

# Guide for Zoom Host via Web

## **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. You will enter your full email address ([xxxx@yosemite.edu](#)) and password.

## **Profile Page**

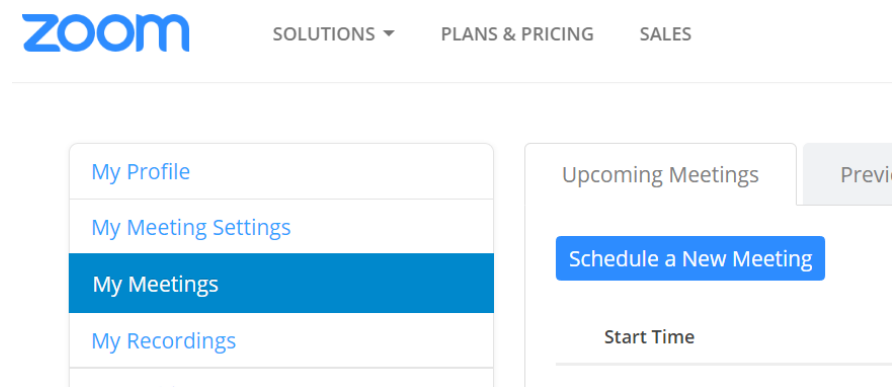
Your profile page can be accessed at any time by signing in from a web browser.

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: To schedule a meeting**

Open a web browser (IE, Chrome, etc.) and enter <https://cccconfer.zoom.us/signin> in the address bar and sign in to your account. Click on My Meetings on the left bar and then Schedule a New meeting



Enter the Topic – Meeting name

Enter Description – optional

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




Enable Join before host – select as this will allow attendees to sign in without you being logging in first

Must participants upon enter – leave unchecked

Use personal meeting ID –leave unchecked

Click Save then the Manage “My Meeting” screen appears

[My Meetings](#) > Manage “My Meeting”

Topic	My Meeting		
Time	Feb 7, 2017 10:00 AM Pacific Time (US and Canada)		
Add to	 Google Calendar	 Outlook Calendar (.ics)	 Yahoo Calendar
Meeting ID	310-865-414		
Join URL:	<a href="https://zoom.us/j/310865414">https://zoom.us/j/310865414</a>		
Video	Host	Off	
	Participant	Off	
Audio	Both		
Meeting Options	<ul style="list-style-type: none"><li><input type="checkbox"/> Require meeting password</li><li><input checked="" type="checkbox"/> Enable join before host</li><li><input type="checkbox"/> Mute participants upon entry <a href="#">Supported versions</a></li><li><input type="checkbox"/> Use Personal Meeting ID 957-833-6453</li></ul>		

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

information. [Copy the invitation](#)

## 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/zoomconference?m=ynwlfhDOTltpt6sl88Sk6tOI16nYdBy0>

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.