Using the Bard Zoom Portal

- To join or host a video meeting go to the link below and sign in with your **Bard Gmail account**.

    The Bard Zoom Portal is located here:
    https://bard.zoom.us/

- **You do not need to create an account with Zoom if you are a Bard staff member.**

- Click **Host** to start a meeting.

- Click the red **Login** to schedule a Zoom meeting or select other options.

- Click **Join** to **join a video meeting**, then add the meeting ID or link name and click **Join** OR click on **the Zoom link** provided by the meeting host.
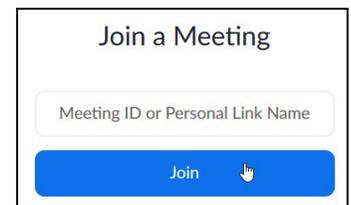
NOTES:

- You **do not need a Zoom license** to create, present or join a Zoom meeting as a Bard employee. However, Bard does have a few licenses for people who need to use *specific* options in Zoom.

- You will need to download and install a file the first time you use Zoom to set it up on your computer.

- Anyone inside or outside of Bard can join by clicking the meeting link or entering the meeting ID provided by the meeting host.