



ConferZoom

A reliable, easy-to-use, mobile-friendly tool for live, recordable online presentations, meetings, and discussions with audio, video, chat, screen sharing, polling, and more, that can be used within Canvas or independently

HOW TO USE ZOOM FOR A REMOTE CLASS LECTURE / MEETING

STEP 1: SIGN IN TO YOUR CONFERZOOM ACCOUNT.

- a) Go to: <https://www.conferzoom.org>
- b) Click Sign In

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Stay Informed. Find facts and resources about how CCC TechConnect is responding to COVID-19

ConferZoom Sign Up Guides Support **Sign In**

ConferZoom

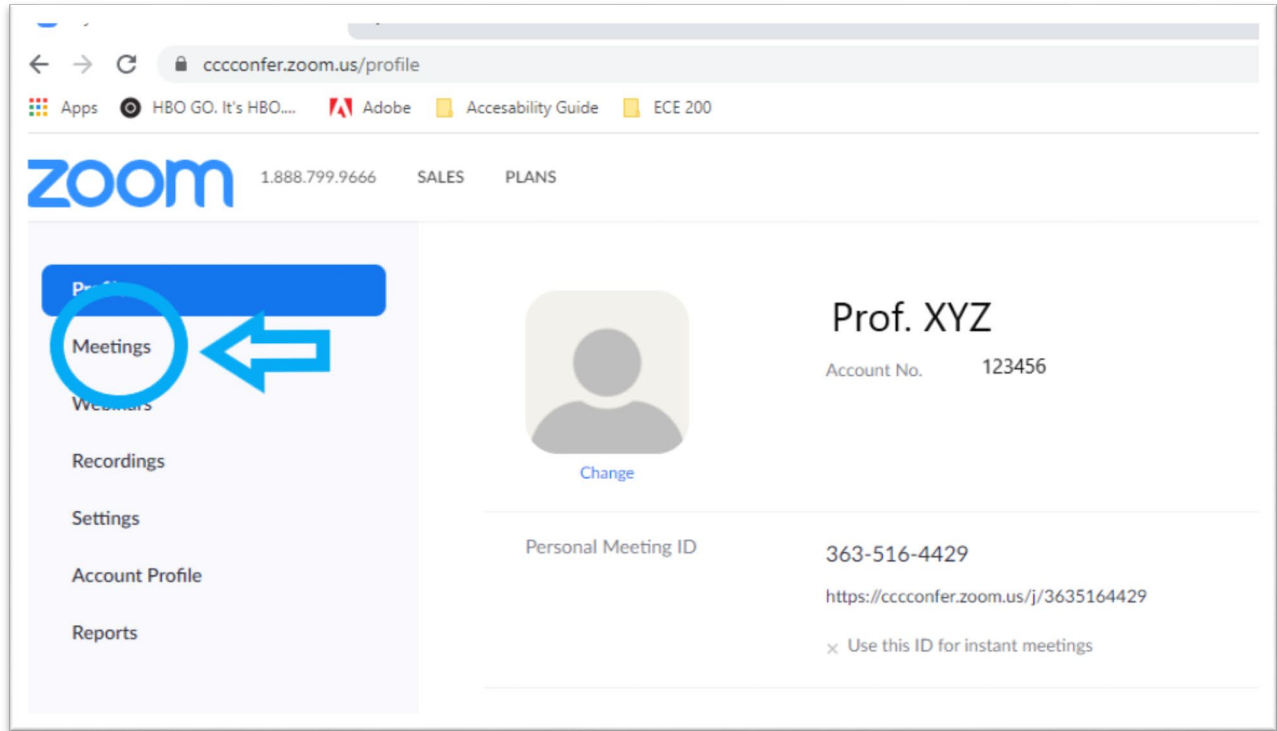
Connect with Students and Colleagues.

You're Zooming now.

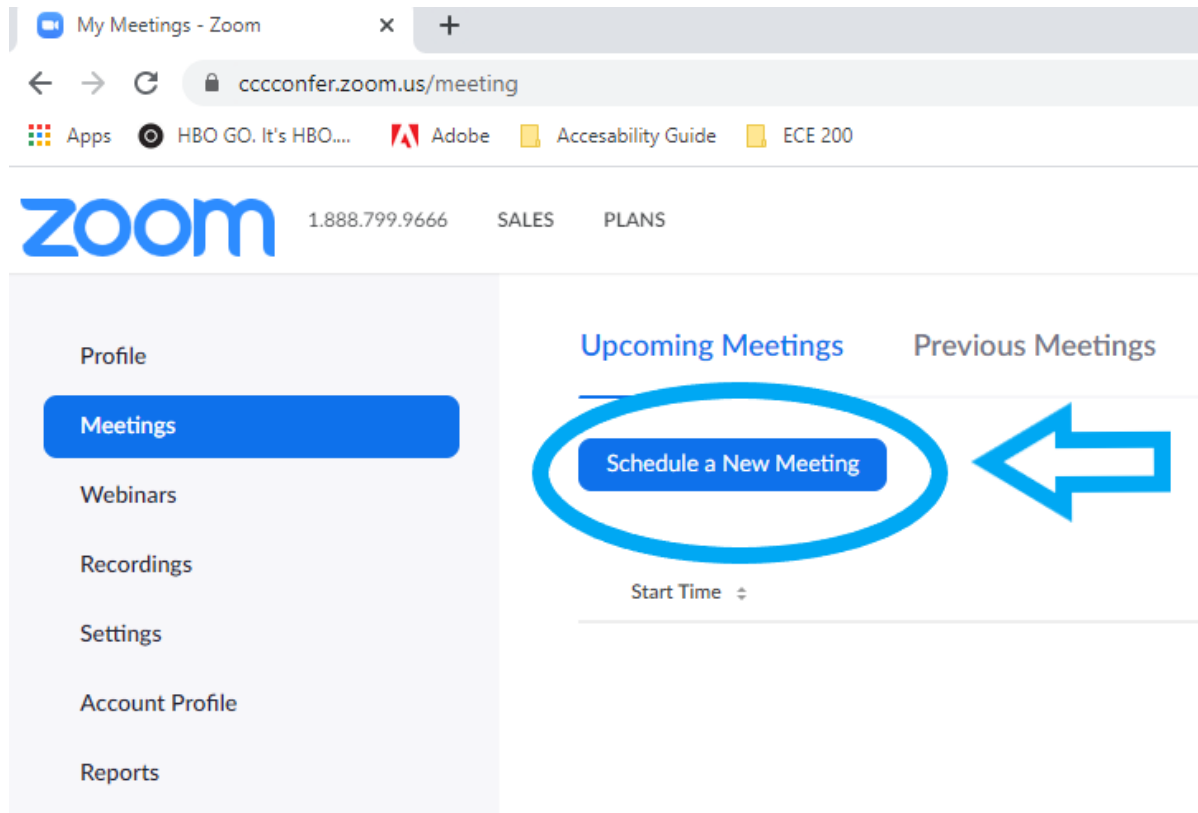
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STEP 2. GO TO MEETINGS



STEP 3. SELECT 'SCHEDULE A NEW MEETING'



STEP 4. CONFIGURE YOUR ZOOM MEETINGS (PART 1)

- Set meeting title (topic)
- Set initial meeting date
- Set meeting time duration
- Select Recurring meeting
- Select the days of the week the meeting should take place
- Set a final end date for the meetings.

The screenshot shows the Zoom 'Schedule a Meeting' page. The interface includes a left sidebar with navigation options like Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. The main content area is titled 'Schedule a Meeting' and contains several form fields and options. Blue arrows point to specific fields with labels: 'Set Title' points to the 'Topic' field (containing 'History 112 Lectures - Spring 2020'); 'Set Initial Meeting Date' points to the 'When' field (showing '03/16/2020 11:00 AM'); 'Set Duration' points to the 'Duration' field (showing '1 hr 30 min'); 'Select Recurring Meeting' points to the 'Recurring meeting' checkbox and 'Recurrence' dropdown (set to 'Weekly'); 'Select Days' points to the 'Occurs on' radio buttons (with 'Mon' and 'Wed' selected); and 'Set End Date' points to the 'End date' field (showing '06/30/2020').

STEP 5. CONFIGURE YOUR ZOOM MEETING (PART 2)

Continue scrolling down the meeting page:

- Set video preferences
- Set Audio preferences
- Enable waiting room to allow students to log in ahead of time and wait for lecture to begin.
- Select Record meeting automatically so that you can access the lecture video recordings later.

The screenshot shows the Zoom meeting scheduling interface. The browser address bar is `cccconfer.zoom.us/meeting/schedule`. The Zoom logo and contact information are at the top left. The main content area is divided into sections: Meeting Password, Video, Audio, Meeting Options, and Alternative Hosts. Annotations with blue arrows point to specific settings: 'Set Video preferences' points to the 'Host' and 'Participant' video options; 'Set Audio Preferences' points to the 'Both' audio option; 'Enable Waiting Room' points to the 'Enable waiting room' checkbox; 'Select Record Meeting Automatically' points to the 'Record the meeting automatically in the cloud' checkbox; and 'Click Save' points to the 'Save' button at the bottom.

Meeting Password Require meeting password

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Breakout Room pre-assign

Record the meeting automatically in the cloud

Alternative Hosts

Click Save

WELL DONE! YOU'RE NOW SET UP TO HOLD A ZOOM MEETING.