Do I Have Zoom Account?

You may already have an account set up! To find out, go to the Zoom login page (https://zoom.us) and try signing in. Your email will be your COCC email address and your password will be your Single Sign On password that is used for Bobcat, Email,,and Canvas accounts.

Video Demo: Zoom SSO

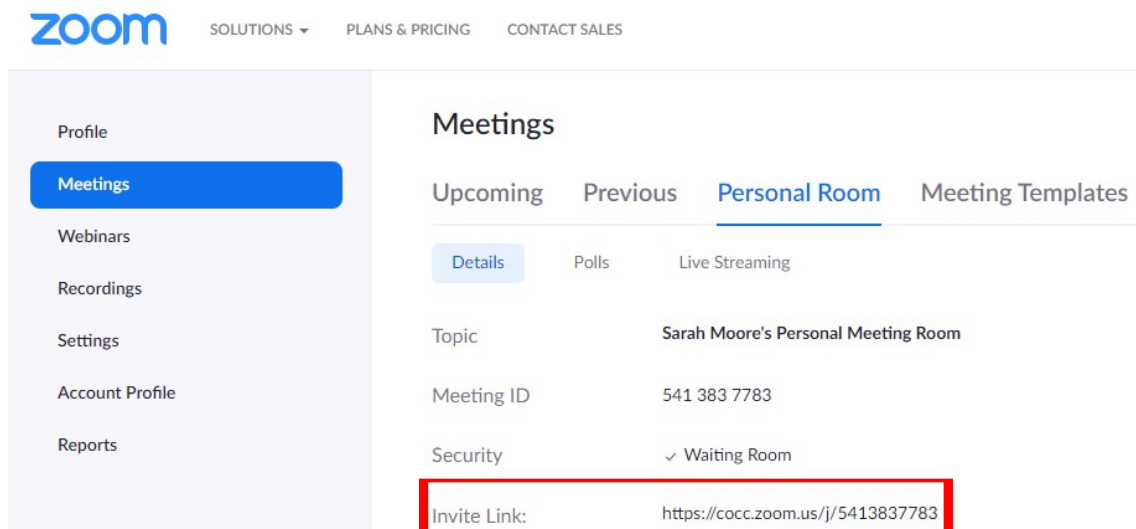# I don't have an account. How do I get one?

If you don't have an account set up yet, just send an email to elearning@cocc.edu and we will send you an invitation to join asap.

Is My Account Licensed?

There are two main kinds of Zoom accounts::Basic, which can host 100 users for 40 minutes, and Licensed,,which can host 300 users indefinitely. Accounts are set up as Basic by default, and can be requested to be upgraded to Licensed (just email elearning). You can see what kind of account you have by logging in and checking the Account License Type in your Profile..

How do I share my Zoom Meeting with my class?

You have a couple of options! The first is by sharing the URL to your Personal Meeting room, also known as your **Personal Meeting ID.**

Option Two
You can also use Zoom's internal scheduling tool to set up recurring meetings for specific times (such as when you would normally meet in class!)
Detailed information on scheduling meetings is available on the Zoom Support site.
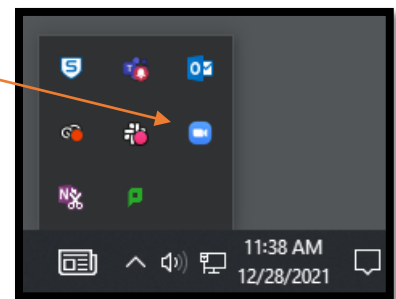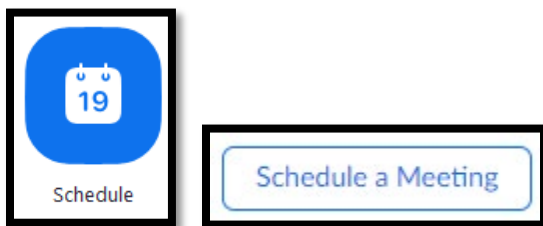
Scheduling Regular Office Hours

Scheduling a Recurring Meeting

Sign in to https://zoom.us or launch the widget from your taskbar.

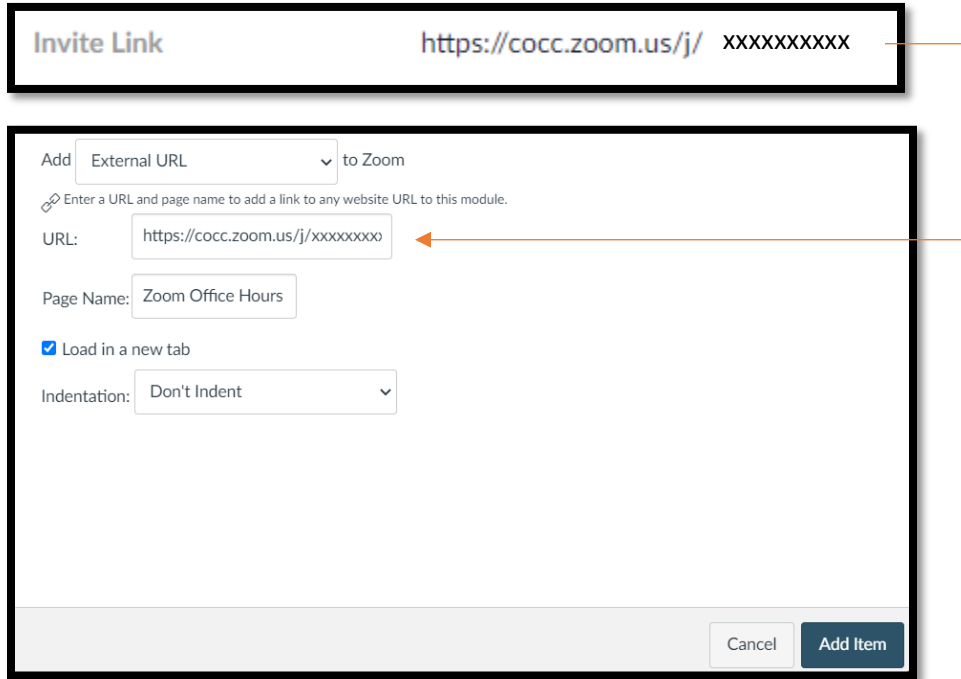Click 'Schedule a Meeting' or click the Schedule icon on the widget.

In the Topic field, give your meeting a descriptive name, i.e.: [Your Name] Friday Office Hours, and a description if you wish. Choose your time and date. Check the box for the option to make the meeting **Recurring.**

Note: Recurring meetings will retain the same meeting ID/ entry URL for 365 days past its last use. Non-recurring meeting IDs are good for 30 days. Click **Save**.

Add the Meeting to a Canvas Course

In the next screen, look for the **Meeting ID** and **Invite Link**. Copy this link. In Modules, click the plus button in a module header and add an **External URL**. Paste this link into the URL field. Name the link, and click Add Item.

Invite Link   https://cocc.zoom.us/j/   xxxxxxxxxx

Add   External URL   to Zoom
🔗 Enter a URL and page name to add a link to any website URL to this module.

URL: https://cocc.zoom.us/j/xxxxxxxxx

Page Name: Zoom Office Hours

☑ Load in a new tab

Indentation: Don't Indent

Cancel   Add Item