



Using Zoom and Workday to Call or Email Colleagues

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The easiest way to call a colleague at SOU is to use the Zoom App. Please note that not all employees at SOU have Zoom Phones. Zoom Phones are assigned based on role and business need. If you are unable to find your colleague in Zoom, or simply want to send them an email, you will use Workday to search for them.

Finding a Colleague in Zoom:

- To place a call in the Zoom App, you will first need to click the phone icon.

- Next, using the “Enter a name or number” field above the keypad you will type in their name. (Options will begin populating as you type their name.)

- You can use their first or last name to search...

- Once you have your colleagues information, click the blue call icon and you will be able to place the call.

Finding a Colleague in Workday:

If your colleague does not have Zoom Phone, you can use Workday to find their contact information.

- After logging into Workday, you will want to type their name in the search field at the top.

- Once you start typing in their name, options will populate where you can select the person you want to email.

- Once you have clicked on their record, you can click the email button on the left hand side to get their email address. Copy and paste that into Gmail and send off your message.

Using Organization View:

You can also use this method to see a focused view of the organization chart based on the person you searched.

In this example, by scrolling up or down, you can see who reports to John Stevenson and find who he reports to, depending on what area of SOU you are trying to see.