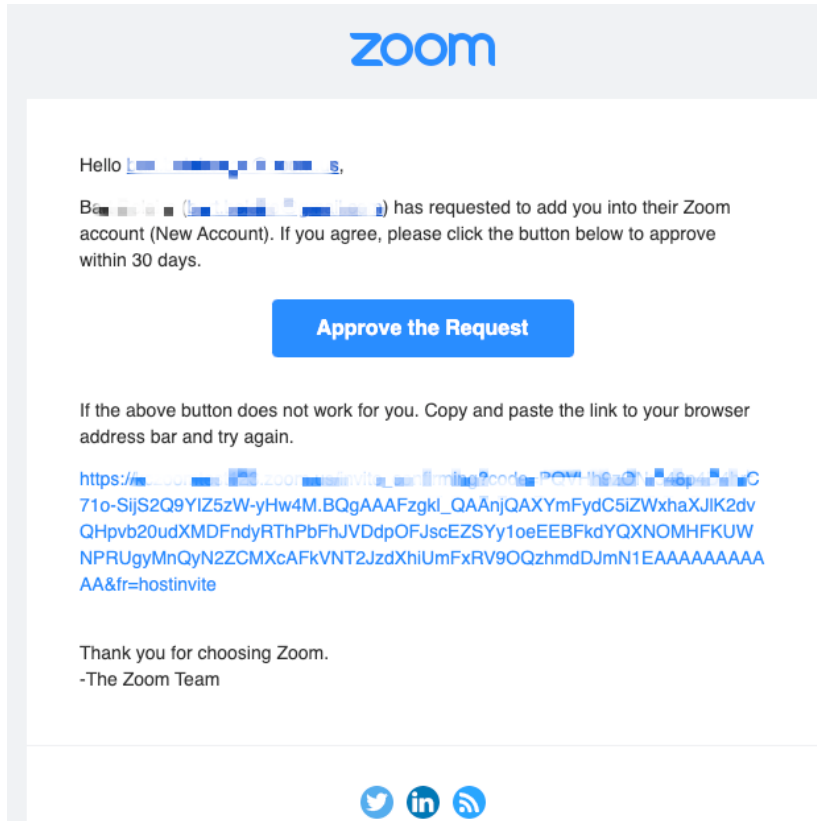# Guide for Zoom Host via Web

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.
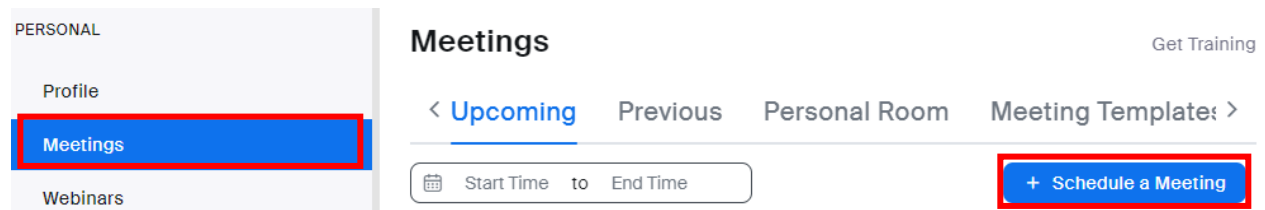
Profile Page

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.

To Schedule a Meeting

Open a web browser like Chrome or Firefox and enter https://cccconfer.zoom.us/signin in the address bar, and sign into your account. Click on My Meetings on the left bar and then Schedule a New 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
4. Duration- We have a paid subscription from the state therefore, we are not limited to 40 minutes only. You can have the meeting in increments of 15 minutes.
   o Time Zone is Pacific Time (US and Canada)
   o You can select recurring meetings if you wish
5. Require meeting password –leave unchecked
6. Options

- o Enable Allow participants to join anytime – this will allow attendees to sign in without you being logged in first
- o Meeting ID –Generate Automatically
7. Video options
    - o Host is set to off
    - o Participant is set to off
8. Audio Options
    - o Defaults to Both
9. Click Save then the Manage "My Meeting" screen appears
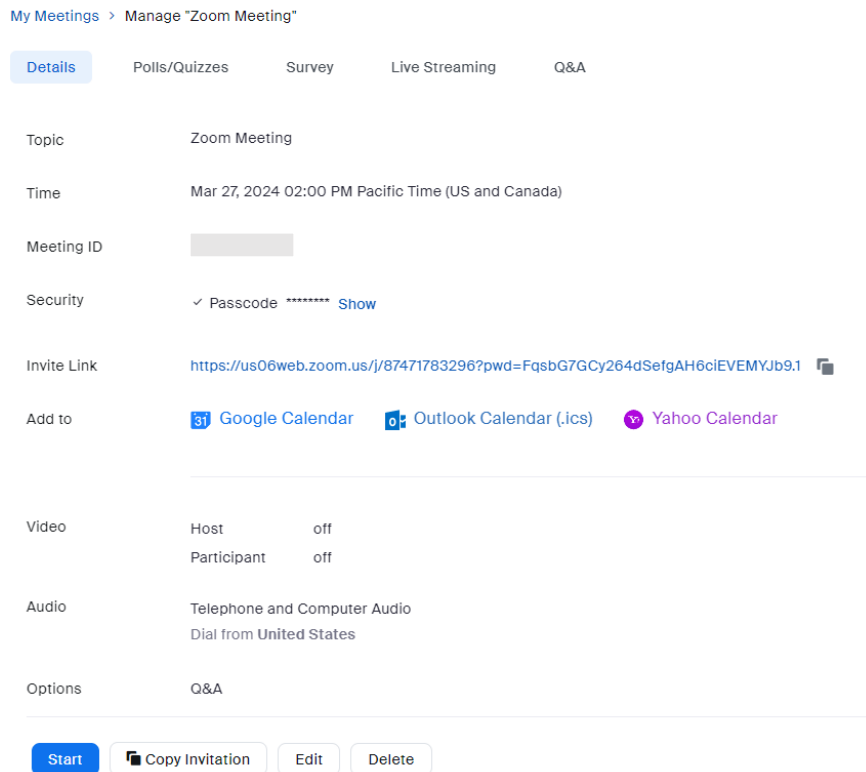
10. Click on Copy Invitation at the bottom of your screen to view the meeting invitation information.
11. Click on Copy Meeting Invitation.
    - o Open an email to your participants and paste the information in the body of the email.