



## MEMBERS GUIDE – HOST GUIDE

Welcome to **ConferZoom**, a service provided for the California Community Colleges. Learn how to create and log into your account, start instant meetings, schedule meetings, and invite participants. Use a web camera, text chat, and share desktop screens in collaboration or instruction. **ConferZoom** also connects with **Canvas** and other course management systems, talk to your administrator!

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## 1. SIGN UP FOR AN ACCOUNT

Go to [www.conferzoom.org](http://www.conferzoom.org)



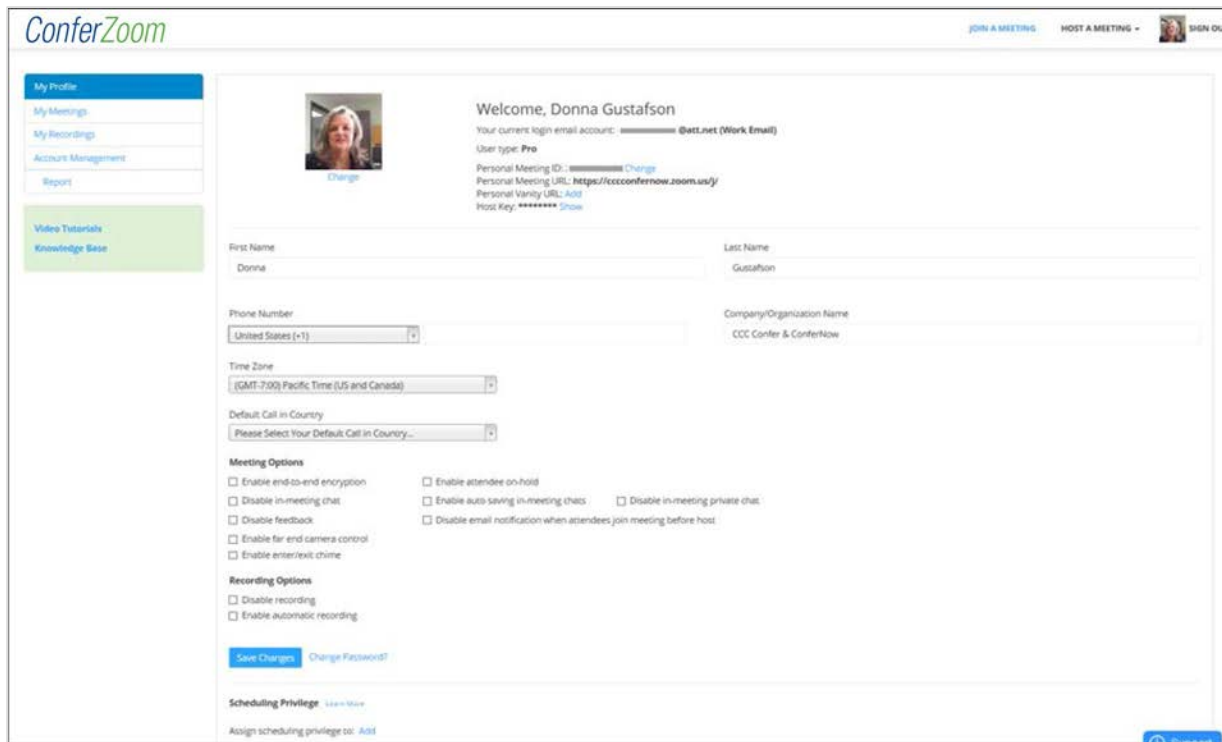
1. Click the **Sign Up** button and follow the screen prompts.
2. Within minutes after signing up, you will receive an email to complete the account activation process.
3. Your **ConferZoom** account is ready to use!

## 2. LOG IN TO YOUR ACCOUNT

After you activate the account, go to a web browser and **Sign In** on the **ConferZoom** home page at [www.conferzoom.org](http://www.conferzoom.org) . Access your profile page where you can choose options, and schedule meetings. Your account can also be accessed from the convenient desktop app, which is explained in this document.

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### 3. YOUR PROFILE PAGE



Your account has the following options:

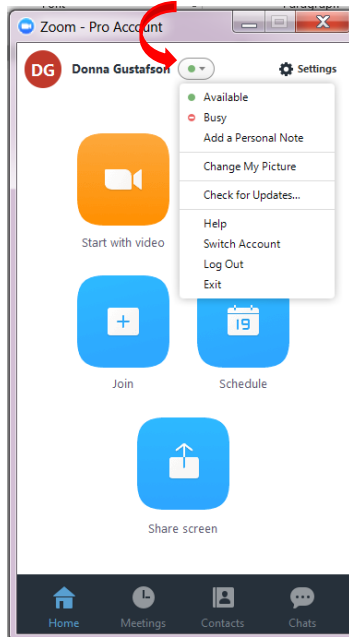
1. **JOIN A MEETING:** Connects you to a meeting you have been invited to.
2. **HOST A MEETING:** Starts an instant meeting.
3. **MyProfile:** Update your personal information, choose defaults in the Meeting Options category and Recording Options for meetings you host.
4. **MyMeetings:** Start an instant 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", it will delete your ConferZoom account.*
7. **Report:** Meeting usage data.

### 4. THE ZOOM DESKTOP APP

The first time you **JOIN** or **HOST** a meeting from your computer, the **ConferZoom** application downloads to your desktop. Or, download the app from <https://zoom.us/download>

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. Pin the Zoom icon to your taskbar for easy access, then click the icon to open the application window and sign in. Note: Mobile users can download the Zoom app from the appropriate app store to host or join a meeting.

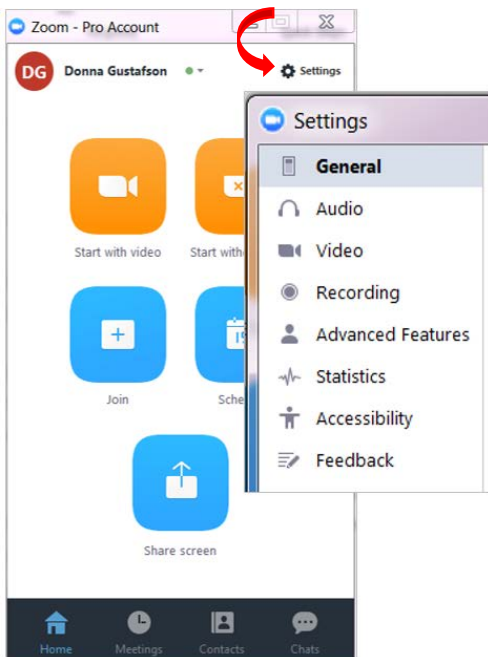
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In the drop-down menu next to your name are several options.

Be sure to select **Check for Updates...** on a regular basis to ensure you have the most up to date features.

## 5. OPTIONS AND SETTINGS MENU



### Open the Settings Menu:

**General:** application, content sharing, and instant message options.

**Audio:** Configure and test audio.

**Video:** Configure and test video.

**Recording:** Choose storage location, manage Cloud recordings.

**Advanced Features:** Enable advanced features, edit your profile

**Statistics:** Overall CPU and memory performance.  
(Other tabs are disabled)

**Accessibility:** Font size and keyboard shortcuts.

**Feedback:** Feedback to Zoom

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## 6. SCHEDULE AND CONNECT TO MEETINGS

There are three options for hosting a meeting: start an instant meeting (with a unique link each time), schedule a meeting for specific dates and times, or use your Personal Meeting ID (an instant meeting with a persistent link, available 24/7).

### Instant Meetings



Start with video

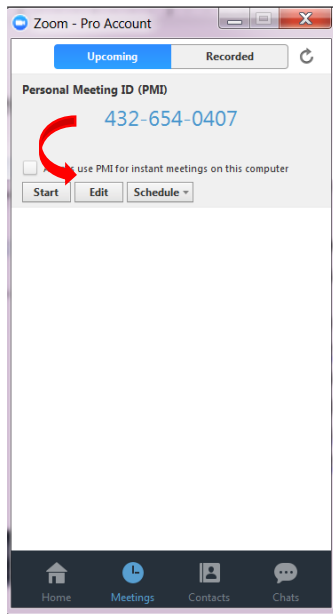
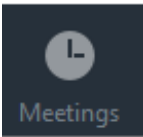


Start without video

Start an instant meeting with or without video.

1. Each meeting is assigned a unique link and Meeting ID.
2. Choose to start with or without video.
3. Video can be turned on or off while in the meeting.

## 7. YOUR PERSONAL MEETING ID



Your 'PMI' is available 24/7 for instant meetings. We recommend using it for impromptu meetings, or schedule a specific time. Remember, anyone you share the link to your PMI will always have access to this room. Click the **Meetings** button on the menu bar.

1. Your PMI ID will not change.
2. **Edit** to change the ID.
3. **Start** to begin an instant meeting with this ID.
4. **Schedule** a time to an Outlook or Google calendar, or copy an invitation details to send out.

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## 8. SCHEDULE MEETINGS



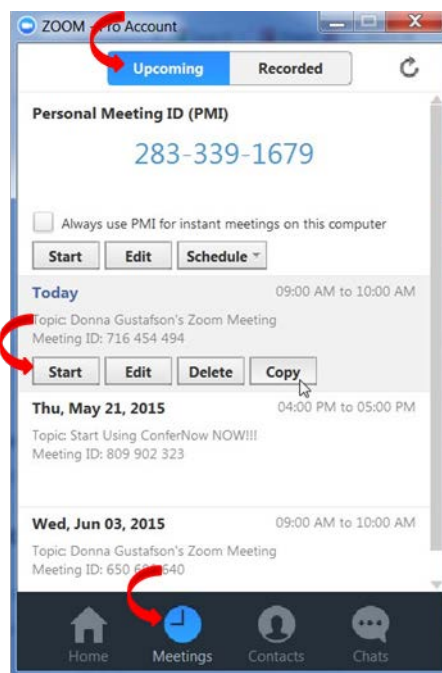
Schedule

Click **Schedule** to open the scheduling window.

1. Choose a date, time and duration.
2. **Recurring meeting** creates an ongoing meeting with no end date, and uses the same url and meeting ID. A great option for ongoing meetings with the same group, and keeps your PMI free for other instant meetings.
3. Select video, audio and other options for this meeting.
4. Choose a calendar where the meeting details can populate.

**Note:** To set options as a default for all meetings, go to Settings > Advanced Features > Enable Advanced Features. This will take you to your account on the web portal, and includes other options not displayed in the desktop app.

## 9. VIEW UPCOMING MEETINGS



Click **Meetings** on the desktop app to view what you have scheduled, and to make changes. The **Upcoming** tab displays the options to:

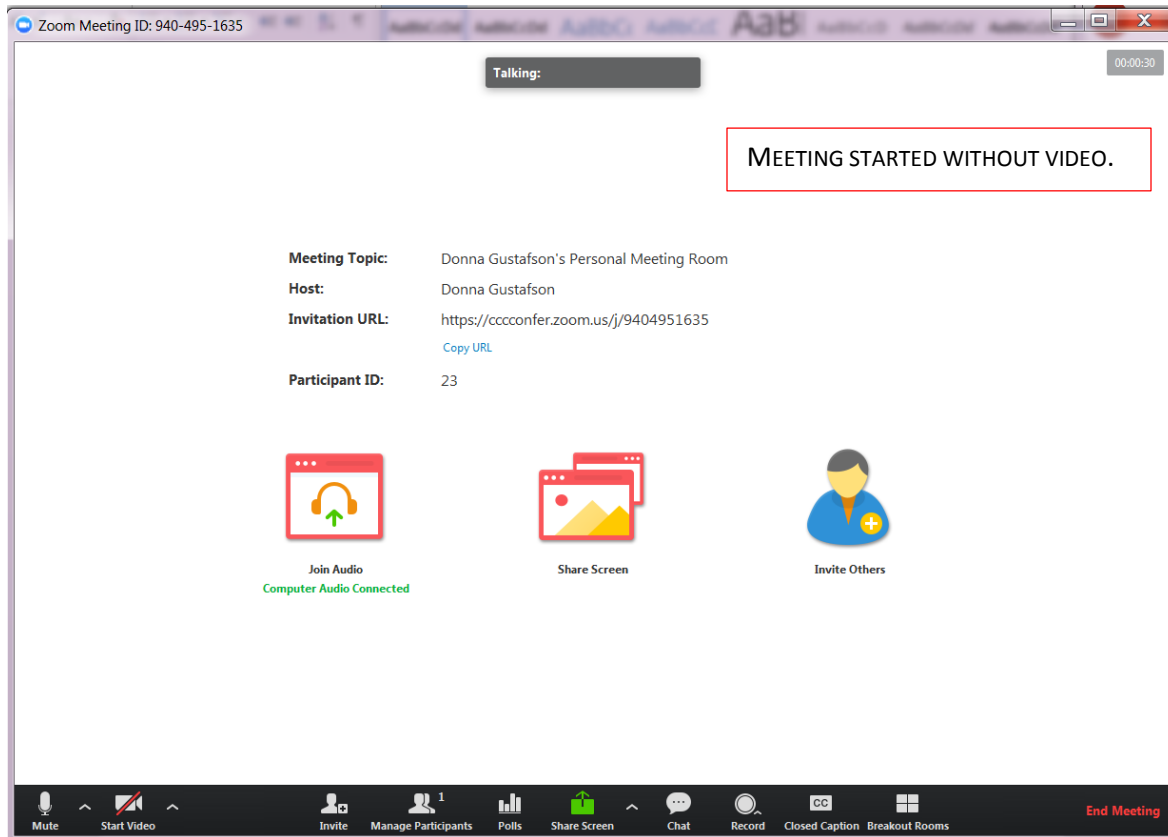
1. **Start** to launch the selected meeting room.
2. **Edit** to change the meeting details and feature options.
3. **Delete** to cancel/remove the meeting from your account.
4. **Copy** to send an email confirmation to participants.

*Note: There is no visible pop-up when you click Copy, open your email or SMS client, then paste. The details will appear in your email or SMS text ready for sending or adding more of your own comments.*

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## 10. THE MEETING ROOM

Whether you choose **Start without Video** or **Start with Video**, options are available for audio, video, and inviting participants to the meeting. Use the Session Toolbar located at the bottom of the screen to choose options.



## 11. SESSION TOOLBAR



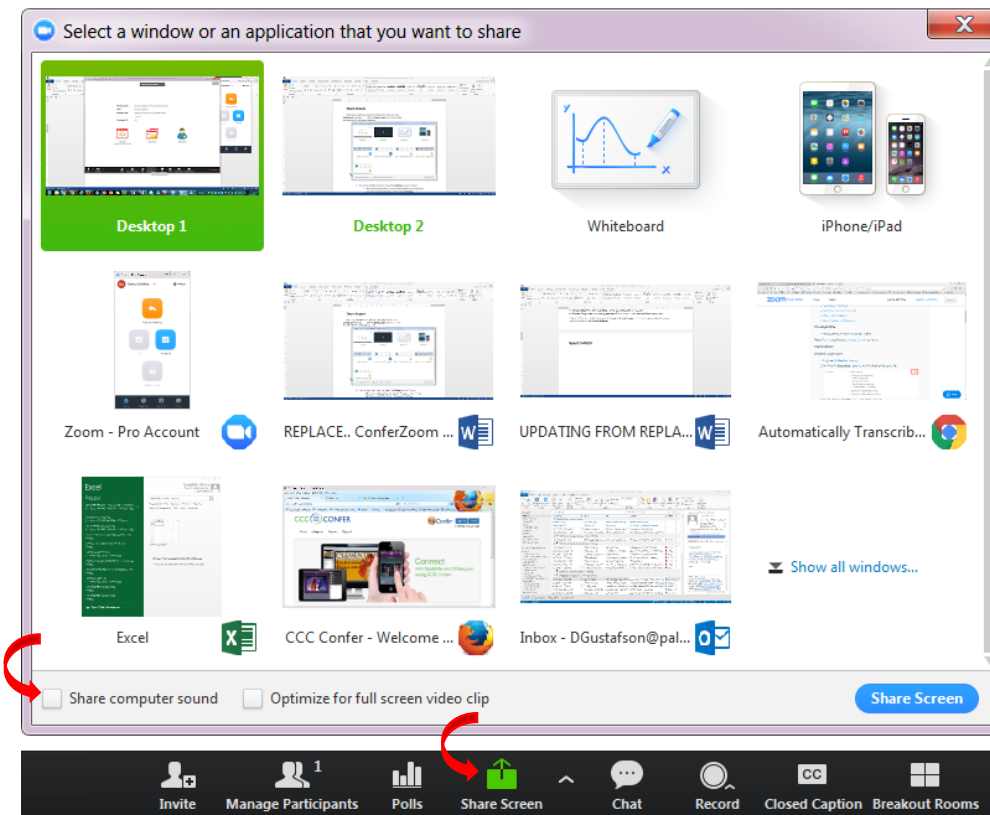
1. **Mute:** Mute or unmute audio: click the ^ for a menu of audio options.
2. **Start Video:** Start stop video, click the ^ for a menu of video options.
3. **Invite:** Send invites by email, contacts, or Zoom Rooms
4. **Manage Participants:** Open the **Participants** side panel to select options for individuals or the group.
5. **Polls:** create and launch a poll. \*
6. **Share Screen:** Launch sharing a desktop or individual applications. Click the ^ for additional options.
7. **Chat:** Send a private or group chat during the session.
8. **Record:** Choose to store the recording on the computer, or to the cloud.
9. **Closed Caption:** Alternative place to assign a captioner, also displays active captions.\*
10. **Breakout Rooms:** Create sub-rooms, and assign participants to rooms. \*
11. **End Meeting:** Leave the meeting, but allow it to continue, or end the meeting for everyone.

\* These and other features can be enable through **Settings > Advanced Features** on the desktop app, or log into the website portal and enable features in **Meeting Settings**.

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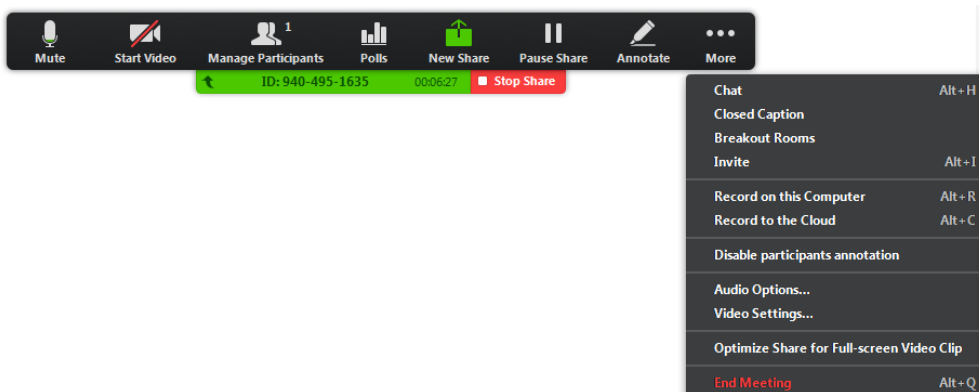
## 12. SHARE SCREEN

Collaborate with colleagues while sharing your computer desktop or just specific applications. Click the Share Screen icon on the task bar then choose which desktop (entire screen) or open application you want to share. Choosing a desktop allows you to navigate to any application; choosing an application restricts sharing of just that application until you start a new share. Check **Share computer sound** to play audio from online sources such as YouTube.



## 13. ACTIVE SHARING MODE

While sharing is active, all options move to a tool bar that appears at the top of the window. Actions represented by the icons can be used, such as launching a poll while sharing a document. The Annotate icon will open a palette of options for emphasizing and highlighting what you are sharing. The **...More option** expands with several meeting/participant management options.



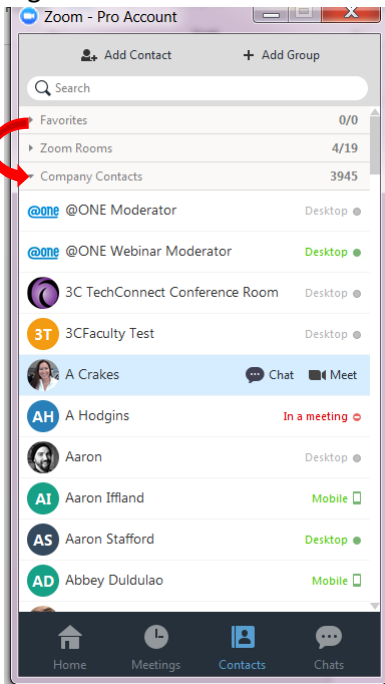
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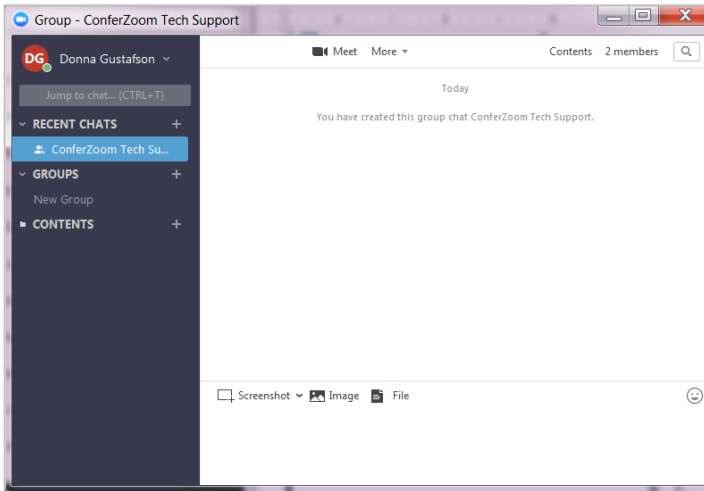
## 14. CONTACTS

Initiate a **Chat** or start an **Instant Meeting** through **Contacts**. Click the **Contacts** icon to:

- All **ConferZoom** members appear in the **Company Contacts** section.
- Right click on a name to add them to your **Favorites** section for quick access.



- Create a **Group** to include contacts you regularly interact with to easily chat, meet, and share files. Choose to keep the group private, or public for anyone to join.



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## 15. JOIN A MEETING HOSTED BY ANOTHER MEMBER

When you are invited to join meeting the email or calendar invitation that is sent will contain the meeting link and connection details.

Donna Gustafson is inviting you to a scheduled Zoom meeting.

Topic: Donna Gustafson's Zoom Meeting

Time: Jun 3, 2015 9:00 AM (GMT-7:00) Pacific Time (US and Canada)

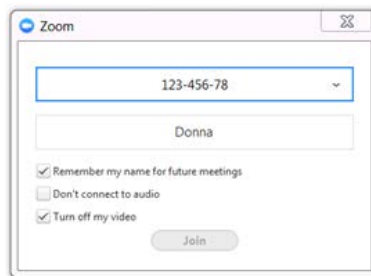
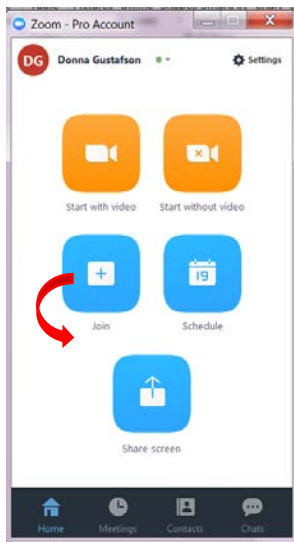
Join from PC, Mac, iOS or Android: <https://cccconfernow.zoom.us/j/12345678>

Or join by phone: +1 (415) 762-9988 or +1 (646) 568-7788 US Toll

Meeting ID: 12345678

International numbers available: <https://cccconfernow.zoom.us/zoomconference>

You can also join from your desktop app by clicking the Join icon. Enter the Meeting ID number, or copy the url and paste it in the Meeting ID field. Enter your name as you would like to be identified by in the meeting.



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