

Video Conferencing Zoom

Brandon University supports Zoom.us for its video conferencing needs. Although other video conferencing programs may be used at BU, Zoom is the only program that is supported by IT Services.

Zoom Videoconferencing Accounts

There are two types of Zoom account you can use at Brandon University. They are: your own free account allows:

- 40 minutes of free video conferencing
- 49 additional connections to any meeting.

BU supports subscriptions to additional Zoom accounts that may be reserved for course delivery, conferences, and meetings. These accounts include additional benefits that allow unlimited meeting time

Contact paquetted@brandonu.ca for more information about Zoom.

Setting Up Your Own Free Zoom Account

You **do NOT need to join Zoom to participate** in a Zoom video conference but you will need to have a Zoom account to set up and run a video conference.

To sign up for your own free Zoom account and download the program to run zoom on your computer or digital devices, go to <http://zoom.us>

Use your BU email address for your user name so that others on campus can find you easily.

Booking a Meeting Using a Zoom Account from BU

To book your Zoom meeting or presentation please contact the Helpdesk at helpdesk@brandonu.ca or call 204-571-8500.

When booking your meeting you will probably need to:

Send an email message to the Helpdesk. In the message, include:

- **date** of the meeting
- **start time** and **end time** of the meeting.

You will receive:

- **an email confirmation** of your booking that includes a draft of an email message with the information for participants to join the meeting.
- After the video conference session is set up, **send the email with the link to the zoom meeting to participants joining you by Zoom.**

Helping Students Join and Participate in a Zoom Meeting

Link to a page you can share with your students or other participants to help them join and participate in a Zoom meeting.

<https://www.brandonu.ca/ctlr/files/Participating-in-a-Video-Conference-with-Zoom.pdf>

Zoom Assistance

If you need additional information about using Zoom, you can find many resources at the CTLT Resources page for Video Conferencing. <https://www.brandonu.ca/ctlr/centre-for-teaching-learning-and-technology/resources/videoconferencing/>