



# 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

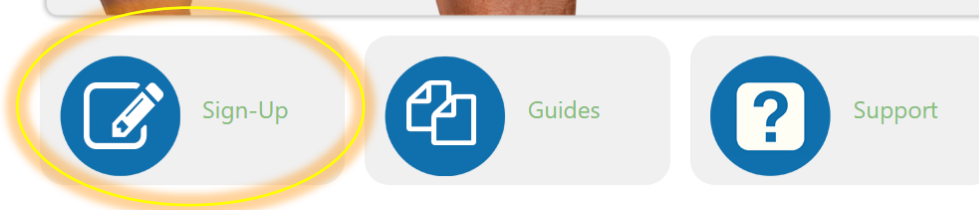
- ✓ Create an account
- ✓ Start a meeting
- ✓ Manage devices – cameras and/or microphones
- ✓ Invite/share
- ✓ Share/control desktop or view/control other's desktop
- ✓ Canvas Integration



# Sign-up for a FREE account!

ConferZoom

[Sign Up](#) [Guides](#) [Support](#) [Sign In](#)



## Sign-Up For A New Account

First Name

Last Name

Email

College/Org

Classification

Title

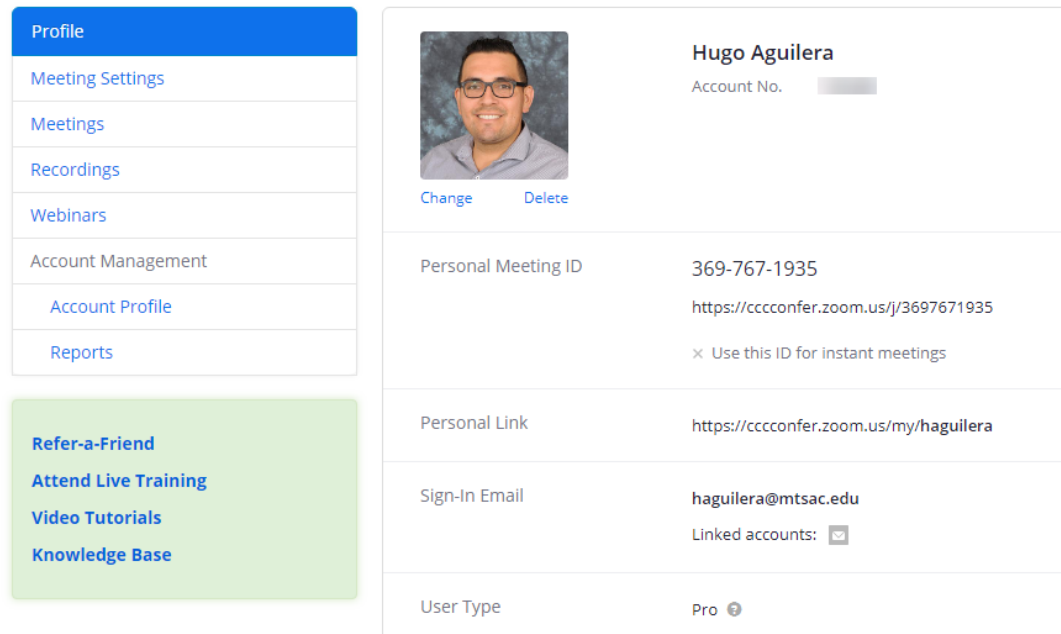
Phone

1. Visit [www.conferzoom.org](http://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.



The screenshot shows the ConferZoom website profile page. On the left is a navigation menu with the following items: Profile (highlighted in blue), Meeting Settings, Meetings, Recordings, Webinars, Account Management, Account Profile, and Reports. Below the menu is a green box containing links for Refer-a-Friend, Attend Live Training, Video Tutorials, and Knowledge Base. The main content area displays the user's profile for Hugo Aguilera, including a profile picture with 'Change' and 'Delete' links, and the following account details:

Personal Meeting ID	369-767-1935 <a href="https://cccconfer.zoom.us/j/3697671935">https://cccconfer.zoom.us/j/3697671935</a> × Use this ID for instant meetings
Personal Link	<a href="https://cccconfer.zoom.us/my/haguilera">https://cccconfer.zoom.us/my/haguilera</a>
Sign-In Email	haguilera@mtsac.edu Linked accounts: [icon]
User Type	Pro [icon]

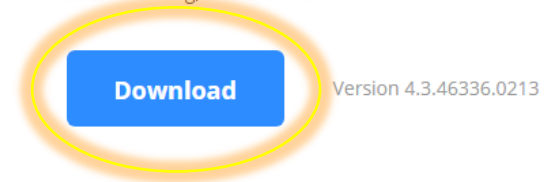
- **Profile:** Update your personal information, change your Personal Meeting ID
- **Meeting Settings:** For scheduling and managing your meetings.
- **Meetings:** Schedule, join, or host an instant meeting. View upcoming or previous meeting details, manage your Personal Meeting Room (PMI).
- **Recordings:** 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

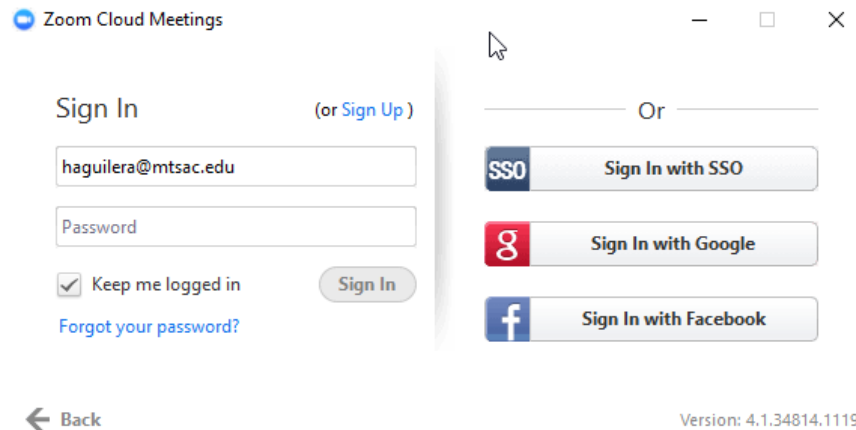
The first time you **JOIN** or **HOST** a meeting from your computer, the **Zoom** desktop app downloads to your desktop. Or, download the app in advance at <https://zoom.us/download>

## Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



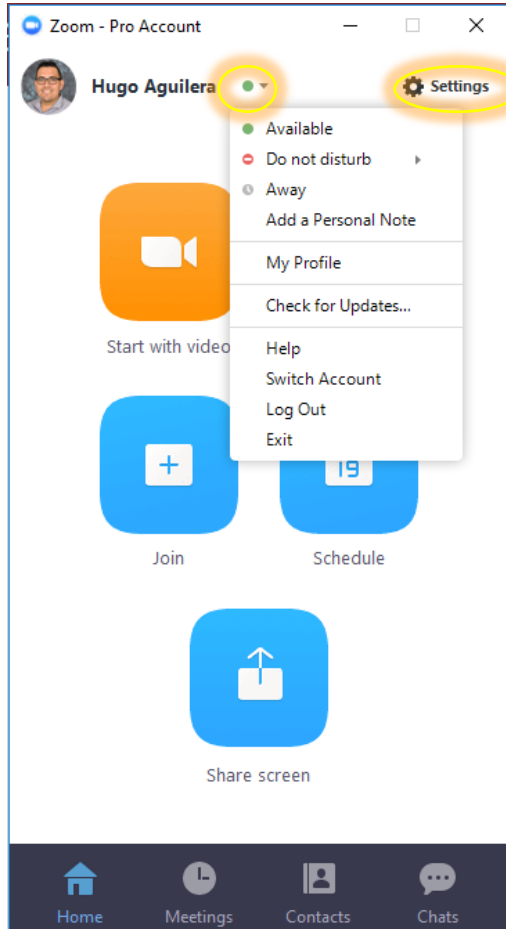
The app makes it easy to join a meeting, schedule a meeting, choose audio/video start-up, and general meeting function behaviors. Pin the Zoom icon to your taskbar for easy access, then click the icon to open the application window and **Sign In**. Mobile users can download the Zoom app from the appropriate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

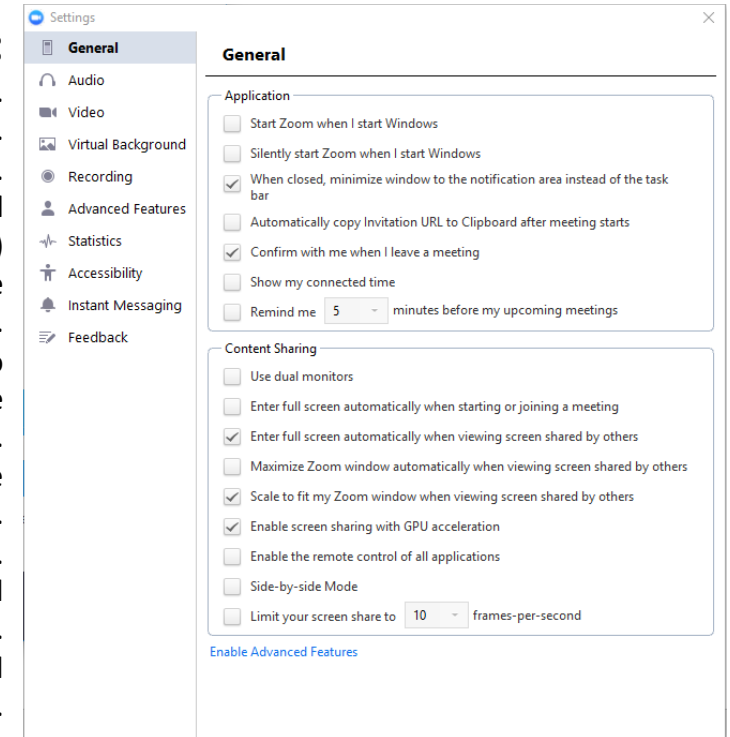
**Advanced Features:** Enable advanced features to access the website portal, edit your profile or change advanced meeting settings.

**Statistics:** Overall CPU and memory performance (other tabs are disabled).

**Accessibility:** Font size and keyboard shortcuts.

**Instant Messaging:** Manage instant messaging and notification settings.

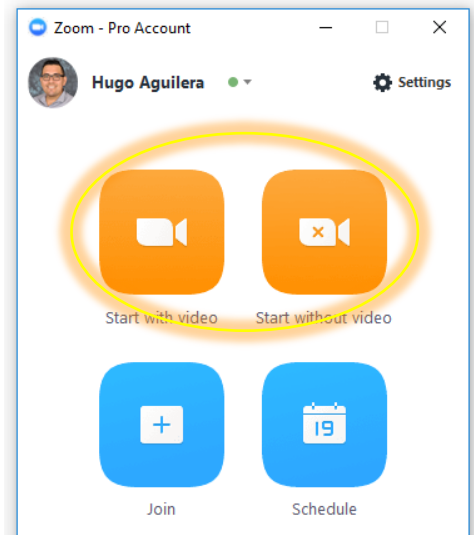
**Feedback:** Submitting feedback about the tool and platform.



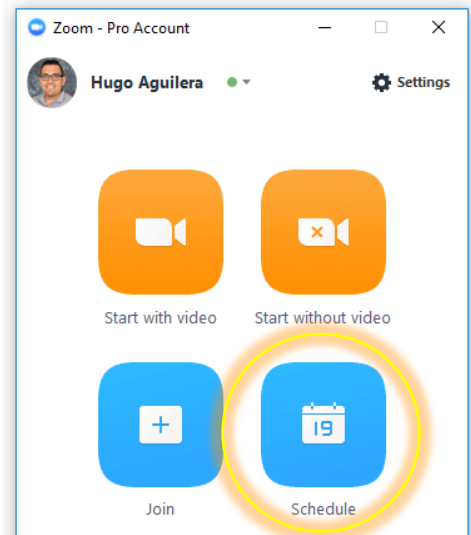


# Using ConferZoom: Scheduling and Connecting to Meetings

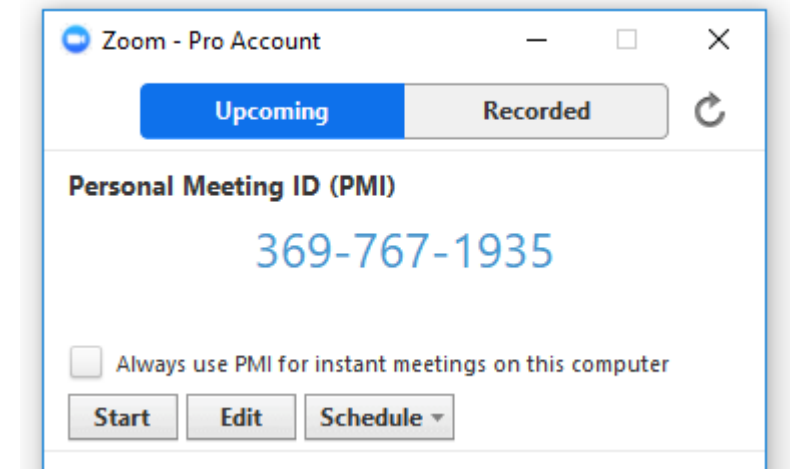
There are three options for hosting a meeting...



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

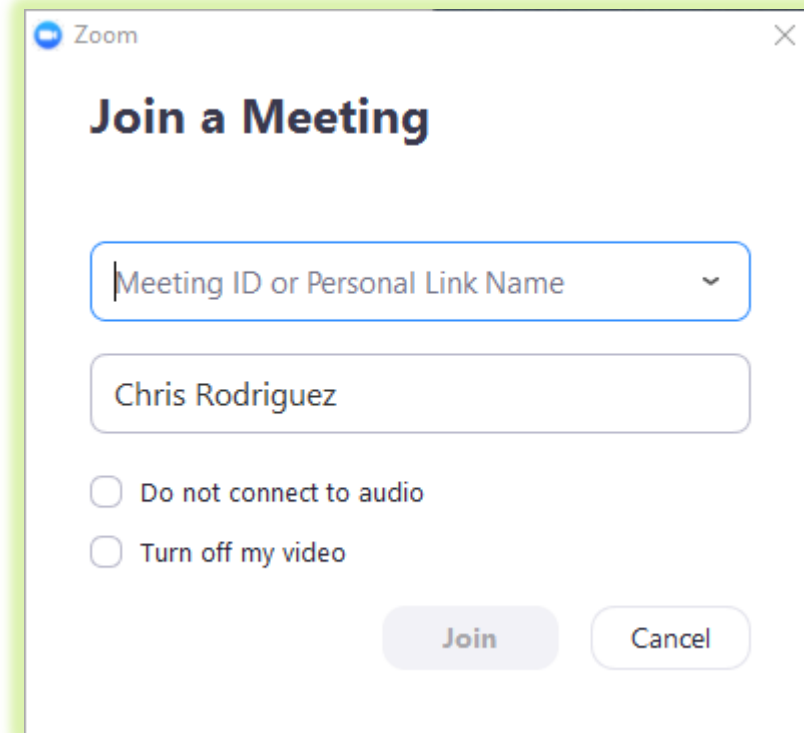
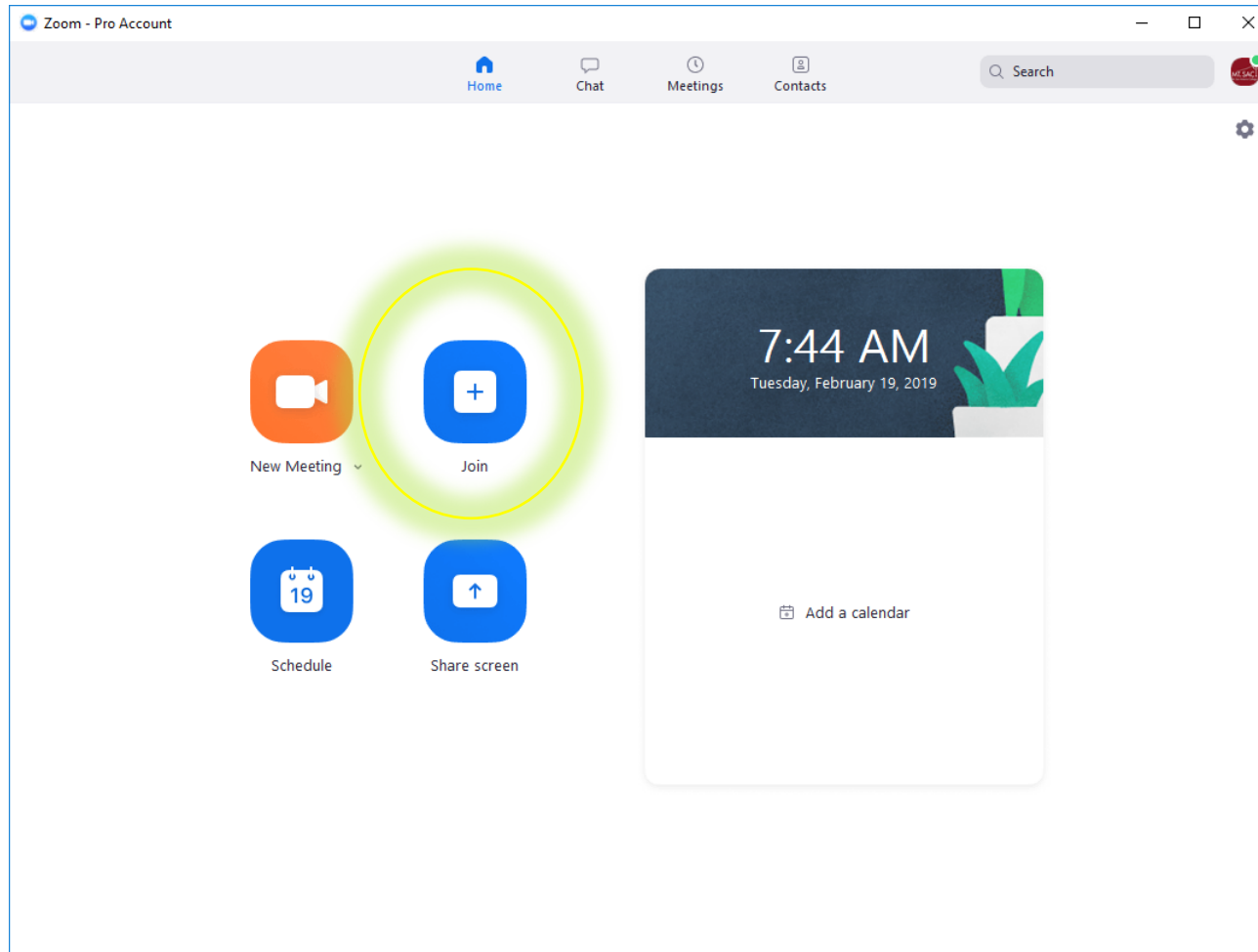


Schedule Meetings  
(with a **unique** link)

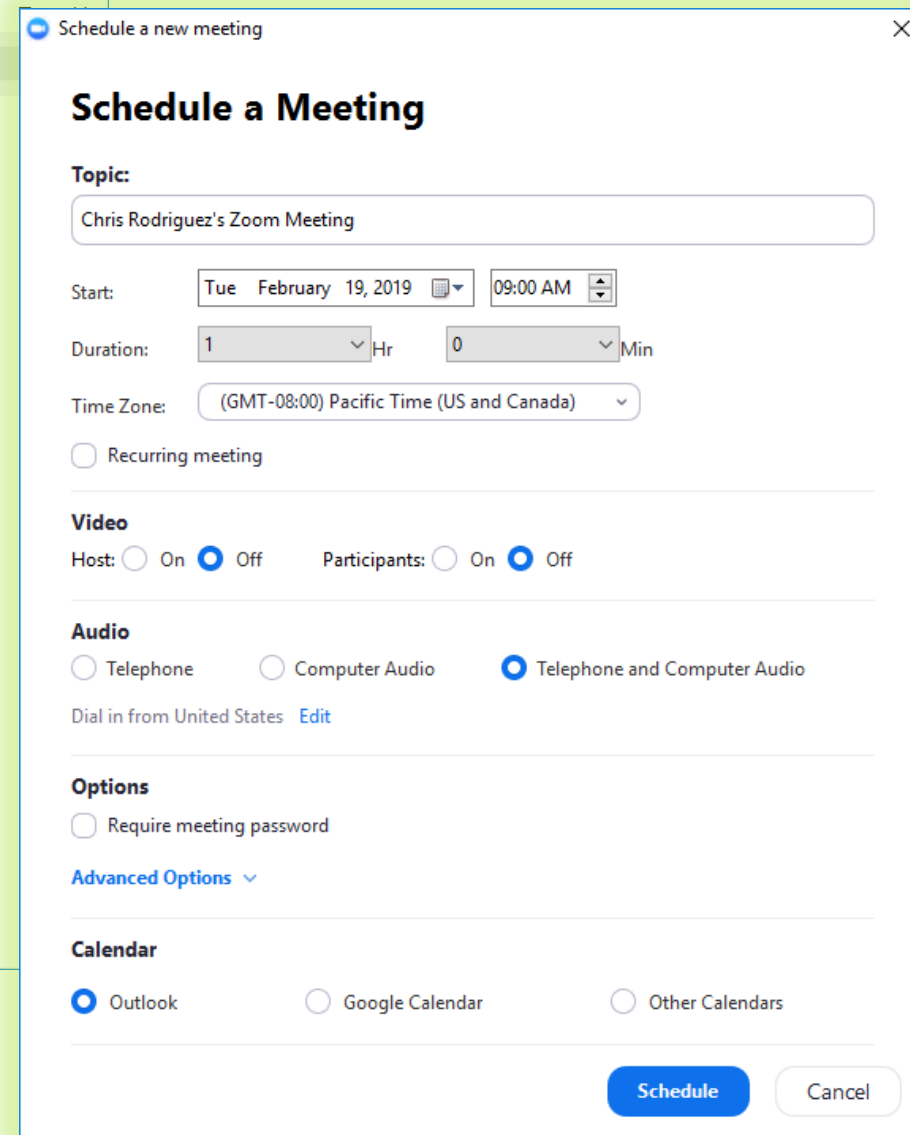
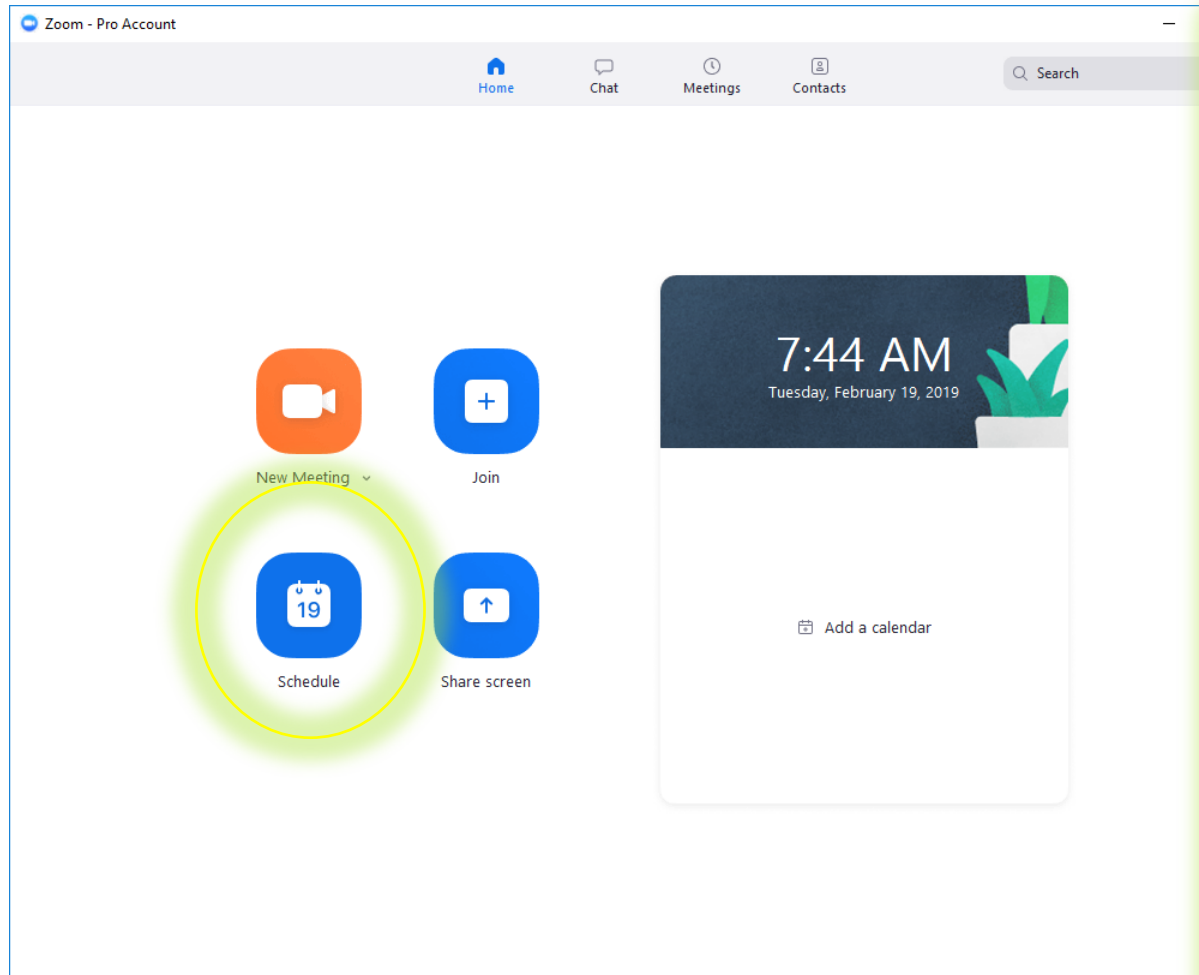


Personal Meeting ID  
(with a **persistent** link)

# Running a New Meeting in Zoom

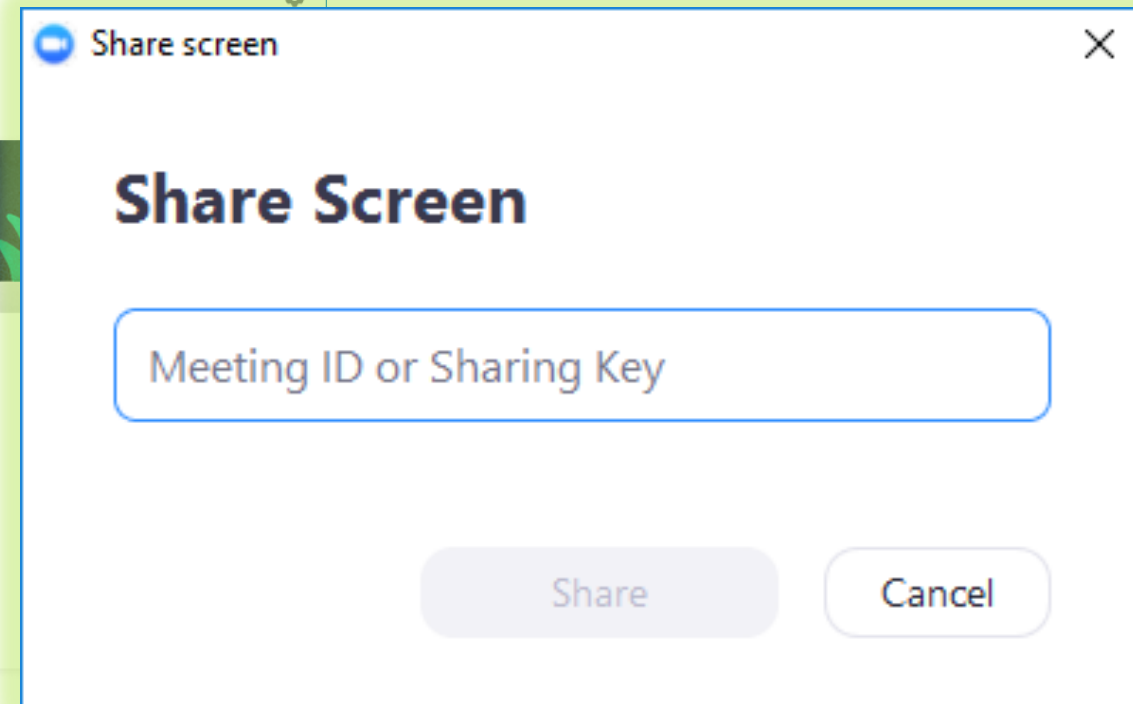
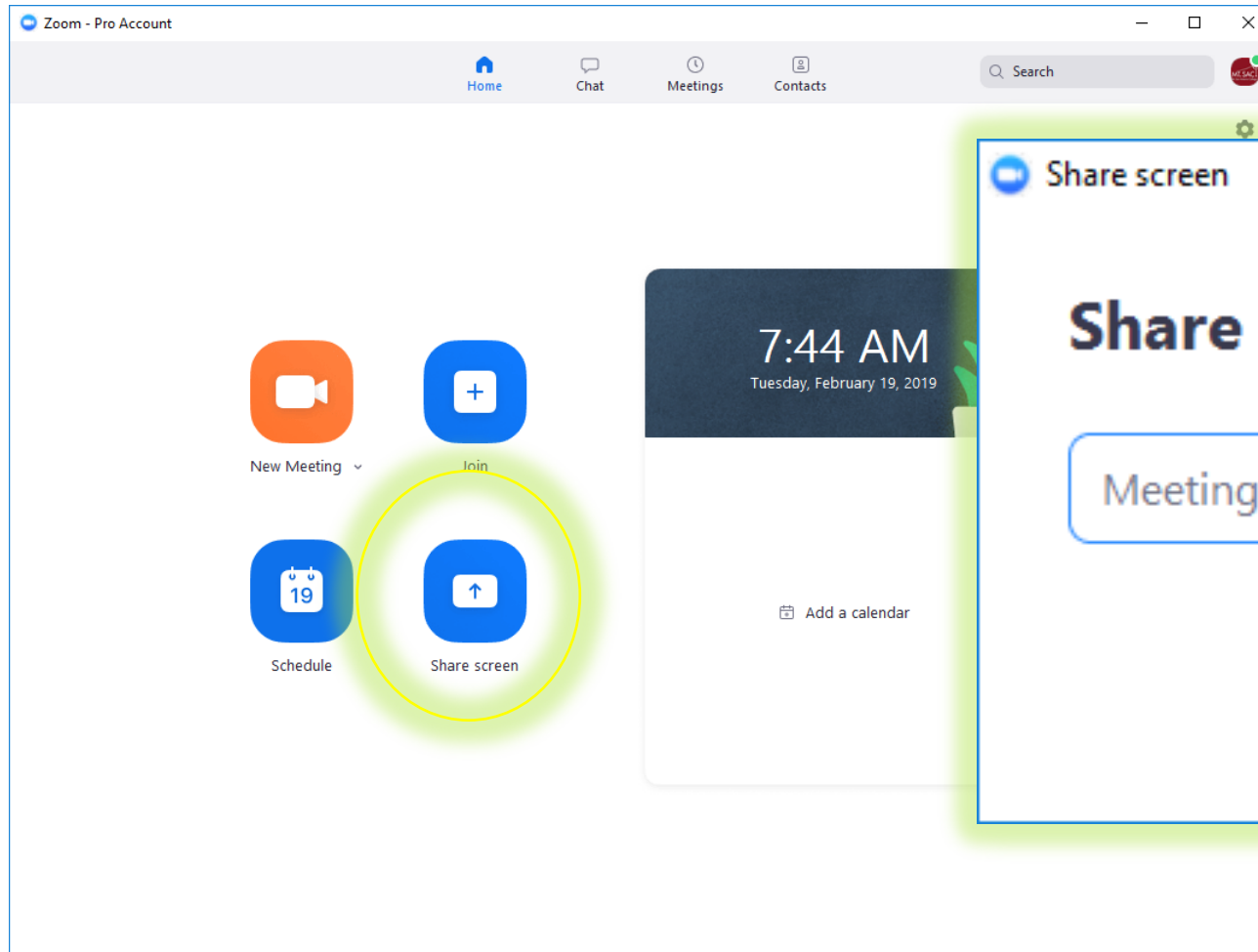


# Running a New Meeting in Zoom





# Running a New Meeting in Zoom



# Running a Meeting in Zoom

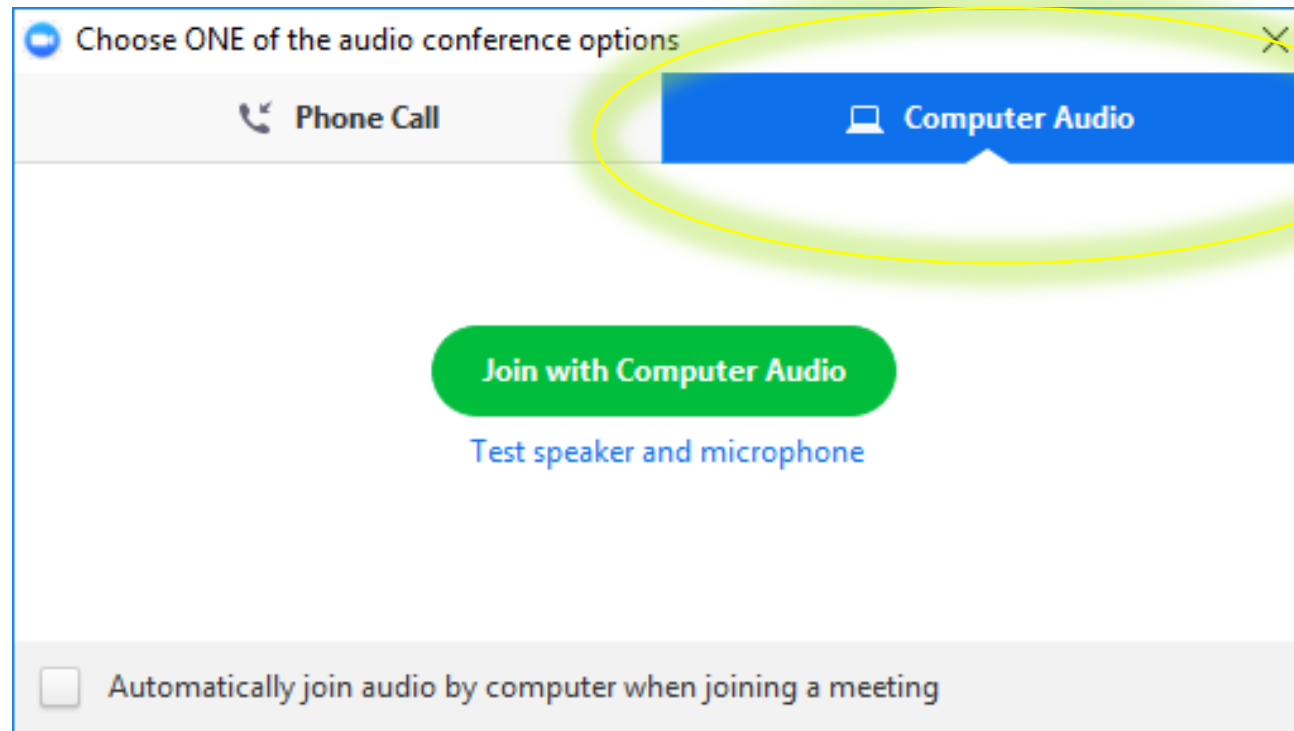
The screenshot displays a Zoom meeting window with a dark background. At the top left, the text reads "Zoom Participant ID: 39 Meeting ID: 760-656-858". In the top right corner, there are window control icons and a button labeled "Enter Full Screen".

In the center of the screen, a dialog box titled "Choose ONE of the audio conference options" is open. It features two tabs: "Phone Call" and "Computer Audio", with "Computer Audio" selected. The dialog contains a prominent green button labeled "Join with Computer Audio" and a blue link labeled "Test speaker and microphone". At the bottom of the dialog, there is a checkbox labeled "Automatically join audio by computer when joining a meeting", which is currently unchecked.

At the bottom of the Zoom window, a toolbar is visible. From left to right, it includes: "Join Audio" (with a headset icon), "Start Video" (with a video camera icon), "Invite" (with a person icon), "Manage Participants" (with a group of people icon and a "1" next to it), "Share" (with a green screen icon), "Chat" (with a speech bubble icon), and "Closed Caption" (with a "CC" icon). A red "End Meeting" button is located in the bottom right corner.

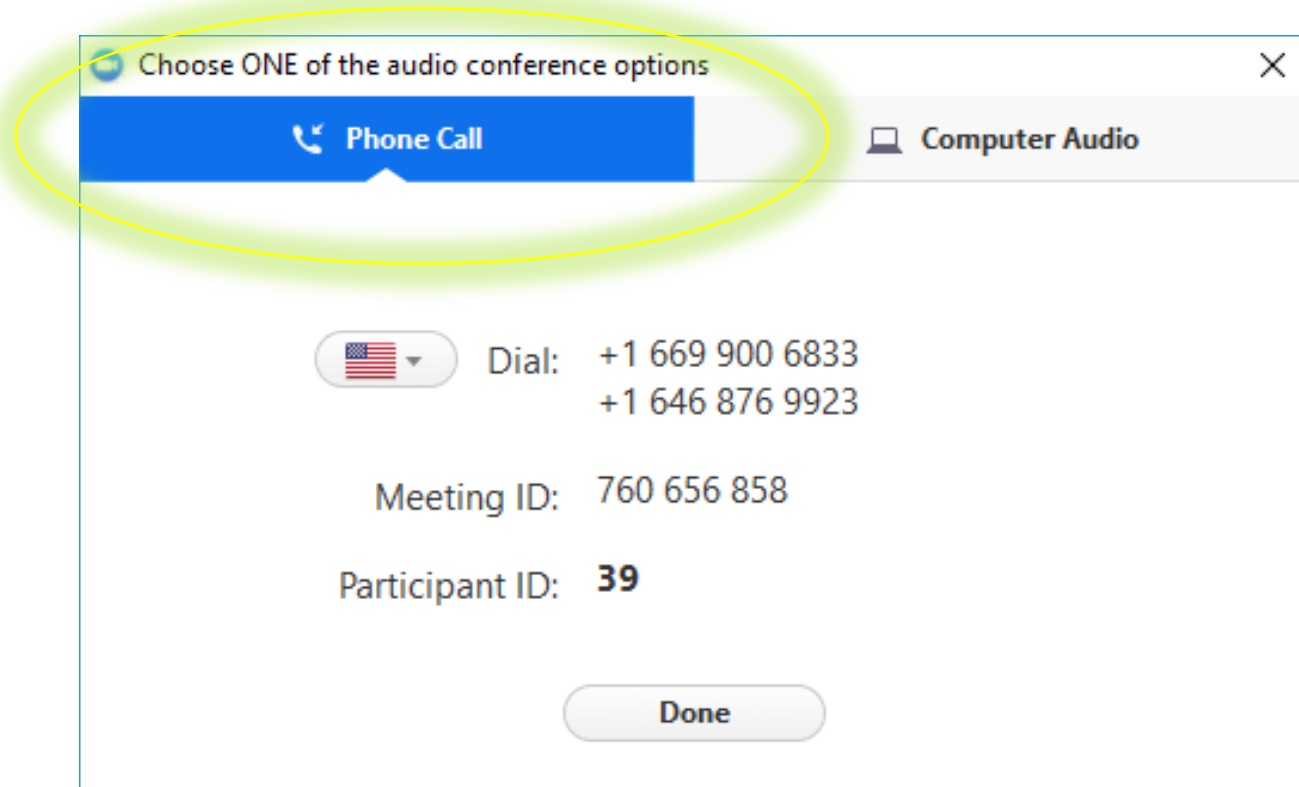
A small tooltip box is positioned above the "Invite" button, containing the text "Click to invite participants".

# Running a Meeting in Zoom

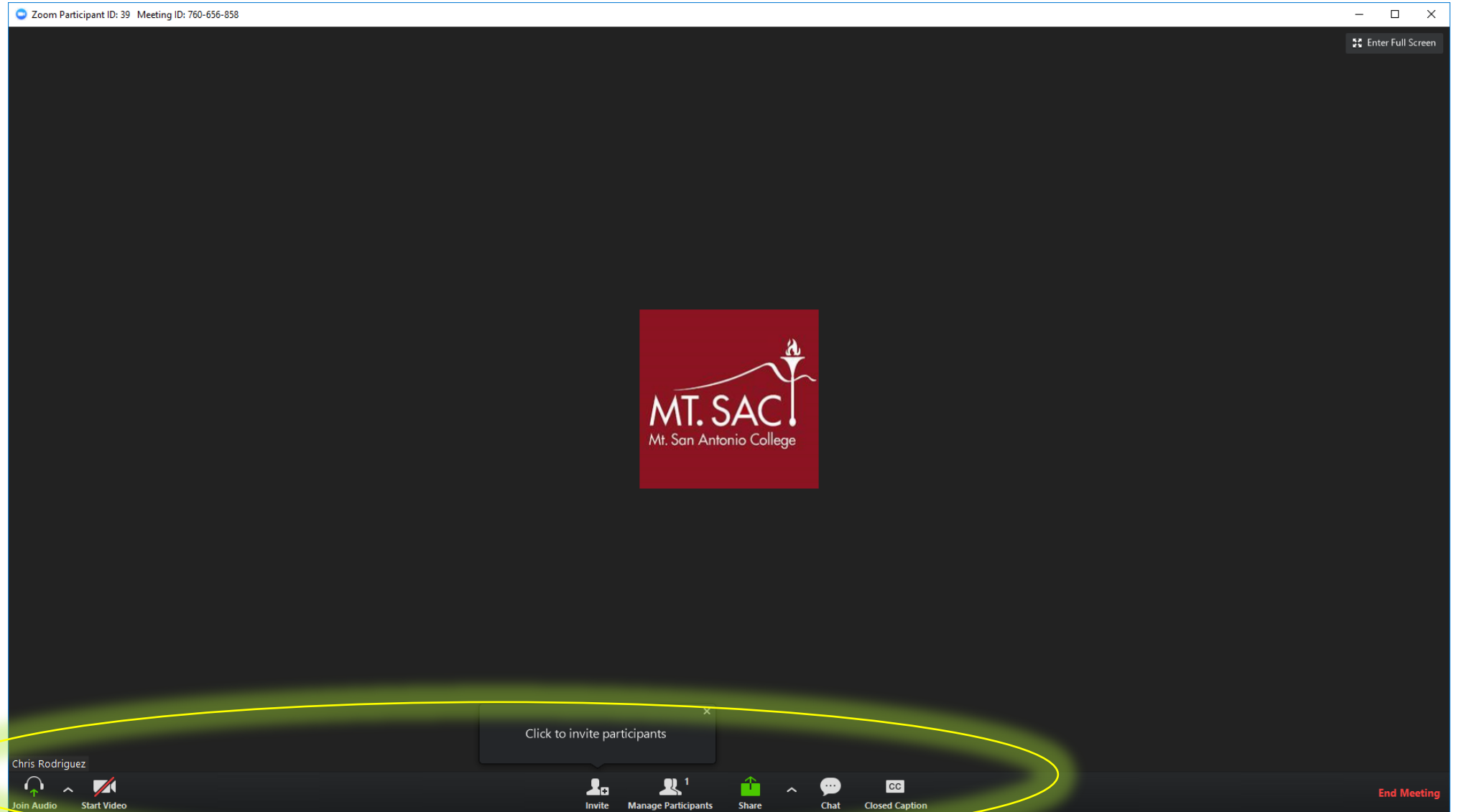




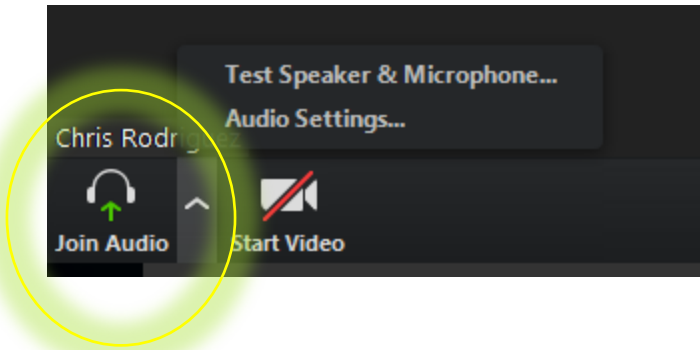
# Running a Meeting in Zoom



# Running a Meeting in Zoom

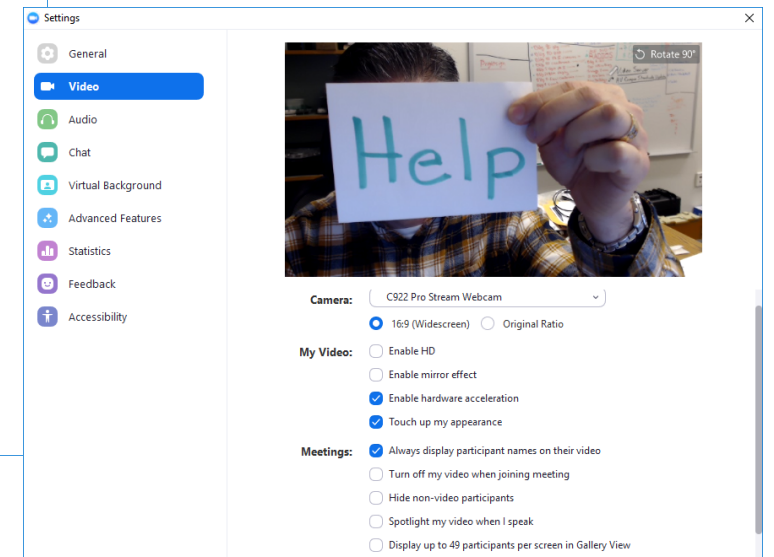
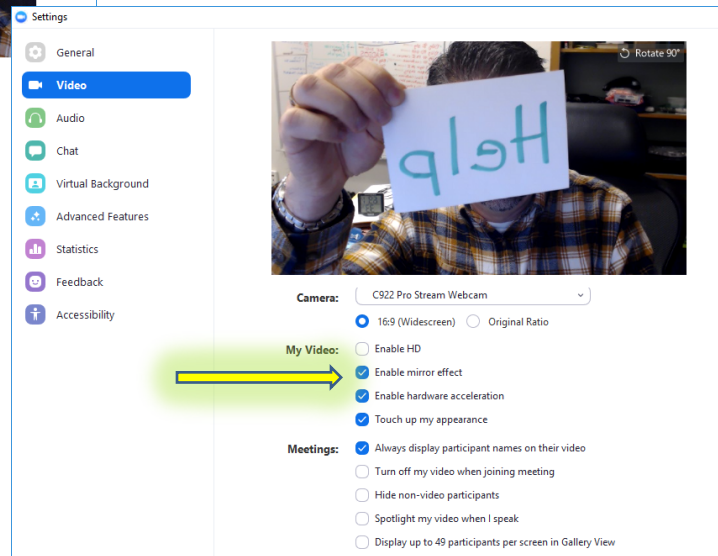
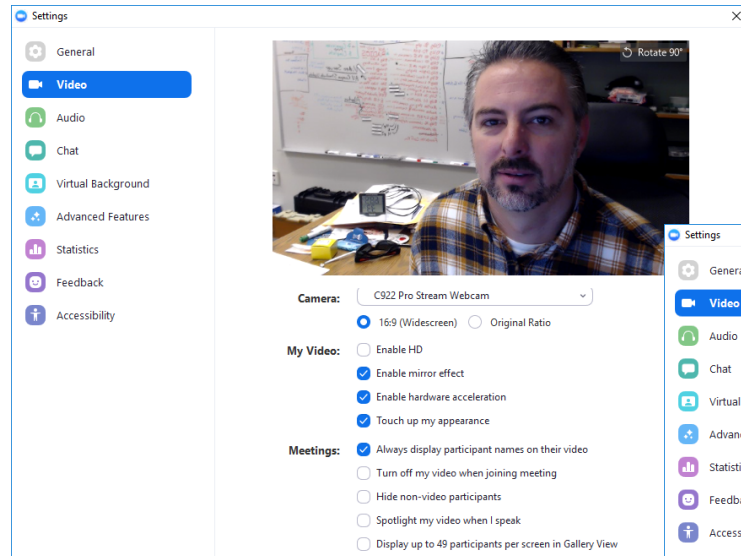
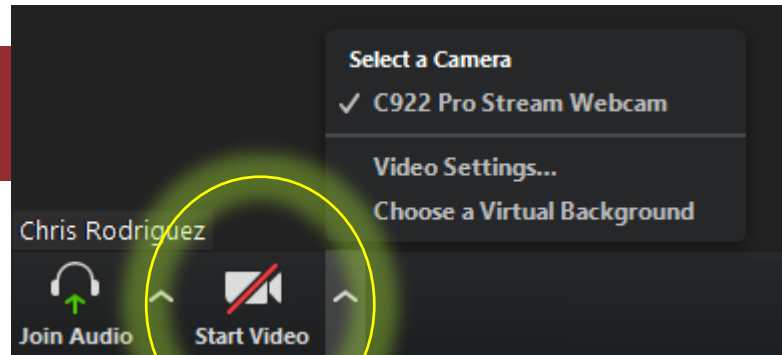


# Running a Meeting in Zoom

A screenshot of the Zoom Settings window, specifically the Audio settings page. The window title is 'Settings'. On the left is a sidebar with various settings categories: General, Video, Audio (highlighted in blue), Chat, Virtual Background, Advanced Features, Statistics, Feedback, and Accessibility. The main content area is divided into two sections: 'Speaker' and 'Microphone'.  
**Speaker** section:  
- Test Speaker: Test Speaker  
- Device: Speakers (Conexant ISST Audio) (dropdown menu)  
- Output Level: [Progress bar]  
- Volume: [Volume slider]  
**Microphone** section:  
- Test Mic: Test Mic  
- Device: Internal Microphone (Conexant ISST Ai) (dropdown menu)  
- Input Level: [Progress bar]  
- Volume: [Volume slider]  
-  Automatically adjust volume  
  
At the bottom, there are four checkboxes:  
-  Automatically join audio by computer when joining a meeting  
-  Always mute microphone when joining meeting  
-  Press and hold SPACE key to temporarily unmute yourself  
-  Enable audio device feature synchronization




# Running a Meeting in Zoom



# Invite

Zoom Participant ID: 39 Meeting ID: 760-656-858

Enter Full Screen



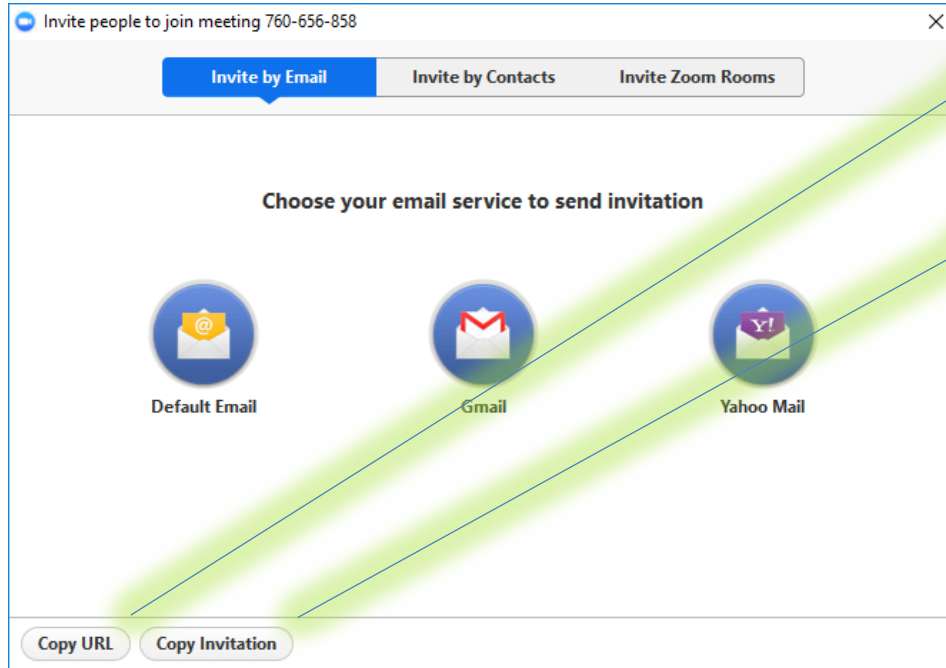
Click to invite participants

Chris Rodriguez

Join Audio Start Video Invite Manage Participants Share Chat Closed Caption End Meeting

Detailed description: This image shows a Zoom meeting interface. At the top, a dark red banner contains the word 'Invite' in white. The main window displays a Zoom meeting with a black background. In the center, there is a red square logo for 'MT. SAC Mt. San Antonio College'. At the bottom, a dark grey toolbar contains various icons: 'Join Audio', 'Start Video', 'Invite' (highlighted with a yellow circle), 'Manage Participants', 'Share', 'Chat', and 'Closed Caption'. A tooltip above the 'Invite' icon says 'Click to invite participants'. The name 'Chris Rodriguez' is visible in the bottom left corner. The 'End Meeting' button is in the bottom right corner.

# 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/760656858> Or iPhone one-tap (US Toll): +16699006833,760656858# or +16468769923,760656858#

Or Telephone:

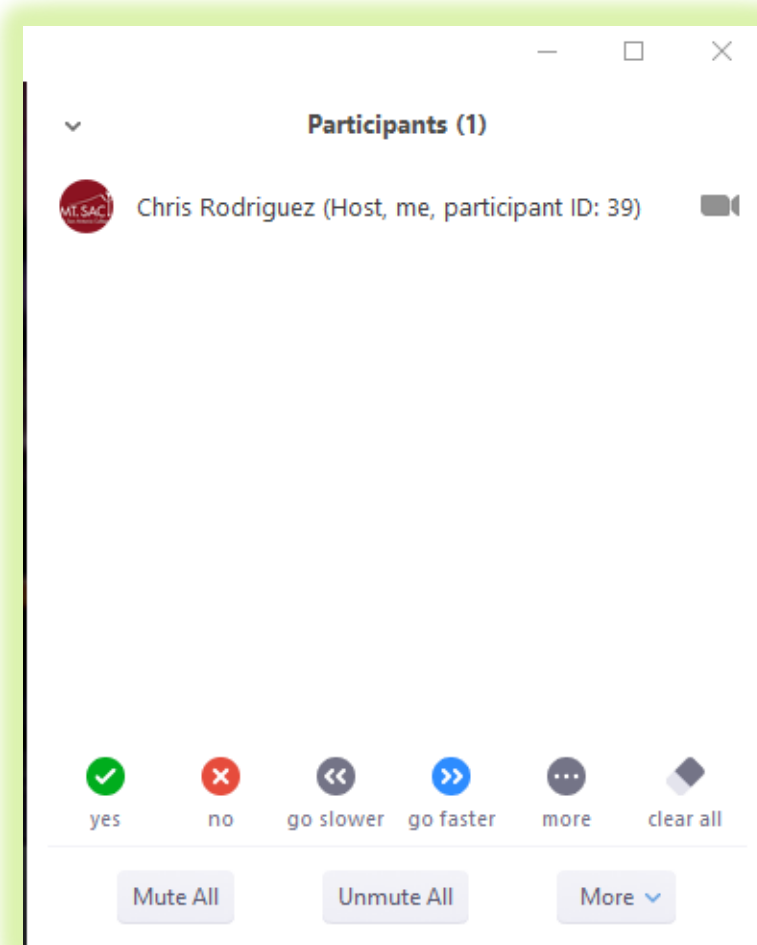
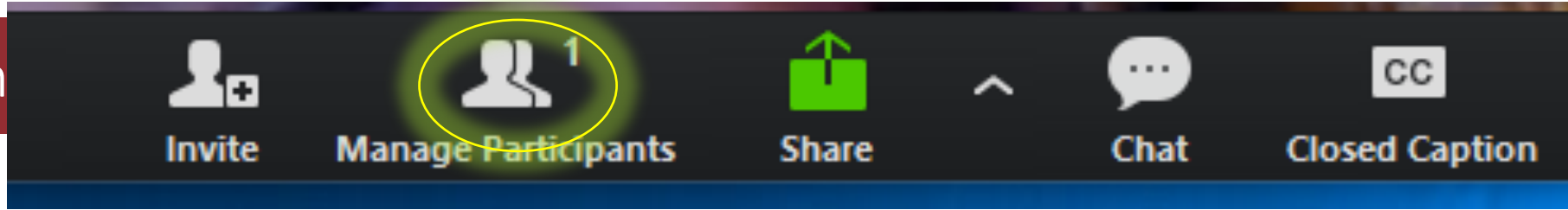
Dial:

+1 669 900 6833 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 760 656 858 International numbers available:  
<https://zoom.us/j/abNqgAcWb0> Or Skype for Business (Lync):  
[SIP:760656858@lync.zoom.us](https://zoom.us/j/abNqgAcWb0)

Running





Run

1

Zoom Participant ID: 39 Meeting ID: 760-636-838

Enter Full Screen

Select a window or 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

7:54 AM 2/19/2019

Rur



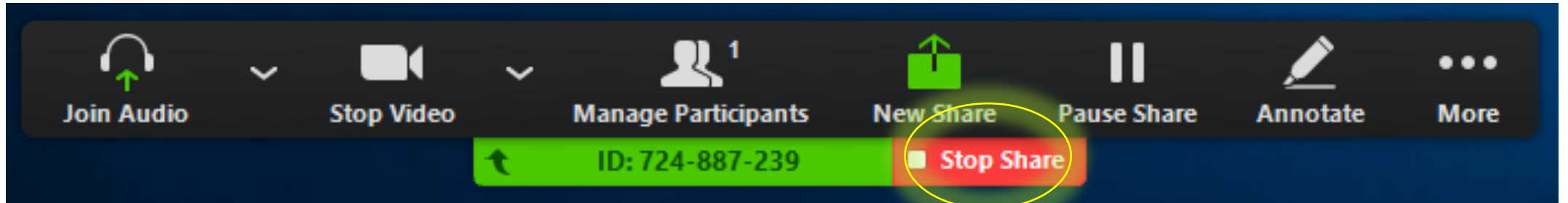
Zoom

- Firefox
- Q-SYS Designer 7.0
- bldg 8 20180719\_2....
- Project Jan 07, 2019 01 11
- External Contr...
- SI 2018
- Nikon Transfer 2
- SketchUp 2018
- Style Builder 2018
- Manageme... Leadership
- Recycle Bin
- JBL VRX JBLVRXLAC v1.0
- Q-SYS Designer 6.1
- marquee punch list
- NewProject...
- 3D Vision Photo Viewer
- 1
- JBL Ceiling Speaker Co...
- TX-1000 Editor
- Tech Services Birthdays - ...
- Amplifier Navigator-2...
- Q-SYS Designer 7.1
- Verizon Mobile B...
- NewProject
- Microsoft Teams
- LayOut 2018
- Q-SYS Designer 5.4
- BrightSign Player Con...
- Skype TX
- Maintenance 2-2018
- JBL CBT JBLGBT
- bldg 8 20180719
- john casper substitute ...
- Room projector grid
- Skype for Business 2016
- Navisworks Freedom ...
- Picture Contr...
- bldg 8 20180719\_2....
- locaiton test
- Q-SYS Designer 6.2
- Nikon Capture NX-D
- Skype
- CIO Pathwa...
- ViewNX-i
- Bldg10Tech Booth 180326
- Autodesk Desktop App
- Launch MacroWor...
- EASE Focus 3
- Bldg10Tech Booth
- SMP300 Series

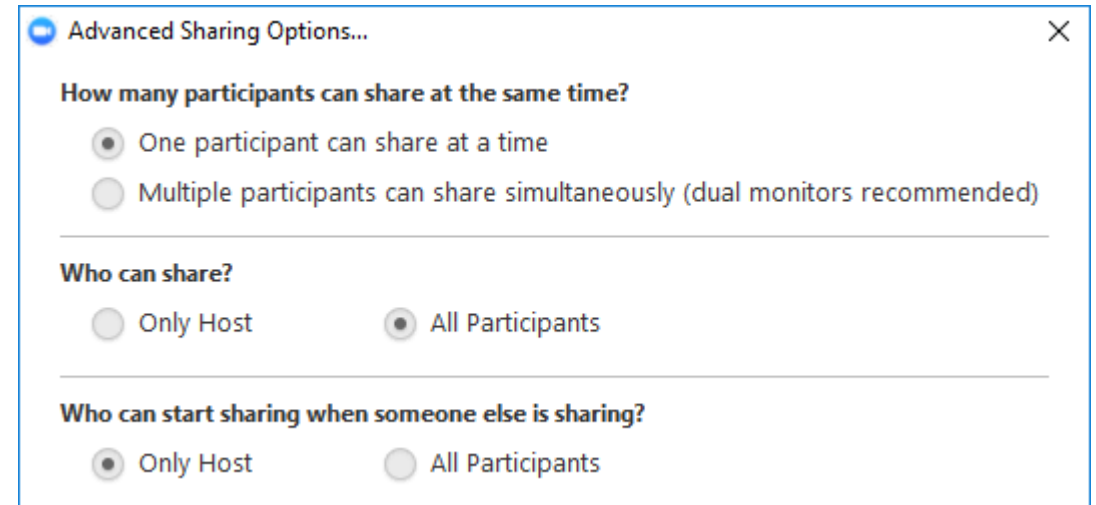
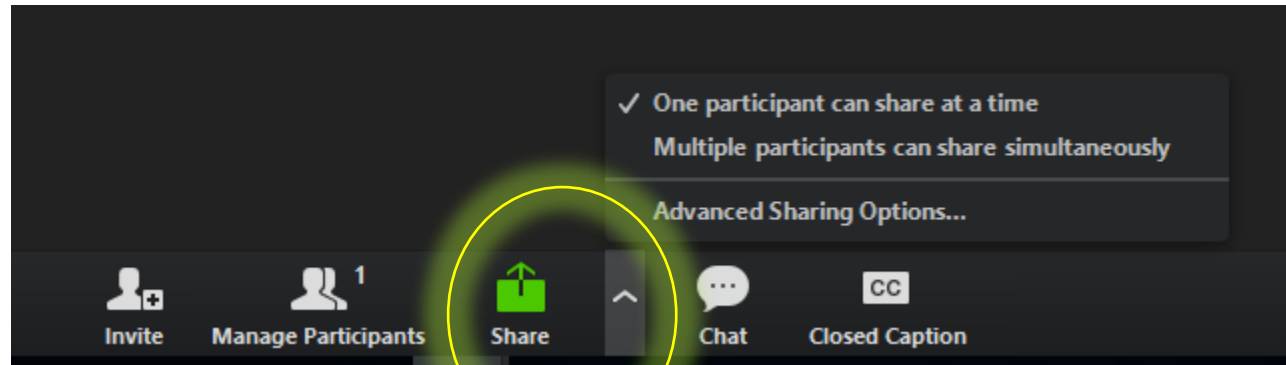
Join Audio
 Start Video
 Manage Participants
 New Share
 Pause Share
 Annotate
 More

ID: 760-656-858 Stop Share

# Running a Meeting in Zoom



# Running a Meeting in Zoom





Runn

Zoom Meeting Control Bar

- Invite
- Manage Participants <sup>1</sup>
- Share
- Chat (highlighted with a yellow circle)
- 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

To: Everyone

Type

Everyone

To: Everyone

Type message here...

More

- Save chat
- Share file in meeting
- Allow attendees to chat with:
  - Host only
  - Everyone (checked)

To: Everyone

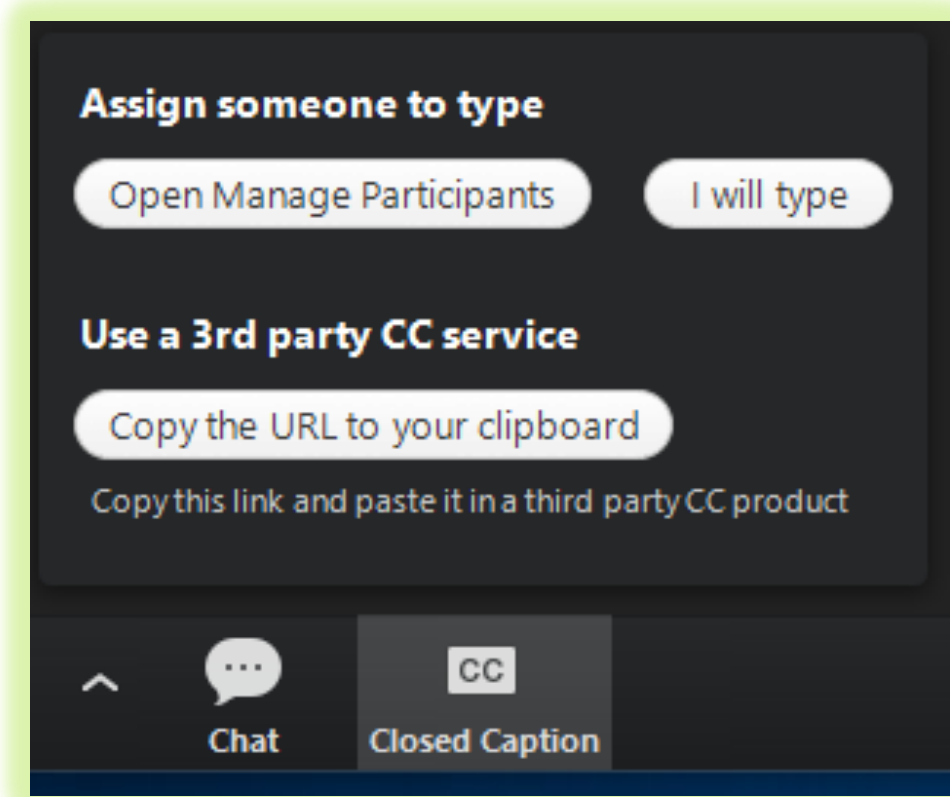
Type message here...

More

Runnin



The image shows a dark-themed Zoom meeting toolbar. From left to right, the items are: 'Invite' with a person icon and a plus sign; 'Manage Participants' with a person icon and a '1' above it; 'Share' with a green screen icon; an upward arrow icon; 'Chat' with a speech bubble icon; and 'Closed Caption' with a 'CC' icon. The 'Closed Caption' icon and its label are circled in yellow.




The image shows the 'Closed Caption' menu in Zoom. It has a dark background and a light green glow. The menu is divided into two sections. The first section is titled 'Assign someone to type' and contains two buttons: 'Open Manage Participants' and 'I will type'. The second section is titled 'Use a 3rd party CC service' and contains one button: 'Copy the URL to your clipboard'. Below this button is the text 'Copy this link and paste it in a third party CC product'. At the bottom of the menu, there is a navigation bar with three items: an upward arrow icon, 'Chat' with a speech bubble icon, and 'Closed Caption' with a 'CC' icon.

# Ending a meeting

Zoom Participant ID: 39 Meeting ID: 760-656-858

Enter Full Screen



Chris Rodriguez

Join Audio Start Video Invite Share More

**End Meeting**

End Meeting or Leave Meeting?

To keep this meeting running, please assign a Host before you click Leave Meeting.

I'd like to give feedback to Zoom

End Meeting for All Leave Meeting Cancel

# Settings

The image shows a screenshot of the Zoom Settings application window. The window title is "Settings" and it has a close button in the top right corner. On the left side, there is a vertical navigation menu with the following items: General (selected), Video, Audio, Chat, Virtual Background, Recording, Advanced Features, Statistics, Feedback, and Accessibility. The main content area is divided into two sections: "Application" and "Content Sharing".

**Application**

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

**Content Sharing**

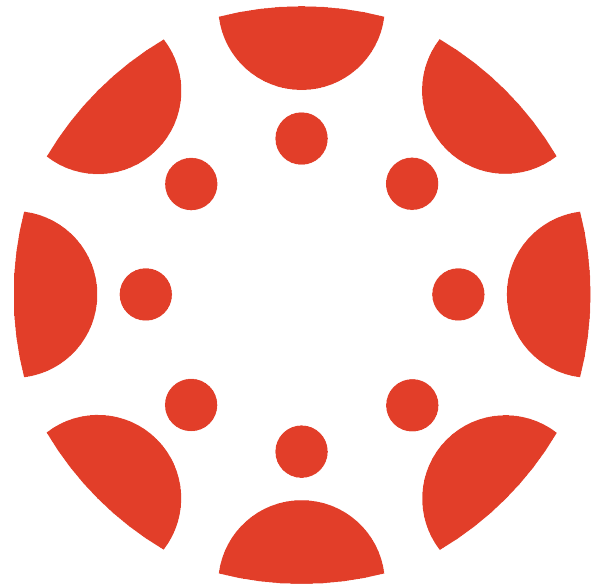
- Use dual monitors
- Enter full screen automatically when starting or joining a meeting
- Enter full screen automatically when viewing screen shared by others
- Maximize Zoom window automatically when viewing screen shared by others
- Scale to fit my Zoom window when viewing screen shared by others
- 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  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!

Home

Announcements

Syllabus

Modules

Assignments

Discussions

Grades

People

Outcomes

Conferences

Collaborations

Quizzes

Files

Pages

**Settings**

Course Details Sections **Navigation** Apps Feature Options

Drag and drop items to reorder them in the course navigation.

Home	
Announcements	⋮
Syllabus	⋮
Modules	⋮
Assignments	⋮
Discussions	⋮
Grades	⋮
People	⋮
Outcomes	⋮
Conferences	⋮
Collaborations	⋮

Drag items here to hide them from students.  
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

NetTutor	⋮	
Quizzes	⋮	
ConferZoom	⋮	+ Enable
Files	⋮	⇅ Move
Pages	⋮	

## 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" button at the bottom of the page

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



Sandbox

Home

Attendance

Announcements

Syllabus

Conferences

**ConferZoom**

Assignments

Modules

Grades

Discussions

People

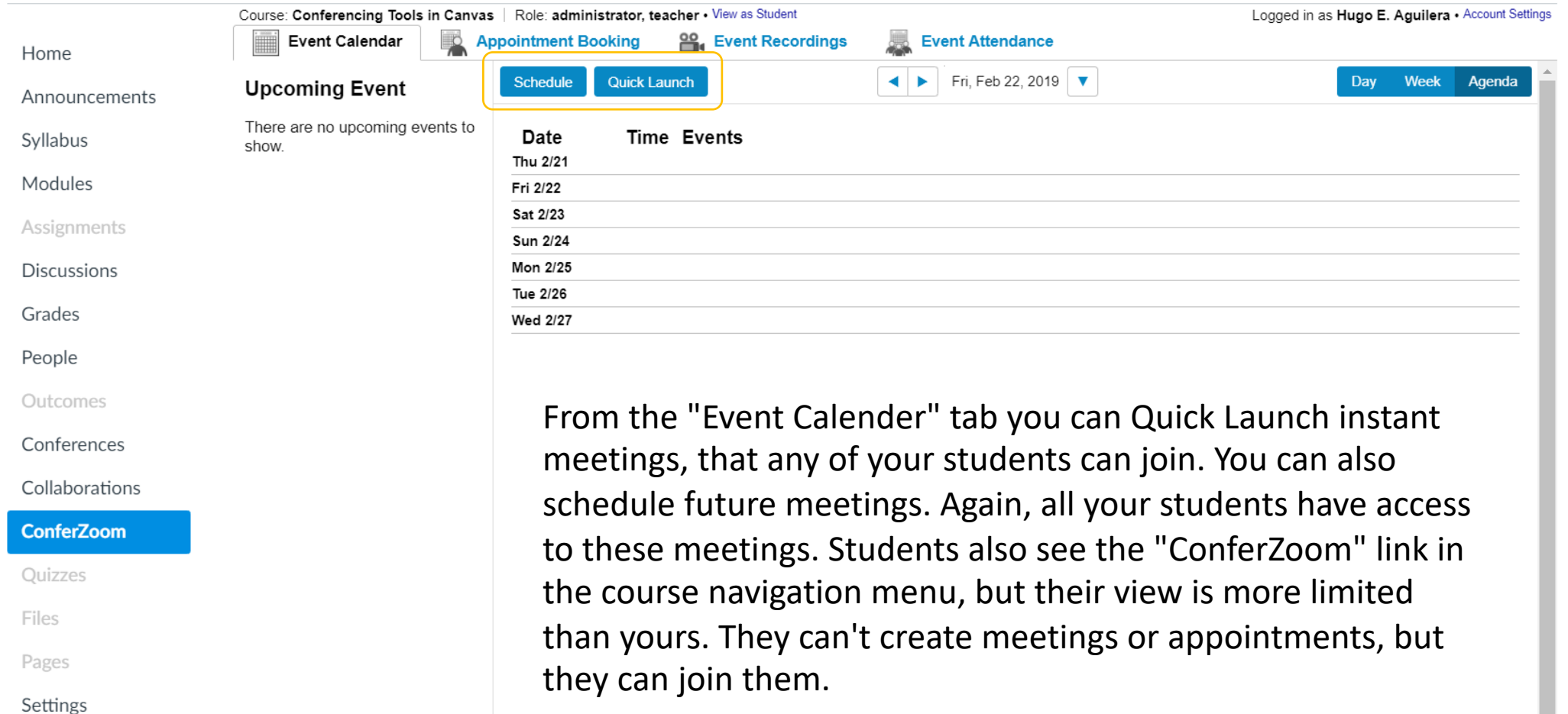
NetTutor

Pearson

Secure Exam Proctor

# Using ConferZoom: Canvas

The ConferZoom interface within Canvas looks like this...



Course: Conferencing Tools in Canvas | Role: administrator, teacher • View as Student | Logged in as Hugo E. Aguilera • Account Settings

Home | Announcements | Syllabus | Modules | Assignments | Discussions | Grades | People | Outcomes | Conferences | Collaborations | **ConferZoom** | Quizzes | Files | Pages | Settings

Event Calendar | Appointment Booking | Event Recordings | Event Attendance

**Upcoming Event**

There are no upcoming events to show.

Schedule | Quick Launch

◀ ▶ Fri, Feb 22, 2019 ▾ Day Week Agenda

Date	Time	Events
Thu 2/21		
Fri 2/22		
Sat 2/23		
Sun 2/24		
Mon 2/25		
Tue 2/26		
Wed 2/27		

From the "Event Calendar" 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

Course: **Gradebook LITE** | Role: administrator, teacher • [View as Student](#) | Logged in as **Hugo E. Aguilera** • [Account Settings](#)

[Event Calendar](#) | [Appointment Booking](#) | [Event Recordings](#) | [Event Attendance](#)

**Schedule new event**

[Schedule](#) [Quick Launch](#) | Thu, Feb 21, 2019 | [Day](#) [Week](#) [Agenda](#)

Name\*:   
Description\*:   
Repeat\*:  Single  Daily  Weekly  
Time Zone\*:   
Date\*:   
Time\*:  :  :   
Duration\*:  hours,  minutes  
Hosted By\*:   
Conferencing Account\*:   
[Discard](#) [Save](#)

Date	Time	Events
Thu 2/21	11:20 pm – 12:50 am (2/22)	? <a href="#">Gradebook LITE Event (Unsaved)</a>
Fri 2/22	2:30 pm – 4:00 pm	<a href="#">Gradebook LITE Event (60839)</a>
Sat 2/23		
Sun 2/24		
Mon 2/25		
Tue 2/26		
Wed 2/27		

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.

Course: **Gradebook LITE** | Role: **administrator, teacher** | Logged in as **Hugo E. Aguilera** • [Account Settings](#)

[Event Calendar](#) | **Appointment Booking** | [Event Recordings](#) | [Event Attendance](#)

**Schedule new appointment slots**

Repeat\*:  Single  Daily  **Weekly**

Time Zone\*:

Days\*:  S  M  T  W  **T**  F  S

From Date\*:

To Date\*:

Start Time\*:  :

End Time\*:  :

Slot Duration\*:  hours,  minutes

Breaks between slots\*:  minutes

Conferencing Account\*: Zoom Meetings (9fy9onCPQf637r9dHRWshw)

**My Appointments**

Date	Time	Events
Sun 2/24		
Mon 2/25		
Tue 2/26	7:00 pm – 8:30 pm	<input type="checkbox"/> Appointment Block (60804)
	7:00 pm – 8:30 pm	<input type="checkbox"/> Appointment Block (60840)
Wed 2/27	7:00 pm – 8:30 pm	<input type="checkbox"/> Appointment Block (60841)
Thu 2/28	7:00 pm – 8:30 pm	<input type="checkbox"/> Appointment Block (60805)
	7:00 pm – 8:30 pm	<input type="checkbox"/> Appointment Block (60842)
Fri 3/1		
Sat 3/2		

"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](mailto: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>



## Support

### Confer Tech Support

1-760-744-1150 ext. 1537, 1554

Email - [clientservices@cccconfer.org](mailto:clientservices@cccconfer.org)

Monday - Friday 8AM - 4PM



## After Hours Support

[After Hours Support](#)