ConferZoom

CCC TechConnect Zoom (a.k.a. ConferZoom) is an online conferencing platform that provides faculty, staff, administrators, and students in the California Community Colleges system the ability to meet virtually.

The website is http://conferzoom.org

Contents:

- ConferZoom Account Invitation Information
- ConferZoom Sign Up Steps
- ConferZoom Password Reset Steps (or check to see if you have an existing account)
- More ConferZoom Training Materials

For further assistance, please contact the RSCCD ITS Help Desk.

714-564-4357 | Ext 44357 | helpdesk@rsccd.edu | webhelpdesk.rscdd.edu | Mon-Fri, 7:30am-4:30pm
ConferZoom Account Invitation Information

**NOTE:** ITS requested Zoom accounts created for all the following groups:

- Faculty members scheduled to teach during the Spring and Summer terms.
- All confidential and management employees.
- 127 classified employees who asked ITS to request Zoom accounts created for them by ITS on March 23rd, 2020.

If you belong to any of the groups above, you should have gotten an email from no-reply@zoom.us with instructions to activate your Zoom account.

1. Each person will receive an email from no-reply@zoom.us with the subject line "ConferZoom Account Invitation'.
2. The activation email link will expire within 30 days.
3. Once they respond, it will take 24-48 hours for the final approval.
4. Canvas users can learn how to sync to their new ConferZoom account by viewing the 'Account & Email Settings; article on our support site [https://ccctechconnect.zendesk.com/hc/en-us/articles/360009515333-Account-Email-Settings](https://ccctechconnect.zendesk.com/hc/en-us/articles/360009515333-Account-Email-Settings)
6. If an employee already has a ConferZoom account, they will not receive an invitation. To verify their account they should sign-in at www.conferzoom.org using their email, the password can be reset if needed.

**NOTE:** If you did not receive an email from no-reply@zoom.us, need to create a new ConferZoom account, have a “trial” or “Basic” Zoom account, or need help with verifying an existing account, please note the following:

1. Users must sign up under the ConferZoom website ([http://www.conferzoom.org/](http://www.conferzoom.org/)) as that will create the necessary type of Zoom educational licensed account that gives unlimited meeting minutes and up to 300 participants.
2. If the user signed up on the regular Zoom website ([https://www.zoom.us/](https://www.zoom.us/)) then they will only have a free Basic type of account with a limit of only 40 meeting minutes and only up to 100 participants.
3. If the user previously signed up with the Basic Zoom account then they can request from ConferZoom Support to upgrade to the free educational licensed account here: [https://ccctechconnect.zendesk.com/hc/en-us/articles/360036177174--Upgrade-to-a-ConferZoom-Licensed-Account-](https://ccctechconnect.zendesk.com/hc/en-us/articles/360036177174--Upgrade-to-a-ConferZoom-Licensed-Account-)
4. See steps in this guide for ConferZoom Password Reset Steps (check to see if you have an existing account) and ConferZoom Sign Up Steps (or switch your account from Basic Zoom to ConferZoom) to see if you have an existing ConferZoom account, or to upgrade an existing Basic Zoom account to ConferZoom.
ConferZoom Password Reset Steps (or check to see if you have an existing account)

**Step 1**

Go to www.conferzoom.org

Click “Sign In”
Step 2
Click “Forgot password?”
Step 3

Enter your school email address

Click the checkbox for reCAPTCHA ("I'm not a robot")

Click Send
Step 4

Check your email for a new message from no-reply@zoom.us

Subject line = “Zoom password reset confirmation”
Step 5

If you DO NOT have an existing account associated with your email address – you will receive a link to create an account ("Go to Sign Up Page"). Follow the prompts to create an account.

If you DO have an existing associated with the email address – you will receive a link to create a new password. Follow the prompts to create a new password.
**ConferZoom Sign Up Steps (or switch your account from Basic Zoom to ConferZoom)**

**Step 1**
Open a web browser and go to http://conferzoom.org

http://conferzoom.org/

**Step 2**
Click the link for Sign Up.

NOTE: If you have an existing ConferZoom account, skip to Step X.
Step 3

Fill out the required fields for First Name, Last Name, Email, Organization, etc.

When complete, click “Sign Up”.

**NOTE:** A new ConferZoom account requires a college email address ending in .edu

**Examples:** LastName_FirstName@sccollege.edu; LastName_FirstName@sac.edu; LastName_FirstName@rsccd.edu
Step 4

You will be taken to a confirmation page saying it may take up to 72 hours for final approval.

You have successfully submitted a request for a ConferZoom account, final approval may take up to 72 hours due to the high volume of requests.
Step 5

Check your email inbox for a message from Zoom <no-reply@zoom.us>

Subject line is “ConferZoom account invitation”.

Open the email and click the link to approve the request.
Step 6

**NOTE:** If you already had an existing Basic Zoom account, the ConferZoom account invitation link from the no-reply@zoom.us email will take you to a page where you can switch your Zoom account.

Click “I Acknowledge and Switch” to finalize the switch.

**NOTE:** To check and see if you have an existing ConferZoom account, follow directions for “ConferZoom Password Reset Steps (or check to see if you have an existing account)”. 
More ConferZoom Training Materials

- **Canvas Instructor Guide for ConferZoom**
- **Enable Zoom in Canvas.**
  - [https://sac.edu/AcademicAffairs/DistanceEd/SiteAssets/Pages/Canvas-Quickstart/Zoom%20Quick%20Start.pdf](https://sac.edu/AcademicAffairs/DistanceEd/SiteAssets/Pages/Canvas-Quickstart/Zoom%20Quick%20Start.pdf)
- **Set up a virtual meeting in your course using Zoom.**
- **More documentation located at CCC Confer and ConferZoom Support Guides.**

SAC and SCC Distance Education Information for Instructors

- **Santa Ana College – Instructional Continuity During Temporary Emergency Closures**
  - [https://sac.edu/AcademicAffairs/DistanceEd/Pages/InstructionalContinuityDuringTemporaryEmergencyClosures.aspx](https://sac.edu/AcademicAffairs/DistanceEd/Pages/InstructionalContinuityDuringTemporaryEmergencyClosures.aspx)
- **Santiago Canyon College – Alternative Course Delivery Support**
  - [https://sccollege.edu/DistanceEducation/Pages/Online-Resources.aspx](https://sccollege.edu/DistanceEducation/Pages/Online-Resources.aspx)