

# Guide for Zoom Host at your desk

## **A: You only need to create an account one time.**

1: To create an account go to <http://conferzoom.org/> Click the [Sign up](#) button

A blue rectangular button with the text "Sign Up" in white.

Enter your First Name, Last Name, Email (use your work email @yosemite.edu), Organization, Classification, Title and Phone

2: Within minutes after signing up, you will receive an email to complete the process of account activation.

3: Once activated, your ConferZoom account is ready to use!

## **B: Once your account is active, you can log in and update your profile.**

Open a web browser (IE, Chrome, etc.) and enter <https://cccconfer.zoom.us/signin> in the address bar and sign in to your account.


## **Profile Page**

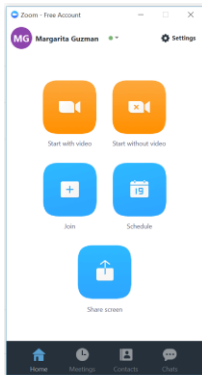
Your profile page can be accessed at any time by signing in from a web browser.

Below are the options available on your profile page for your account.

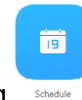
- 1. JOIN A MEETING:** Connects you to a meeting you have been invited to.
- 2. HOST A MEETING:** Starts an instant meeting.
- 3. MyProfile:** Update your personal information; choose defaults in the **Meeting Options** category and **Recording Options** for meetings you host.
- 4. MyMeetings:** Start an instant meeting from your **Personal Meeting ID**. View, edit or delete scheduled meetings, and view **Previous Meetings**.
- 5. MyRecordings:** This feature is not enabled at this time.
- 6. Account Management:** Identifies **ConferZoom** as the account owner. **IMPORTANT: DO NOT check "unassociate your account"**, this step deletes your **ConferZoom** account.
- 7. Report:** Meeting usage data.

## **C: 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.



## **D: To schedule a meeting**



Open your Zoom application and click on Schedule icon meeting

Enter the Topic – Meeting name

Select When Day and time of start of the meeting

Duration- We have a paid subscription from the state therefore, we are not limited to the 40 minute and limited of 3 users. You can have the meeting in increments of 15minutes.

Time Zone is Pacific Time (US and Canada)

You can select recurring meeting if you wish

Video options

Host is set to off

Participant is set to off

Audio Options

Defaults to Both

## Meeting options

Require meeting password –leave unchecked

## Calendar select Outlook

**Topic:** Margarita Guzman's Zoom Meeting

**When**

Start: Tue February 7, 2017 01:00 AM

Duration: 0 Hr 15 Min

Time Zone: (GMT-8:00)Pacific Standard Time

Recurring meeting

**Video (when joining a meeting)**

Host:  On  Off

Participants:  On  Off

**Audio Options**

Telephone Only  VoIP Only  Both

**Meeting Options**

Require meeting password

[Advanced Options](#)

**Calendar**

Outlook  Google Calendar  Other Calendars

[Schedule](#)

A meeting invite is opened in your email and you just need to enter the invitees email address. This meeting will appear in your outlook calendar.

Click on the link on the far right of the screen to view the meeting invitation information.

## Copy Meeting Invitation



Hi there,

Margarita Guzman is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Feb 7, 2017 10:00 AM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/310865414>

Or iPhone one-tap (US Toll): +14086380968,310865414# or +16465588656,310865414#

Or Telephone:

Dial: +1 408 638 0968 (US Toll) or +1 646 558 8656 (US Toll)

Meeting ID: 310 865 414

International numbers available: <https://zoom.us/join?meetingid=310865414>  
m=ynwlfhDOTltpt6sl88Sk6tOl16nYdBy0

Select, copy and paste invitation.

Select All

Cancel

Click on the Select All button and Press Ctrl+C or right click to copy to clipboard

Open an email to your participants and paste the information in the body of the email.