

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?

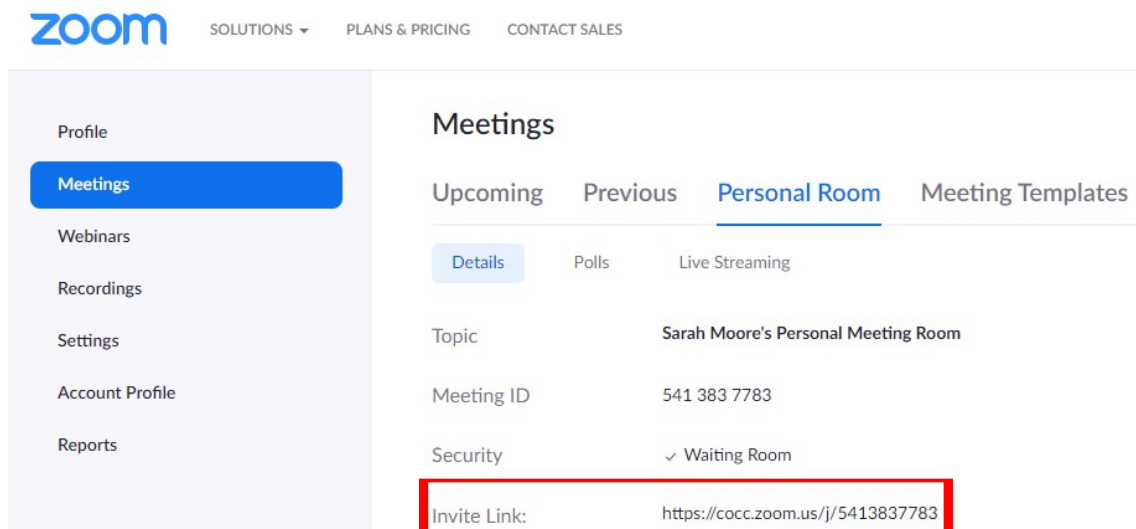
If you don't have an account set up yet, just send an email to elearning@cocc.edu and we will send you an invitation to join asap.

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**.



The screenshot shows the Zoom web interface. On the left is a navigation menu with options: Profile, Meetings (highlighted in blue), Webinars, Recordings, Settings, Account Profile, and Reports. The main content area is titled 'Meetings' and has four tabs: 'Upcoming', 'Previous', 'Personal Room' (selected), and 'Meeting Templates'. Under the 'Personal Room' tab, there are three sub-tabs: 'Details' (selected), 'Polls', and 'Live Streaming'. The 'Details' sub-tab shows the following information:

Topic	Sarah Moore's Personal Meeting Room
Meeting ID	541 383 7783
Security	✓ Waiting Room
Invite Link:	https://cocc.zoom.us/j/5413837783

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.

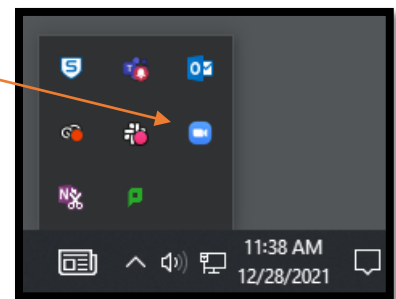
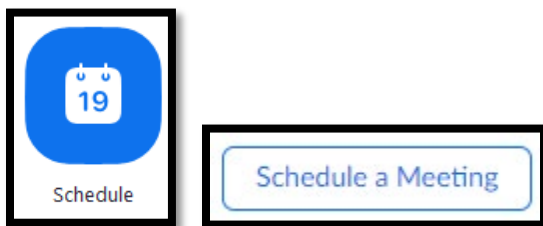


Scheduling Regular Office Hours

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.



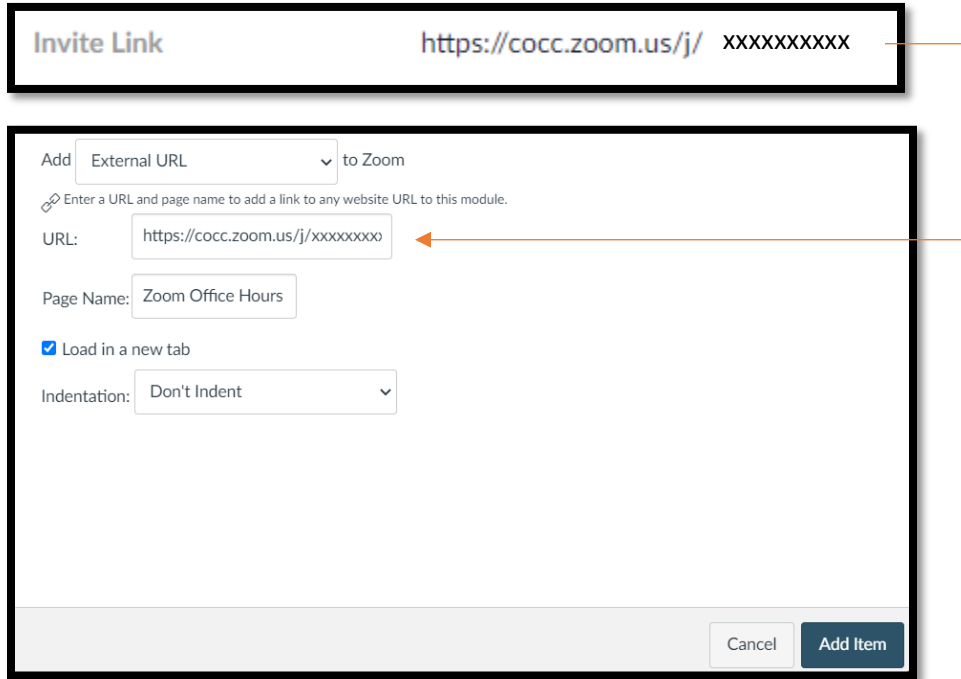
In the Topic field, give your meeting a descriptive name, i.e.: [Your Name] Friday Office Hours, and a description if you wish. Choose your time and date. Check the box for the option to make the meeting **Recurring**.

A screenshot of the Zoom "Schedule Meeting" dialog box. The "Topic" field contains "Sarah Moore's Zoom Meeting". The "Start" field is set to "Tue December 28, 2021" at "12:00 PM". The "Duration" is set to "1 hour" and "0 minute". The "Recurring meeting" checkbox is checked and highlighted with a red box. The "Time Zone" is set to "Pacific Time (US and Canada)".

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.



The image shows two parts of the Canvas interface. The top part is a header for an 'Invite Link' with the URL `https://cocc.zoom.us/j/XXXXXXXXXX`. The bottom part is the 'Add Item' dialog box. At the top of the dialog, it says 'Add External URL to Zoom'. Below that is a note: 'Enter a URL and page name to add a link to any website URL to this module.' The 'URL:' field contains `https://cocc.zoom.us/j/xxxxxxxxx`. The 'Page Name:' field contains 'Zoom Office Hours'. There is a checked checkbox for 'Load in a new tab' and a dropdown for 'Indentation' set to 'Don't Indent'. At the bottom right are 'Cancel' and 'Add Item' buttons. An orange arrow points from the 'XXXXXXXXXX' part of the top URL to the 'xxxxxxxxx' part of the 'URL:' field in the dialog.

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