conferzoom.org

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

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

Step 3: If User Type is “Basic”, submit your request to 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.

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”.

Step 2: Click on “Schedule a New Meeting”.
Step 1: Fill out fields with meeting information and select desired options.

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.

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”

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”.

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 urls.

Step 3: Optional: Send group or private messages.