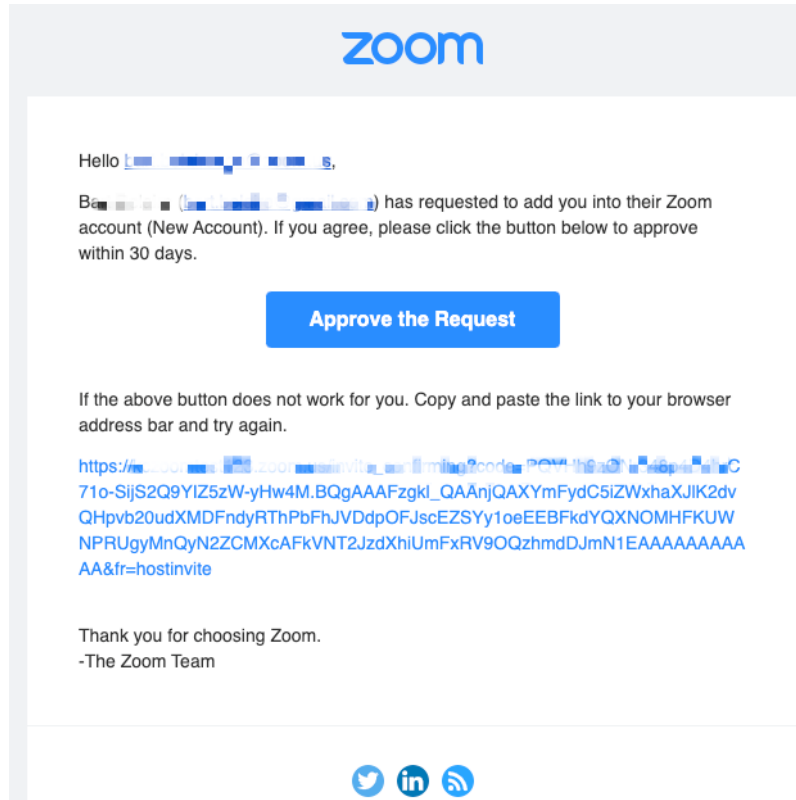# Guide for Zoom Host at your desk

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. User the app as an easy way to join a meeting, schedule a meeting, choose audio an video start-up, and general meeting feature behaviors. The Zoom icon downloads to your desktop. Click the icon to open the desktop application.
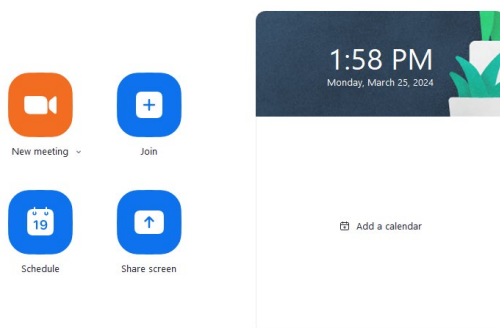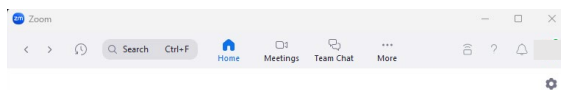
To Schedule a Meeting

Schedule

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

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