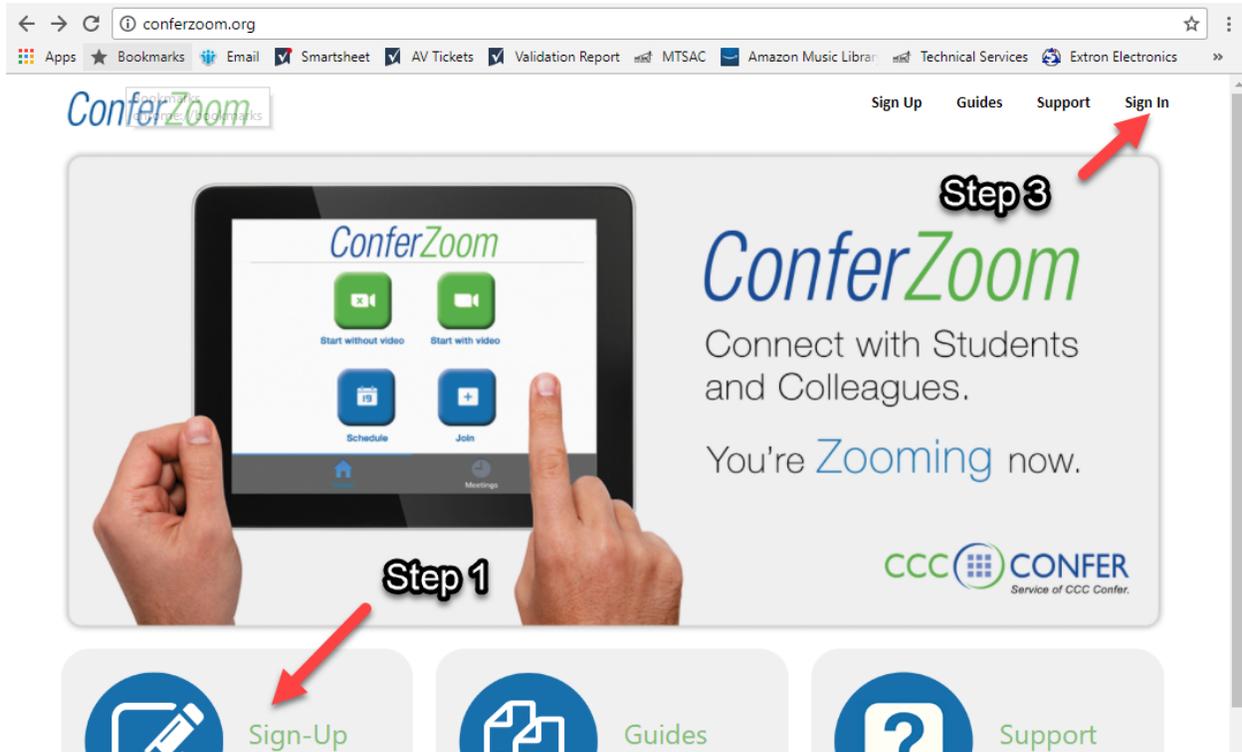


## Confer Zoom Account and First Meeting Setup Guide

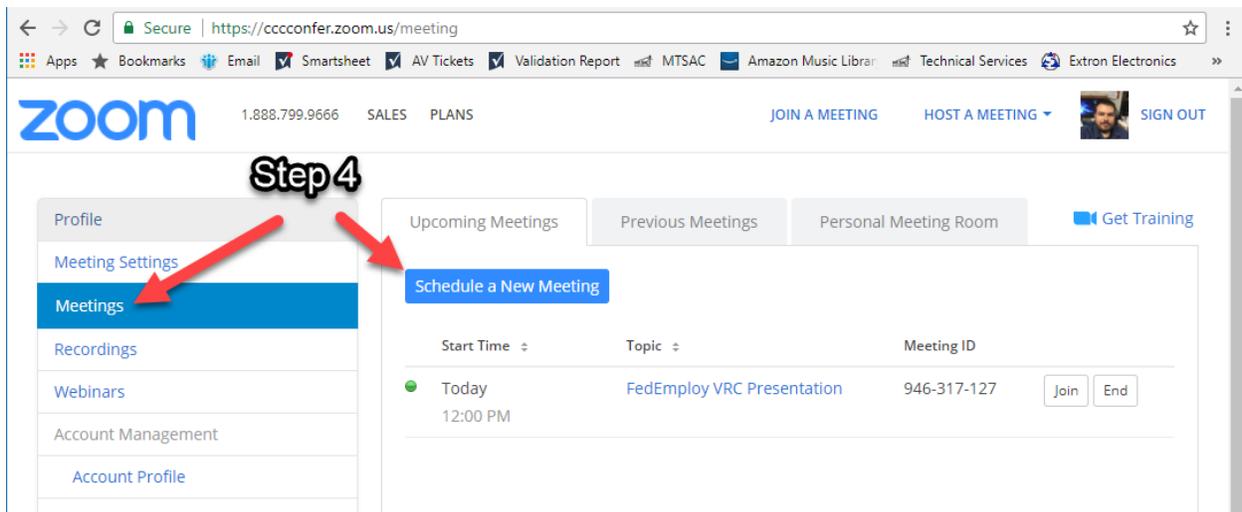
**Step 1:** Sign up for an account at <http://conferzoom.org>. To sign up for an account you must have an .edu email address from a California community college.

**Step 2:** Complete sign up by verifying your email address.

**Step 3:** Sign into <http://conferzoom.org>. To setup a meeting with advanced options.



**Step 4:** After signing in select "Meetings" on the left followed by the "Schedule a New Meeting" Button.



**Step 5:** Setup the meeting specifics including date and time. We recommend setting the audio option to “Both” especially if one of the participants has a slow network. If this is your first meeting please set “Enable join before host” which can allow Presentation Services to help with support if needed.

**Step 6:** Save the meeting

The screenshot shows the Zoom 'Schedule a Meeting' interface. The browser address bar is <https://cccconfer.zoom.us/meeting/schedule>. The page title is 'Schedule a Meeting' and it includes a 'Step 5' overlay. The left sidebar contains navigation links: Profile, Meeting Settings, Meetings (highlighted), Recordings, Webinars, Account Management, Account Profile, and Reports. A green box contains links for Refer-a-Friend, Attend Live Training, Video Tutorials, and Knowledge Base. The main form fields are: Topic (My Meeting), Description (Optional) (Enter your meeting description), When (04/19/2018, 12:00, PM), Duration (1 hr, 0 min), Time Zone ((GMT-7:00) Pacific Time (US and Canada)), Registration (Required), Video (Host: on/off, Participant: on/off), Audio (Telephone, Computer Audio, Both), and Meeting Options (Require meeting password). Two red arrows point to the 'PM' dropdown and the 'Both' radio button.

Audio  Telephone  Computer Audio  Both 

Dial from United States [Edit](#)

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Meeting Options

Require meeting password

Enable join before host 

Mute participants upon entry 

Use Personal Meeting ID 909-274-4213

Enable waiting room

Record the meeting automatically

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Alternative Hosts

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**Step 6** 

**Step 7:** Select “Copy the invitation” to get a pre-built email to send to attendees.

**zoom** 1.888.799.9666 SALES PLANS JOIN A MEETING HOST A MEETING  SIGN OUT

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Profile

Meeting Settings

Meetings

Recordings

Webinars

Account Management

Account Profile

Reports

---

Refer-a-Friend

Attend Live Training

Video Tutorials

Knowledge Base

My Meetings > Manage "My Meeting"

Topic	My Meeting
Time	Apr 19, 2018 4:00 PM Pacific Time (US and Canada)
Add to	<input type="button" value="31 Google Calendar"/> <input type="button" value="Outlook Calendar (.ics)"/> <input type="button" value="Yahoo Calendar"/>
Meeting ID	329-957-182
Invite Attendees	Join URL: <a href="https://cccconfer.zoom.us/j/329957182">https://cccconfer.zoom.us/j/329957182</a> <span style="float: right;"> <input type="button" value="Copy the invitation"/></span>

Step 7