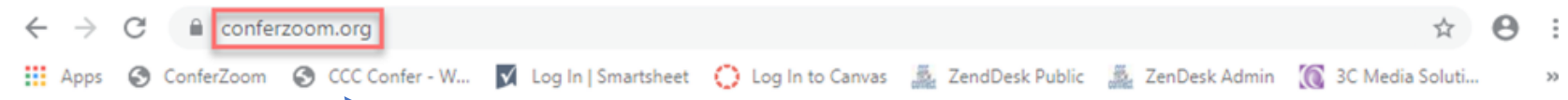


# conferzoom.org

Basic training for hosting live meetings and asynchronous lecture recordings.  
More features and options are available but not included in this document.



Evergreen Valley College



ConferZoom

Sign Up

Guides

Support

Sign In

Step 1: go to "conferzoom.org"

Step 2a: Sign up with your school email address.

Step 2b: Already have a Zoom account with your school email? Sign in here.

Step 1: After login, click on “Profile”.

The screenshot shows the Zoom user interface. At the top left is the Zoom logo and phone number. Navigation links for 'SALES' and 'PLANS' are visible. On the right, there are links for 'JOIN A MEETING', 'HOST A MEETING', and a 'SIGN OUT' button with a user profile picture. The left sidebar contains a menu with 'Profile' highlighted in blue and enclosed in a red box. Below it are links for 'Meetings', 'Webinars', 'Recordings', 'Settings', 'Account Profile', and 'Reports'. At the bottom of the sidebar are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area displays the user's profile for Philip Tran, including a profile picture, name, department (Evergreen Valley College), and account number (135089). Below this is a table of account details:

Personal Meeting ID	408-415-1234	Edit
	<a href="https://cccconfer.zoom.us/j/4084151234">https://cccconfer.zoom.us/j/4084151234</a>	
	✔ Use this ID for instant meetings	
Personal Link	<a href="https://cccconfer.zoom.us/my/philiptran">https://cccconfer.zoom.us/my/philiptran</a>	Customize
Sign-In Email	philip.tran@evc.edu	Edit
	Linked accounts: <input type="checkbox"/>	
User Type	Licensed	

Step 2: Verify that your User Type is “Licensed”.

Step 3: If User Type is “Basic”, submit your request to [support@ccctechconnect.org](mailto:support@ccctechconnect.org) to upgrade to a “Licensed” account to access Zoom’s full features.

Step 1: Send your Personal Meeting ID (PMI) link to invitees to join your meeting. With the PMI link, you and any attendee can join your meeting on a computer or phone.

The screenshot shows the Zoom user profile page for Philip Tran. The page includes a navigation menu on the left with options like Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. The main content area displays the user's profile information, including a profile picture, name, department (Evergreen Valley College), and account number (135089). Below this, there are several rows of information:

Personal Meeting ID	408-415-1234	<a href="#">Edit</a>
	<a href="https://cccconfer.zoom.us/j/4084151234">https://cccconfer.zoom.us/j/4084151234</a>	
	✔ Use this ID for instant meetings	
Personal Link	<a href="https://cccconfer.zoom.us/jmy/philiptran">https://cccconfer.zoom.us/jmy/philiptran</a>	<a href="#">Customize</a>
Sign-In Email	philip.tran@evc.edu	<a href="#">Edit</a>
	Linked accounts: <input type="checkbox"/>	
User Type	Licensed	

Step 2: Optional: You can edit your PMI so that it's not used by uninvited attendees in future meetings. Your PMI link is static unless you explicitly edit the 10-digit number.

Step 1: Schedule a meeting by clicking on “Meetings”.

The screenshot displays the Zoom web interface. On the left, a navigation menu is visible with the following items: Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. The 'Meetings' item is highlighted with a red rectangular box. A blue arrow points from the text box above to this 'Meetings' button. In the main content area, the 'Upcoming Meetings' tab is selected. Below the navigation bar, there is a blue button labeled 'Schedule a New Meeting', which is also highlighted with a red rectangular box. A blue arrow points from the text box below to this button. The main content area also shows a table with columns for 'Start Time', 'Topic', and 'Meeting ID', and a message stating: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.' The top of the page features the Zoom logo, contact information (1.888.99.9666), navigation links (SALES, PLANS, JOIN A MEETING, HOST A MEETING), and a user profile picture with a 'SIGN OUT' link.

Step 2: Click on “Schedule a New Meeting”.

Step 1: Fill out fields with meeting information and select desired options.

zoom 1.888.799.9666 SALES PLANS JOIN A MEETING HOST A MEETING + SIGN OUT

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

My Meetings - Schedule a Meeting

Schedule a Meeting

Topic My Meeting

Description (Optional) Enter your meeting description

When 03/15/2020 3:00 PM

Duration 1 hr 0 min

Time Zone (GMT-7:00) Pacific Time (US and Canada)

Recurring meeting

Registration  Required

Meeting ID  Generate Automatically  Personal Meeting ID 408-415-1234

Step 2: Select "Generate Automatically" to create a unique link used only for this meeting.

Step 3: Press "Save" at the bottom of the screen.

Step 1: Unique meeting link for scheduled meeting generated.

The screenshot displays the Zoom web interface. On the left is a navigation menu with options: Profile, Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, and Reports. Below this are links for Attend Live Training and Video Tutorials. The main content area is titled 'My Meetings - Manage "My Meeting"'. It shows the following details:

- Topic: My Meeting
- Time: Mar 15, 2020 03:00 PM Pacific Time (US and Canada)
- Add to: Google Calendar, Outlook Calendar (.ics), Yahoo Calendar
- Meeting ID: 987-742-805
- Meeting Password: Require meeting password
- Invite Attendees: Join URL: <https://zoom.us/j/987742805> (highlighted with a red box)

A blue arrow points from the text box above to the 'Join URL' field. A 'Start this Meeting' button is visible in the top right corner, and a 'Copy the invitation' button is at the bottom right.

Step 2: Caution: Unique meeting link for scheduled meeting is different than your PMI link. As a host, make sure you click on the correct link (unique meeting link or PMI link) to attend the desired meeting.

Step 1: Configure video recording settings. Click on “Settings” → “Recording”

The screenshot shows the Zoom web interface. In the top left, the Zoom logo and phone number are visible. The top navigation bar includes links for SALES, PLANS, JOIN A MEETING, HOST A MEETING, and SIGN OUT. The left sidebar contains navigation options: Profile, Meetings, Webinars, Recordings, Settings (highlighted with a red box), Account Profile, and Reports. Below the sidebar are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area has tabs for Meeting, Recording (highlighted with a red box), and Telephone. Under the Recording tab, there are sections for Local recording and Cloud recording. The Local recording section has a toggle switch (highlighted with a red box) that is currently off. The Cloud recording section has a toggle switch (highlighted with a red box) that is currently on. Below the Cloud recording section, there are several checkboxes for recording options, with some already checked.

Step 2a: If User Type is “Basic”, toggle “on” for “Local recording.”

Step 2b: If User Type is “Licensed”, toggle “on” for “Cloud recording.”



Step 1: To retrieve recorded file click on "Recording".

zoom 1.888.799.964 SALES PLANS JOIN A MEETING HOST A MEETING + SIGN OUT

Profile Meetings Webinars **Recordings** Settings Account Profile Reports

Attend Live Training Video Tutorials Knowledge Base

**Cloud Recordings** Local Recordings

From mm/dd/yyyy To 03/15/2020 All Status

Search by ID Search Export

Delete Selected Delete All

Topic	ID	Start Time	File Size	Share...	More >
Philip Tran's Personal Meeting Room	408-471-7445	Mar 13, 2020 11:10 AM	3 Files (609 KB)	Share...	More >
Philip Tran's Personal Meeting Room	408-471-7445	Dec 12, 2019 12:13 PM	4 Files (494 MB)	Share...	More >
Chapters 13.14.15.16 Lecture	408-471-7445	Oct 31, 2019 12:13 PM	3 Files (311 MB)	Share...	More >

Step 2: Retrieve recorded files in "Cloud Recordings" or "Local Recordings".

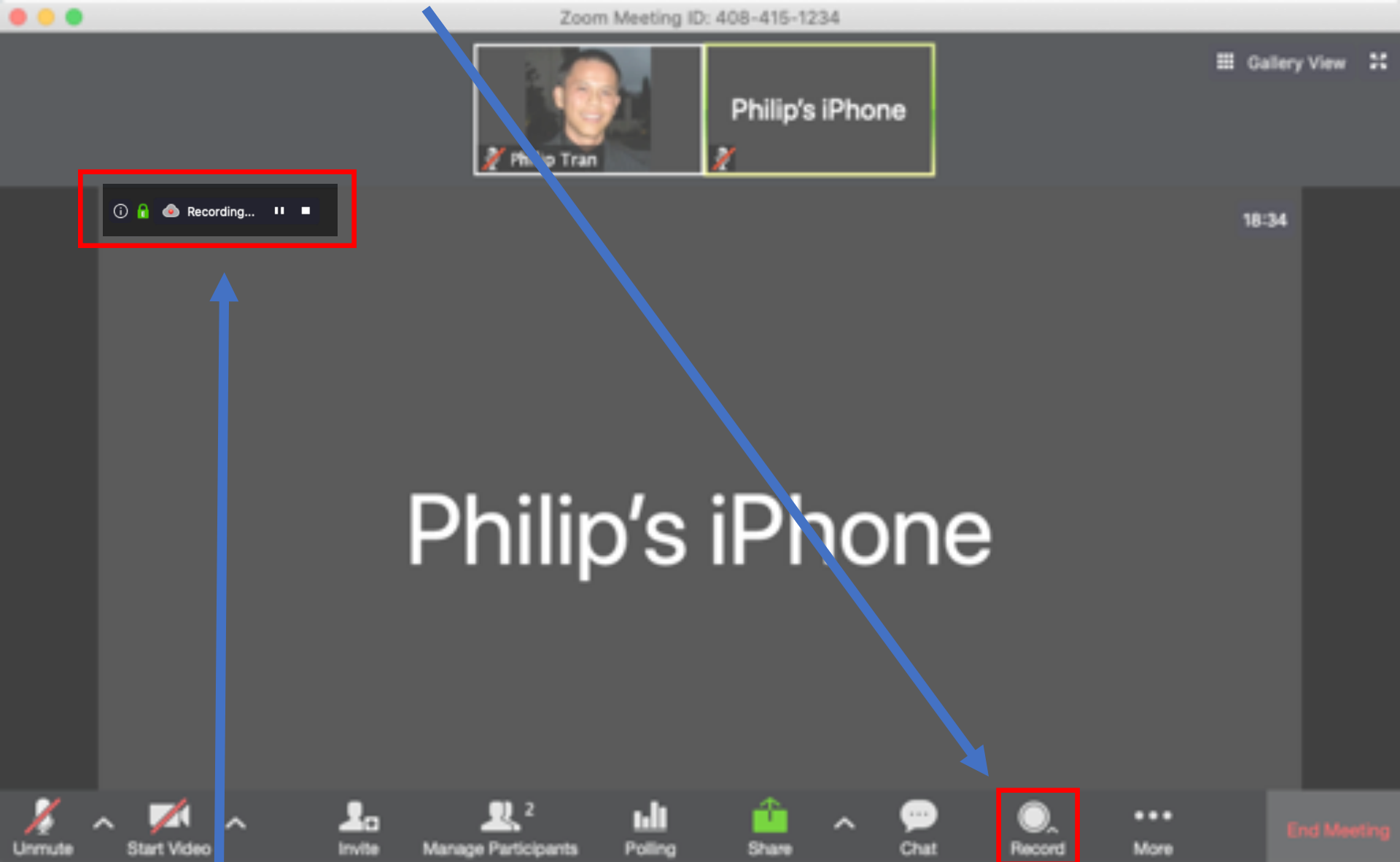
Step 3: Recordings are sorted by most recent. Click on "Share.." and "More" to see available options.

Step 1: Mute participants. Click on “Manage Participants” to see meeting attendees.



Step 2: Mute options.

## Step 1: Record Meeting

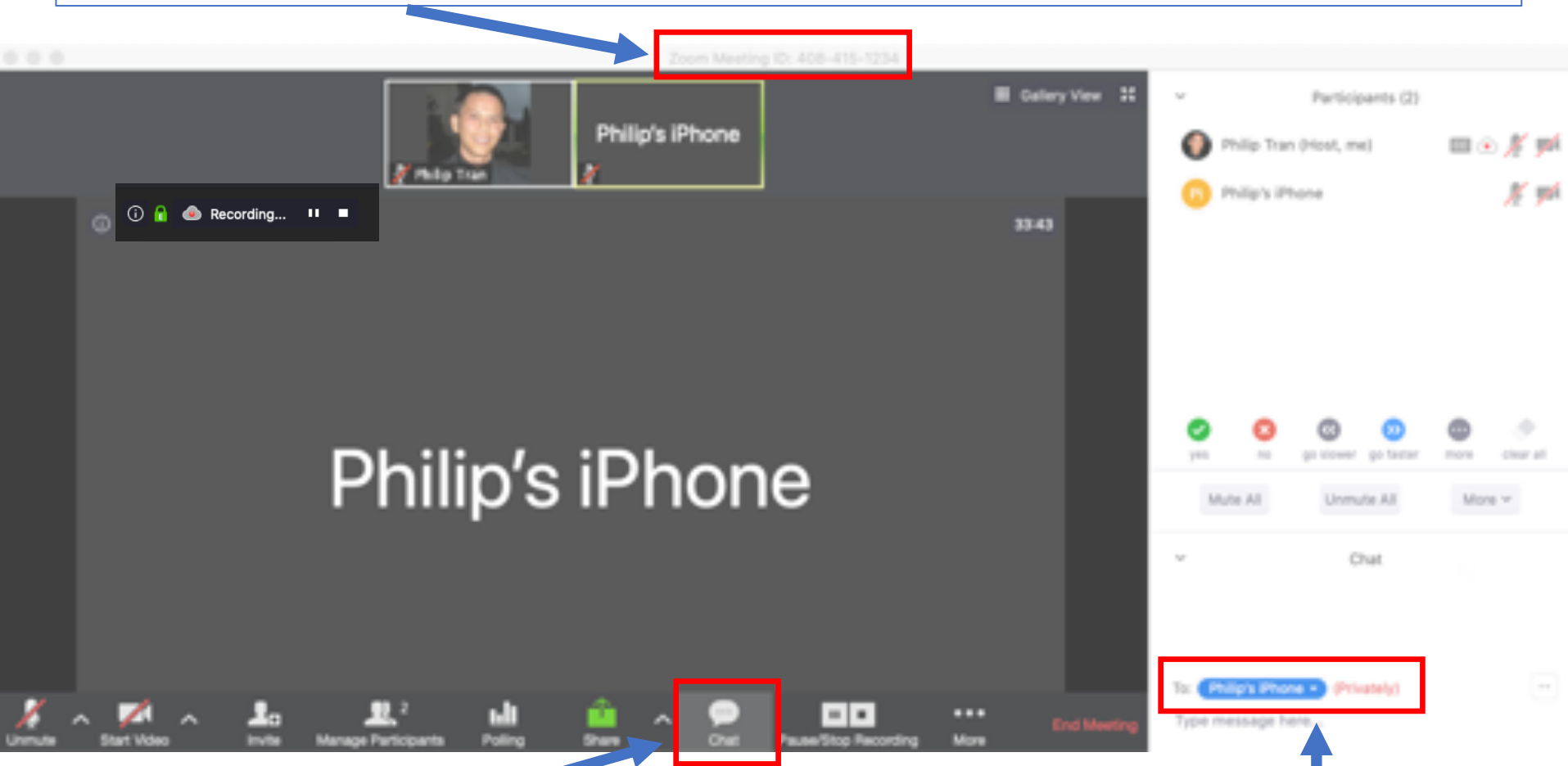


Step 2: Record "on" verification icon with option to "stop" or "pause" recording.

Step 1: Share your desktop or specific application (e.g. PowerPoint, web browser.)



Step 1: Meeting ID. Invited attendees without the meeting link can join the meeting by using this meeting ID. Go to zoom.us → “Join Meeting” → Enter meeting ID



Step 2: Open chat feature to share text messages and url's.

Step 3: Optional: Send group or private messages.