COSUMNES RIVER COLLEGE
EST. 1970

1. Log into http://www.conferzoom.org/

   - **NOTE**: If you don't have a CCC Confer Zoom account, visit this site to sign up for an account. You must use your crc.losrios.edu email account to sign up. http://www.conferzoom.org/ConferZoom/SignUp

   - If you previously set up a free Zoom account, you will have to send an email to support@ccctechconnect.org and request that your account be placed under CCC Confer. To verify that you have a CCC Confer Zoom account, select "Account Profile" and verify that Account Name is "CCC Confer"

2. Click on the Meeting tab on the left-hand side of your screen to schedule a Meeting

Click on the Meeting Tab to Schedule a meeting

3. Click on the "Schedule a Meeting" button

Meetings

Upcoming   Previous   Personal Room   Meeting Templates

📅 Start Time   to   End Time   Schedule a Meeting
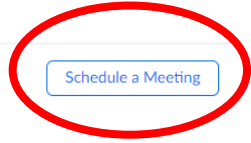
4. Set your meeting preferences, as describes below. Once set, click saved.

Schedule a Meeting

Topic
My Meeting

Enter a topic or name for your meeting.

Description (Optional)
Enter your meeting description

Enter the Description of meeting.

When
09/17/2020   10:00 ▾   AM ▾

Select a date and time for your meeting.

Duration
1 ▾ hr   0 ▾ min

Time Zone
(GMT-7:00) Pacific Time (US and Canada) ▾

☐ Recurring meeting

Check this if this a recurring standing meeting

Registration
☐ Required

Check this if you want your attendees to register for the meeting

Meeting ID
⦿ Generate Automatically   ○ Personal Meeting ID 662 063 2674

For security purposes, it is recommended that you check generate automatically

Security
☑ Passcode 055134   ☐ Waiting Room

You must check the passcode checkbox. Joining participants will be required to input passcode before joining your scheduled meeting. Unless you activated Embed passcode in invite link for one-click join. See **step 5** below for instructions. Waiting Room: Enable Waiting Room for the meeting. Participate can't join until you let them in.

Video
Host   ⦿ on   ○ off

Participant   ⦿ on   ○ off

Choose if you would like the host's or Participants video on or off when joining the meeting. Even if you choose off, the host or Participants will have the option to start their video.

Audio
○ Telephone   ○ Computer Audio   ⦿ Both

Dial from United States of America   Edit

Select the type of audio that your attendees can use during the meeting.

Meeting Options
☑ Enable join before host

☑ Mute participants upon entry

Allow attendees to Join before host. Use this if the meeting requires no host.

☐ Only authenticated users can join

☐ Breakout Room pre-assign

☐ Request permission to unmute participants

☐ Automatically record meeting in the cloud

Select if you want to record locally (to your computer) or to the cloud.

Meeting Type
▾

Alternative Hosts
Example: mary@company.com, peter@school.edu

Alternative hosts: Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence.
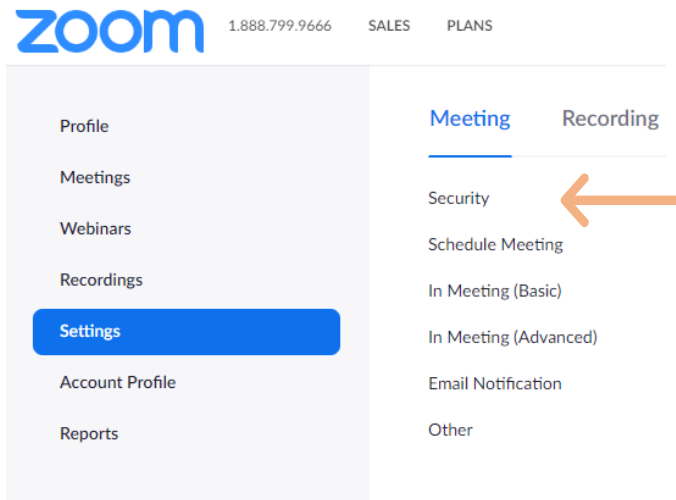
Interpretation
☐ Enable language interpretation

Save   Cancel

Click **Save** to finish and open the selected calendar service to add the meeting.

5. Setting up an automatic passcode and embed passcode in invite link

    a. Click on the setting tab on the left-hand side of your screen and select security.

    b. Enable the following to activate the automatic setting of passcode and embed passcode in invite link for future meetings (**REQUIRED** for CCC Confer Zoom meetings):

Require a passcode when scheduling new meetings

A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a passcode for instant meetings

A random passcode will be generated when starting an instant meeting

Require a passcode for Personal Meeting ID (PMI)

- Only meetings with Join Before Host enabled
- All meetings using PMI

Embed passcode in invite link for one-click join

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

Require passcode for participants joining by phone

A numeric passcode will be required for participants joining by phone if your meeting has a passcode. For meeting with an alphanumeric passcode, a numeric version will be generated.