting settings, schedule and join meetings, view recorded meetings, and much more.

[Scheduling a Meeting:]

1. Log in to your **Zoom** account, click **Meeting Settings** and personalize your meeting, recording, and telephone (audio) preferences. For further information, go to: https://bit.ly/2AXc6py.

2. Click the **Meetings** tab.

3. Click **Schedule a New Meeting** on the Upcoming Meetings tab and enter your meeting details (e.g., meeting name and description, start time and duration, default options for the meeting participant's video, audio and password requirements, etc.).

4. Click **Save**. Click **Copy the invitation**.

5. Click the **Copy Meeting Invitation** button. Send this information to your meeting participants.

6. Click **Start the Meeting**.

[Joining a Zoom Meeting from Email Invitation:]

1. Click the provided Zoom link to join the meeting.
2. If prompted, install the Zoom desktop/mobile application.
3. Click **Open Zoom Meetings**. Adjust your audio settings.

Need help?

- Zoom on mySpelman Portal (https://bit.ly/2vOwbbL)
- Getting Started with Zoom (https://bit.ly/2LKTlGo)
- Scheduling Zoom Meetings (https://bit.ly/2sQGMTy)
- Join Zoom Meetings (https://bit.ly/2k7JfoY)
- Using Audio, Video, and Sharing Features (https://bit.ly/2hgYX0G)
- Zoom Video Tutorials (https://bit.ly/29wFKQF)
- Zoom Live Training Workshops (https://bit.ly/2vv0eWi)
- Zoom Support (https://bit.ly/2njpdrd)