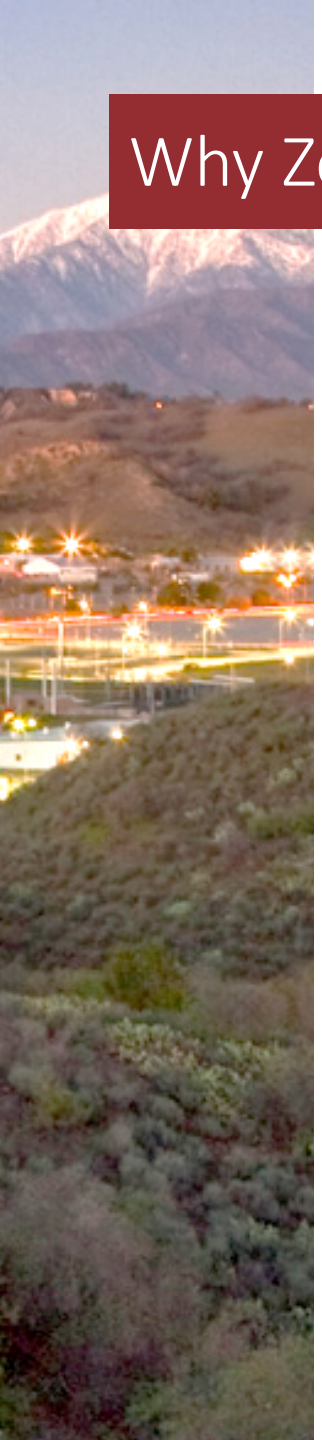
MT. SAC
Mt. San Antonio College

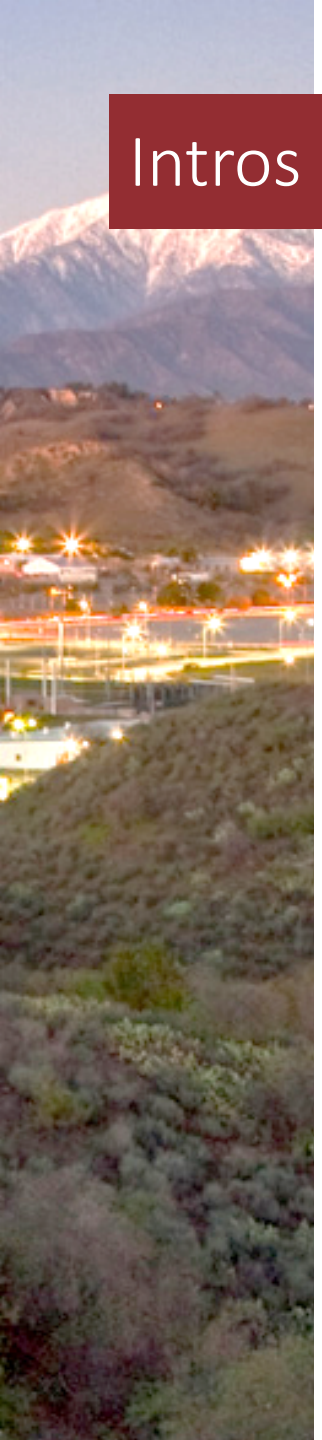
Zoom Video Conferencing

How to host virtual meetings and office hours



Why Zoom?

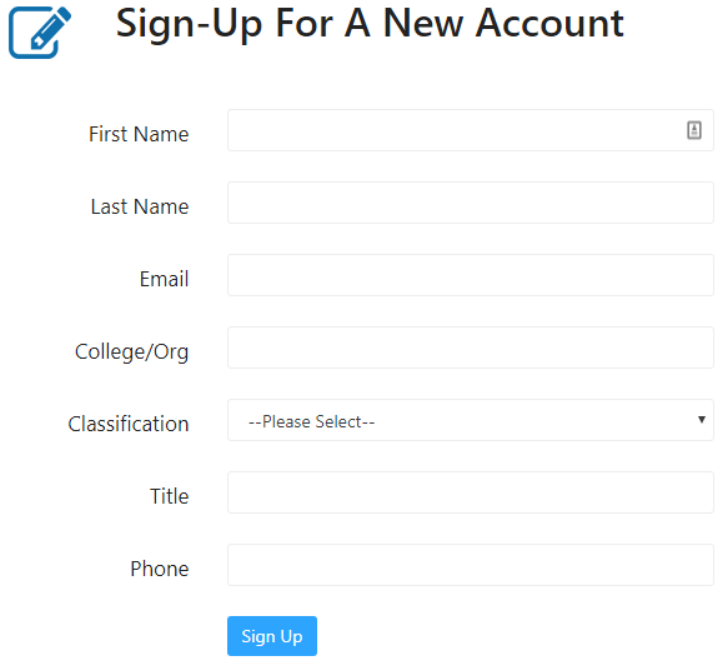
- Service of CCC Confer – means we get a free Pro account!
- Web based means fewer software compatibility issues.
- Installs on campus computers without need for ‘admin’ access.
- Offers call-in phone number.
- Easy for guests to use.



Intros and Outcomes

- ✓Create an account
- ✓Start a meeting
- ✓Manage devices – cameras and/or microphones
- ✓Invite/share
- ✓Share/control desktop or view/control other’s desktop
- ✓Canvas Integration

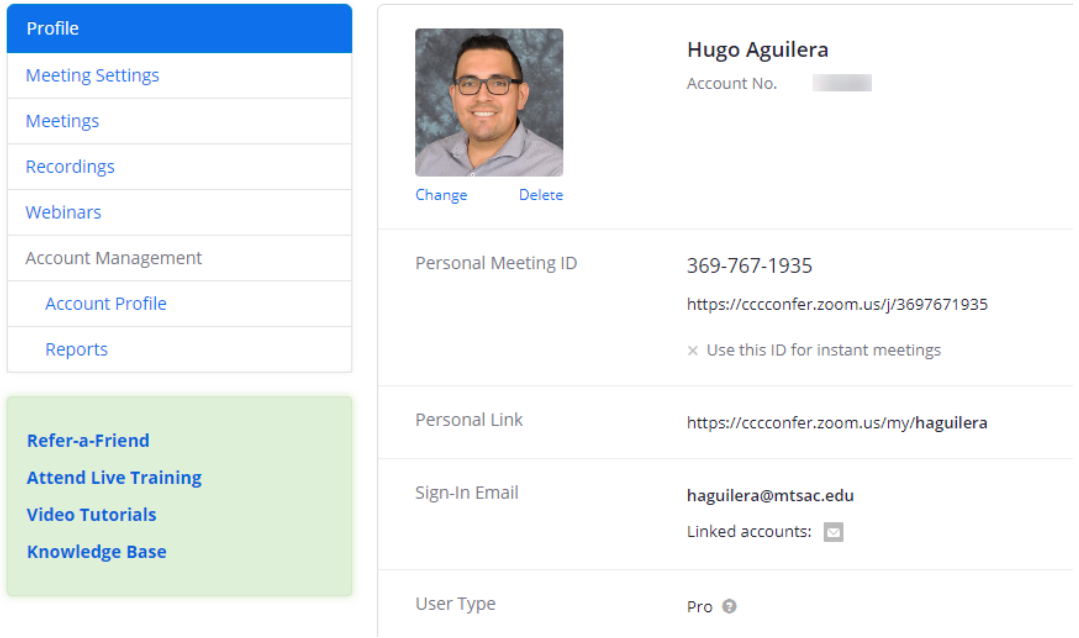
Sign-up for a FREE account!



1. Visit www.conferzoom.org, and click the **Sign Up** button and follow the screen prompts.
2. **Important**: make sure you register using your Mt. SAC email address!
3. Within minutes after signing up, you will receive an email to complete the account activation process.
4. Your ConferZoom account is ready to use!

Getting Started: Using the ConferZoom Website Portal

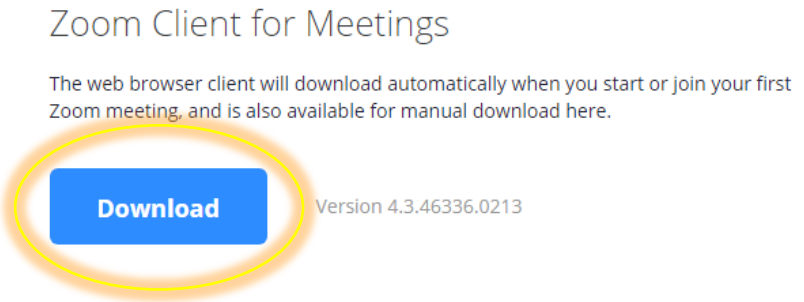
The ConferZoom website portal is designed to help you get familiar with all of the options that are offered in ConferZoom. Here you can view information about your account, as well as make changes to your profile. After choosing your preferred settings, most users will rely on the convenience of the Desktop App to schedule, join, or host instant meetings.



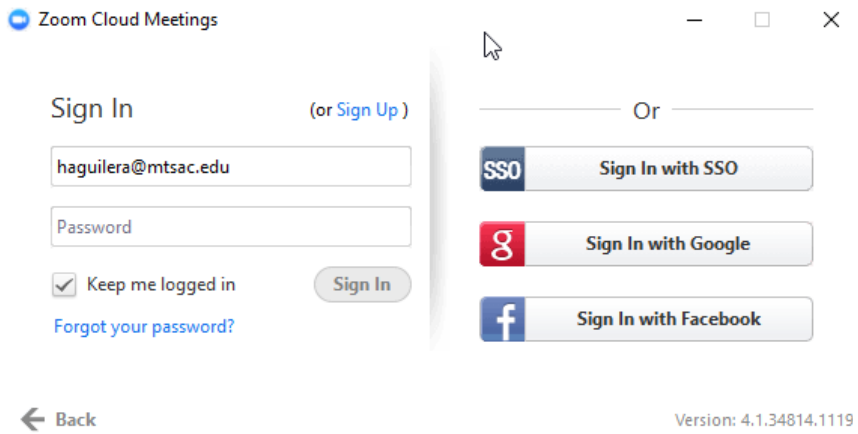
- **Profile**: Update your personal information, change your Personal Meeting ID
- **Meeting Settings**: For scheduling and managing your meetings.
- **Meetings**: Schedule, join, or host an instant meeting. View upcoming or previous meeting details, manage your Personal Meeting Room (PMI).
- **Recordings**: View and share Cloud and Local recordings.
- **Account Profile**: The account owner is CCC Confer. **DO NOT click "unassociate and create your own account" or you will delete your ConferZoom account**.
- **Reports**: View meetings, participants, meeting minutes, registration reports, and poll reports from a meeting.

Getting Started: Downloading the Desktop App

The first time you **JOIN** or **HOST** a meeting from your computer, the **Zoom** desktop app downloads to your desktop. Or, download the app in advance at https://zoom.us/download



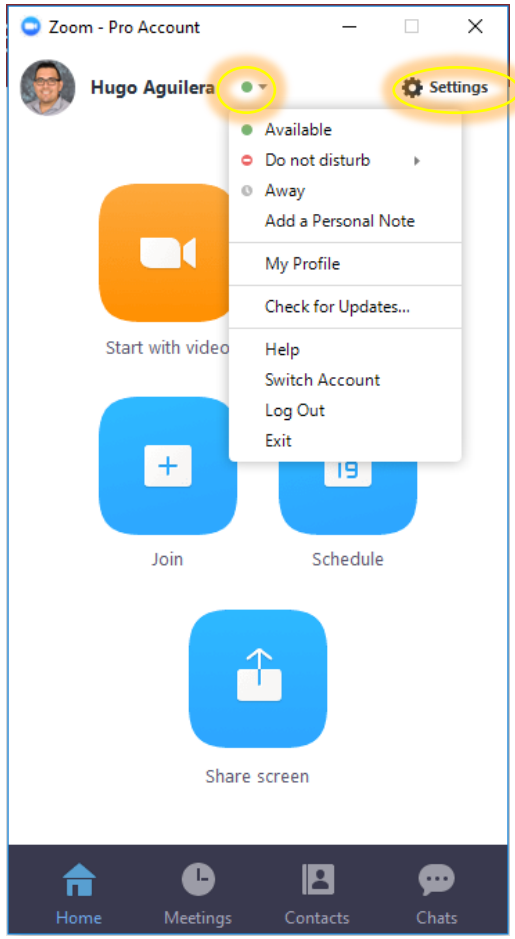
The app makes it easy to join a meeting, schedule a meeting, choose audio/video start-up, and general meeting function behaviors. Pin the Zoom icon to your taskbar for easy access, then click the icon to open the application window and **Sign In**. Mobile users can download the Zoom app from the appropriate app store to host or join a meeting.



Use the **Sign In** field on the left using your **ConferZoom** credentials.

***Note**: Using the alternate sign in options may not connect you to your ConferZoom account if your email and passwords do not match.*

Getting Started: Using the Desktop App



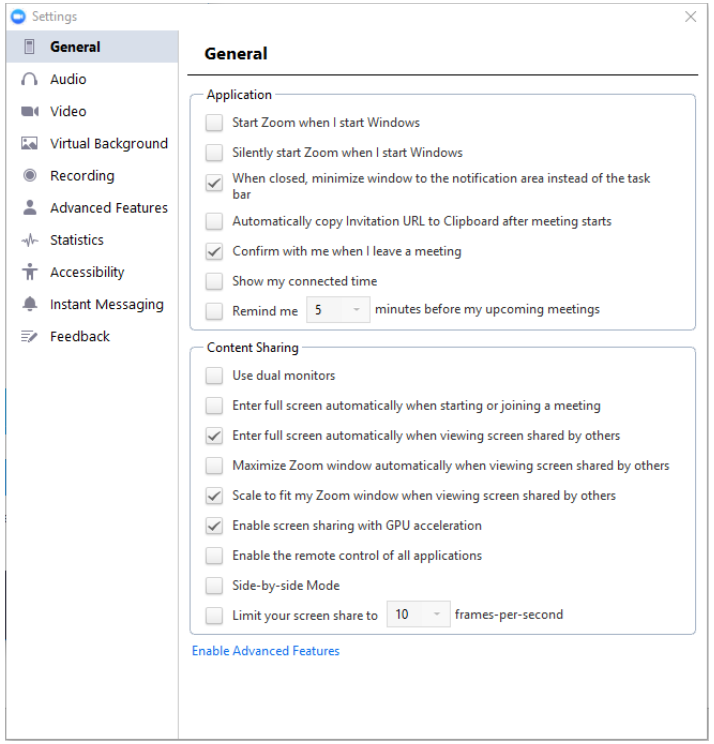
PROFILE MENU:

Several options appear in the drop-down menu next to your profile name.

*Be sure to select **Check for Updates**... on a regular basis to ensure you have the most up to date features.*

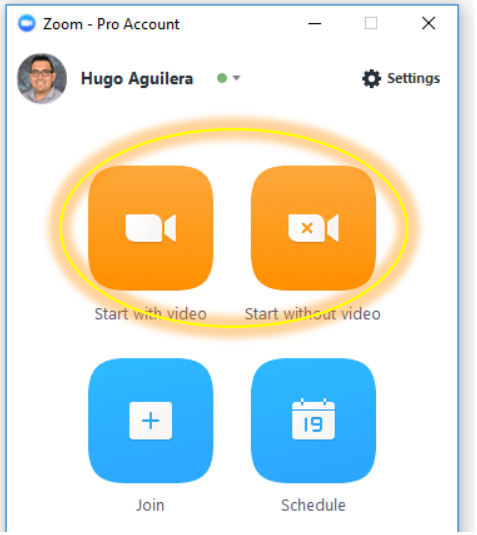
SETTINGS MENU:

General: application and content sharing options.
Audio: Configure and test audio.
Video: Configure and test video.
Virtual Background: Let's you set a virtual background (green screen recommended)
Recording: Choose options, storage, and manage recordings.
Advanced Features: Enable advanced features to access the website portal, edit your profile or change advanced meeting settings.
Statistics: Overall CPU and memory performance (other tabs are disabled).
Accessibility: Font size and keyboard shortcuts.
Instant Messaging: Manage instant messaging and notification settings.
Feedback: Submitting feedback about the tool and platform.

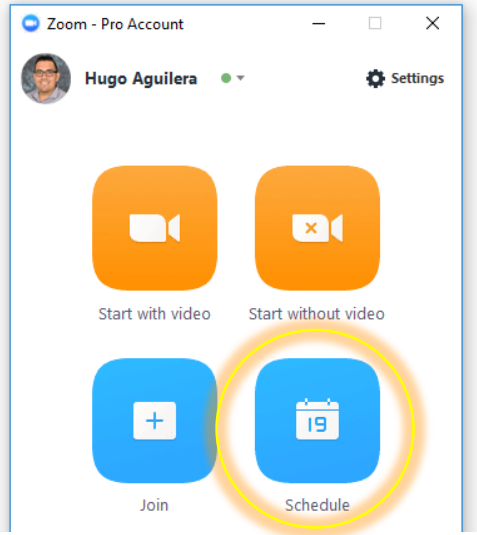


Using ConferZoom: Scheduling and Connecting to Meetings

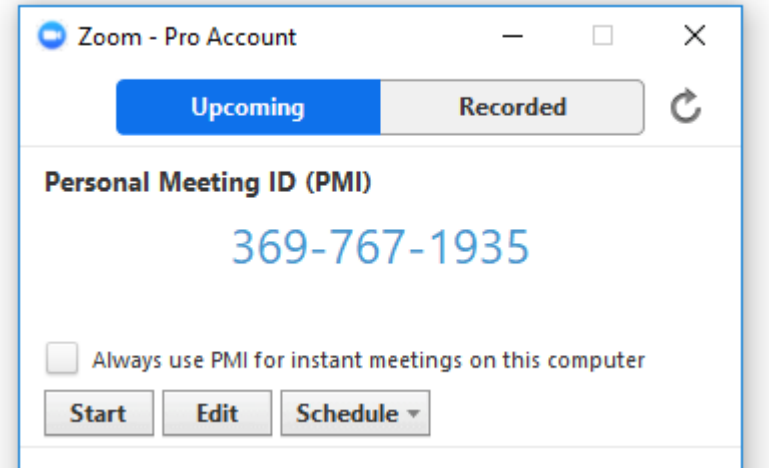
There are three options for hosting a meeting…



Instant Meetings
*(with a **unique** link)*

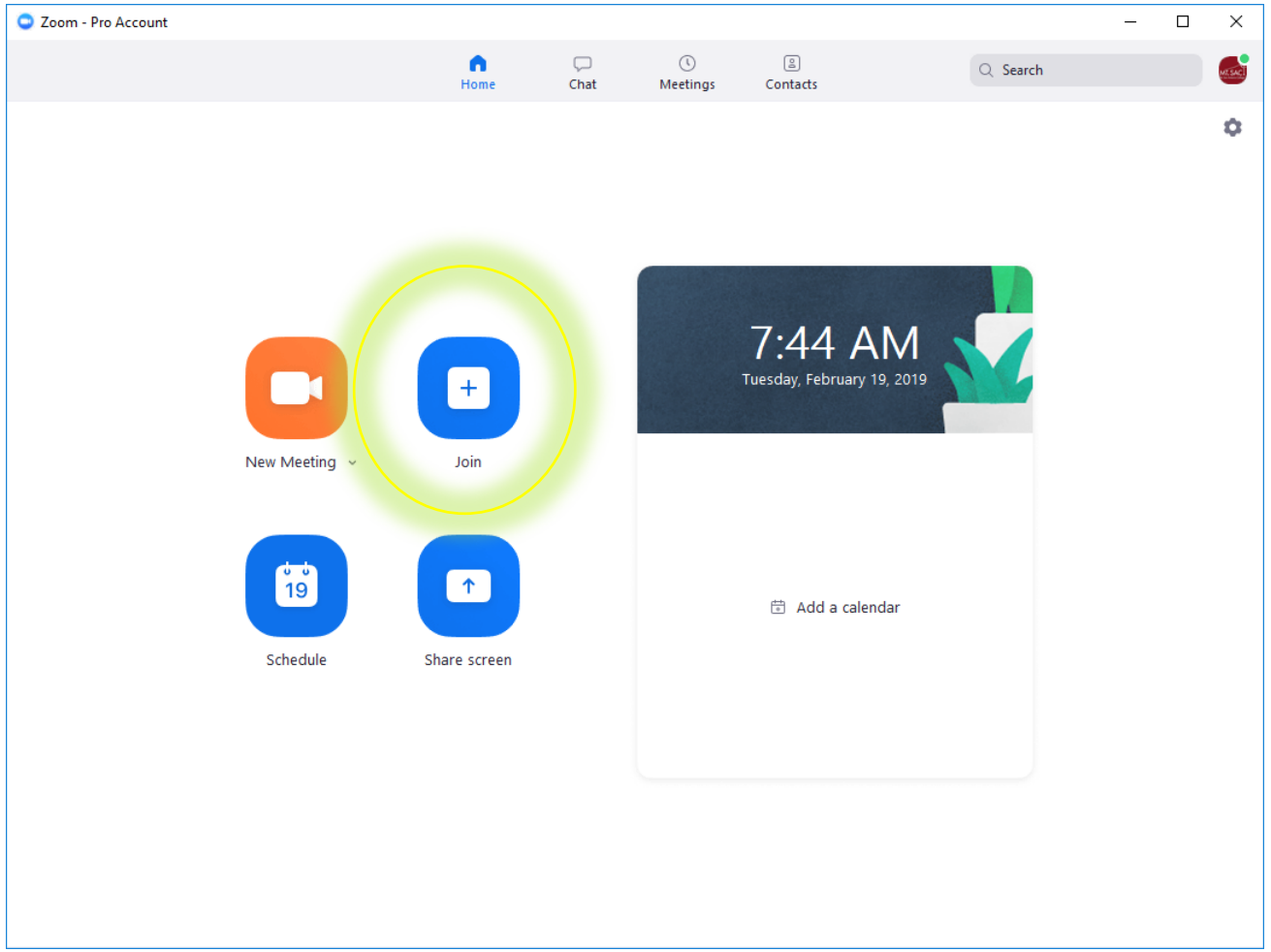


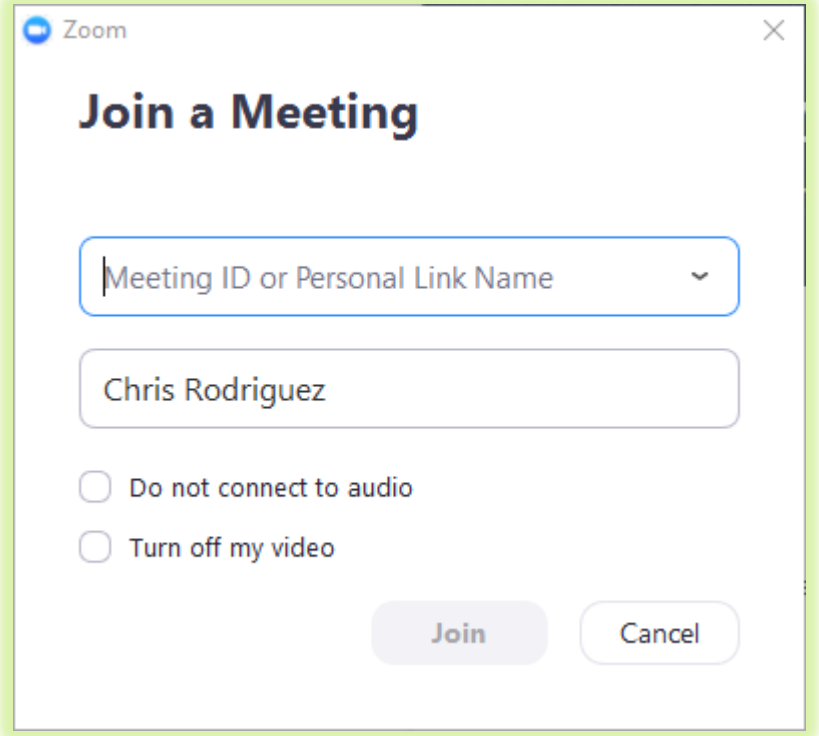
Schedule Meetings
*(with a **unique** link)*



Personal Meeting ID
*(with a **persistent** link)*

Running a New Meeting in Zoom





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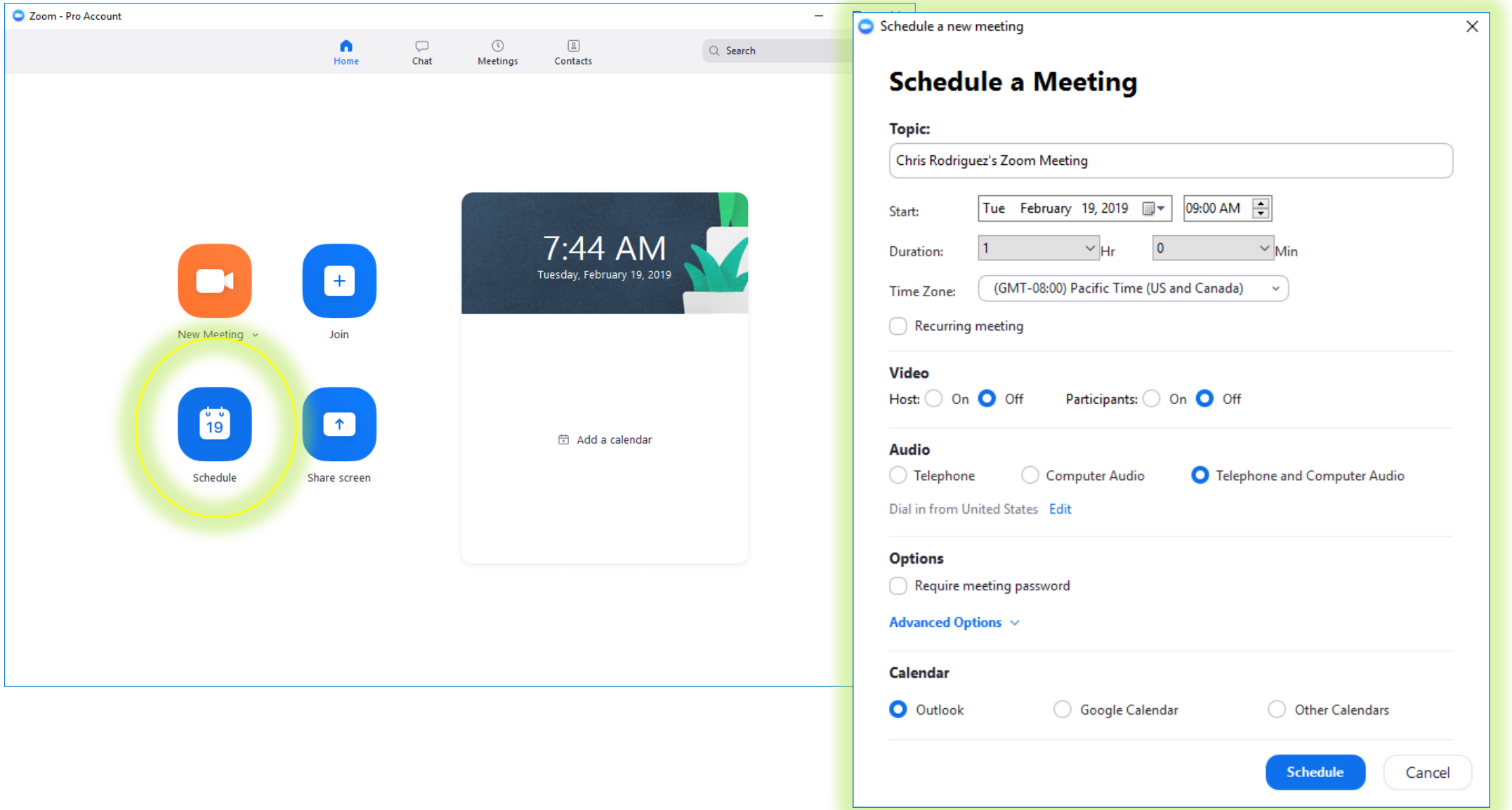

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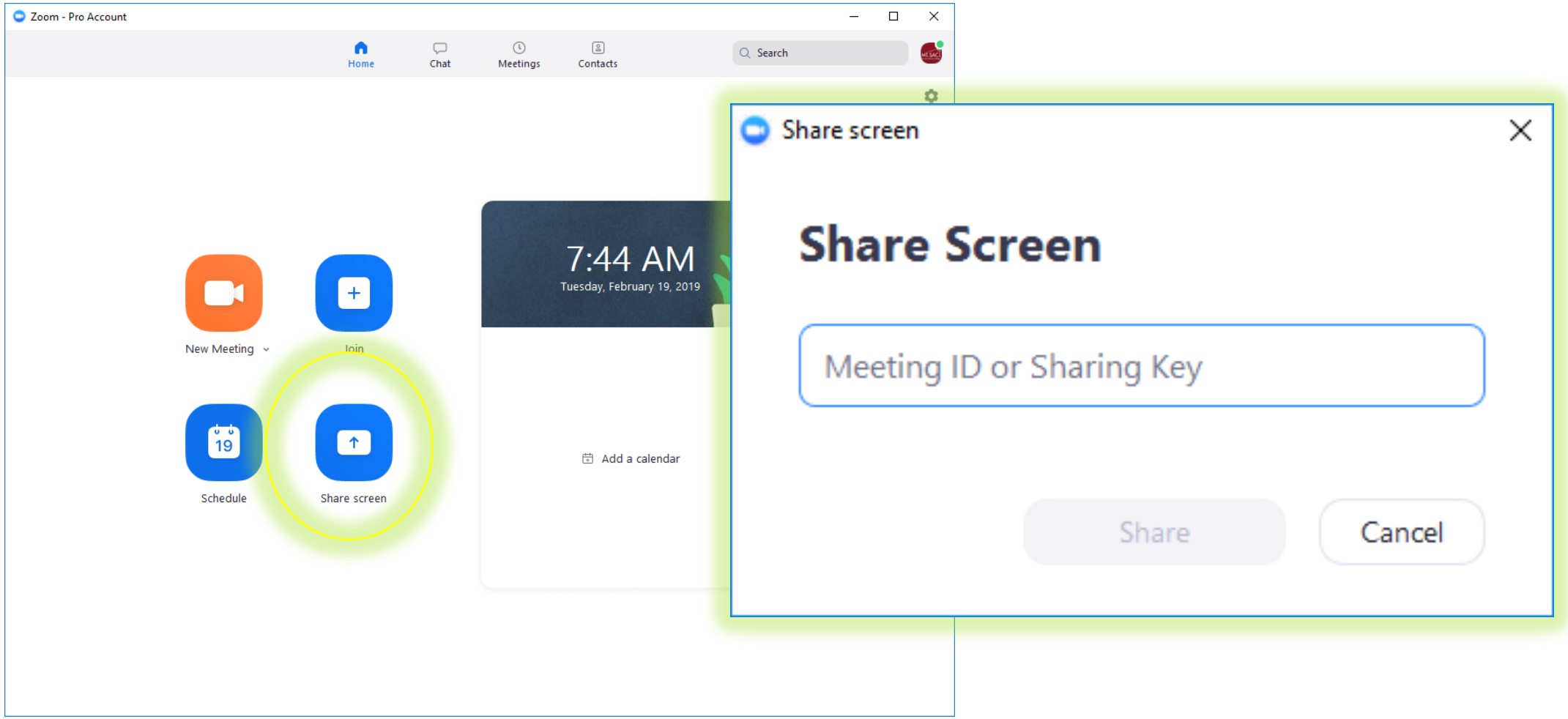

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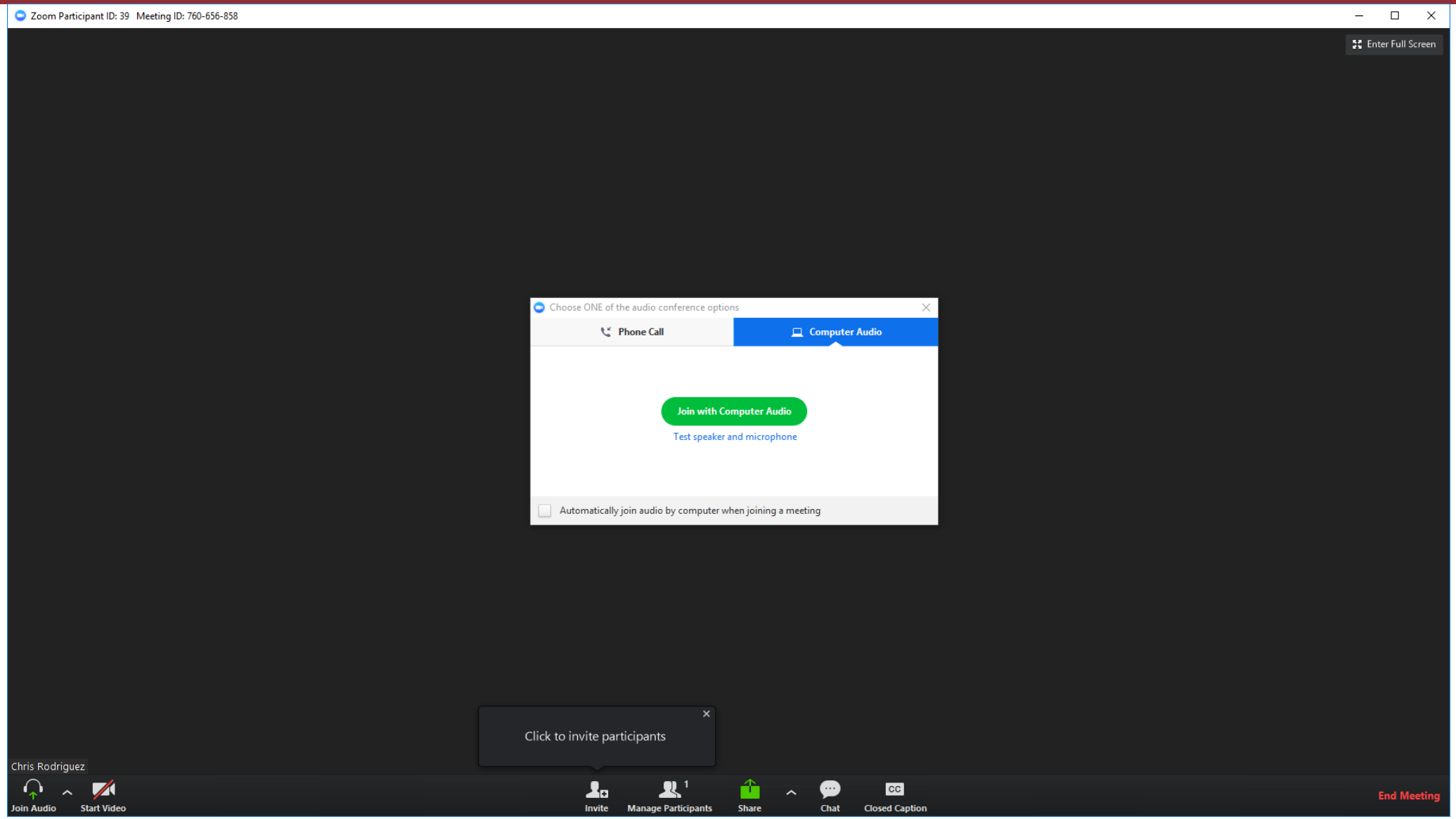

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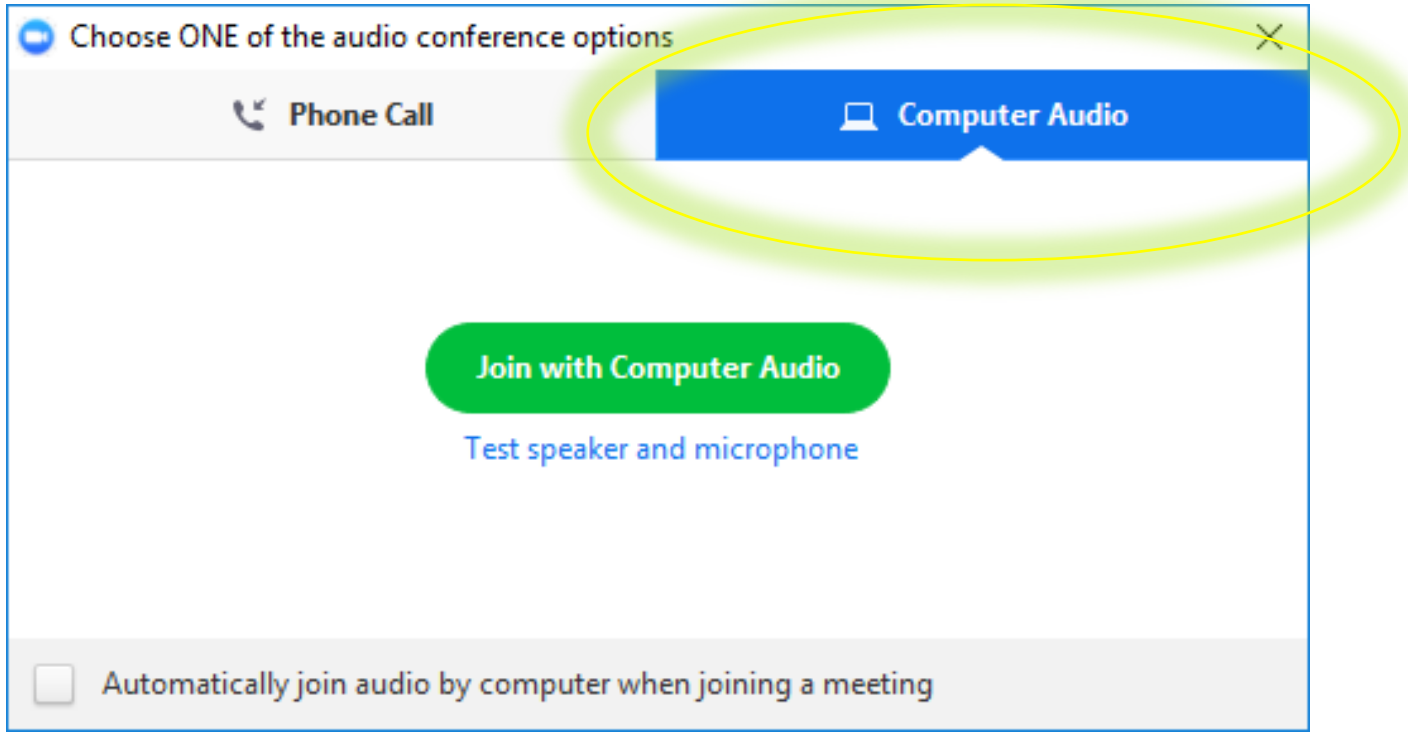

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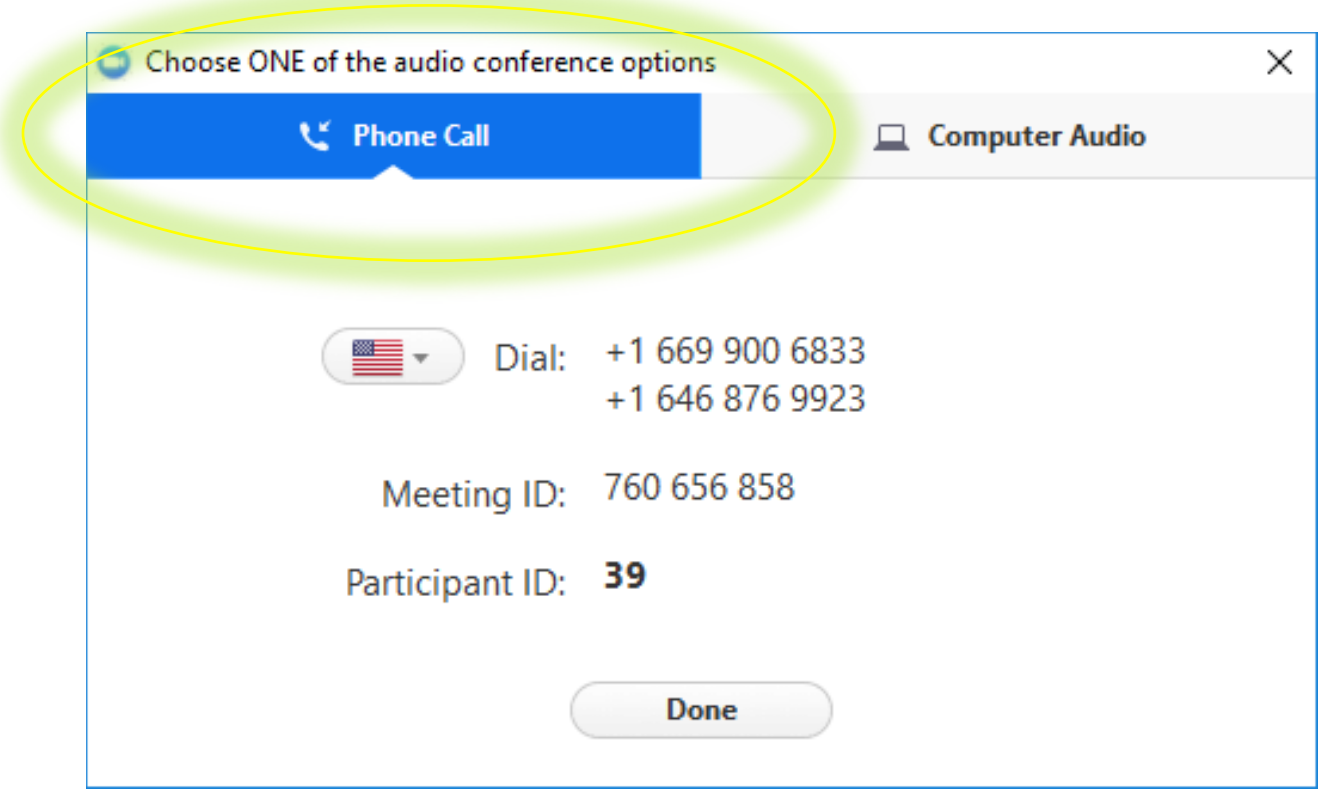

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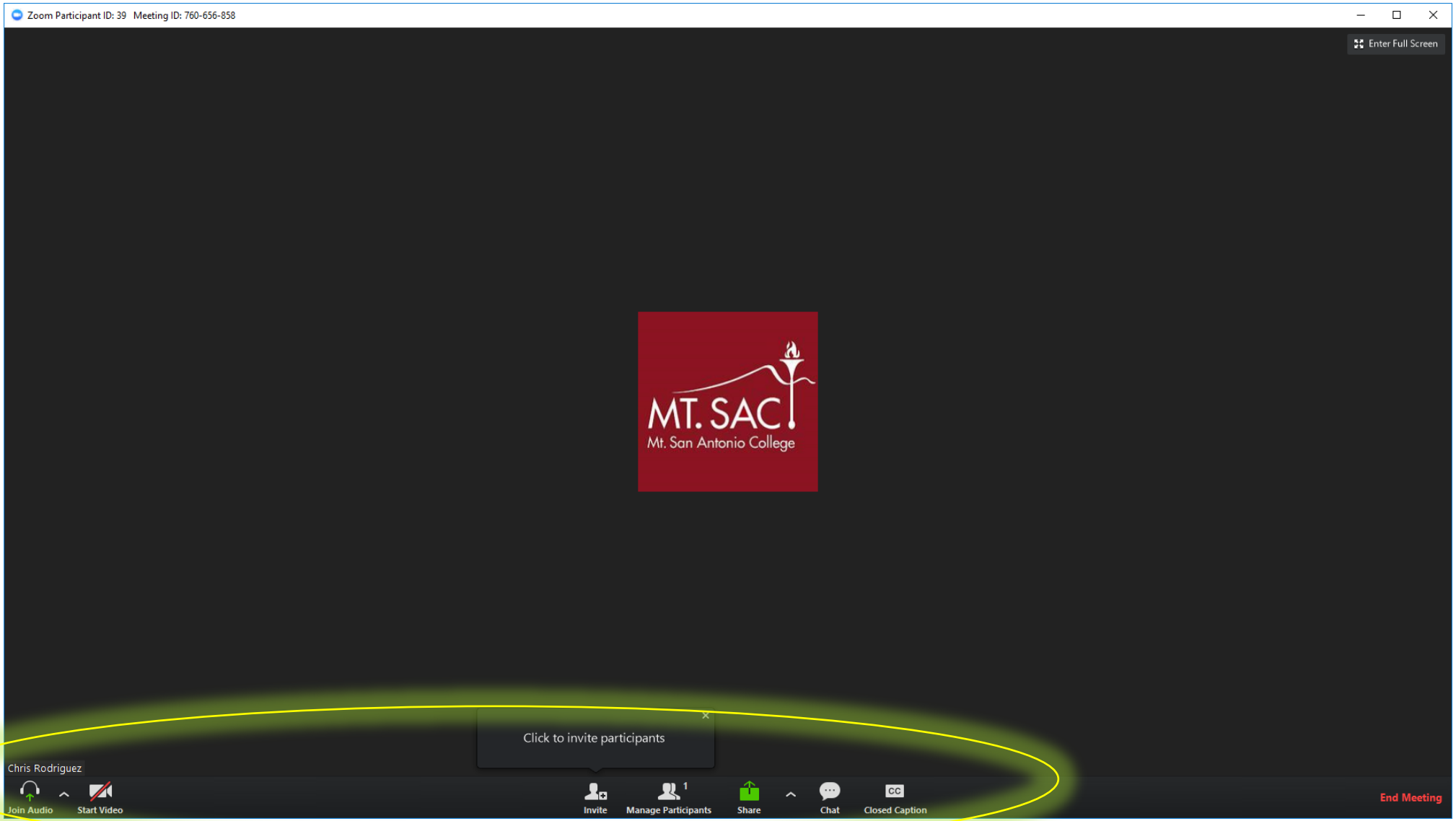

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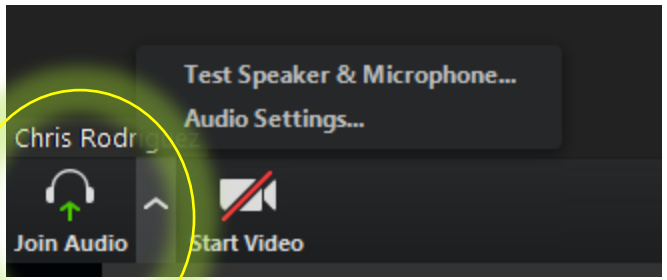

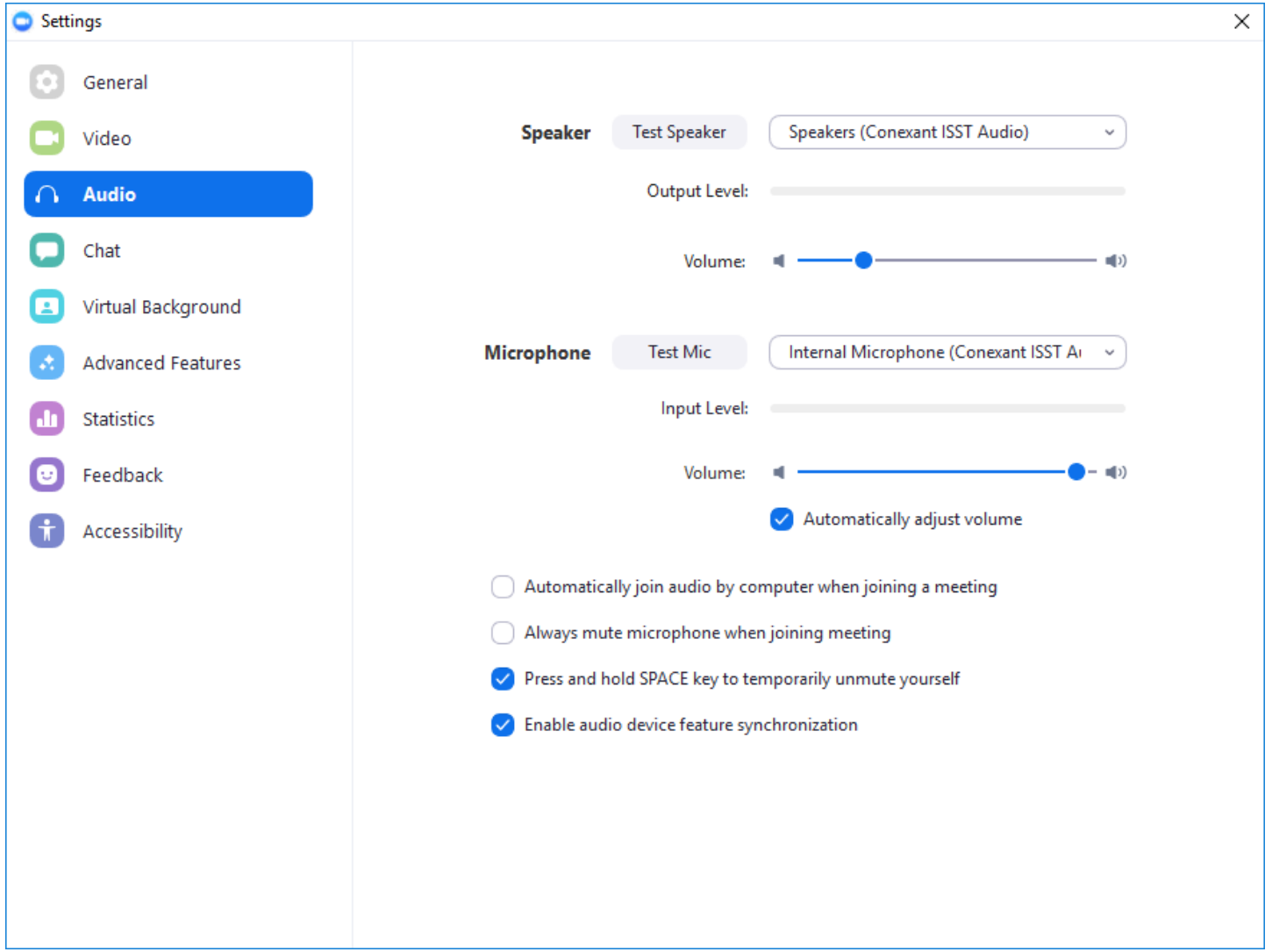

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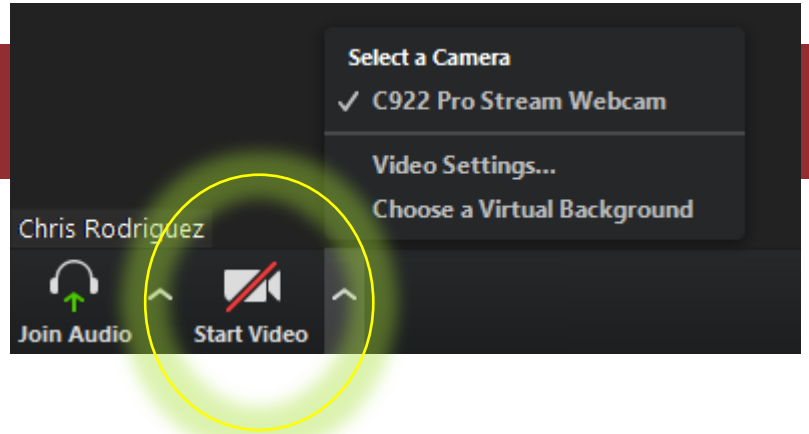
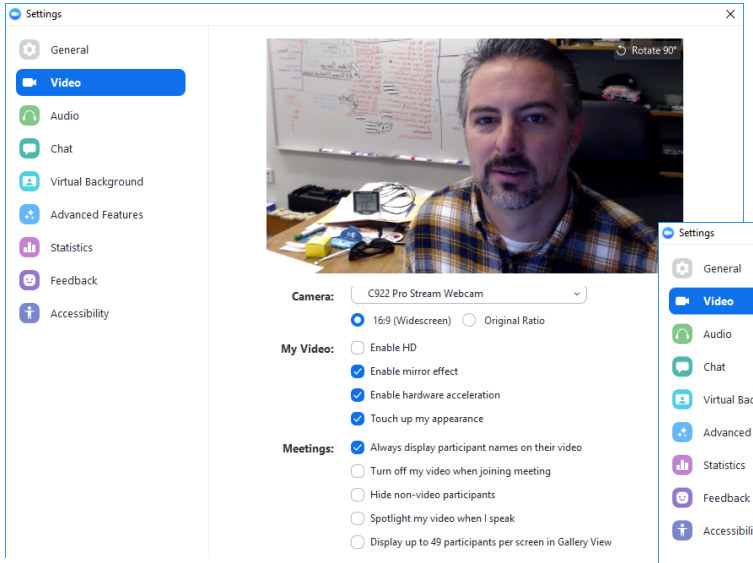
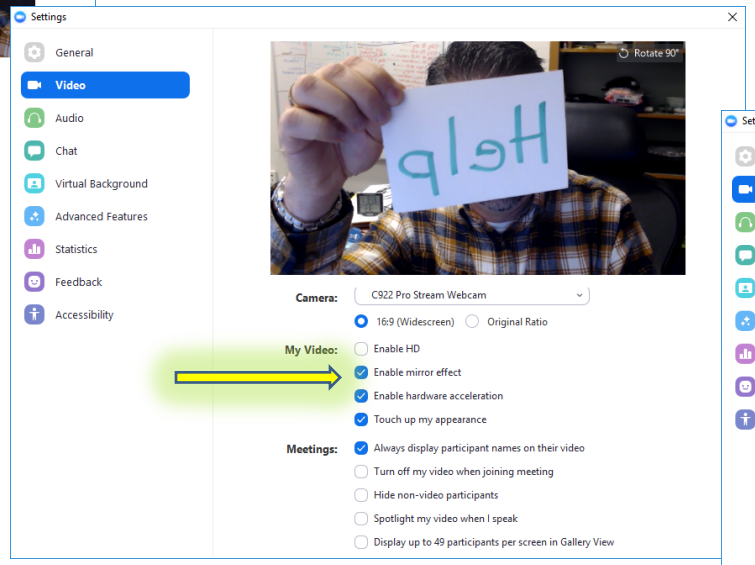
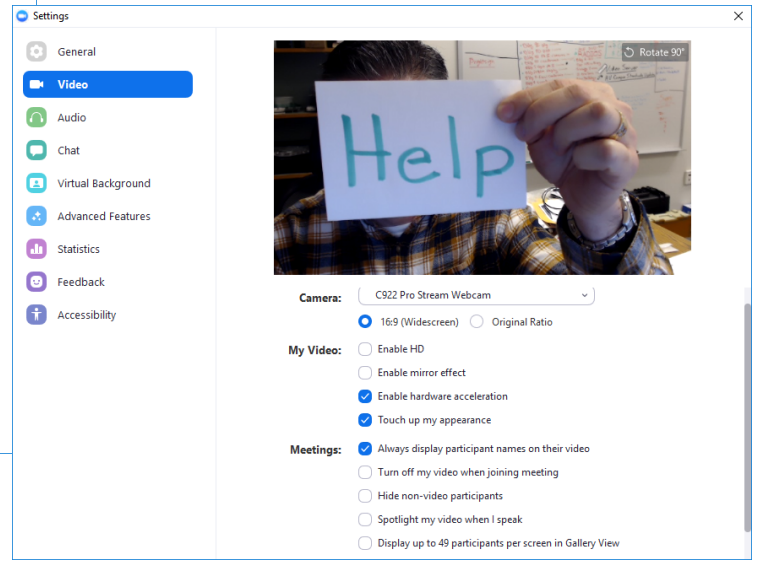
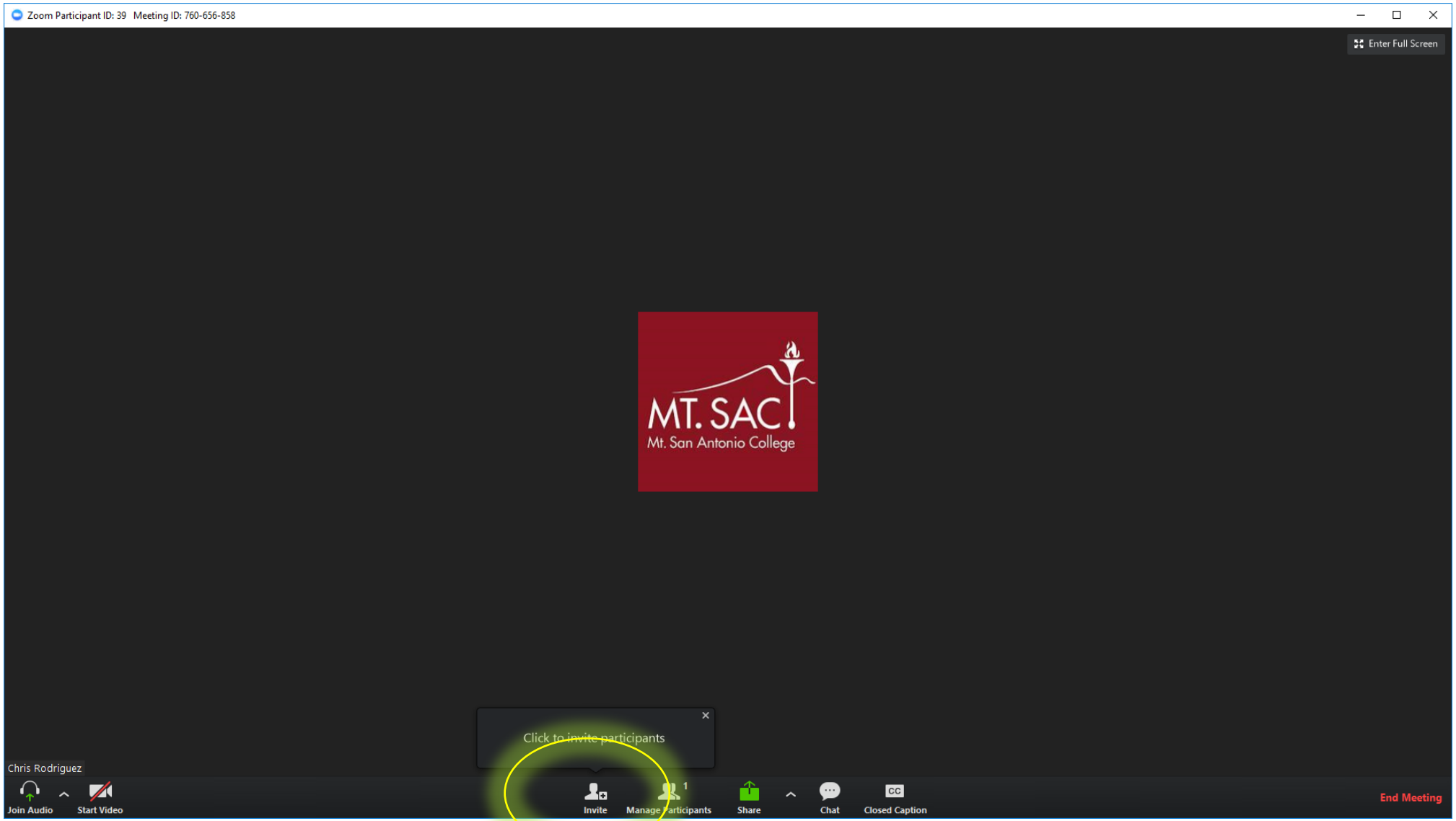




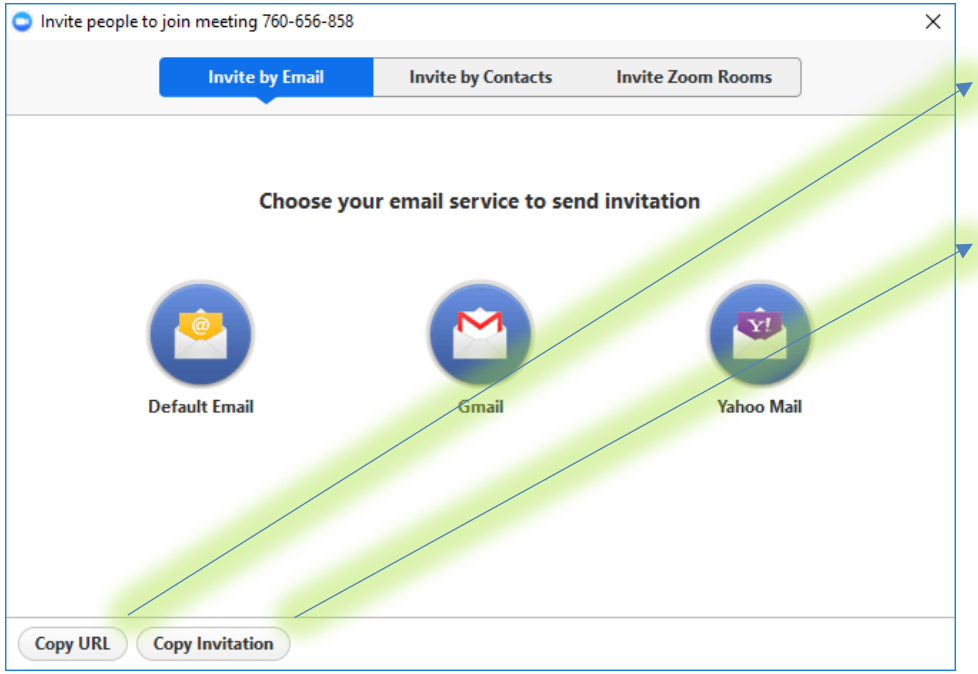




Invite


Zoom Participant ID: 39 Meeting ID: 760-656-858
Enter Full Screen
MT. SAC
Mt. San Antonio College
Click to invite participants
Chris Rodriguez
Join Audio
Start Video
Invite
Manage Participants
Share
Chat
Closed Caption
End Meeting

Running a Meeting in Zoom



https://cccconfer.zoom.us/j/760656858

You are invited to a Zoom meeting now. Join from PC, Mac, Linux, iOS or Android: https://cccconfer.zoom.us/j/760656858Or iPhone one-tap (US Toll): +16699006833,760656858# or +16468769923,760656858#

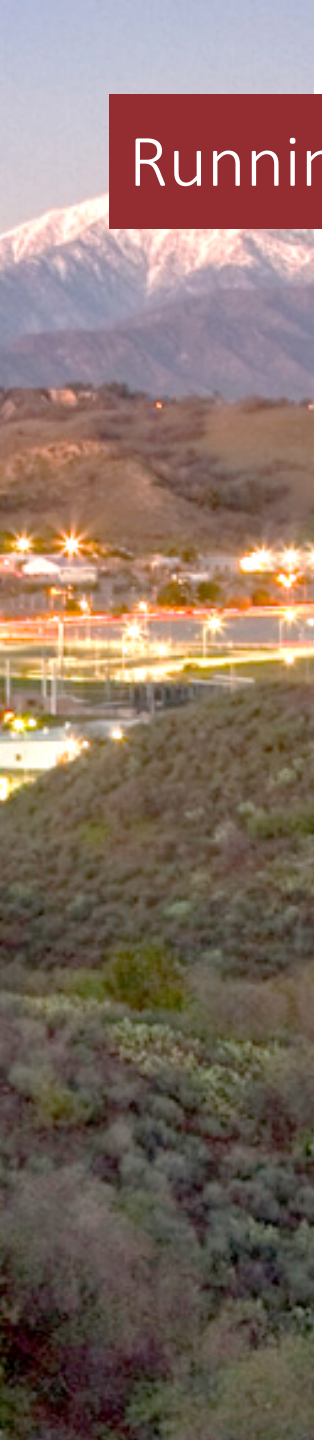
Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 760 656 858 International numbers available: https://zoom.us/u/abNqgAcWb0Or Skype for Business (Lync): SIP:760656858@lync.zoom.us



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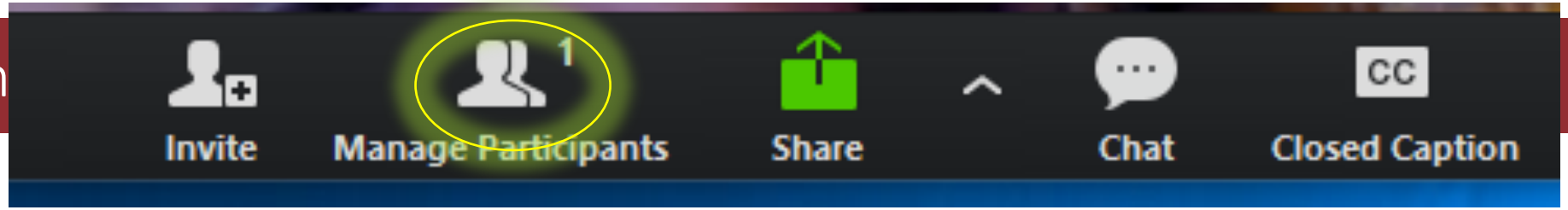
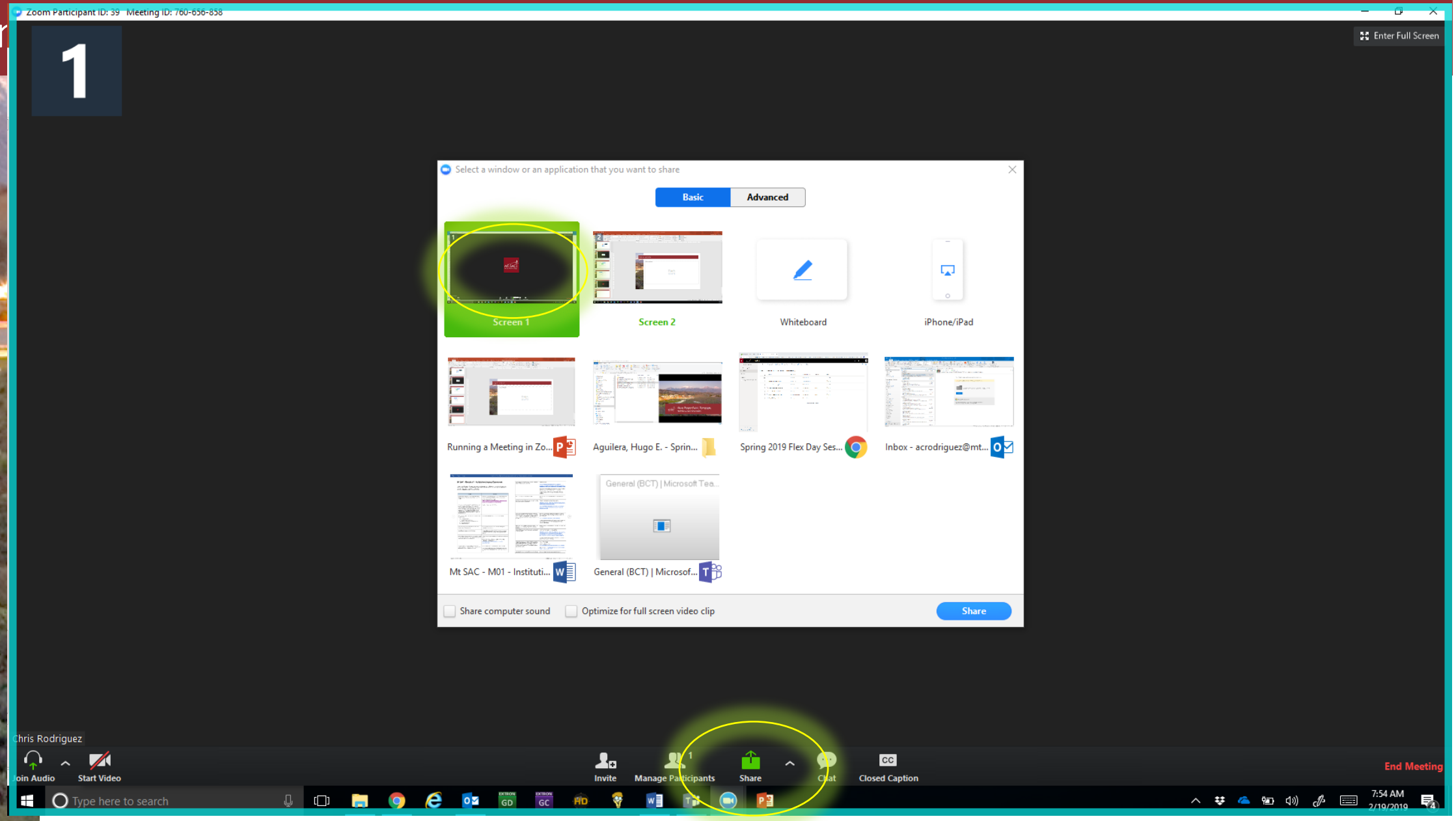

Invite
Manage Participants
1
Share
Chat
CC
Closed Caption

Participants (1)
Chris Rodriguez (Host, me, participant ID: 39)
yes
no
go slower
go faster
more
clear all
Mute All
Unmute All
More

Runn

1


Zoom Participant ID: 39 Meeting ID: 760-656-858
Enter Full Screen
Select a window or an application that you want to share
Basic
Advanced
Screen 1
Screen 2
Whiteboard
iPhone/iPad
Running a Meeting in Zo...
Aguilera, Hugo E. - Sprin...
Spring 2019 Flex Day Ses...
Inbox - acrodriguez@mt...
Mt SAC - M01 - Instituti...
General (BCT) | Microsof...
Share computer sound
Optimize for full screen video clip
Share
Chris Rodriguez
Join Audio
Start Video
Invite
Manage Participants
Share
Chat
Closed Caption
End Meeting
Type here to search
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2/19/2019

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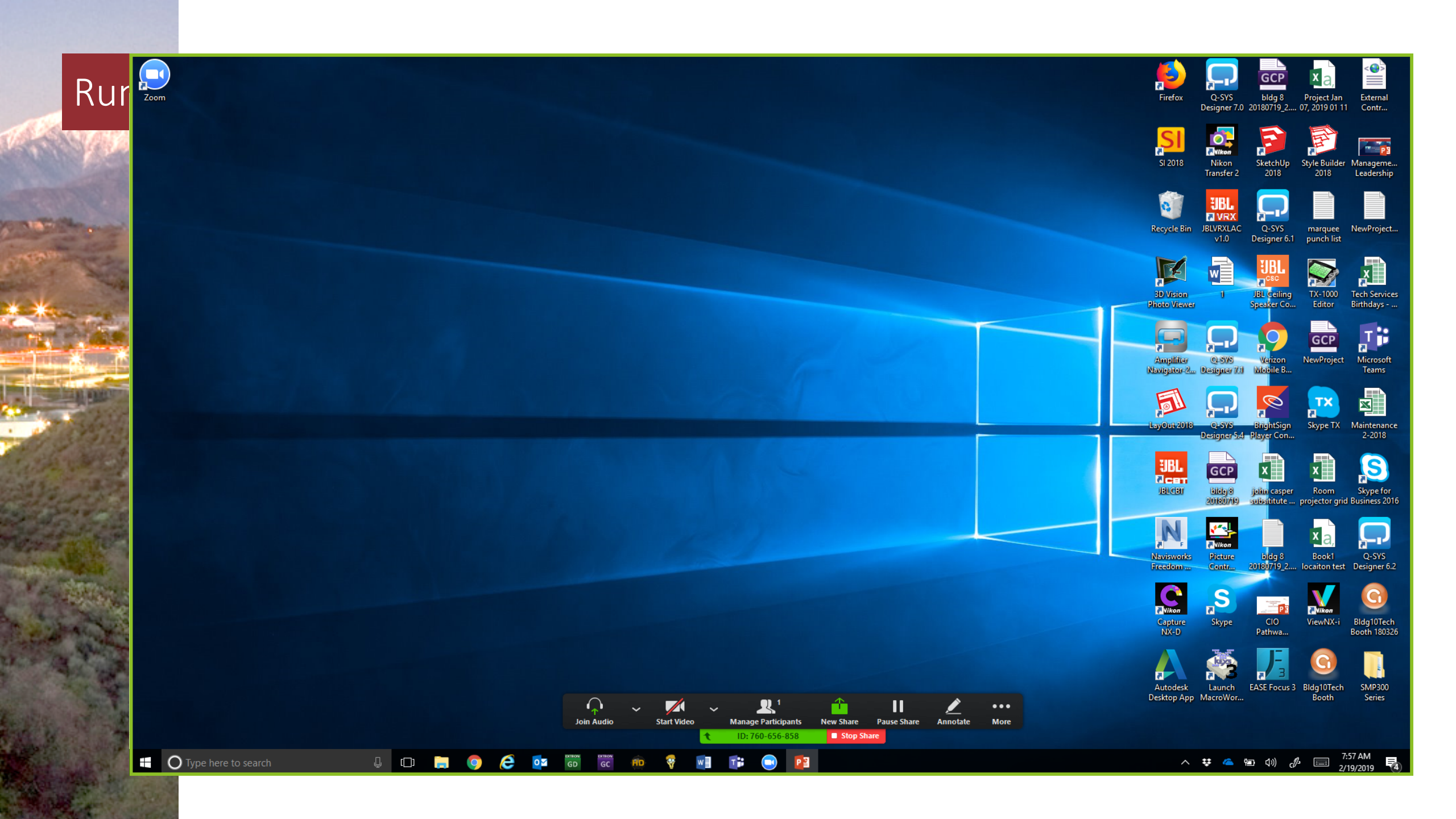
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SketchUp 2018
Style Builder 2018
Manageme... Leadership
Recycle Bin
JBLVRXLAC v1.0
Q-SYS Designer 6.1
marquee punch list
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3D Vision Photo Viewer
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JBL Ceiling Speaker Co...
TX-1000 Editor
Tech Services Birthdays - ...
Amplifier Navigator-2...
Q-SYS Designer 7.1
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LayOut 2018
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BrightSign Player Con...
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john casper substitute ...
Room projector grid
Skype for Business 2016
Navisworks Freedom ...
Picture Contr...
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Book1 locaiton test
Q-SYS Designer 6.2
Capture NX-D
Skype
CIO Pathwa...
ViewNX-i
Bldg10Tech Booth 180326
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EASE Focus 3
Bldg10Tech Booth
SMP300 Series
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Start Video
Manage Participants
New Share
Pause Share
Annotate
More
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Stop Share
Type here to search
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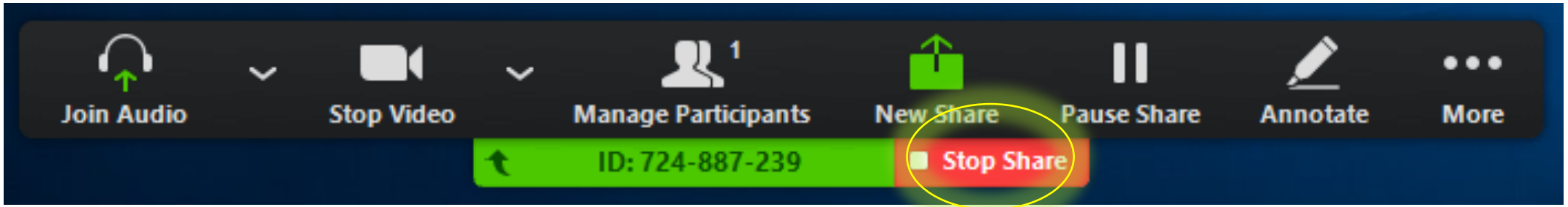
2/19/2019

Running a Meeting in Zoom



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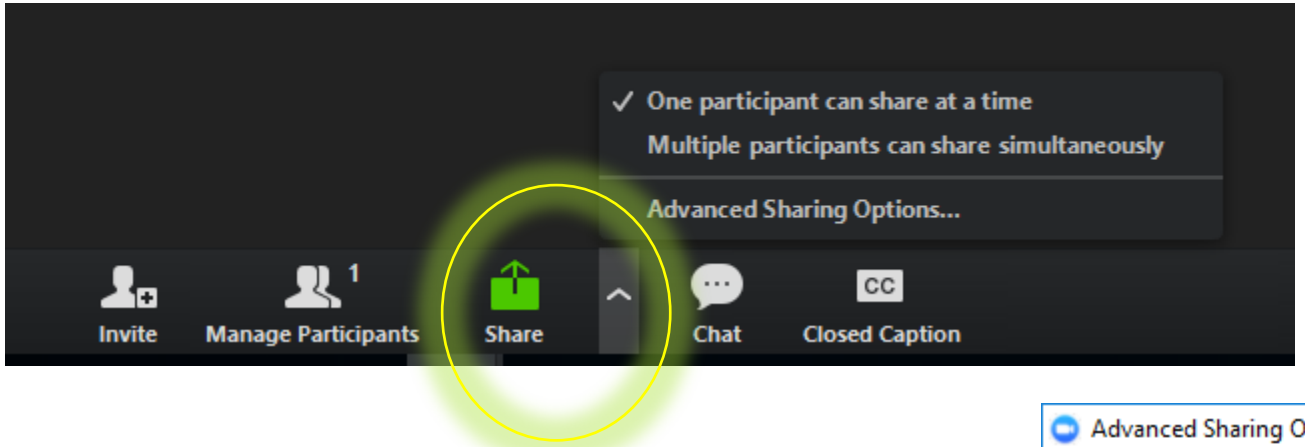

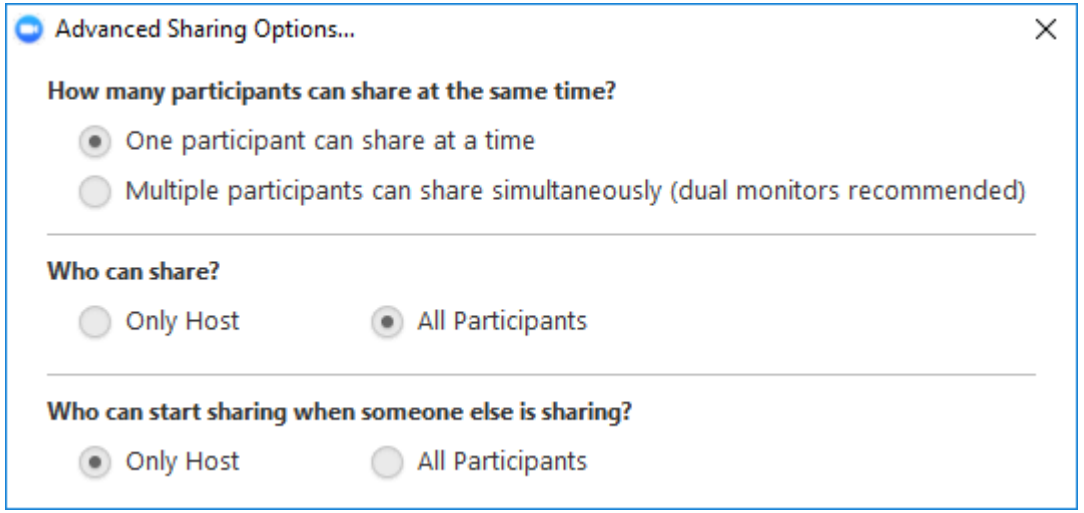

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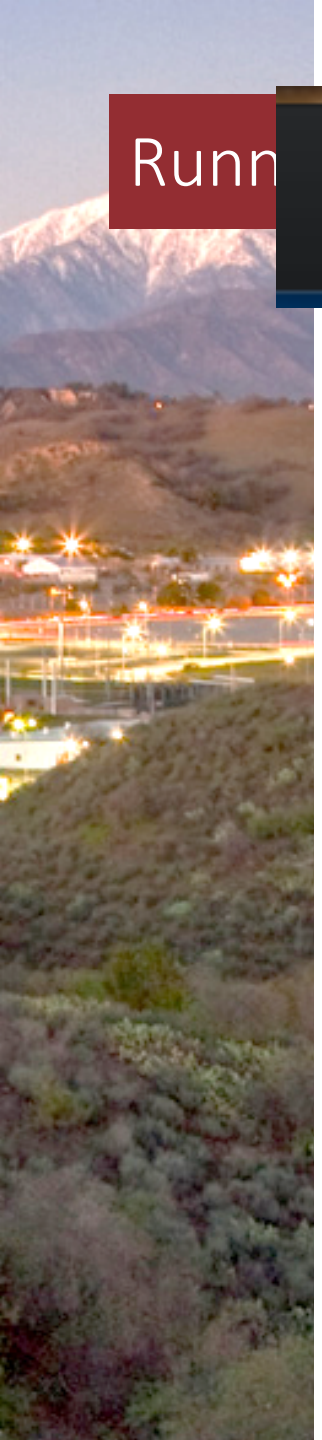

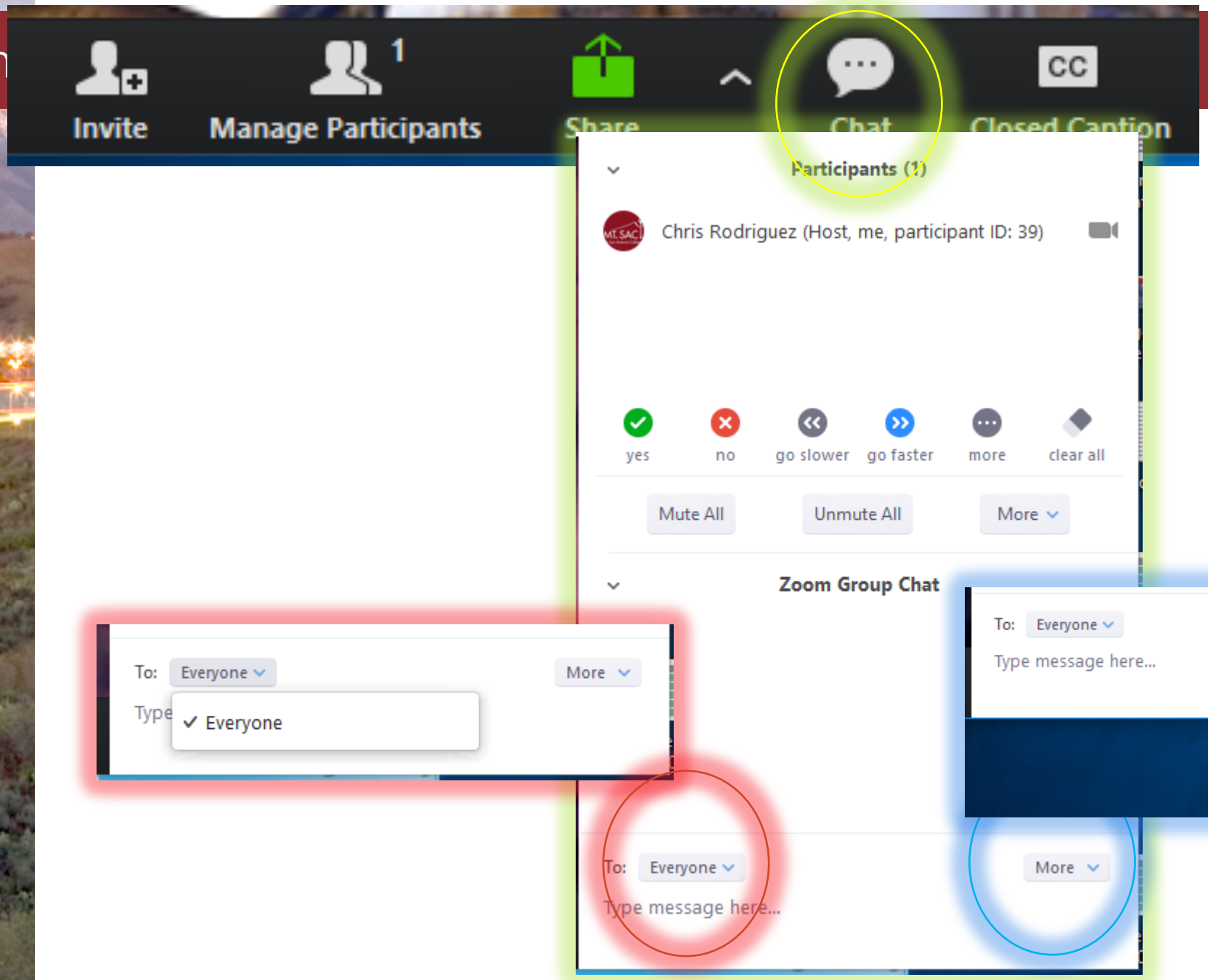
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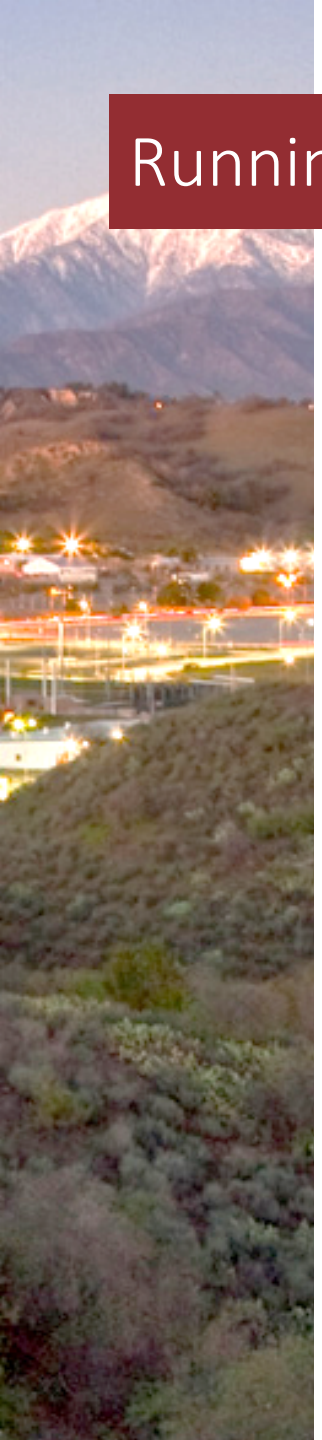
Everyone
Type message here...
More
To:
Everyone
More
Type
Everyone
To:
Everyone
More
Type message here...
To:
Everyone
More
Type message here...
Save chat
Share file in meeting
Allow attendees to chat with:
Host only
Everyone



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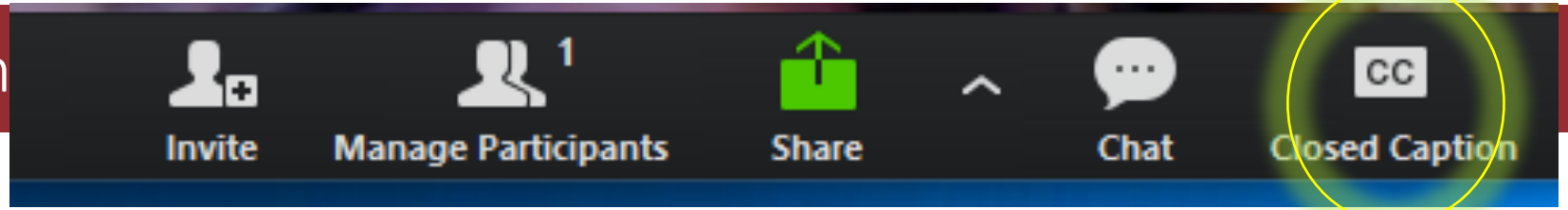
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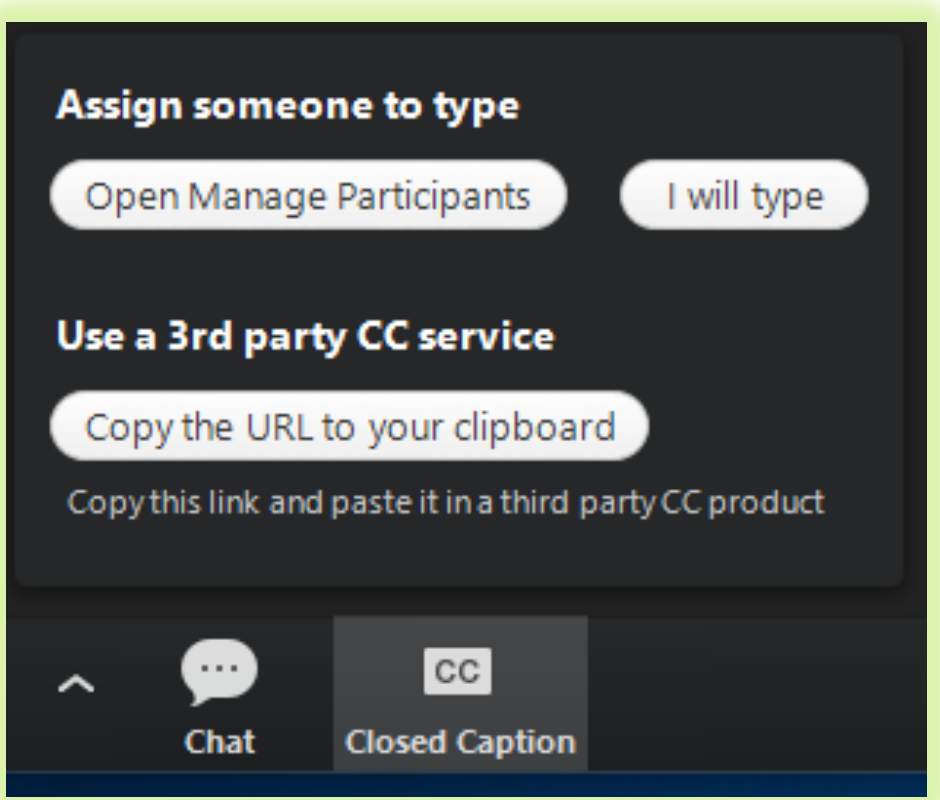
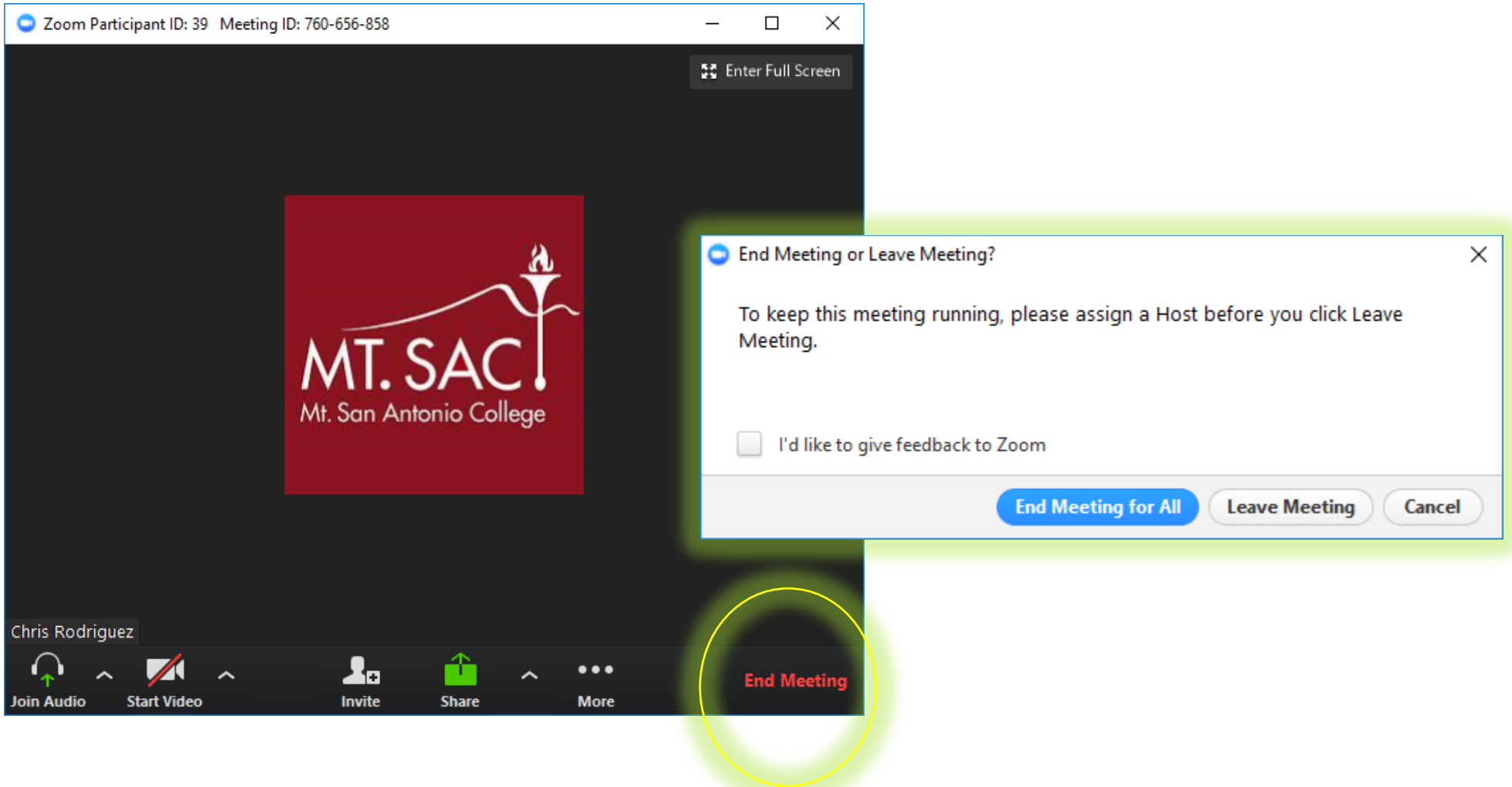
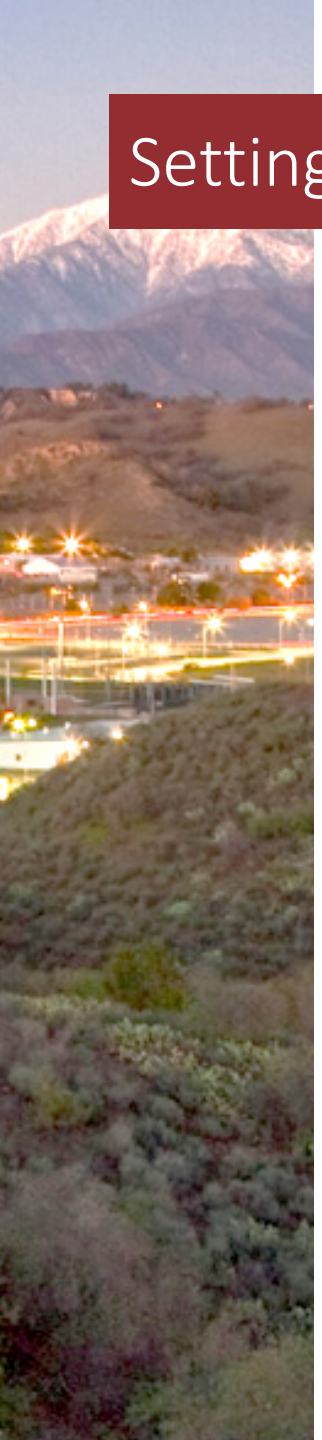

Assign someone to type
Open Manage Participants
I will type
Use a 3rd party CC service
Copy the URL to your clipboard
Copy this link and paste it in a third party CC product
Chat
CC
Closed Caption

Ending a meeting



Settings



Settings

- General
- Video
- Audio
- Chat
- Virtual Background
- Recording
- Advanced Features
- Statistics
- Feedback
- Accessibility

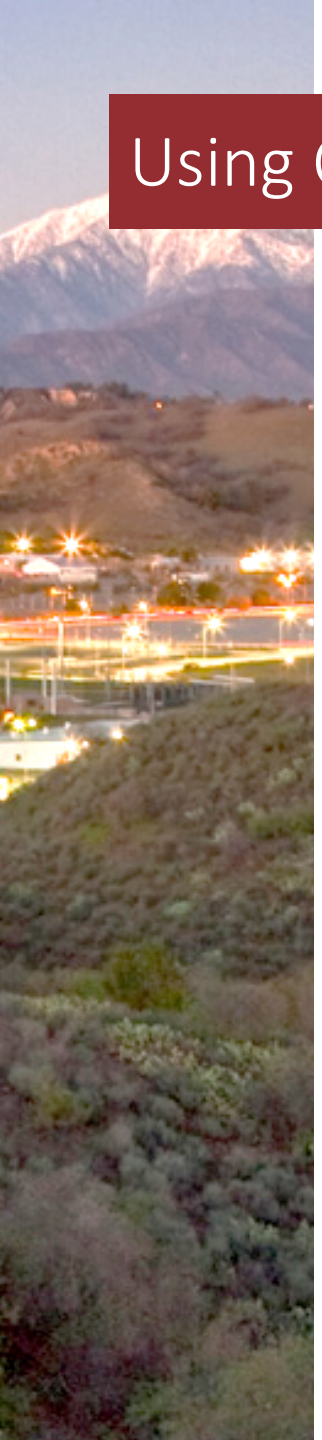
Application

- [ ] Start Zoom when I start Windows
- [ ] Silently start Zoom when I start Windows
- [x] When closed, minimize window to the notification area instead of the task bar
- [ ] Automatically copy Invitation URL to Clipboard after meeting starts
- [x] Confirm with me when I leave a meeting
- [ ] Show my connected time
- [ ] Remind me 5 minutes before my upcoming meetings

Content Sharing

- [ ] Use dual monitors
- [ ] Enter full screen automatically when starting or joining a meeting
- [x] Enter full screen automatically when viewing screen shared by others
- [ ] Maximize Zoom window automatically when viewing screen shared by others
- [x] Scale to fit my Zoom window when viewing screen shared by others
- [x] Enable screen sharing with GPU acceleration
- [ ] Enable the remote control of all applications
- [ ] Show Zoom windows during screen share
- [ ] Side-by-side Mode
- [ ] Limit your screen share to 10 frames-per-second

View Advanced Features



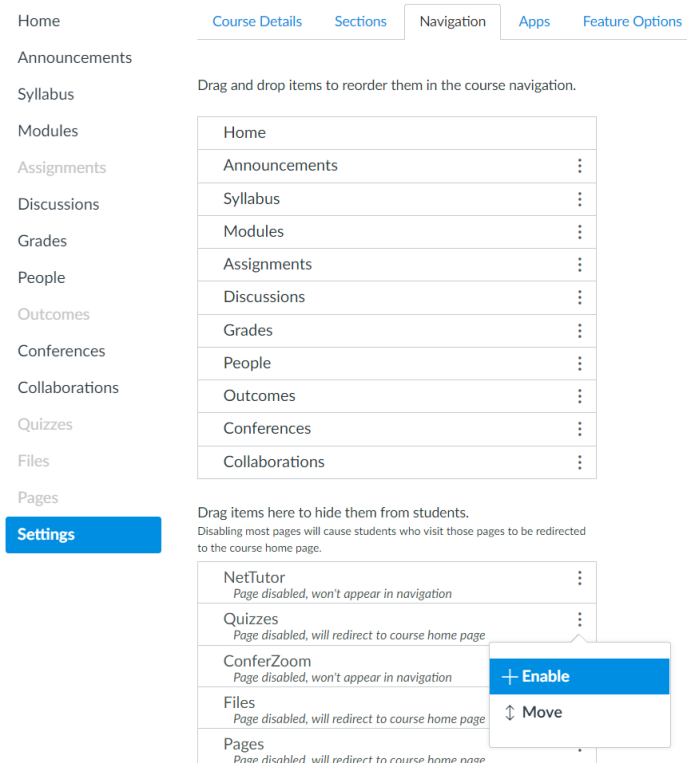
Using ConferZoom: Canvas

Let's talk a little bit about...

canvas

Using ConferZoom: Canvas

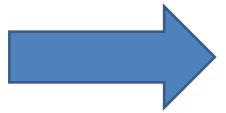
ConferZoom is already installed in every Mt. SAC Canvas course, you just need to enable it!

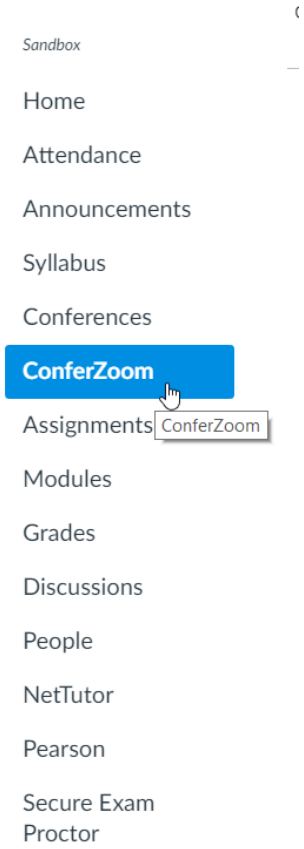


To enable ConferZoom...

1. Click on course "Settings"
2. Click on the "Navigation" tab
3. Look for "ConferZoom", click on the menu dots and select "+Enable"
4. Click the blue "Save" botton at the bottom of the page

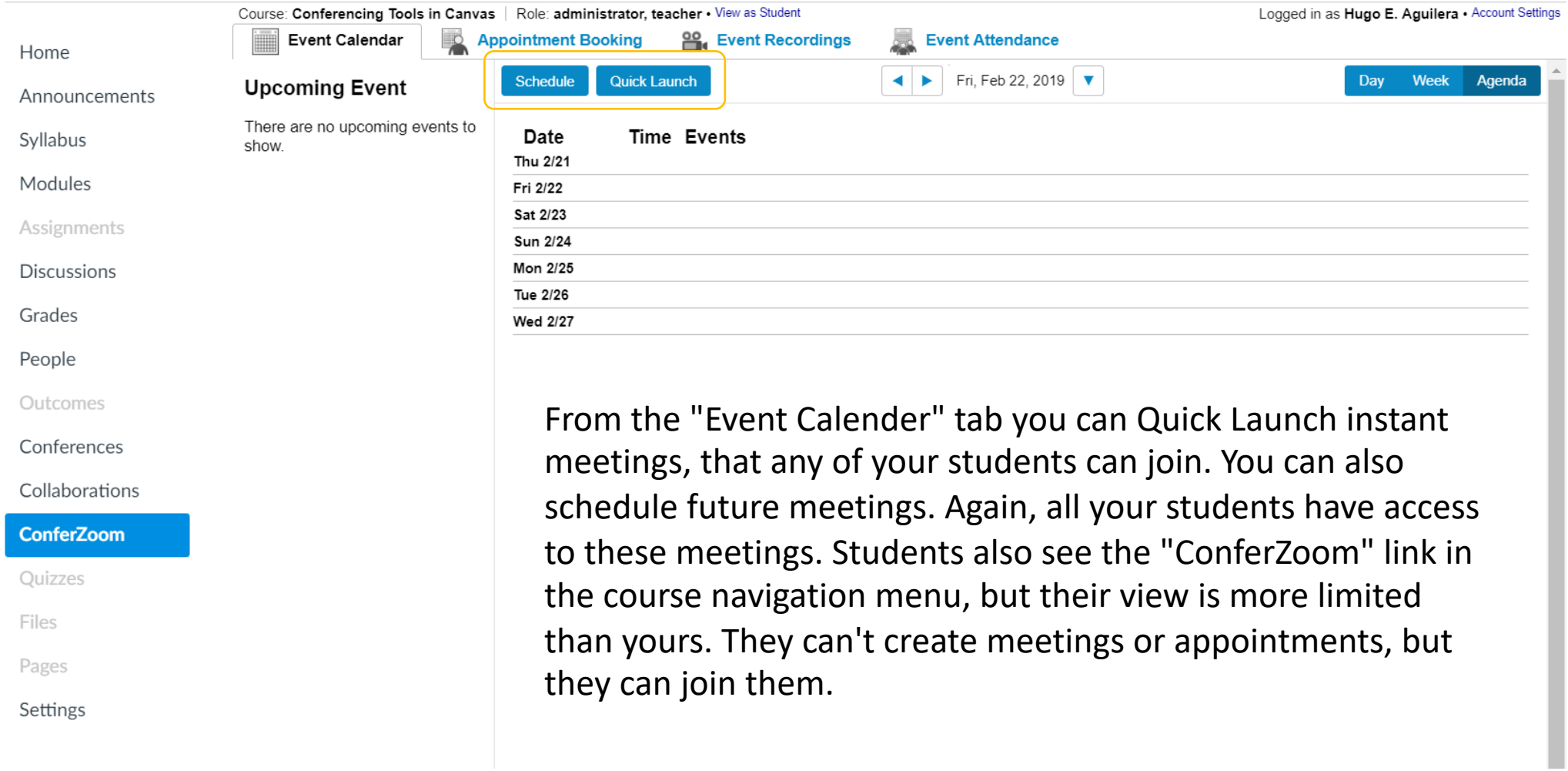
If it's already enabled, you should see the ConferZoom on your navigation menu...





Using ConferZoom: Canvas

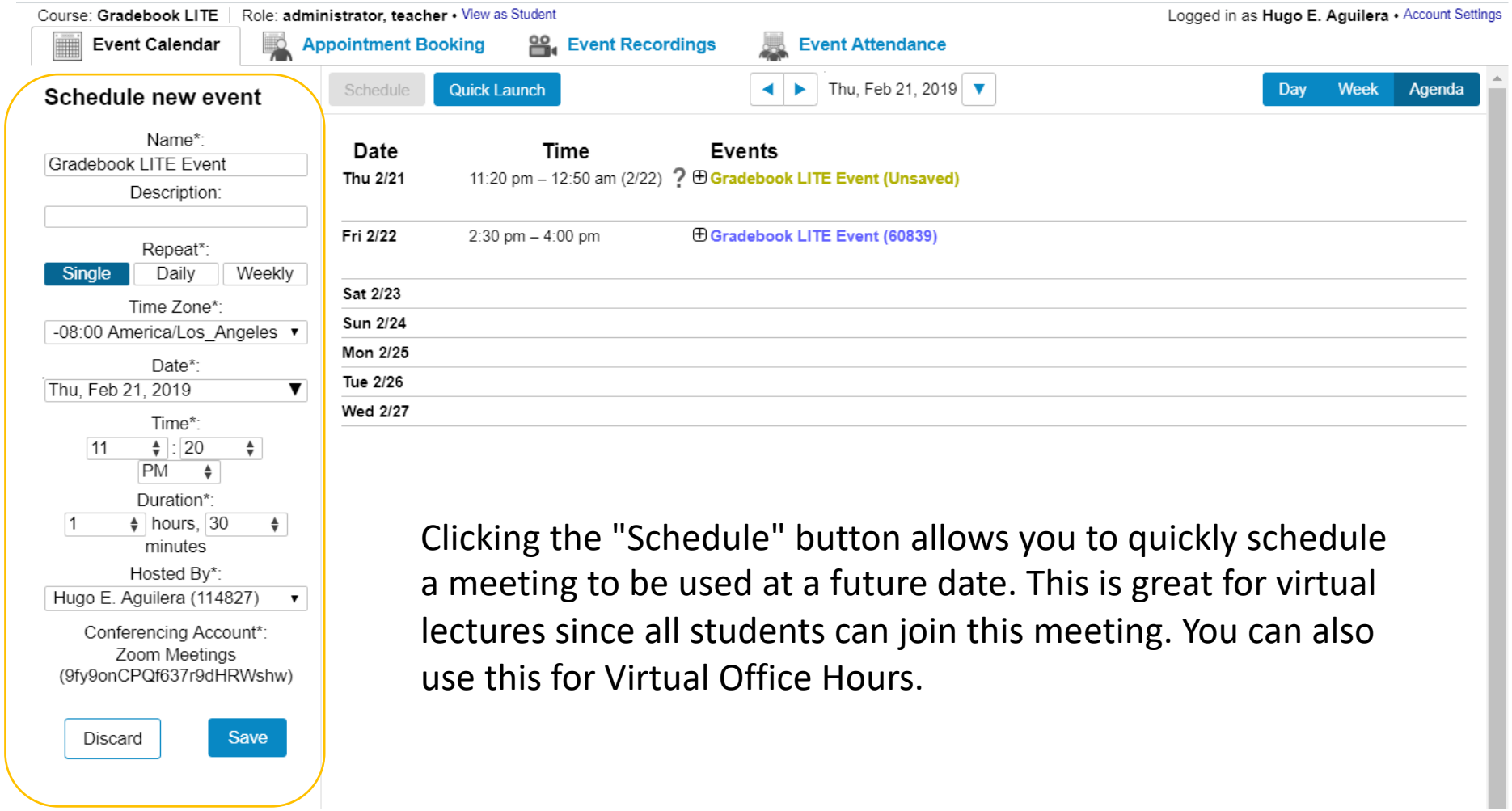
The ConferZoom interface within Canvas looks like this...



From the "Event Calender" tab you can Quick Launch instant meetings, that any of your students can join. You can also schedule future meetings. Again, all your students have access to these meetings. Students also see the "ConferZoom" link in the course navigation menu, but their view is more limited than yours. They can't create meetings or appointments, but they can join them.

Using ConferZoom: Canvas

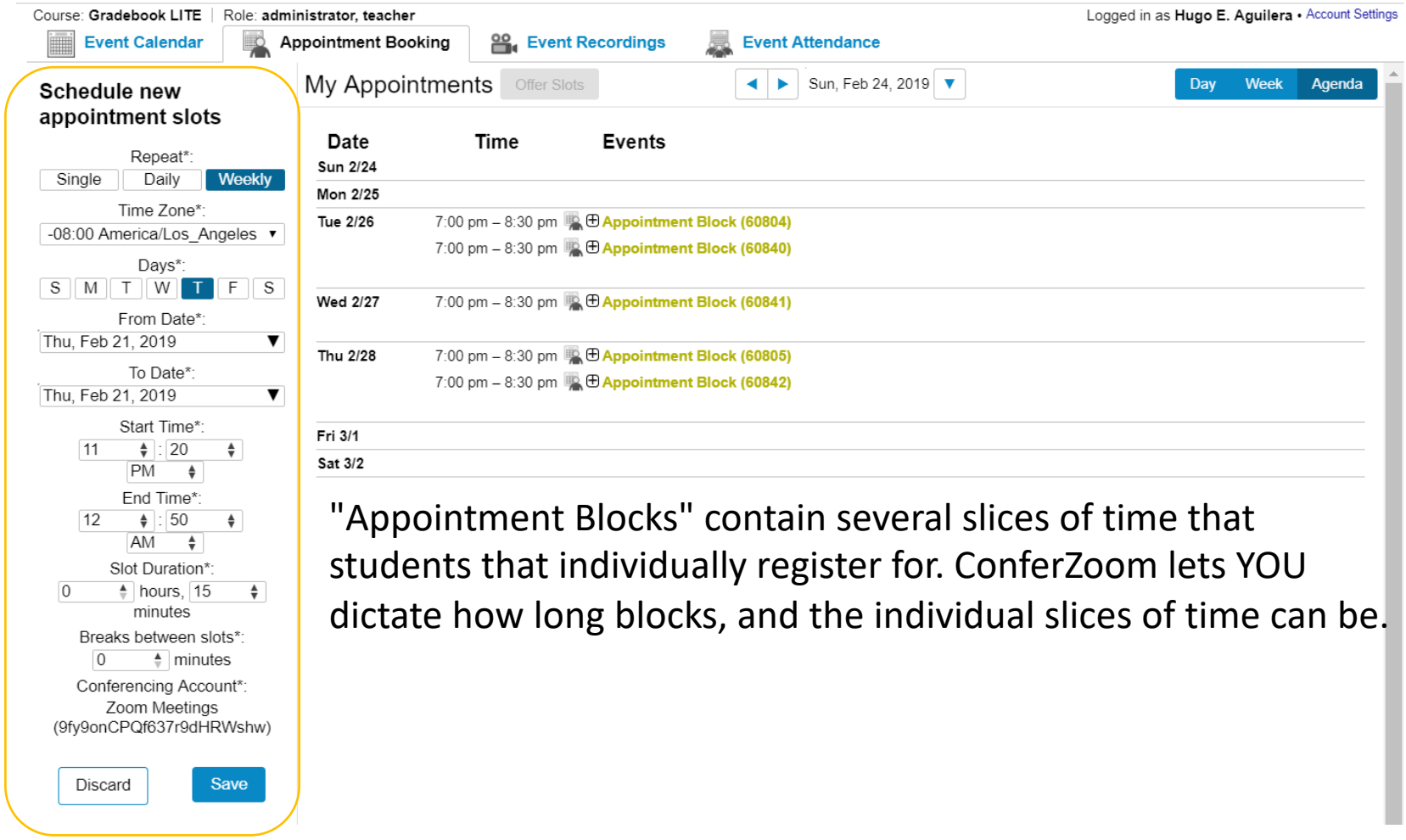
Practical uses for ConferZoom in the classroom are for Virtual Lectures or Virtual Office Hours



Clicking the "Schedule" button allows you to quickly schedule a meeting to be used at a future date. This is great for virtual lectures since all students can join this meeting. You can also use this for Virtual Office Hours.

Using ConferZoom: Canvas

From the "Appointment Booking" tab you can create appointments that individual students can sign-up for. This is excellent for private 1-on-1 sessions, such as for tutoring, counseling, or individual office hours.



"Appointment Blocks" contain several slices of time that students that individually register for. ConferZoom lets YOU dictate how long blocks, and the individual slices of time can be.

ConferZoom: Support

If you're looking for general information, as well as tips and tricks on using ConferZoom contact:

- Faculty Center for Learning Technology (FCLT) at fclt@mtsac.edu, or by calling ext. 5016

If you're looking for technical support, contact:

- ConferZoom support at http://www.conferzoom.org/ConferZoom/Support