



Welcome to ZOOM!

Part of Dümmen Orange's journey is that we continuously look for innovation and become operationally excellent as an organization. We aim to achieve this in various ways, for example by constantly improving our processes and communication tools. Since the Covid-19 pandemic, videoconferencing became more and more part of our daily way of working. Around the globe, we all have been using different tools to digitally meet and connect with each other. We are now happy to share with you that we are moving forward with one global on-line communication tool: ZOOM.

What are the benefits of ZOOM?

We used to have a variety of digital communication tools with limited support. With ZOOM we have standardized our digital communication platform, which means that:

- ZOOM is supported by our IT Department;
- there are clear guidelines available on our Intranet;
- regional Key-users are trained to provide quick and local support for simple questions;
- professional Dümmen Orange, QuickPlug, Hobaho and McHutchinson backgrounds are available;
- and a chat function is available for quick questions.

Another benefit is the possibility to use ZOOM for on-line training sessions or workshops.

Who will have access to ZOOM?

During our initial roll-out all laptop users will be provided with a ZOOM account. This will allow you to initiate ZOOM meetings. With a ZOOM account you can invite colleagues, customers, partners or suppliers. They will receive a link that they can click on to gain access.

Currently Zoom can only be used on Laptops, and will not work within "My.DummenOrange". We are working on a solution, so over time all our Dümmen Orange computer-users can have access to ZOOM links. This will be phase 2 of the implementation.

In case you already have a personal ZOOM account with a corporate email-address, this account will be automatically transferred into the corporate Zoom account. In case you paid for this you will be reimbursed automatically.

Important: Dümmen Orange is providing single sign-on (SSO), this means that you can use your current Windows/CELOC password to logon to Zoom. This is the same password as you use to access your mailbox. During activation of your account please click "**Sign-in with SSO**".

Who can I contact in case of questions?

Feel free to reach out to your local Key-user or our IT Helpdesk in case of questions. You can find the names of the Key-users and other instruction documents on our ZOOM Intranet page:

<https://intranet.dummenorange.com/site/en/communication/zoom-videoconferencing>

for you