

ConferZoom

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. In your meeting you can use a web camera, text chat, and share desktop screens.

I. CREATE AN ACCOUNT

Go to 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 process of account activation.
3. Once activated, your ConferZoom account is ready to use!

II. LOG INTO YOUR ACCOUNT

Using your web browser, return to the ConferZoom home page at <http://conferzoom.org/> click [Already a Member of ConferZoom?](#), then sign into your account.

Profile Page

Your profile page can be accessed at any time by [signing in](#) from a web browser.

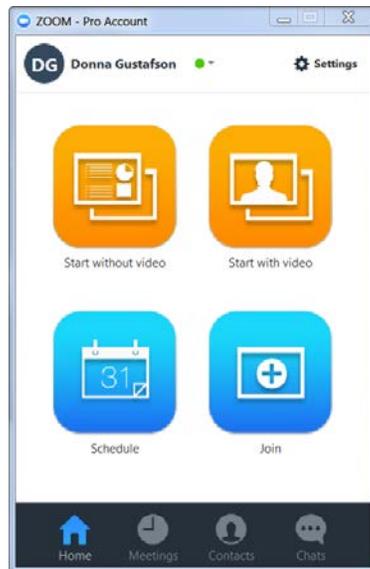
The screenshot shows the ConferZoom profile page for Donna Gustafson. The page is titled "Welcome, Donna Gustafson" and displays her current login email account, user type (Pro), and personal meeting ID. It also shows her personal meeting URL, vanity URL, and host key. The profile information is displayed in a form with fields for First Name (Donna), Last Name (Gustafson), Phone Number (United States (+1)), Time Zone ((GMT-7:00) Pacific Time (US and Canada)), and Default Call in Country (Please Select Your Default Call in Country...). Below the form are sections for Meeting Options and Recording Options, each with several checkboxes. At the bottom, there are buttons for "Save Changes" and "Change Password?", and a section for "Scheduling Privilege" with a "Learn More" link.

Below are the options available on your profile page for your account.

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"**, this step deletes your ConferZoom account.
7. **Report:** Meeting usage data.

III. ZOOM DESKTOP APP

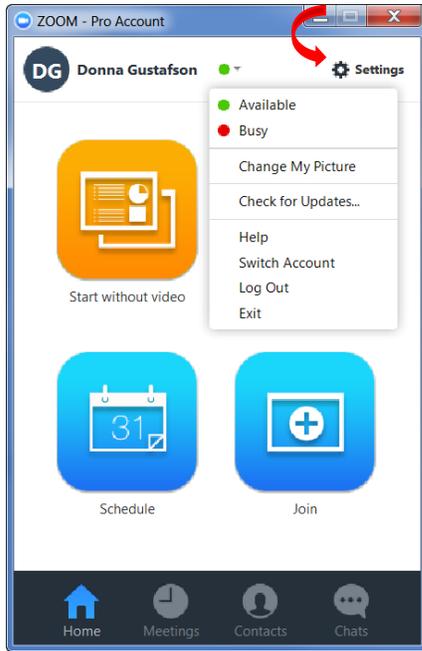
The first time you **JOIN** or **HOST** a meeting from your computer, the *ConferZoom* application downloads to your desktop. Use the app as an easy way to join a meeting, schedule a meeting, choose audio and video start-up, and general meeting feature behaviors. The Zoom icon downloads to your desktop; pin it to your taskbar for easy access. Click the icon to open the desktop application window:



Continue through this document to learn about the icons and options that appear on the desktop application.

Note: Mobile Users: Download the Zoom mobile app  from your app store to join or host a meeting.

IV. OPTIONS AND SETTINGS MENUS



Settings Menu:

AUDIO: Configure and test audio.

VIDEO: Configure and test video.

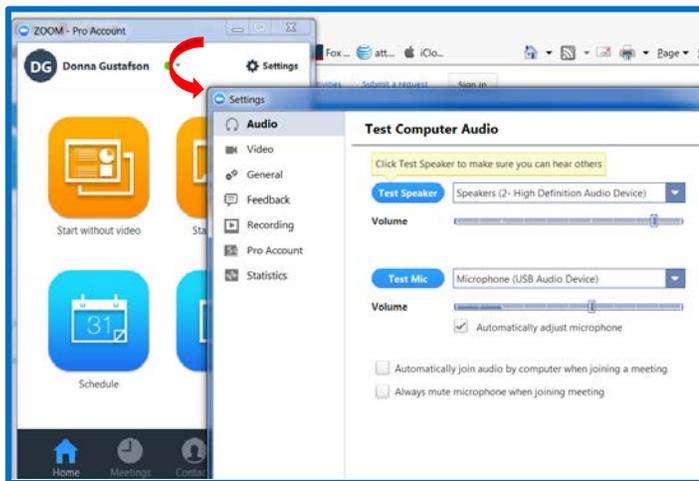
GENERAL: application, content sharing, and instant message options.

FEEDBACK: Feedback to Zoom

RECORDING: Where to download and store your recordings.

PRO ACCOUNT: ***IMPORTANT***, if you sign up for a Zoom account, you will no longer be a member of ConferZoom.

STATISTICS: Overall CPU and memory performance. (Other tabs currently disabled.)



Options Menu:

STATUS: Show others if your availability.

CHANGE MY PICTURE: Add or change your profile picture.

CHECK FOR UPDATES: Looks for application updates, check here often to receive necessary updates.

HELP: Review technical support documents.

SWITCH ACCOUNT: Not applicable.

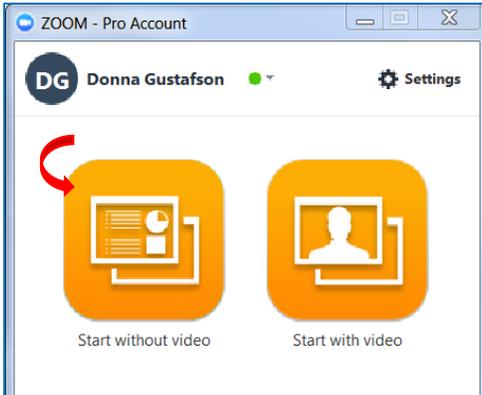
LOG OUT: But the leave ConferZoom app open.

EXIT: Log out and close the app.

V. SCHEDULE AND CONNECT TO MEETINGS

ConferZoom offer three ways to start a meeting: Start an **Instant Meeting**, use your **Personal Meeting ID**, or **Schedule Meetings**.

Instant Meeting



Instant Meetings are assigned a unique url and ID number for each session.

1. From the desktop app, choose start video option.
2. The room appears prompting you to select an audio preference.
 - Join by phone using the telephone number and code provided
 - Join by computer mic and speakers.
3. After choosing your audio, the room is ready to use.

Personal Meeting ID Room

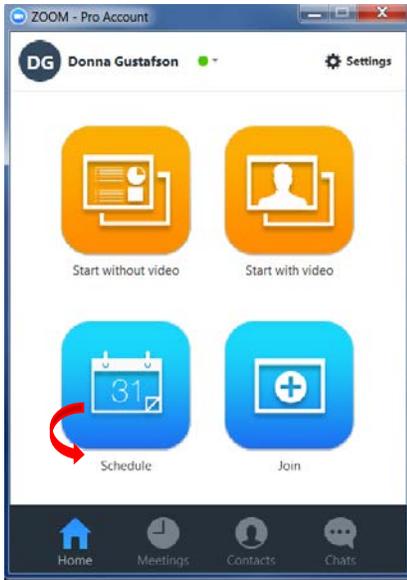


From the desktop app, click on the **Meetings** icon.

Your **Personal Meeting ID**, or **PMI**, is assigned a url link and PMI number that remains the same unless you choose to change the ID.

1. Choose to “Always use PMI for instant meetings on this computer”.
2. **Start** your PMI meeting.
3. **Edit** to change your PMI ID, change video and hosting options, require a password, or change participant access.
4. **Schedule** a time to meet in your **PMI** then send an invitation to participant emails, or copy and create your own email message.

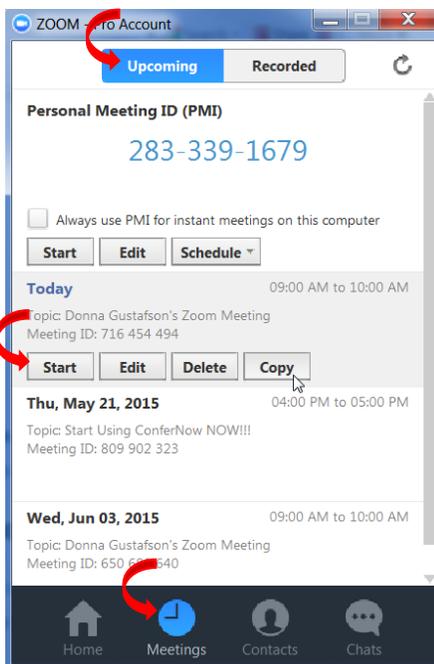
Schedule Future Meetings



Click the **Schedule** icon on the desktop app:

1. Complete the meeting request form.
2. If you plan to hold this same session over multiple dates or times, check **Recurring** meeting to use the same url link and Meeting ID for each meeting.
3. Change default meeting options if required for this session.
4. Click **Schedule** at the bottom of the request form to open a calendar invitation with the meeting details, and send to participants' calendars.

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 open 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.*

VI. THE MEETING ROOM

When you choose to **Start without Video**, the meeting room opens, and the home screen displays a participant invitation link as well as three commonly used feature icons.

When you select Start with Video, you enter the room with the active video. Use the toolbar (described below) to select your audio options.

The screenshot displays the Zoom Room Opening Screen. At the top, a yellow banner reads "ROOM OPENING SCREEN" and "WHEN SELECTED 'START WITHOUT VIDEO' TO SET UP A MEETING". Below this, the meeting details are listed: Meeting Topic: Donna Gustafson's Personal Meeting Room; Host: Donna Gustafson; Invitation URL: https://ccconfernow.zoom.us/j/2833391679; and Participant ID: 33. A yellow button labeled "MEETING DETAILS" is positioned to the right of the host name. Below the details are three feature icons: "Audio Conference" (microphone icon), "Share Screen" (screen icon), and "Invite Others" (person icon with a plus sign). Each icon has a corresponding yellow button below it: "CHOOSE AN AUDIO OPTION", "START A SCREEN SHARE", and "SEND A CALENDAR OR EMAIL INVITE TO HAVE OTHERS JOIN THIS MEETING". At the bottom, the "SESSION TOOLBAR" is visible, containing icons for Audio, Settings, Invite, Manage Participants, Share Screen, Chat, Record, and End Meeting.

ROOM OPENING SCREEN
WHEN SELECTED "START WITHOUT VIDEO" TO SET UP A MEETING

Meeting Topic: Donna Gustafson's Personal Meeting Room
Host: Donna Gustafson **MEETING DETAILS**
Invitation URL: <https://ccconfernow.zoom.us/j/2833391679>
[Copy URL](#)
Participant ID: 33

Audio Conference
CHOOSE AN AUDIO OPTION

Share Screen
START A SCREEN SHARE

Invite Others
SEND A CALENDAR OR EMAIL INVITE TO HAVE OTHERS JOIN THIS MEETING

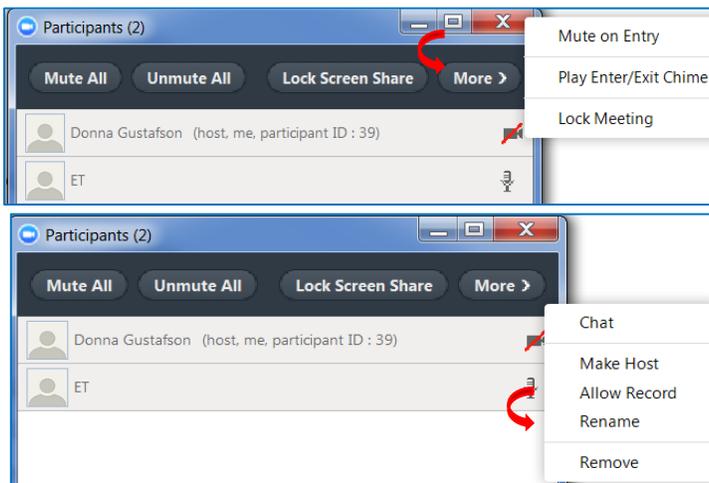
SESSION TOOLBAR
Audio Settings Invite Manage Participants Share Screen Chat Record End Meeting

Session Toolbar Features



1. **X**: Indicates the status of audio, the Participant chose not to join audio.
2. **Audio**: Click to join by phone or computer mic.
3. **Video**: Start or stop video sending your picture.
4. **Settings**: Change meeting options for audio, video and general settings.
5. **Invite**: Send a message and invite others to join the session in progress.

6. Manage Participants:



On the toolbar click



- Click each button across the top of the window to view options and make changes.
- Click the **More** button next to a Participant name for individual options.

7. **Screen Share**: See below for more detailed explanation.

8. Chat:

- Select **All** to send a chat for all to read, or select an individual name to send a private chat.
- Save the chat log to you desktop.

9. Record:

- Start and stop recording the session.

Note: The recorded file downloads to your computer in individual audio and video files.

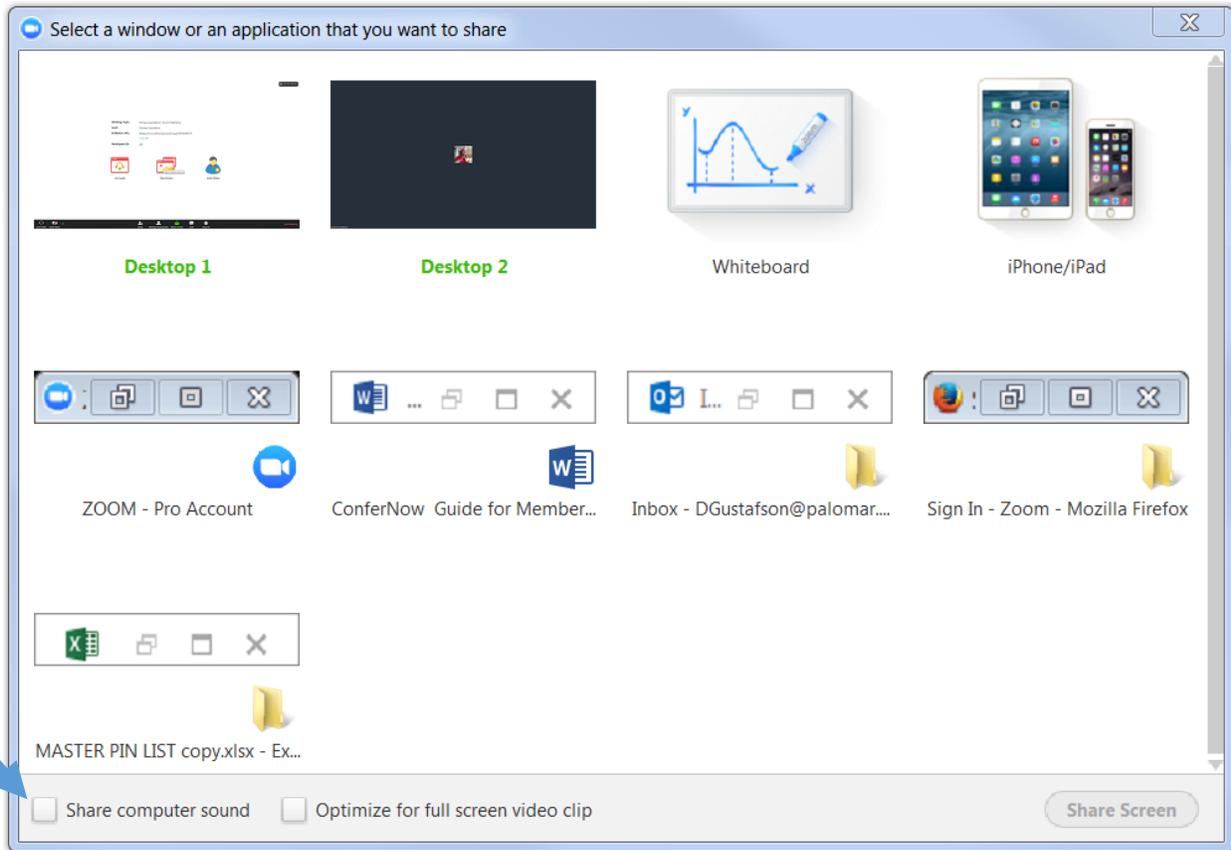
Note: Enable automatic recording on the Meetings Option section when you log into your profile online.

10. End Meeting:

- End the meeting for everyone and close the room.
- Leave the meeting and allow the others to continue meeting.

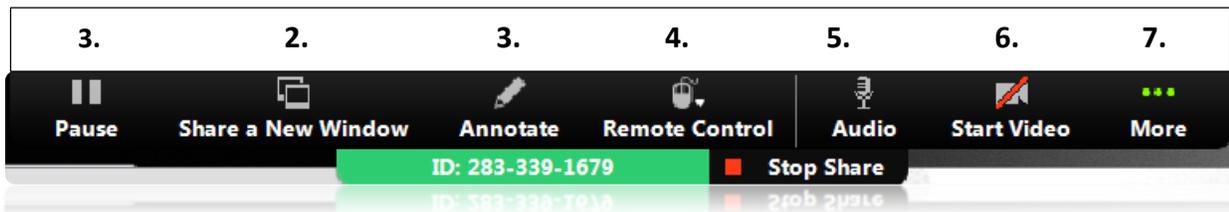
Share Screens

Sharing your desktop is important collaboration feature in most **ConferZoom** meetings. Click the **Share Screen** icon on the toolbar, the selections for sharing are displayed.

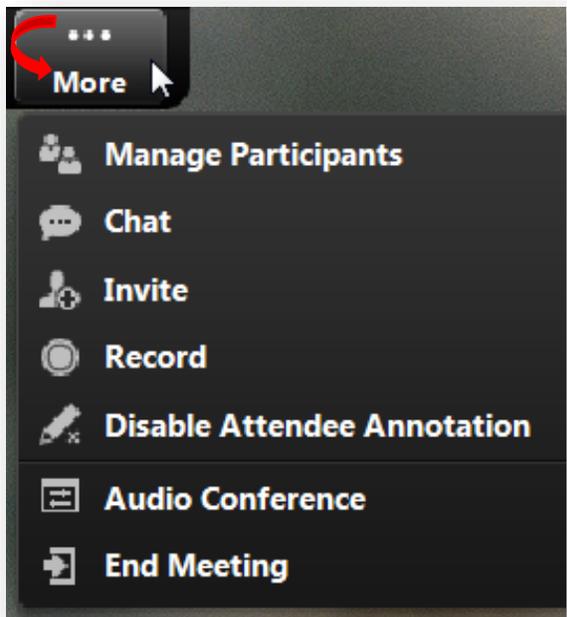


1. If you have multiple monitors, choose the **Desktop** you want to share:
 - When sharing full desktops, you have the flexibility to move between any open or closed applications on the selected **Desktop**.
2. Select a specific opened application:
 - Only that application will be seen by the participants regardless of where you navigate on your desktop.
3. Select **Share computer sounds** to:
 - Play audio from online sources such as YouTube.
 - Optimize for a full screen video clip.
 - Play an audio file stored on your desktop.

When the sharing is launched, a tool bar appears at the top of the screen allowing you to access meeting management tools and features for screen sharing:



1. **Pause** or **Resume** a sharing session.
2. **Share a New Window**: changes the Desktop or application selection.
3. **Annotate**: Draw on the screen for emphasis – this does not affect the application itself.
4. **Remote Control**: Pass sharing control to a participant.
5. **Audio**: Start or change your audio communication preference.
6. **Start** or **Stop Video**.
7. **More...**: Choose from the options listed, which includes those that appear on the toolbar (when not sharing).

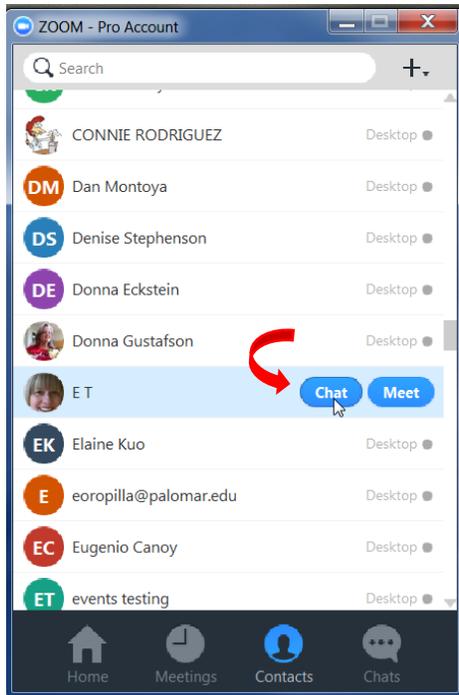


Expand the **More...** menu for additional options:

1. **Manage Participants**: Mute/unmute, lock screen share, play entry/exit tones.
2. **Chat**: Start and read chat messages.
3. **Invite**: Send an email or IM invite to this meeting.
4. **Record**: Start or stop recording.
5. **Disable Attendee Annotation**: Stop participants from marking on your shared screens.
6. **Audio Conference**: Start or change audio options.
7. **End Meeting**: Leave, or end the meeting for all.

VII. CONTACTS

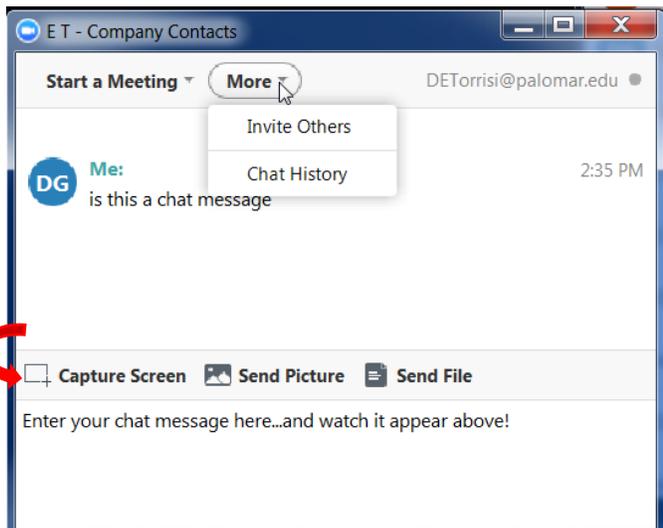
Find members of **ConferZoom** and initiate a Chat or instant Meet. Click the **Contacts** icon from the desktop app to get started.



Locate Contacts

1. Scroll through the list.
2. Or use the **Search** field to locate a colleague.
3. Select **Chat** or **Meet** to start an instant session with an individual.

Note: Invite others to the meeting from within the meeting room. Invite others to a Chat from within the Chat session.



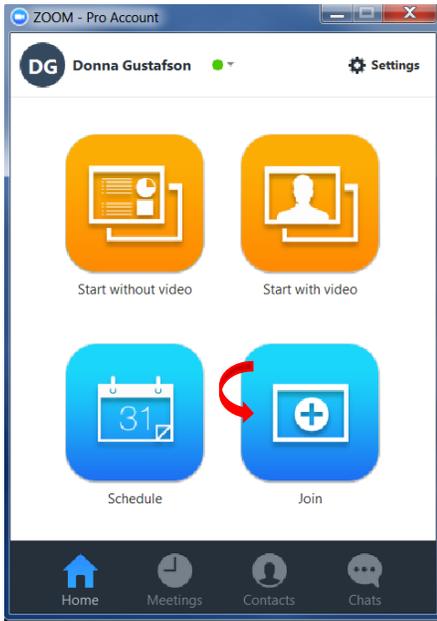
Chat Sessions:

1. Add others to the **Chat** from the **More** menu.

Send images and files to the **Chat** participants:

1. **Capture Screen:** Take a snapshot of any window on your desktop.
2. **Send Picture:** Locate a picture file on your computer.
3. **Send File:** Select any file from your computer to share.

VIII. JOIN A MEETING HOSTED BY ANOTHER MEMBER



When you are invited as a participant to join another Host's meeting, an email invitation or calendar invitation will be sent to you with the required meeting connection details.

1. Click the direct links provided in the email or calendar.
2. Or, click the **Join** button of your desktop app, then copy the url link from your email/calendar and paste it into the **Meeting ID** field.

Note: the url link in your email or calendar will convert to a numeric code when pasted.

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/650688640>

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

Meeting ID: 650 688 640

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

