LANEY COLLEGE

HOW TO SET UP and ATTEND ZOOM MEETINGS

VIDEO RECORDING: Zoom Training

➤ Create your own Educational Zoom account

https://www.conferzoom.org/ConferZoom/SignUp

You will need your Peralta email ID to sign up.

Note: If you already have a Zoom account with an .edu email account, contact CCC Confer Tech Support at support@ccctechconnect.org or call 760-744-1150 ext 1537 to convert your account to an educational

➤ Host a Zoom meeting

Sign in to your account and click on Meetings on the left side and then "Schedule a meeting". Enter details of your meeting.

Need help? Watch the video: https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-

Send the meeting link to your attendees or students.

➤ Attend a Zoom meeting

Each meeting has a unique number called a meeting ID that will be required to join a Zoom meeting. If you are joining via telephone, you will need the teleconferencing number provided in the invite.

Go to https://zoom.us/join and enter your meeting ID

OR Simply click the web url that you may have setup earlier or received in an invite from a colleague/instructor
AND/OR dial the number in the email invite for the audio
You can also join a test meeting to familiarize yourself with Zoom.
Need help? Watch the video: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting

➤ Share your documents with participants

Once you are signed into your meeting, click the **Share Screen** button located in your meeting controls. Learn more about screen sharing.