

Dear Faculty and Staff,

We are happy to inform you that Brentwood School now has its own Zoom environment. All faculty, staff and students should now login to Zoom only by using our custom URL of [bwscampus.zoom.us](https://bwscampus.zoom.us).

Below you will find instructions on how to login to Zoom on the web and then with the Zoom app on your computer. If you have any questions or need assistance, please submit a Helpdesk Request at [help.bwscampus.com](https://help.bwscampus.com).

1. Open your Chrome browser and go to [bwscampus.zoom.us](https://bwscampus.zoom.us). Then, click on the Sign in button.



2. On the next screen, enter your full **BWS email address**.
3. On the following screen, enter your **BWS email password**.
4. You should now be logged into Brentwood School's Zoom environment on the web.

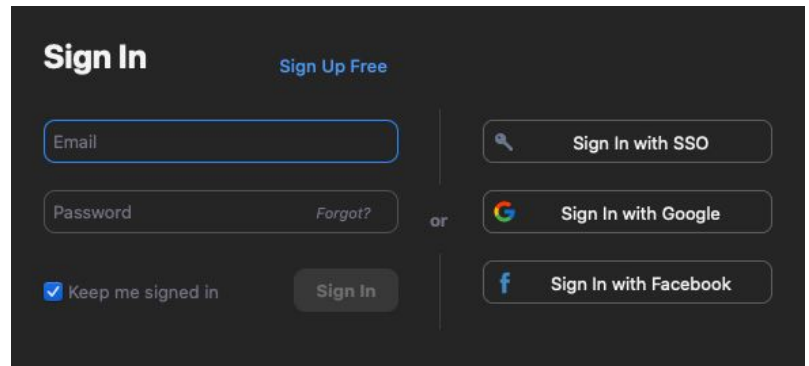
---

#### INSTRUCTIONS FOR THE COMPUTER APP

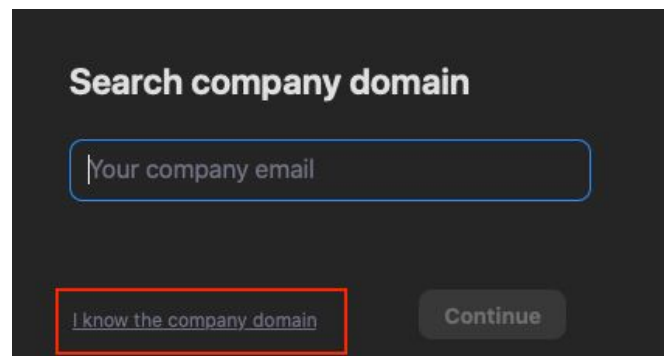
5. If your Zoom client is already opened, please quit the application and then relaunch it.
6. Click on the "Sign In" button



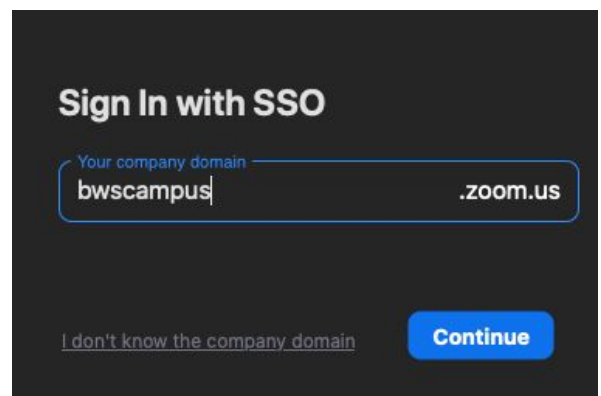
7. On the next window, click on “Sign In with SSO”



8. In the next window, if you don't see “Your company domain. Zoom.us” right below the Sign In with SSO title, click the “I know the company domain” link



9. Then enter **bwscampus** in the “Your company domain” field and click continue



10. Since you had already signed into bwscampus.zoom.us on the web before this, your Zoom app will now login.