

Zoom Setup for Faculty

Tips for Preparing & Managing a Zoom Meeting: <https://ccctechconnect.zendesk.com/hc/en-us/articles/360023430274-Preparing-and-Managing-a-Live-ConferZoom-Event>

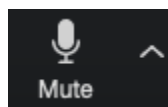
Test up beforehand: Try the [Test Meeting](https://zoom.us/test) <https://zoom.us/test> to make sure your software and audio is set up.

Share Your Meeting Invitation Link: *Right now, the Zoom app in Canvas has issues, so it's not recommended

- Paste the Zoom invite link into your Canvas Course
- Or email the students a copy of the invitation

Start a Zoom Meeting

Click the Zoom meeting link several minutes before your meeting, as you may be prompted to [download Zoom to your PC, Mac, tablet or phone](https://support.zoom.us/hc/en-us/articles/201362233-Where-Do-I-Download-The-Latest-Version-) <https://support.zoom.us/hc/en-us/articles/201362233-Where-Do-I-Download-The-Latest-Version->.



Follow the instructions to join computer audio and mute yourself if you aren't talking. Unmute when you want to talk. The host of the meeting can mute everyone and unmute everyone

Control Bar: These are on or off by clicking on them



- **Unmute/Mute:** to let others hear you (or not)
- **Stop/Start Video:** to let others see you (or not)
- **Invite:** to send invites to others to join the meeting
- **Participants:** to see who is in the meeting – if the person is joining “audio only,” you will see just the person's name in the middle of a black square
- **Polls:** to put in questions for participants to answer and survey
- **Share:** to share your screen in the meeting
- **Chat:** To send to “Everyone” in the meeting or to an individual using the drop down arrows in the chat. Caution! Make sure you aren't sending to “Everyone” if you just want to say something privately to another person in the meeting.
- **Record/Stop Recording:** to record and auto-caption the meeting (this can be set up in your settings)
- **Closed Captions:** to show if you have captions in a prerecorded session or to show live captioning if you arranged to have that
- **Breakout Rooms:** to have small group breakouts
- **Leave Meeting:** to exit the meeting

Confer Help Desk for Faculty: <https://www.conferzoom.org/ConferZoom/Support>

1-760-744-1150 ext. 1537, 1543

Email - support@ccctechconnect.org; Monday - Friday 7AM - 4PM; After Hours Help: <https://support.zoom.us/hc/en-us>

ConferZoom Faculty Guides: <https://ccctechconnect.zendesk.com/hc/en-us/categories/360000873994-CCC-Confer-and-ConferZoom-Support>