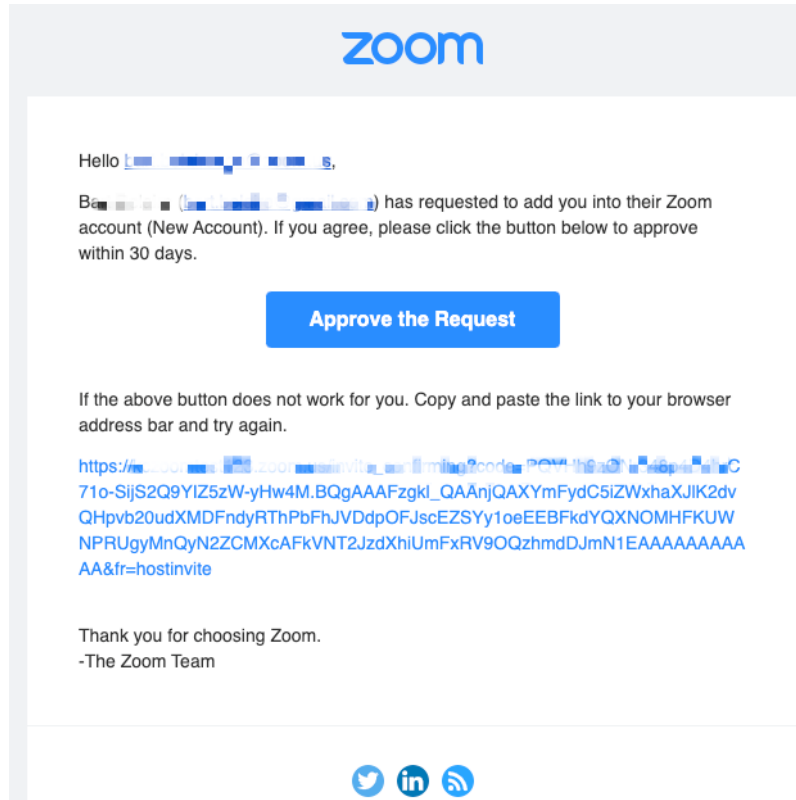


Guide for Zoom Host at your desk

Step 1: Request a ConferZoom account through the IT Service Portal

- After submitting a request and upon approval a link will be sent to your employee email account for activation:



- Once activated, your ConferZoom account is ready to use!

Step 2: : After account activation, you can log in and update your profile.


- Open a web browser like Chrome or Firefox and enter <https://zoom.us/signin> in the address bar and sign into your account.

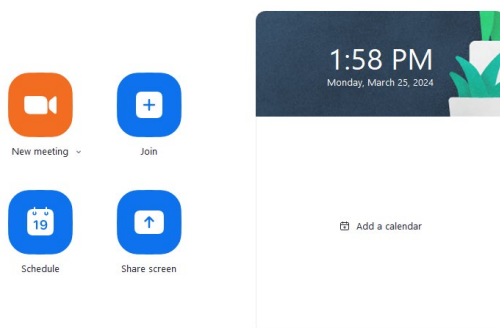
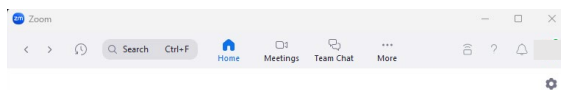
Profile Page

Your profile page can be accessed at any time by signing in from a web browser. Below are the options available on your account.

1. **Personal information**
 - a. Update your personal information; choose defaults in the Meeting Options category and Recording Options for meetings you host.
2. **Meeting information**
3. **Account**
 - a. Identifies ConferZoom as the account owner.
4. **Sign in**
5. **Meetings**
 - a. Upcoming meetings
 - b. Previous meetings
 - c. Personal Room
 - i. Start an instant meeting from your Personal Meeting ID.
 - d. Meeting Templates
 - e. Polls/Quizzes
6. **Report**
 - a. Meeting usage data.

Zoom Desktop Application

The first time you join or host a meeting from your computer, the ConferZoom application downloads to your desktop. Use the app as an easy way to join a meeting, schedule a meeting, choose audio and video start-up, and general meeting feature behaviors. The Zoom icon downloads to your desktop. Click the icon  to open the desktop application.



To Schedule a Meeting



1. Open your Zoom application and click on the Schedule meeting icon
2. Enter the Topic – Meeting name
3. Select what Day and Time for the meeting to start
 - Time Zone is Pacific Time (US and Canada)
 - You can select recurring meetings if you wish
4. Add the Attendees you wish to participate in the meeting
5. Meeting ID
 - Generate Automatically
6. Security
 - Passcode - this allows the attendees to join via a link or passcode
7. Video options
 - Host is set to off
 - Participant is set to off
8. Audio Options
 - Defaults to Both
9. Calendar select Outlook
10. Advanced Options
 - Allow participants to join anytime
11. Add alternative hosts if you wish
12. Then click Save

A screenshot of the Zoom 'Schedule Meeting' dialog box. The window title is 'Schedule meeting'. The form is titled 'Schedule Meeting' and contains the following fields and options:

- Topic:** A text input field containing 'Zoom Meeting'.
- Date & Time:** A date and time selector showing '03/25/2024' at '2:30 PM' to '3:00 PM' on '03/25/2024'.
- Time Zone:** A dropdown menu set to 'Pacific Time (US and Canada)'. Below it is a checkbox for 'Recurring meeting' which is unchecked.
- Attendees:** A text input field with the placeholder 'Email or name'.
- Meeting ID:** Two radio buttons: 'Generate Automatically' (selected) and 'Personal Meeting ID 404 543 5332'.
- Security:** A checked checkbox for 'Passcode' with the value '516395' and a help icon. Below it is the text 'Only users who have the invite link or passcode can join the meeting'. An unchecked checkbox for 'Waiting Room' is also present with the text 'Only users admitted by the host can join the meeting'.
- Video:** A section with several unchecked checkboxes and a 'Save' button.

At the bottom right, there are 'Cancel' and 'Save' buttons.

13. A meeting invite will open in your email and can now enter the invitee's email addresses. This meeting will also appear in your Outlook calendar.

To view the Meeting you created click the Meetings icon

