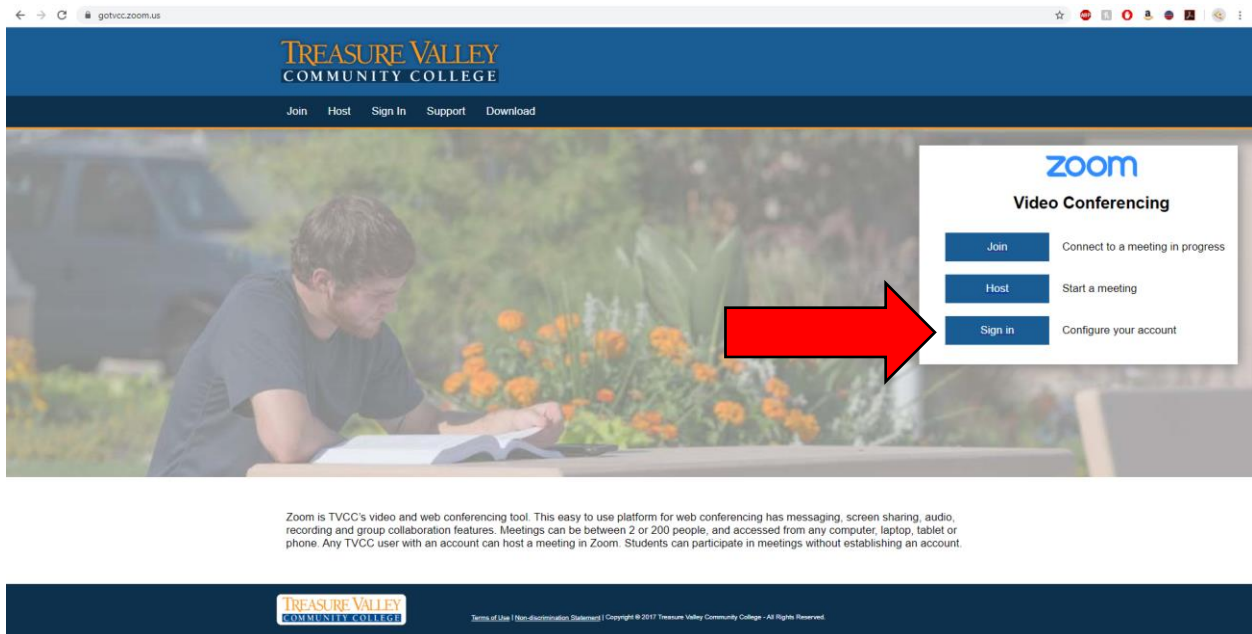


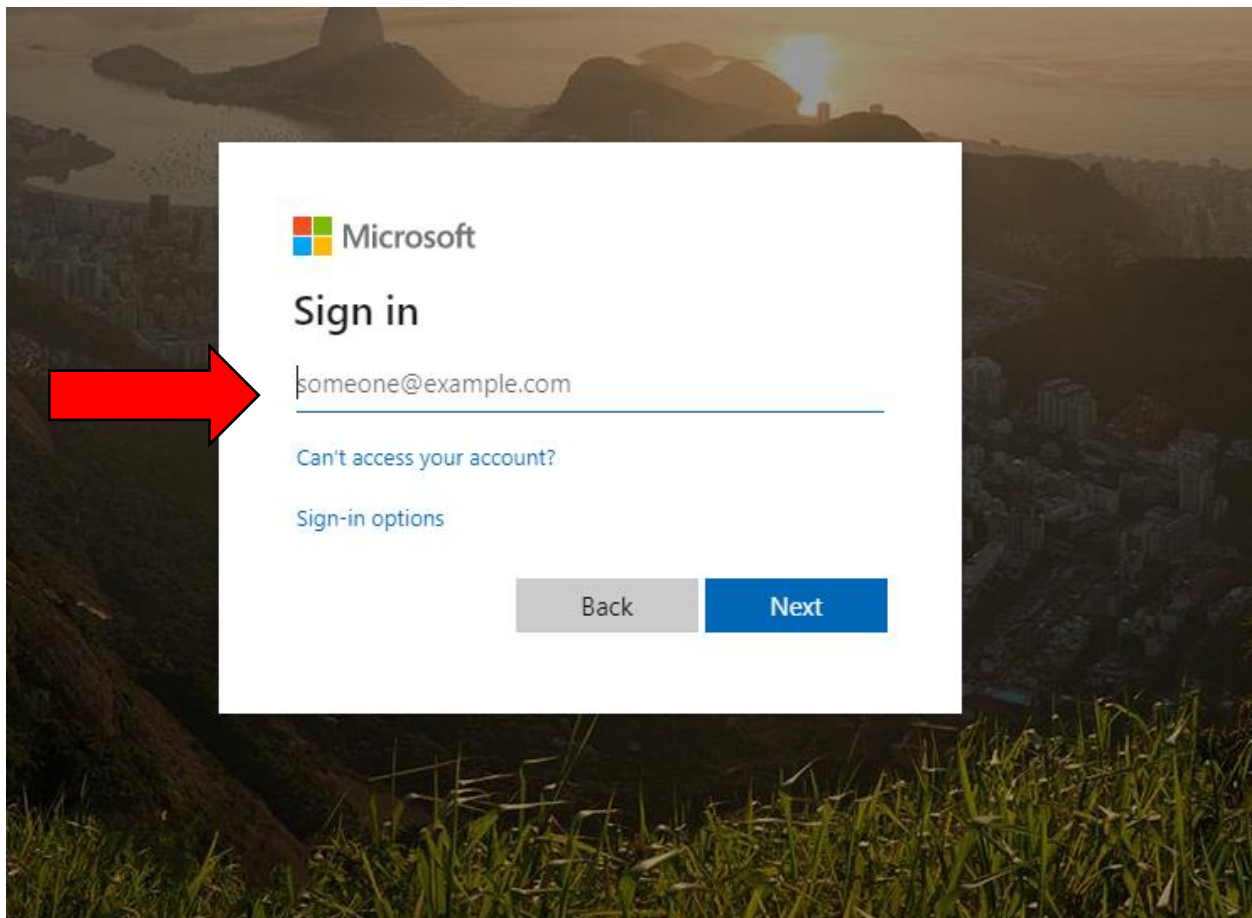
How to access Zoom

Go to gotvcc.zoom.us

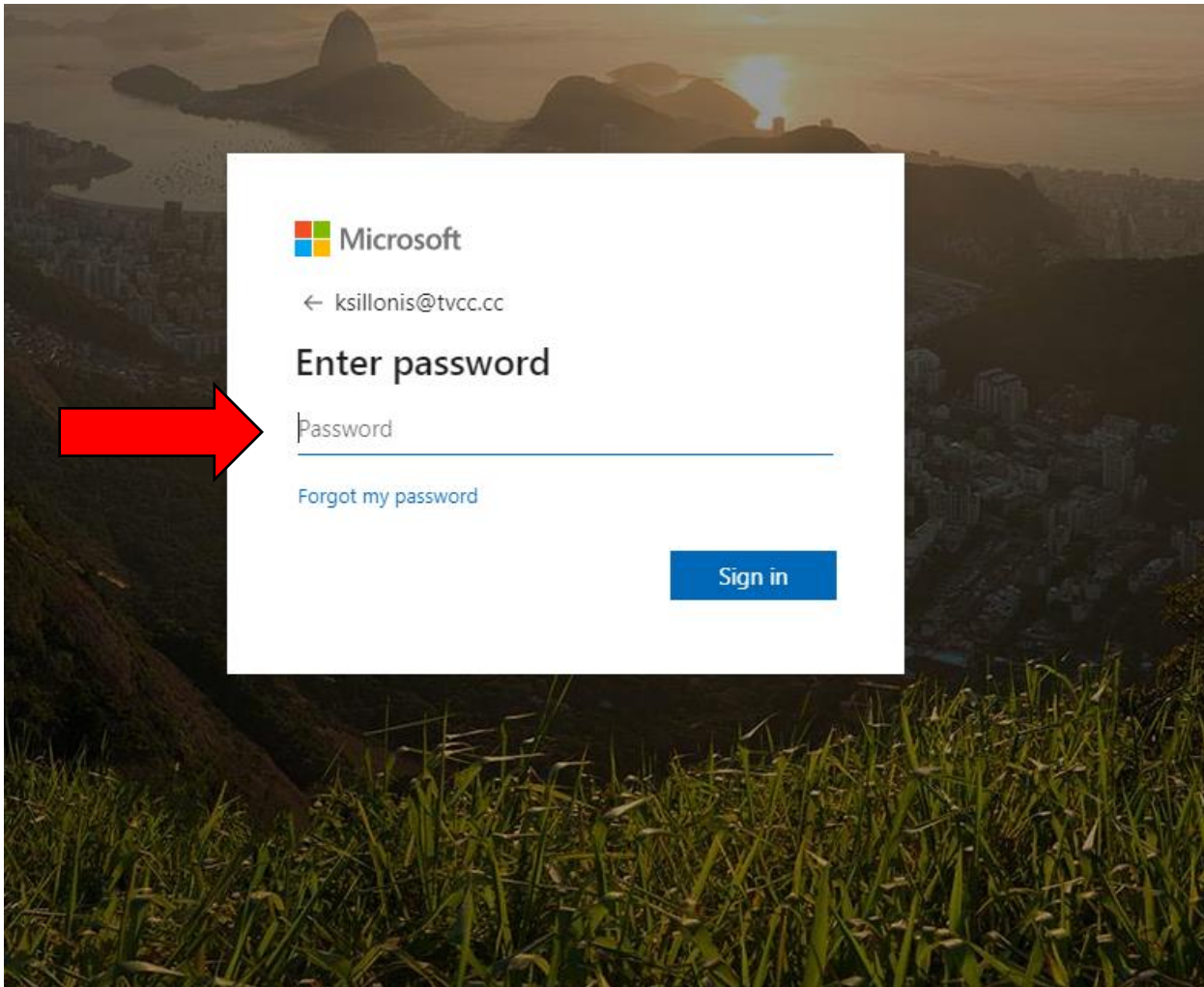
Click *Sign In*



Use your TVCC email address as your username



Use your TVCC password

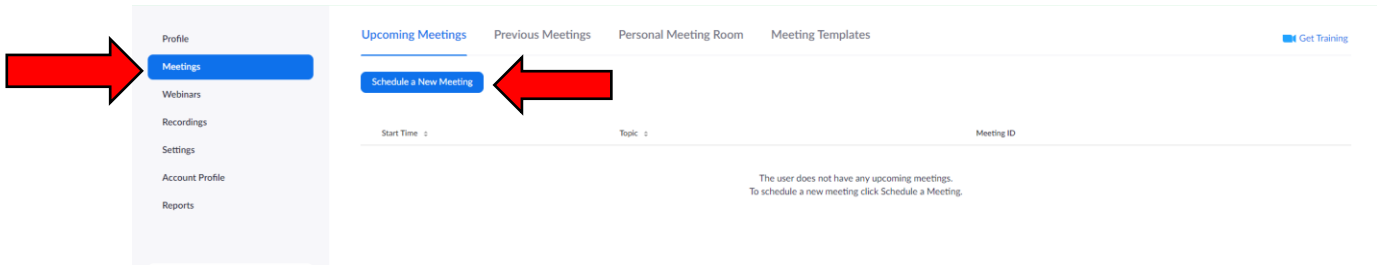


Now you are signed in and taken to your Profile page.

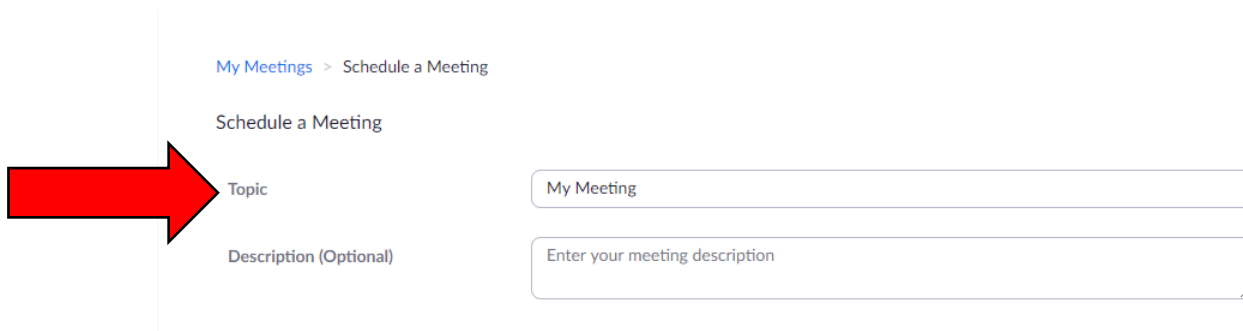
A screenshot of the Zoom user profile page. At the top left is the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES. At the top right are links: SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and SIGN OUT. Below the navigation is a green banner with an important notice: 'Important Notice: Zoom has removed the 40 minute time limit for schools affected by the Coronavirus. The meeting limit on your free Basic account has temporarily been lifted.' The main content area is divided into a left sidebar and a main profile section. The sidebar has a 'Profile' button (highlighted in blue) and other options: Meetings, Webinars, Recordings, Settings, Account Profile, Reports, Attend Live Training, Video Tutorials, Knowledge Base. The main profile section shows the user's name 'Kat Sillonis' and account number '554809'. Below this is a 'Change' button for the profile picture. The profile details are listed in a table-like format:

Personal Meeting ID	534-408-7950 https://gotvcc.zoom.us/j/5344087950 <small>Use this ID for instant meetings</small>	Edit
Sign-In Email	ksillionis@tvcc.cc Linked accounts: [icons]	Edit
User Type	Basic	
Capacity	Meeting 300	
Language	English	Edit

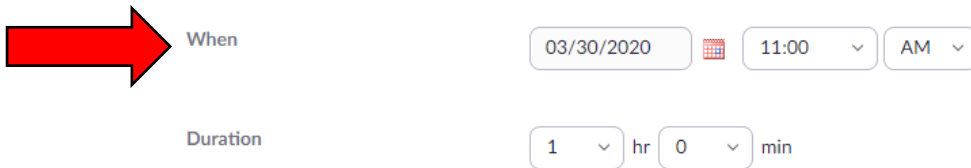
Click on *Meetings*, then *Schedule a New Meeting*



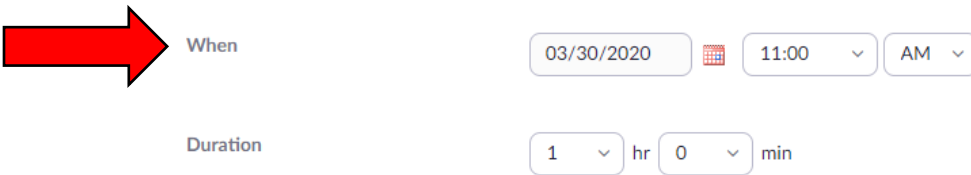
Enter a *Topic*, or meeting name. For example: ENG101 Class.



Enter a date and time under *When*. There is a calendar icon you can click on a date on a calendar grid.



Select how long you would like the meeting to go under *Duration*. *Zoom has removed the 40 minute time limit.*



Choose a meeting ID. This is up to you on what is easier for you*

**You can customize your own Personal Meeting ID on the main Zoom page. Contact IT if you have questions.*

Meeting ID

Generate Automatically

Personal Meeting ID 534-408-7950

Create a Meeting Password. This is optional, uncheck the box if you do not want a password. Make sure meeting participants have that password if you want them to participate in the Zoom meeting.

Meeting Password Require meeting password

Select if you want video to come up automatically when the meeting starts. It is recommended that you leave it off and activate it when you are ready.


Video Host on off
Participant on


Keep *Audio* to Both

Audio Telephone Computer Audio Both
Dial from United States of America [Edit](#)

Select any other options you may want for your own meetings. It is recommended to check *Mute Participants* and *Record Meeting Automatically*. Once everything looks right, select *Save*.

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically on the local computer



You will be taken to an overview of your meeting. You will be given an URL to send to participants. You can click Copy the Invitation and share it with the students in an email. It is also recommended to post the link in a Canvas Announcement in your course.

My Meetings > Manage "My Meeting" Start this Meeting

Topic: My Meeting

Time: Mar 30, 2020 11:00 AM Mountain Time (US and Canada)

Add to: [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID: 335-769-040

Meeting Password: ✓ Require meeting password 458140

Join URL: <https://gotvcc.zoom.us/j/335769040?pwd=ajQ2QkFsaJzcUjVjVTZlb2Z3dXR2Zz09> Copy the invitation

You can start your meeting from this page as well, by clicking the blue button called Start this Meeting.

My Meetings > Manage "My Meeting" Start this Meeting


Topic: My Meeting



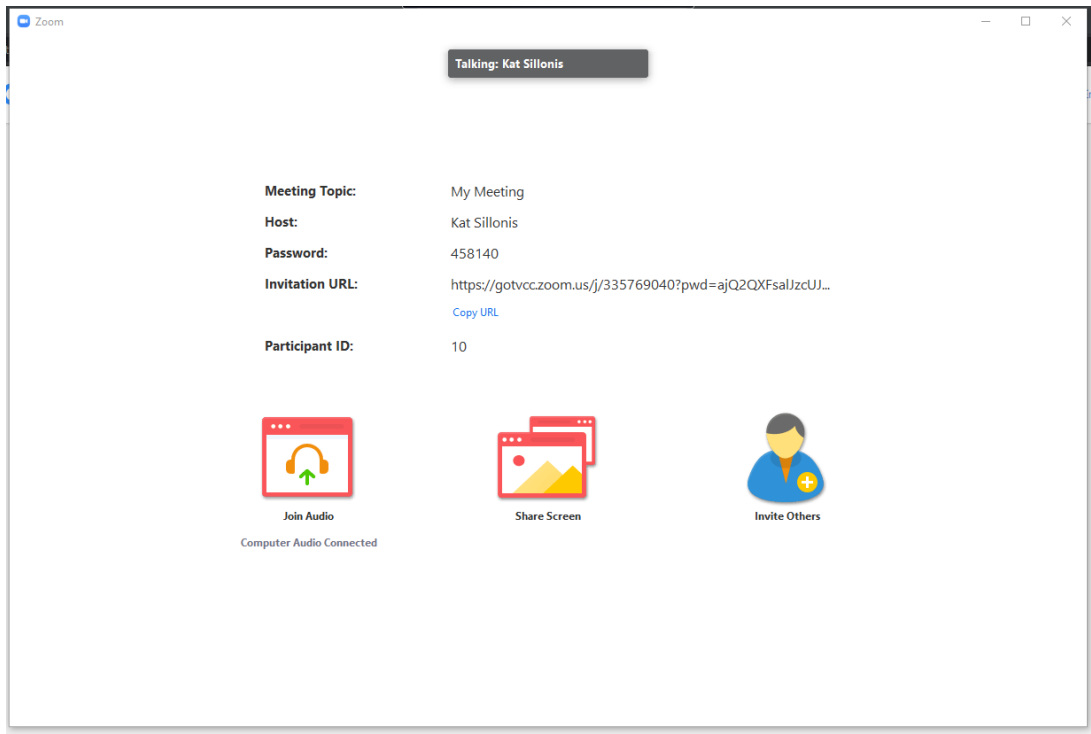
Click *Open Zoom Meetings* from the pop up that will happen

Open Zoom Meetings?

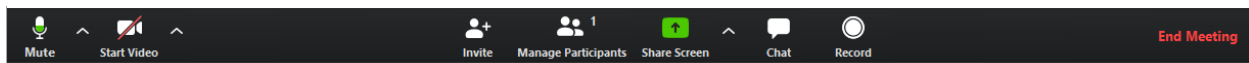
https://gotvcc.zoom.us wants to open this application.

 [Open Zoom Meetings](#) [Cancel](#)

Then you will be in your meeting!



You have many options for yourself and for your meeting participants. You can mute/unmute, start or end your video, invite others, chat, record, and share your screen



If you have any additional questions, you can contact the IT Help Desk by submitting a Help Desk Ticket or calling 541-881-5777. Or you can contact Zoom directly by going to <https://support.zoom.us/hc/en-us>