

**Zoom** is available for all Bentley faculty, staff and students. It is an online meeting tool that allows Bentley and non-Bentley participants, to easily share screens while communicating with audio and video. You will need internet, a microphone and earbuds/headset, your laptop webcam or an external webcam for a desktop.

Participants do not need to have their own Zoom account to attend an event that you have created – they simply click on a link to join the event.

Go to <https://bentley.zoom.us> and sign in with your Bentley credentials (Bentley email address and network password).

Up to 300 users can attend an event at once, and you can view up to 25 participants' webcams at once. If you need to run an event with more than 300 users, please contact Academic Technology.

How to schedule a meeting:

<https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->