



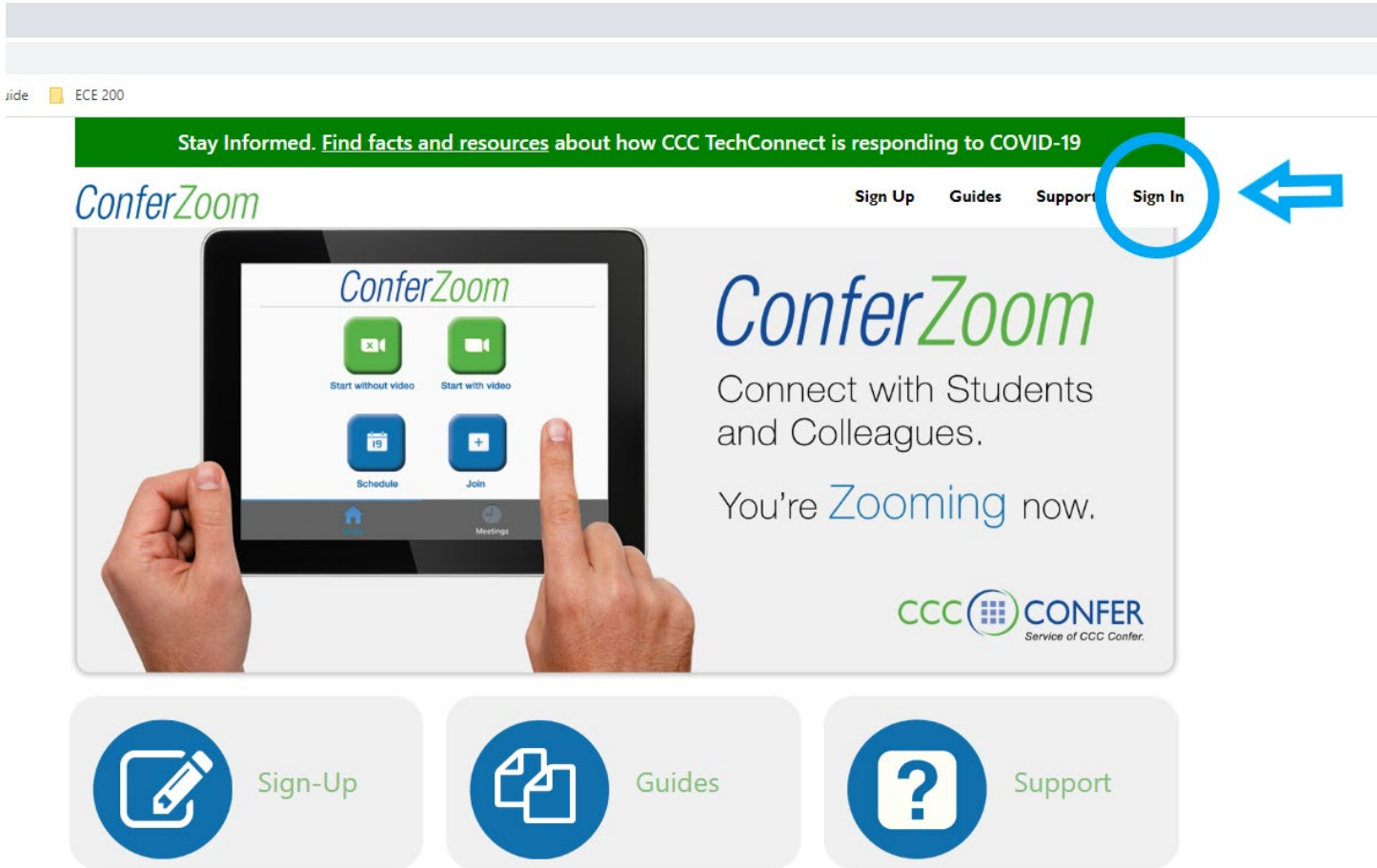
**ConferZoom**

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

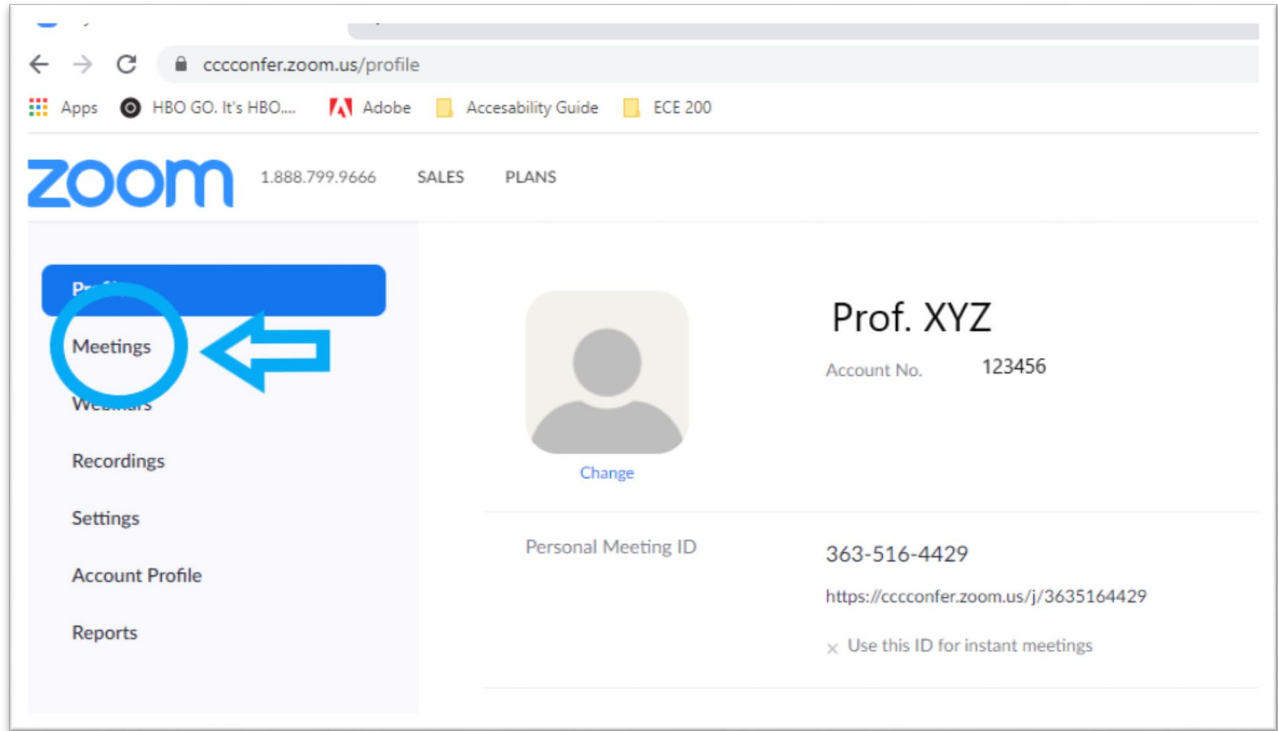
## HOW TO USE ZOOM FOR A REMOTE CLASS LECTURE / MEETING

### STEP 1: SIGN IN TO YOUR CONFERZOOM ACCOUNT.

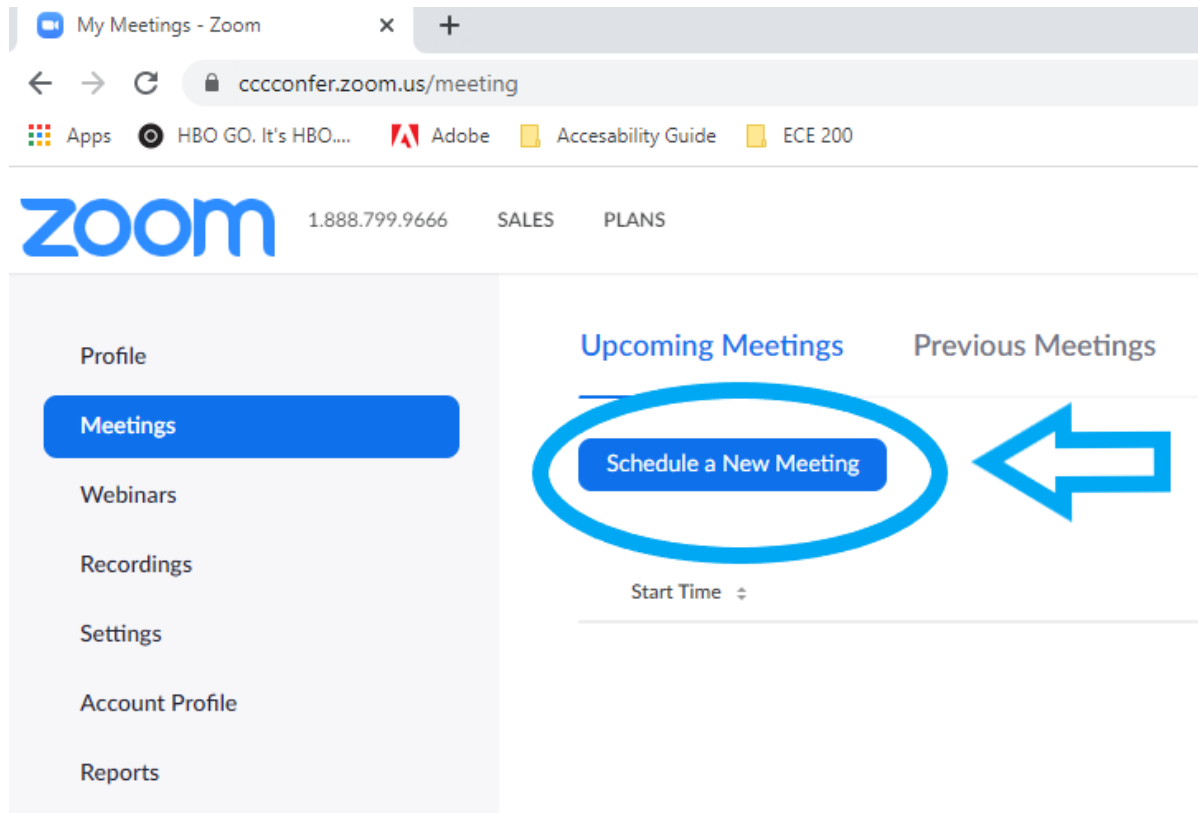
- a) Go to: <https://www.conferzoom.org>
- b) Click Sign In



## 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 configuration page. The browser address bar is `cccconfer.zoom.us/meeting/schedule`. The Zoom logo and contact information are at the top left. The configuration options are as follows:

- Meeting Password:**  Require meeting password
- Video:** Host:  on  off; Participant:  on  off. A blue arrow points to the "on" radio button for Host with the text "Set Video preferences".
- Audio:**  Telephone  Computer Audio  Both. A blue arrow points to the "Both" radio button with the text "Set Audio Preferences".
- Meeting Options:**
  - Enable join before host
  - Mute participants upon entry
  - Enable waiting room. A blue arrow points to the checked box with the text "Enable Waiting Room".
  - Only authenticated users can join
  - Breakout Room pre-assign
  - Record the meeting automatically in the cloud. A blue arrow points to the checked box with the text "Select Record Meeting Automatically".
- Alternative Hosts:**
- Buttons:** "Click Save" with a blue arrow pointing to the "Save" button, and a "Cancel" button.

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