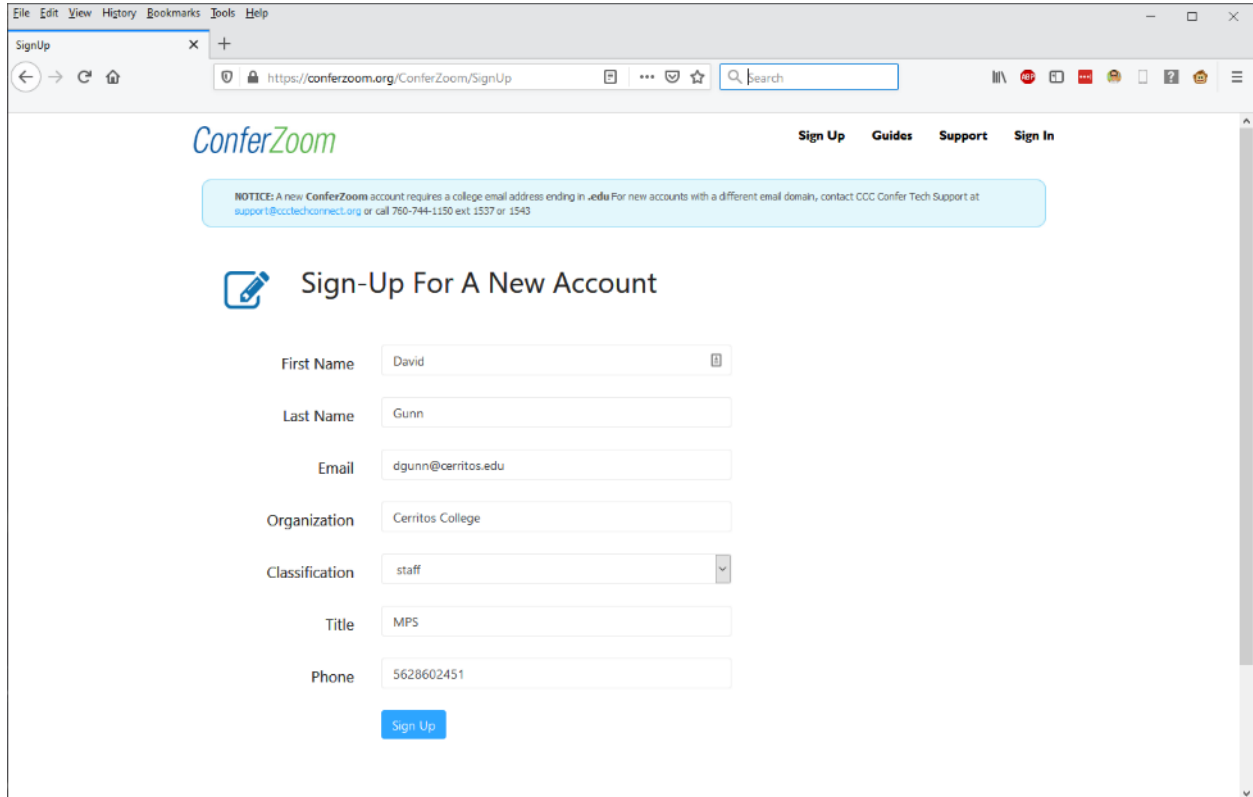


Our college has created ConferZoom pro accounts for all faculty and staff. You should have received an email from Zoom on Tuesday, March 17 that asked you to verify your Cerritos College email account in order to fully activate your ConferZoom account. If you did not see the email in your inbox, please check your "Junk Email" folder.

If you do not have that email, and do not already have an active ConferZoom account, you will need to sign up at <https://www.conferzoom.org/> using your primary@cerritos.edu email address. Click Sign Up, then fill out the form being sure to use your Cerritos College email address. You should then receive an email with instructions and a link to activate your account. Note that it may take up to 72 hours.



The image shows a web browser window displaying the ConferZoom sign-up page. The browser's address bar shows the URL <https://www.conferzoom.org/ConferZoom/SignUp>. The page features the ConferZoom logo and navigation links for Sign Up, Guides, Support, and Sign In. A blue notice box states: "NOTICE: A new ConferZoom account requires a college email address ending in .edu. For new accounts with a different email domain, contact CCC Confer Tech Support at support@cccconnect.org or call 760-744-1150 ext 1537 or 1543." The main heading is "Sign-Up For A New Account" with a pencil icon. Below this is a form with the following fields: First Name (David), Last Name (Gunn), Email (dgunn@cerritos.edu), Organization (Cerritos College), Classification (staff), Title (MPS), and Phone (5628602451). A blue "Sign Up" button is located at the bottom of the form.

First Name	David
Last Name	Gunn
Email	dgunn@cerritos.edu
Organization	Cerritos College
Classification	staff
Title	MPS
Phone	5628602451

Now that you have a ConferZoom account go ahead and login to ConferZoom.org by clicking Sign In. Verify your information is correct in your Profile and when ready click Meetings.

If you want to begin a meeting immediately click Host a Meeting in the upper right. Then choose with or without your video camera being on.

The screenshot shows the Zoom web interface in a browser window. The browser's address bar displays the URL <https://cccconfer.zoom.us/meeting>. The Zoom logo is visible in the top left corner, along with the phone number 1.888.799.9666 and links for SALES and PLANS. In the top right corner, there are links for JOIN A MEETING and HOST A MEETING, along with a user profile icon.

The main content area is divided into several sections:

- Left Sidebar:** Contains navigation links for Profile, Meetings (highlighted in blue), Webinars, Recordings, Settings, Account Profile, and Reports. Below these are links for Attend Live Training, Video Tutorials, and Knowledge Base.
- Upcoming Meetings:** The active section, featuring a blue button labeled "Schedule a New Meeting". Below this is a table with columns for Start Time, Topic, and Meeting ID. The table is currently empty, with a message stating: "The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting."
- Personal Meeting Room:** A link to access a personal meeting room.
- Meeting Templates:** A link to explore meeting templates.
- Get Training:** A link to access training resources.

At the bottom of the page, there is a promotional message: "Save time by scheduling your meetings directly from your calendar." Below this, there are two download links: "Microsoft Outlook Plugin Download" and "Firefox Add-on Download". A blue "Help" button is located in the bottom right corner.

To schedule a meeting for the future, click Schedule a New Meeting, then enter the meeting details such as topic, description, when it will take place, duration, and any other pertinent details. When you have finished click Save.

The screenshot shows the Zoom 'Schedule a Meeting' page in a web browser. The browser's address bar shows the URL <https://cccconfer.zoom.us/meeting/schedule>. The Zoom logo is visible in the top left, with the phone number 1.888.799.9666 and navigation links for SALES and PLANS. The page title is 'Schedule a Meeting'. On the right side, there are links for 'JOIN A MEETING' and 'HOST A MEETING'. A user profile icon is in the top right corner.

The main content area is titled 'Schedule a Meeting' and contains the following fields and options:

- Topic:** A text input field containing 'My Meeting'.
- Description (Optional):** A text area with the placeholder text 'Enter your meeting description'.
- When:** A date picker set to '03/24/2020', a time picker set to '11:00', and a dropdown menu set to 'AM'.
- Duration:** Two dropdown menus set to '1' and '0', followed by the labels 'hr' and 'min'.
- Time Zone:** A dropdown menu set to '(GMT-7:00) Pacific Time (US and Canada)'.
- Recurring meeting:** A checkbox that is currently unchecked.
- Registration:** A checkbox labeled 'Required' that is currently unchecked.
- Meeting ID:** Two radio buttons: 'Generate Automatically' (which is selected) and 'Personal Meeting ID 779-303-8450'.

On the left side, there is a sidebar menu with the following items: 'Meetings' (highlighted), 'Webinars', 'Recordings', 'Settings', 'Account Profile', and 'Reports'. Below this menu is a box containing links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. A blue 'Help' button is located in the bottom right corner of the form area.

Now that you have created the event you will be able to add the meeting to your calendar and invite attendees. Click Copy the invitation, then when the invitation opens click the Copy Meeting Invitation button. You can now paste this into a new email and send it to your participants.

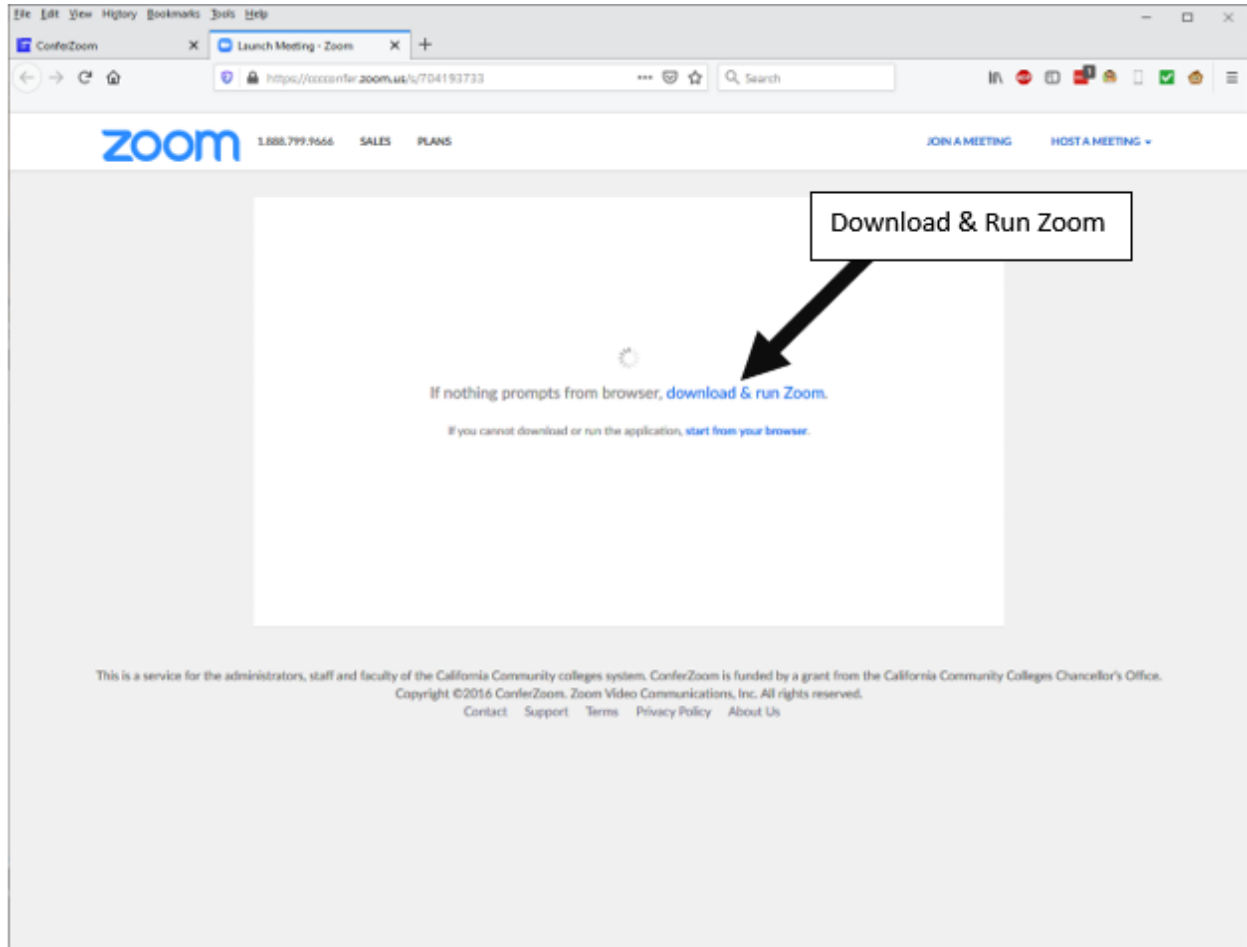
The screenshot shows a web browser window displaying the Zoom meeting management interface. The browser's address bar shows the URL <https://cccconfer.zoom.us/meeting/178447702>. The Zoom logo and navigation links (1.888.799.9666, SALES, PLANS, JOIN A MEETING, HOST A MEETING) are visible at the top. A left sidebar contains navigation options: Profile, Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, and Reports. Below the sidebar, there are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area is titled 'My Meetings > Manage "My Meeting"' and features a 'Start this Meeting' button. The meeting details are as follows:

Topic	My Meeting
Time	Mar 24, 2020 11:00 AM Pacific Time (US and Canada)
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	178-447-702
Meeting Password	× Require meeting password
Invite Attendees	Join URL: https://cccconfer.zoom.us/j/178447702 Copy the invitation
Video	Host: On Participant: On
Audio	Telephone and Computer Audio Dial from United States of America

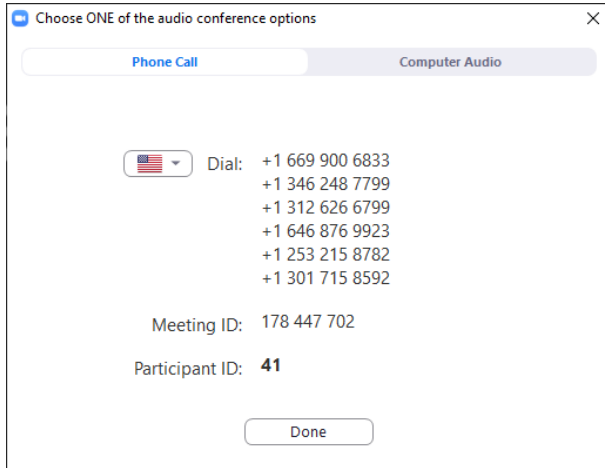
A 'Help' button is located in the bottom right corner of the meeting details section.

If you wish to begin the meeting immediately click Start this meeting. If you would like to create another click Meetings.

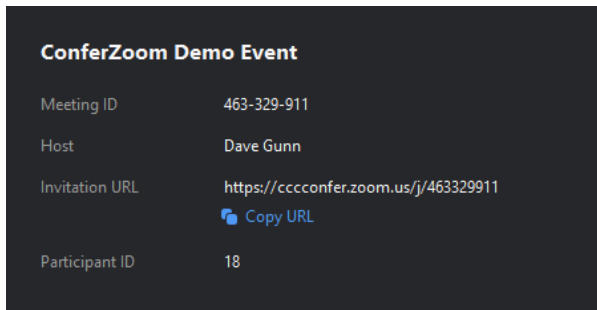
After you have begun a video conference, if you have not used ConferZoom on the computer you are on, you will be prompted to install. To do this click the download & run Zoom link.



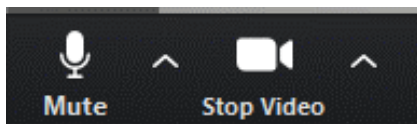
Save the installation file to a location such as your desktop or downloads folder then double click the file to install and run the Zoom client application. Once installation is complete your video conference should begin automatically. Note it may ask how you wish to connect your audio and if you have a microphone you can choose it, or you can choose to call in on your phone to the number provided.



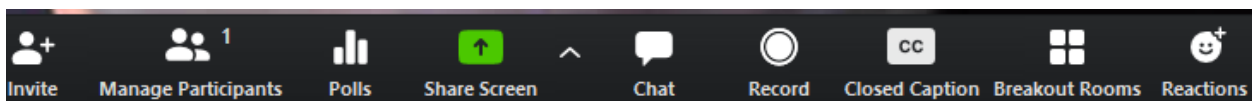
In the Zoom window at the top right of your screen you will have an Enter Full Screen button and at the top left you will see a small green lock denoting your connection is encrypted and a small "i" which you can click on to get information about your connection.



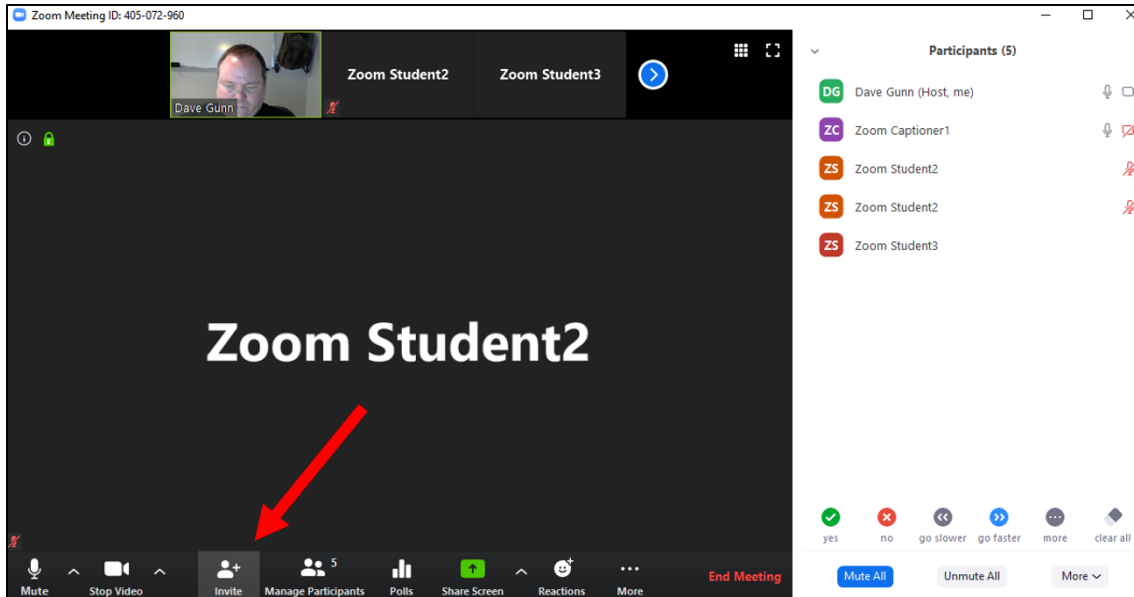
Along the bottom of the window you will see the ConferZoom taskbar. On the left are your audio and video controls where you can mute or unmute your microphone as well as your start and stop your videos



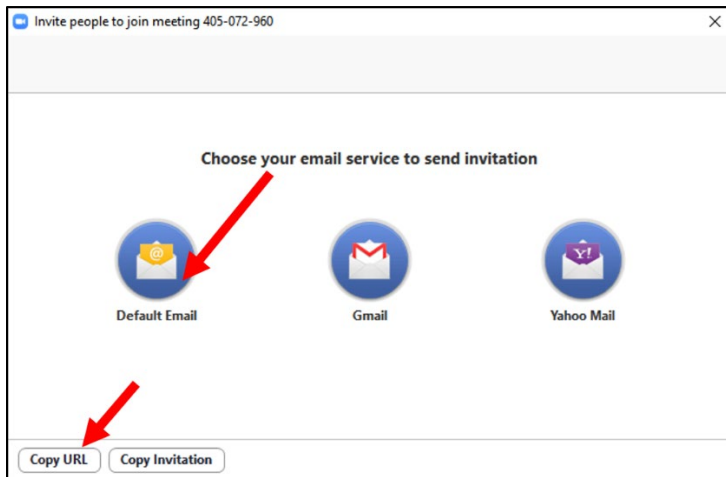
In the middle are your main controls including Invite, Manage Participants, Polls, Share Screen, Chat, Record, Closed Caption, Breakout Rooms, & Reactions.



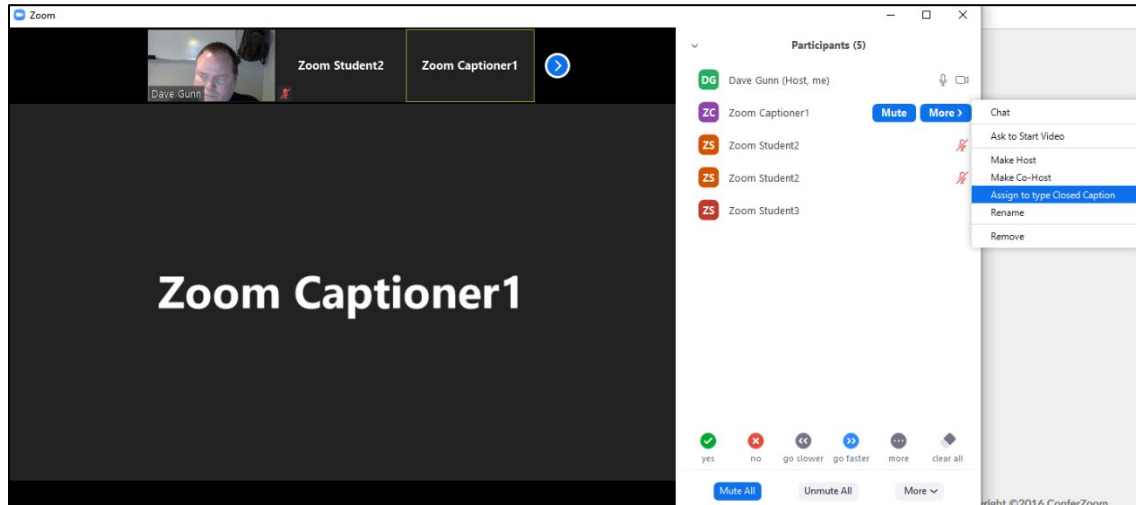
If you wish to have a person not in the class attend your meeting you can use the Invite button.



Once you click Invite you will see a window where you can choose to copy the meeting URL and then send it using your preferred method or you can click on Default Email to open your default email program with a copy of the invitation in the message body. There are also options for Gmail, Yahoo, and Copy Invitation.



Manage Participants opens a side panel where you may select options for individuals or the group such as designating an attendee as a cohost. One thing that most do when hosting a meeting for a class is to mute all participants. To do this select Manage Participants then click Mute All. You will then be prompted to indicate if you would like to allow participants to be able to unmute themselves. If you choose this option they will be able to click the Unmute audio button. If you do not choose to allow participants to unmute they will not be able to click the Unmute audio button.

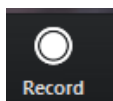


Polls allows you to quickly create and launch a poll.

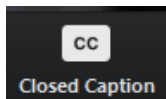
If you wish to show your desktop choose Share Screen and then choose the window or application you would like the attendees to view.

Chat allows you to send a private or group chat during the session and can also be used to share files.

If you would like the event to be recorded, you may choose Record. If you do record the session you will later receive an email with a link to the webinar that will contain any subtitles and an audio transcript. Be aware that it will only record the presenter or the screen being share and not the other participants in the Zoom window.



If you would like to include Closed Captions you can choose this button, then assign yourself or another person to type the captions.



Breakout Rooms are a useful way to hold private conversations away from the group. A good example of this would be if you were holding office hours and wanted to keep your discussion with a student private.

And finally, there is the reaction button which allows you to send various reactions to the group.

When you are finished with your ConferZoom meeting, and you are the host, closing the Zoom window will prompt you to choose an option. End Meeting for All will end the meeting and close Zoom for all participants. Choosing Leave Meeting will end your session and close your Zoom window, but the other participants can remain in the meeting until the designated end time. Or you may choose to cancel which will return you to the Zoom meeting.

