

# Getting Started with Zoom

## FOR YOUR ONLINE & BLENDED COURSES



### What is Zoom?

- A video-conferencing tool with annotating, screen-sharing, and recording
- Available on a variety of devices with internet connection



### If you do not have a Zoom account

1. Go to: <https://springfield.zoom.us/>
2. Click sign in and put in your Springfield College Email Login credentials
3. You are now on the home page for Zoom and you have a licensed Springfield College account

### If you have an existing Zoom Springfield College Account

1. Login to your account
2. Be sure that your account is associated with your **springfieldcollege.edu** email
3. On the profile page, the “Sign-In email” should list your **@springfieldcollege.edu** account. Please note, if it lists your **@springfield.edu** account, then you will need to make a new account by going to the instructions above
4. If your account lists your **@springfieldcollege.edu** account, your account will automatically be updated shortly to a licensed account linked to Springfield College.

### Recording in Zoom

Zoom can be used to record your webcam or your screen when you:

- You want to record a PowerPoint presentation with audio
- You want to record a video presentation of yourself speaking for a class activity

### Before You Record

Check that you have:

- Connected and tested your microphone
- Connected and tested your webcam (if needed)
- Opened your PowerPoint or presentation (if needed)
- Remembered to practice and rehearse your presentation



### Zoom Video Tutorials

- [How to Join a Meeting](#)
- [How to Schedule a Meeting \(Includes Option for Recurring\)](#)
- [Joining Audio and Video in Zoom](#)
- [Sharing Your Screen in Zoom](#)
- [Managing Your Zoom Session](#)
- [How to Record & Upload to Brightspace \(For Instructors\)](#)
- [How to Record & Upload to Brightspace \(For Students\)](#)