



MEMBER & HOST GUIDE

Welcome to **ConferZoom**, a service provided for the California Community Colleges. Use a web camera, text chat, and share desktop screens in collaboration or instruction. Get started with **ConferZoom** today!

This document provides an overview of these topics:

- > [SIGN UP FOR AN ACCOUNT](#)
- > [USING THE WEBSITE PORTAL](#)
- > [USING THE DESKTOP APP](#)
- > [OPTIONS AND SETTINGS MENUS](#)
- > [SCHEDULE AND CONNECT TO MEETINGS](#)
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- > [SCHEDULE MEETINGS](#)
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ConferZoom also connects with **Canvas** and other course management systems, talk to your administrator to learn more about how your college integrates with **ConferZoom**.

Additional support and feature-use documentation is available on our [website home page](#).

SIGN UP FOR AN ACCOUNT

Go to www.conferzoom.org



1. Click the **Sign Up** button and follow the screen prompts.
2. Within minutes after signing up, you will receive an email to complete the account activation process.
3. Your **ConferZoom** account is ready to use!

USING THE WEBSITE PORTAL

The first time you use **ConferZoom**, start from a browser to **Sign In** to access your website portal account page. Navigate to the tabs on the left, then go through each tab to view your choices. Take a few minutes to get familiar with all of the options that are offered in **ConferZoom**. After choosing your preferred settings, most users will rely on the convenience of the **Desktop App** to schedule, join, or host instant meetings.

Profile
Meeting Settings
Meetings
Recordings
Webinars
Account Management
Account Profile
Reports

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**.

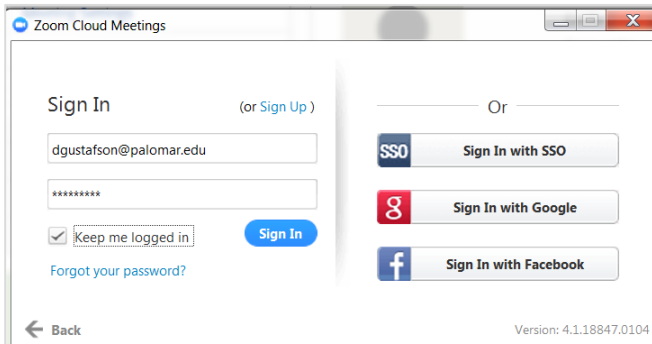
DO NOT click *"unassociate and create your own account"* or you will delete your **ConferZoom** account.

Reports: View meetings, participants, meeting minutes, registration reports, and poll reports from a meeting.

USING 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>

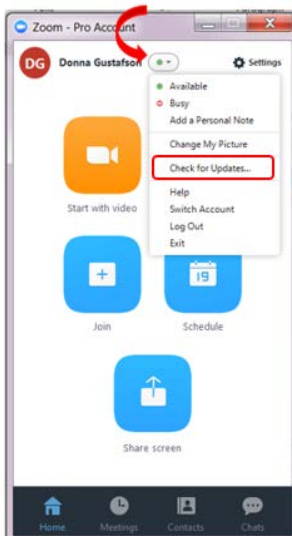
The app makes it easy to join a meeting, schedule a meeting, choose audio/video start-up, and general meeting function behaviors. Pin the Zoom icon to your taskbar for easy access, then click the icon to open the application window and **Sign In**. Mobile users can download the Zoom app from the appropriate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

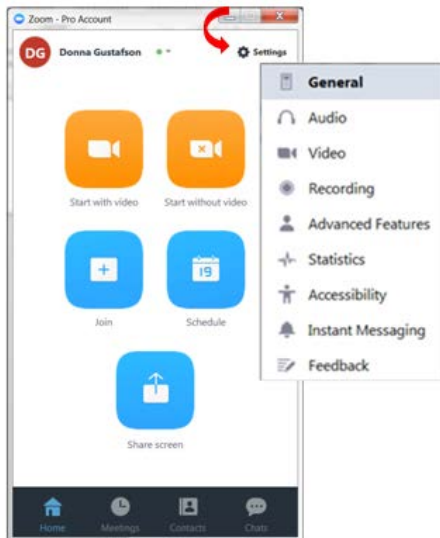
OPTIONS AND SETTINGS MENUS



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, content sharing, and instant message options.

Audio: Configure and test audio.

Video: Configure and test video.

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.

SCHEDULE AND CONNECT TO MEETINGS

There are three options for hosting a meeting: start an **Instant Meeting** (with a unique link), schedule a meeting for specific dates/times (with a unique link), or use your **Personal Meeting ID** (with a persistent link).

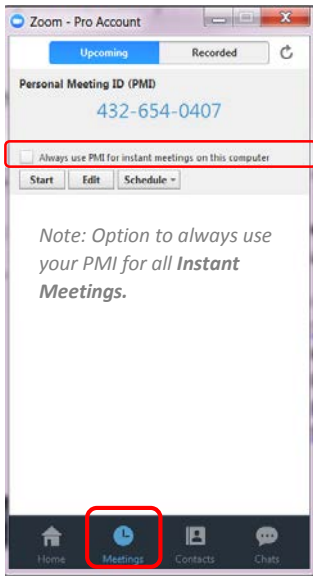
INSTANT MEETINGS



Start an **Instant Meeting** with or without video, then invite participants from within the meeting room.

1. Each **Instant Meeting** is assigned a unique meeting ID and link.
2. Choose to start with or without video.
3. Video can be turned on or off while in a meeting.

PERSONAL MEETING ID (PMI)



A **PMI** is available 24/7 and assigned a persistent meeting ID.

Click the **Meetings** icon on the tool bar to access your **PMI** options.

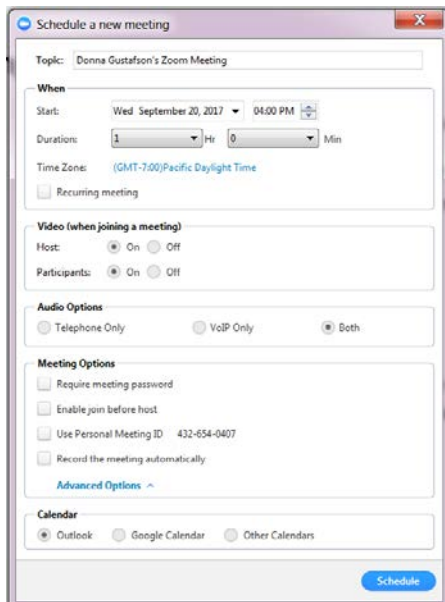
Start: Begin an instant meeting using your **PMI**, then invite participants from within the meeting room.

Edit: Change your **PMI** number, or choose meeting options for the **PMI** room.

Schedule: Invite participants to a meeting in your **PMI** on a specific date/time. Send the invitation through the calendar options, or copy the invitation to email.

*Note: We recommend reserving your **PMI** for meetings with colleagues where you have no concern when they access the link.*

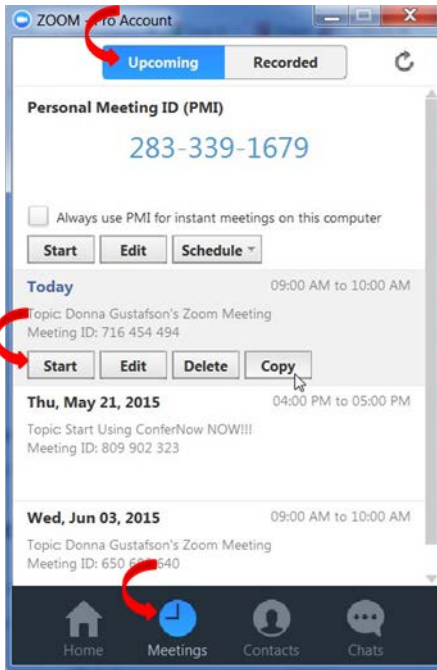
SCHEDULE MEETINGS



Click **Schedule** on the home tab to open the scheduling window.

1. Choose a date, time and duration.
2. Check **Recurring meeting** for ongoing meetings with no end date, assigned the same meeting ID.
3. Select options for this meeting.
4. Choose your calendar for posting and sending invitations.

VIEW UPCOMING MEETINGS



Click **Meetings** on the home tab for **Upcoming** meeting.

Start: Launch the selected meeting room.

Edit: Change meeting details and options.

Delete: Cancel/delete the meeting from your account.

Copy: Copy meeting details and paste in an email to participants.

Note: There is no visible pop-up when you click Copy, open your email or SMS client, then paste. The details will appear in your email or SMS text ready for sending or adding more of your own comments.

JOIN A MEETING AS A PARTICIPANT

When you are invited to join meeting, the email or calendar invitation will contain the meeting link and connection details, or use your desktop app.

Donna Gustafson is inviting you to a scheduled Zoom meeting.

Topic: Donna Gustafson's Zoom Meeting

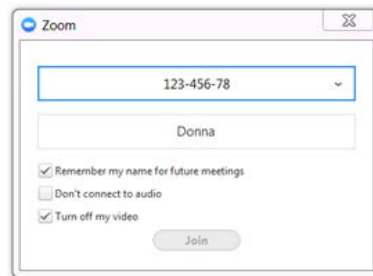
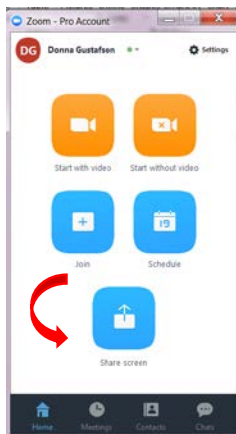
Time: Jun 3, 2015 9:00 AM (GMT-7:00) Pacific Time (US and Canada)

Join from PC, Mac, iOS or Android: <https://cccconfernow.zoom.us/j/12345678>

Or join by phone: +1 (415) 762-9988 or +1 (646) 568-7788 US Toll

Meeting ID: 12345678

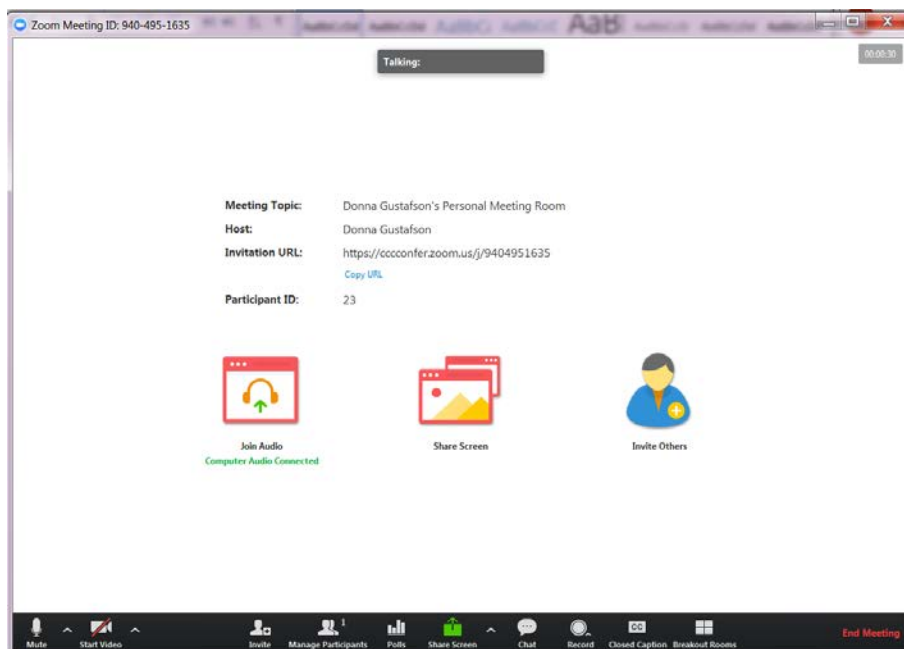
International numbers available: <https://cccconfernow.zoom.us/zoomconference>



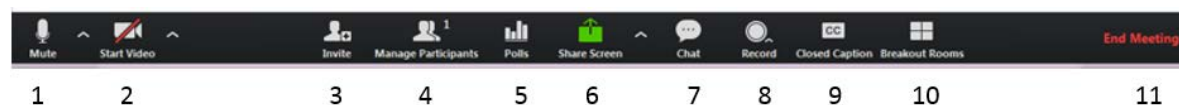
THE MEETING ROOM: TOOLS AND FEATURES OVERVIEW

When you connect to the meeting room, options are available for audio, video, and inviting others to join you. Use the **Session Toolbar** located at the bottom of the screen for other options.

Note: Additional support and feature-use documentation is available on our website home page.



SESSION TOOLBAR



1. **Mute:** Mute or unmute audio: click the ^ for a menu of audio options.
2. **Start Video:** Start/stop video, click the ^ for a menu of video options.
3. **Invite:** Send invites by email, contacts, or Zoom Rooms
4. **Manage Participants:** Open the **Participants** side panel to select options for individuals or the group.
5. **Polls:** create and launch a poll. *
6. **Share Screen:** Launch sharing a desktop or individual applications. Click the ^ for additional options.
7. **Chat:** Send a private or group chat during the session.
8. **Record:** Choose to store the recording on the computer, or to the cloud.
9. **Closed Caption:** Alternative place to assign a captioner, also displays active captions.*
10. **Breakout Rooms:** Create sub-rooms, and assign participants to rooms. *
11. **End Meeting:** Leave the meeting, but allow it to continue, or end the meeting for everyone.

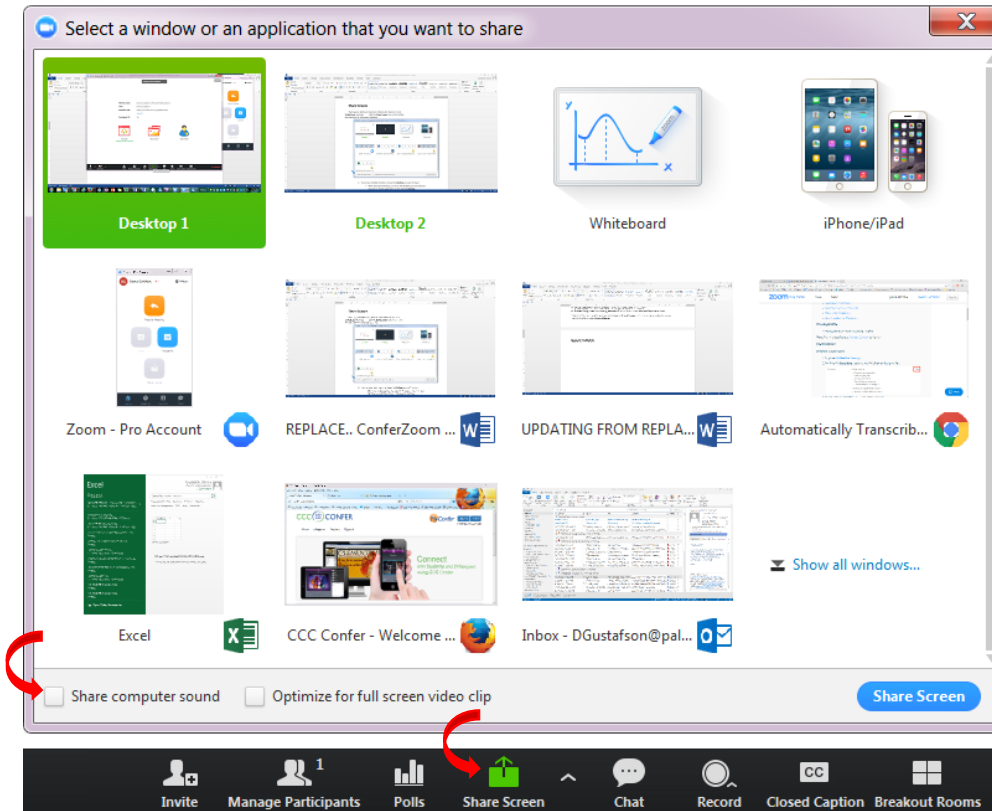
** Features can be enable through **Settings > Advanced Features** on the desktop app, or log into the website portal and enable features in **Meeting Settings**.*

SHARE SCREEN

Collaborate with colleagues while sharing your computer desktop, or specific applications. Click **Share Screen** on the task bar then choose which desktop (entire screen) or open application you want to share.

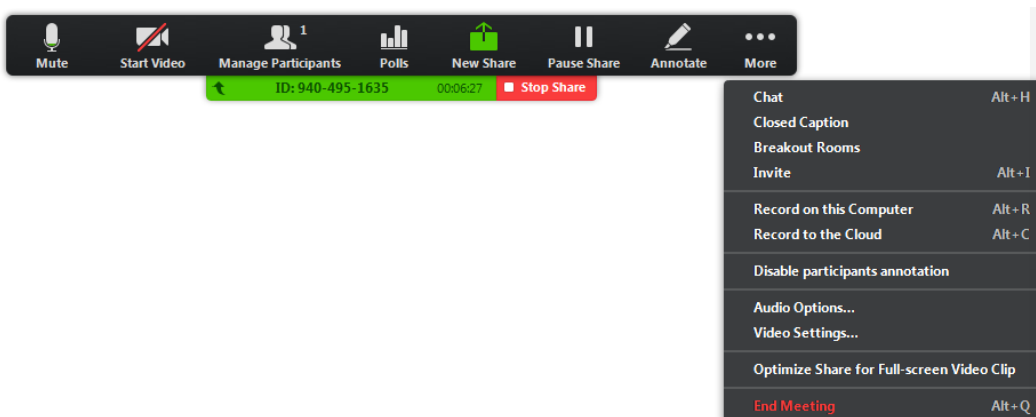
Choosing **Desktop** allows you to navigate to any application; choosing an open application restricts sharing of just that application until you start a **New Share**.

Check **Share computer sound** to play audio from online sources such as YouTube.



ACTIVE SHARING MODE

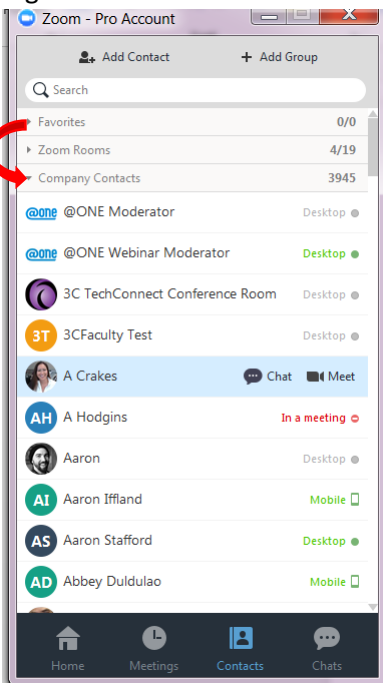
While sharing is active, all options move to a tool bar that appears at the top of the window. Actions represented by the icons can be used while sharing a desktop or application. The **Annotate** icon opens a palette of options for emphasizing and highlighting what you are sharing. The **...More option** opens a menu of additional options.



CONTACTS

View a list of all contacts with **ConferZoom** accounts, create contact groups, initiate a **Chat** (instant message) or start an **Instant Meeting** with your contact. Click **Contacts** on the home tab to get started.

- All **ConferZoom** members appear in the **Company Contacts** section.
- Right click on a name to add them to your **Favorites** section for quick access.



- Create a **Group** to include contacts you regularly interact with to easily chat, meet, and share files. Choose to keep the group private, or public for anyone to join.

