* **Zoom Info and Making a Zoom Video:**
* Contact Rich Lanham for a free Zoom account:  [rlanham@shepherd.edu](mailto:rlanham@shepherd.edu) or 304-876-5059. Or, you can go to [zoom.us](http://zoom.us) and click “Sign Up, It’s Free”.  There you are asked to create an account.  Or, you can use Google or Facebook to login.
* Log into Zoom – most computers have a nice built-in microphone but you can also use a phone for audio
* Schedule a meeting (host a meeting)
* Make sure to “share” the screen you want shared (PowerPoint, word doc, etc.)
* Make sure to click “record” if you want to upload your lecture/presentation to Sakai for later viewing
* End meeting
* Once finished, stop the recording and save the file to your computer.  (Recording will take a few minutes to process)
* Upload the **mp3 or mp4** recording file to YouTube (you can make a private YouTube) or your OneDrive account (you already have this on microsoft 365 here at Shepherd).  Here is how:  
   <https://www.youtube.com/watch?v=NkS_SeLG2jM&feature=youtu.be>
* Copy the link to your Resources area in Sakai
* Note:  Basic Zoom accounts allow for 100 participants and 40 minutes of presentation time.  Contact Rich Lanham or [itworkorder@shepherd.edu](mailto:itworkorder@shepherd.edu) if you absolutely require a "pro-license" which gives you unlimited time.  A webcam is not necessary to use Zoom.  If you decide to purchase one, however, our IT department recommends the Logitech c920 or c922.
* Here are links to two Zoom training videos featuring faculty member Ben Bankhurst:  [Zoom Training Video](https://www.youtube.com/watch?v=yQKt3UknPcw&feature=youtu.be); [Zoom Training Video 2020](https://zoom.us/rec/share/vJQ2Fqjc0X1ITY3G5m7BBZQNR7bfeaa82iJM-fMExEse_8OKx1yYci6gprqT8m2n)
* Here is a detailed PowerPoint on Zoom:  [ZOOM March 13 Bankhurst](https://media.suweb.site/2020/03/ZOOM-March-13-Bankhurst.pptx?v=1584379069)
* Here is a link to a video showing you how to upload a Zoom recording to OneDrive and post on Sakai:  [Upload Zoom to OneDrive](https://ramsshepherd-my.sharepoint.com/personal/rlanham_shepherd_edu/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Frlanham%5Fshepherd%5Fedu%2FDocuments%2FHow%20to%20share%20Zoom%20on%20Sakai%2Emp4&parent=%2Fpersonal%2Frlanham%5Fshepherd%5Fedu%2FDocuments&originalPath=aHR0cHM6Ly9yYW1zc2hlcGhlcmQtbXkuc2hhcmVwb2ludC5jb20vOnY6L2cvcGVyc29uYWwvcmxhbmhhbV9zaGVwaGVyZF9lZHUvRVpieVpkM1k3MUpNcmNUQmVqREpnQUlCcDJUTjNwWjI2ZFZTS1k4SmZ3dEpDZz9ydGltZT1UcTlvZXZYRjEwZw)
* Here is a link to a quick and dirty Zoom tutorial:  <https://mobile.twitter.com/dannagal/status/1237474786844041217>