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.
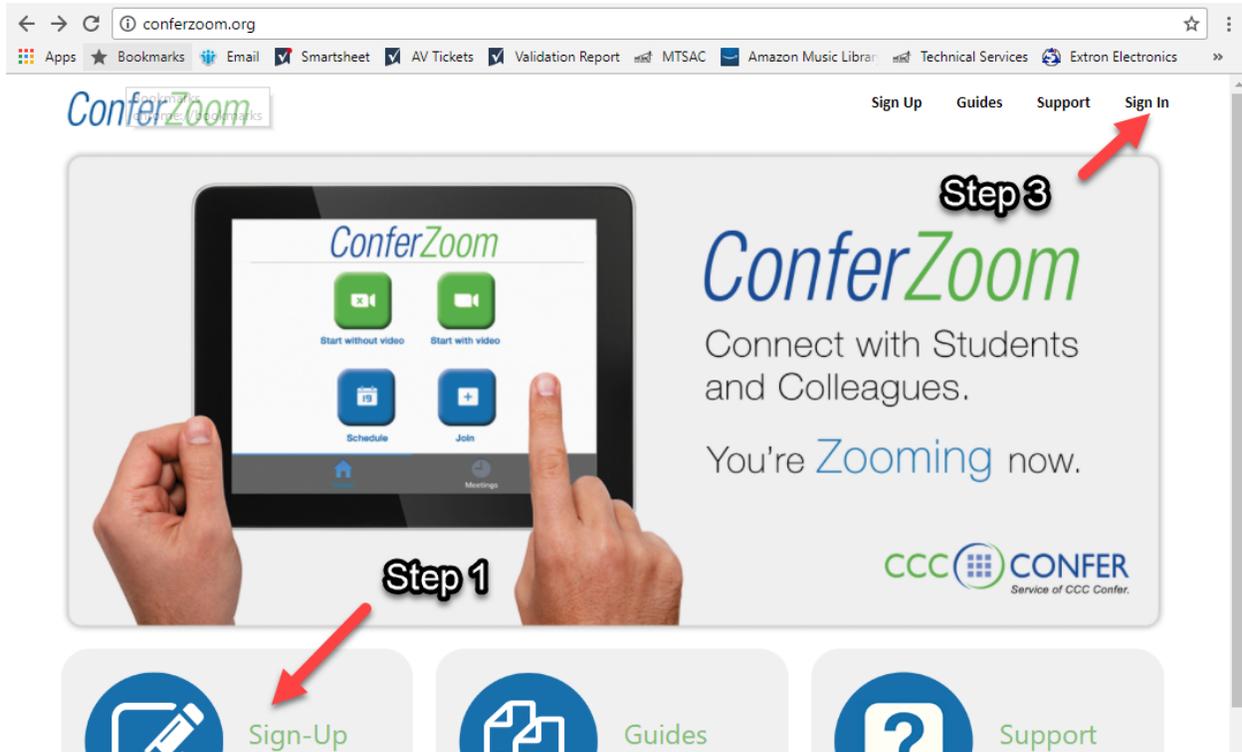
Step 4: After signing in select "Meetings" on the left followed by the "Schedule a New Meeting" Button.
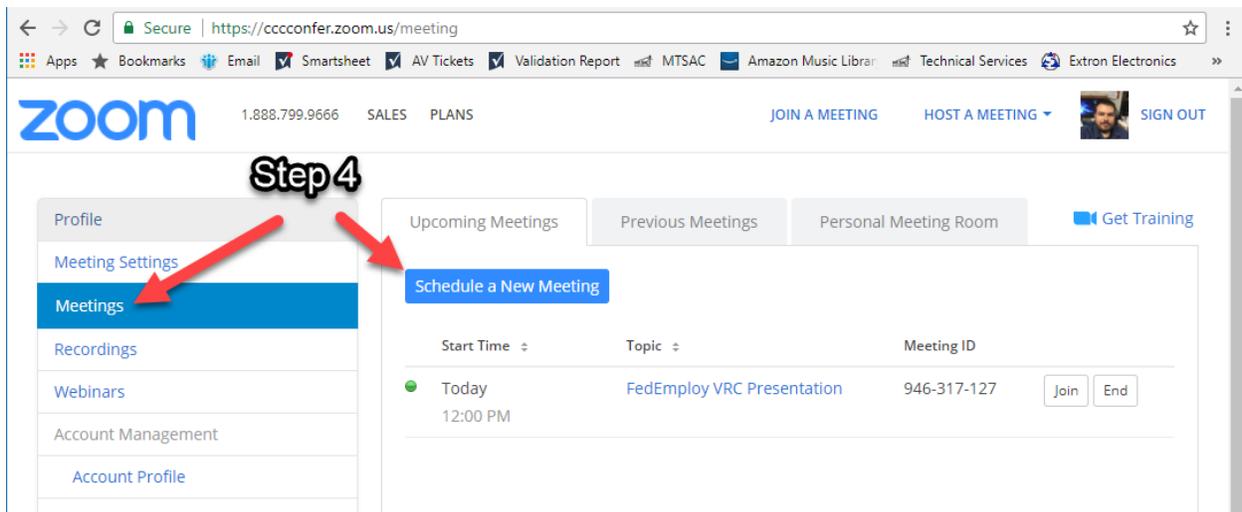
Step 5: Setup the meeting specifics including date and time. We recommend setting the audio option to "Both" especially if one of the participants has a slow network. If this is your first meeting please set "Enable join before host" which can allow Presentation Services to help with support if needed.

Step 6: Save the meeting

Audio   ○ Telephone   ○ Computer Audio   ● Both ←

Dial from **United States**   Edit

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

Alternative Hosts   [Example: john@company.com, pet]

Step 6 → **Save**   Cancel

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

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"

Start this Meeting

Topic   My Meeting

Time   Apr 19, 2018 4:00 PM Pacific Time (US and Canada)

Add to   [31 Google Calendar]

[ⓞ Outlook Calendar (.ics)]   [Y! Yahoo Calendar]   **Step 7**

Meeting ID   329-957-182

Invite Attendees   Join URL: https://cccconfer.zoom.us/j/329957182

⮔ Copy the invitation