

# Guide to Setting Up, Recording, and Submitting Your Pitch in Zoom

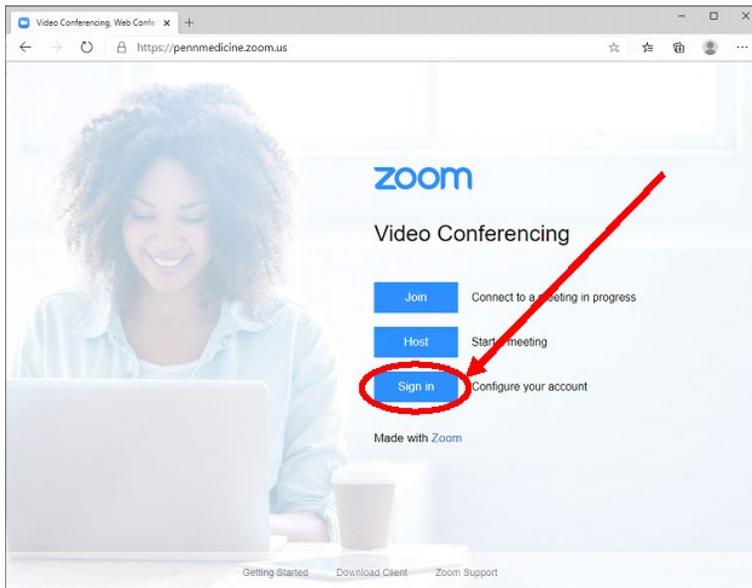
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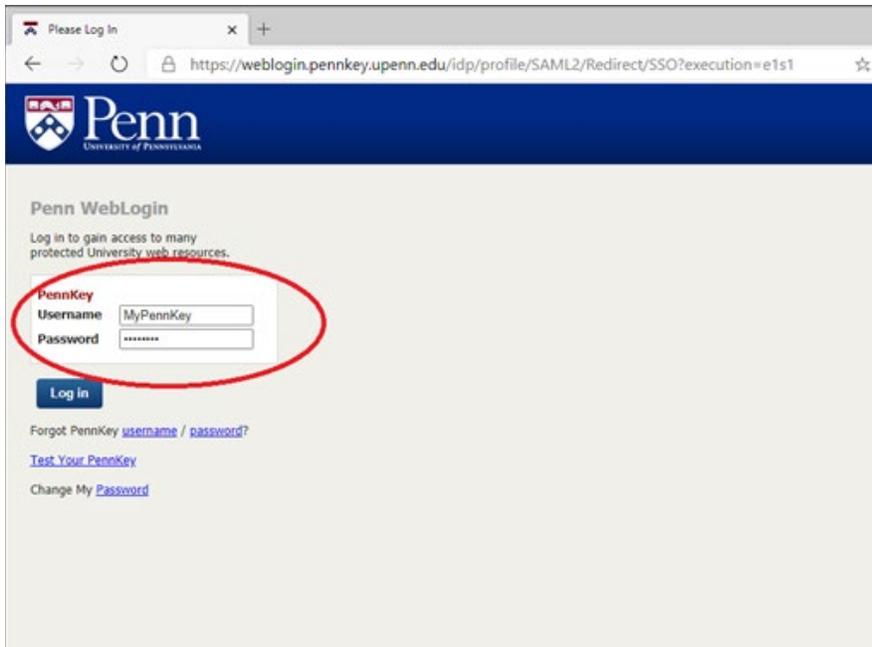
## Setting up your Penn Medicine Zoom Account \*For New Users\*

**Step 1:** In your web browser, please go to the [Penn Medicine Zoom homepage](https://pennmedicine.zoom.us)

**Step 2:** Click the “Sign In” button to set up your account.

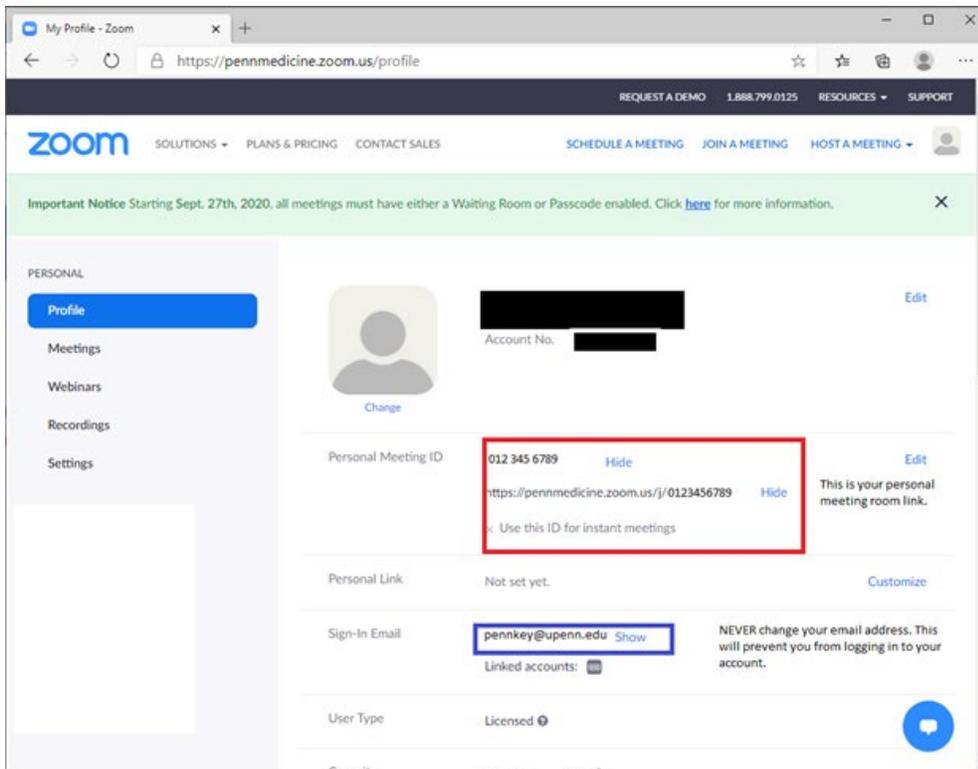


**Step 3:** Log in with your PennKey credentials using the standard PennKey login process.



**Step 4:** If your PennKey has access to the Penn Medicine Zoom environment, your Zoom account will be automatically created. You can access your Personal Meeting ID on the main Zoom screen.

### *Successful Login Screen*



### Error Message at Login

If your PennKey does not have access, you will receive an error message similar to the following: "Web Login Service - PSOM Zoom Access Denied. You are not authorized to access this Penn Medicine Zoom account. Please contact your LSP for more information."

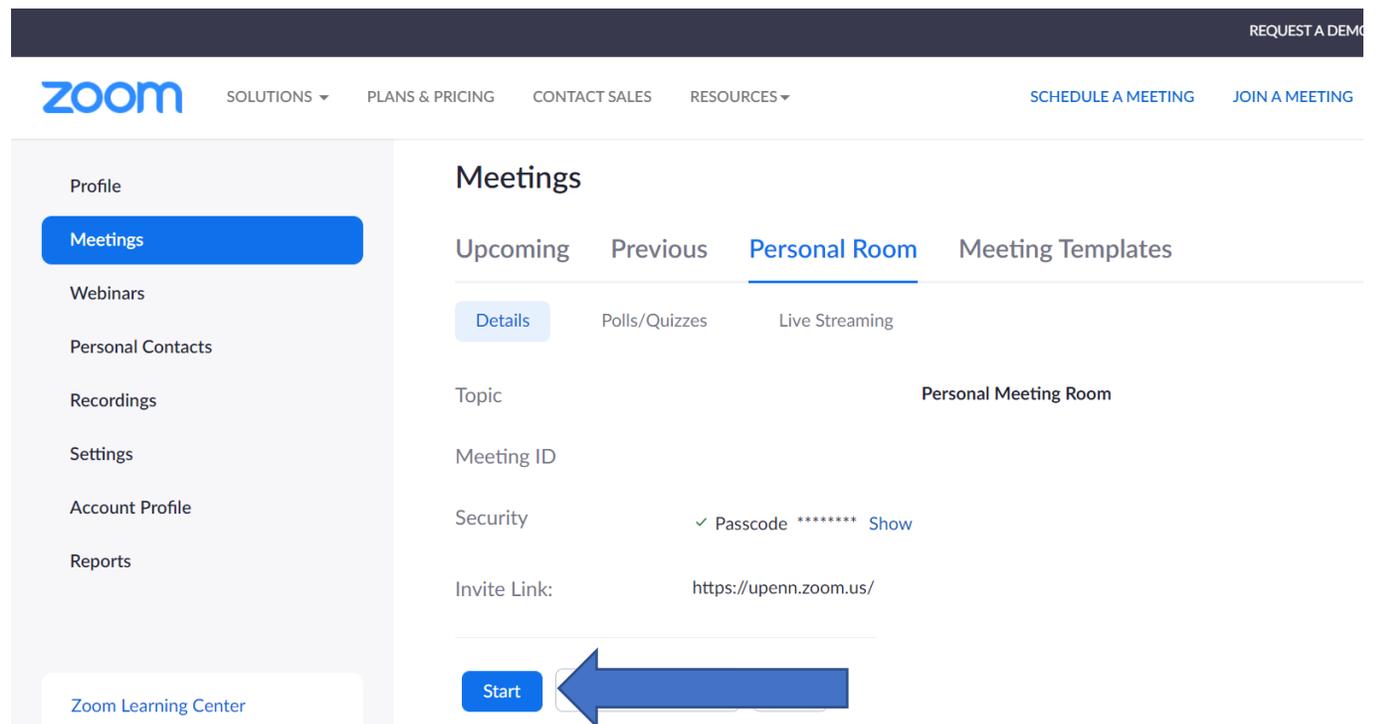
Please reach out to your local support provider (LSP) for instructions on how to access Zoom.

### Recording Your Pitch

**Step 1:** In your web browser, navigate to the [Penn Medicine Zoom homepage](#) and sign in with your PennKey and password.

**Step 2:** On the left-hand side of the screen, choose "Meetings", then "Personal Room."

**Step 3:** Click the "Start" button at the bottom of the page to start your recording. Your Zoom meeting room should now be open. If the meeting room does not appear, click "Launch the App" on your webpage.



The screenshot shows the Zoom web interface. At the top right, there is a link for "REQUEST A DEMO". The main navigation bar includes "zoom" logo, "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "RESOURCES", "SCHEDULE A MEETING", and "JOIN A MEETING". On the left sidebar, "Meetings" is selected. The main content area is titled "Meetings" and has tabs for "Upcoming", "Previous", "Personal Room" (which is active), and "Meeting Templates". Under "Personal Room", there are sub-tabs for "Details", "Polls/Quizzes", and "Live Streaming". The "Details" tab is selected, showing fields for "Topic" (Personal Meeting Room), "Meeting ID", "Security" (with a passcode and "Show" link), and "Invite Link" (https://upenn.zoom.us/). At the bottom of this section, there is a blue "Start" button, which is pointed to by a large blue arrow.

**Step 4:** After your personal meeting room launches; you can start recording by pressing **Record**  on the bottom of your Zoom meeting window. If you do not see the Record

button, look for three dots that say “MORE”. In the dropdown, you should see an option to select Record.

**Step 5:** When you record, Zoom may give you two options: [Record on this Computer](#) or [Record to the Cloud](#). Please choose “Record on this Computer.” You’ll know the recording has started because a red light will appear in the upper left corner of your Zoom window with the words “Recording.”

**Step 6:** Begin your 5-minute elevator pitch – introduce yourself, describe your background, why you are interested in this intensive, and how it relates to your career goals. Once you’ve finished, click on the stop icon  when you’re ready to stop the recording.

## Viewing Your Pitch

**Step 1:** Zoom will save your recording to your computer hard disk. By default, they’re in your “Documents” folder in a file named Zoom. Here are more details on [finding your local recordings](#).

## Sharing Your Pitch

**Step 1:** When your pitch is complete, you will be able to submit the video file in a Penn Box folder using the link provided in the application.

## Questions?

Contact Jessica German at [jbgerman@upenn.edu](mailto:jbgerman@upenn.edu).