



Getting Started with ZOOM

NEW CofC Integration Instructions



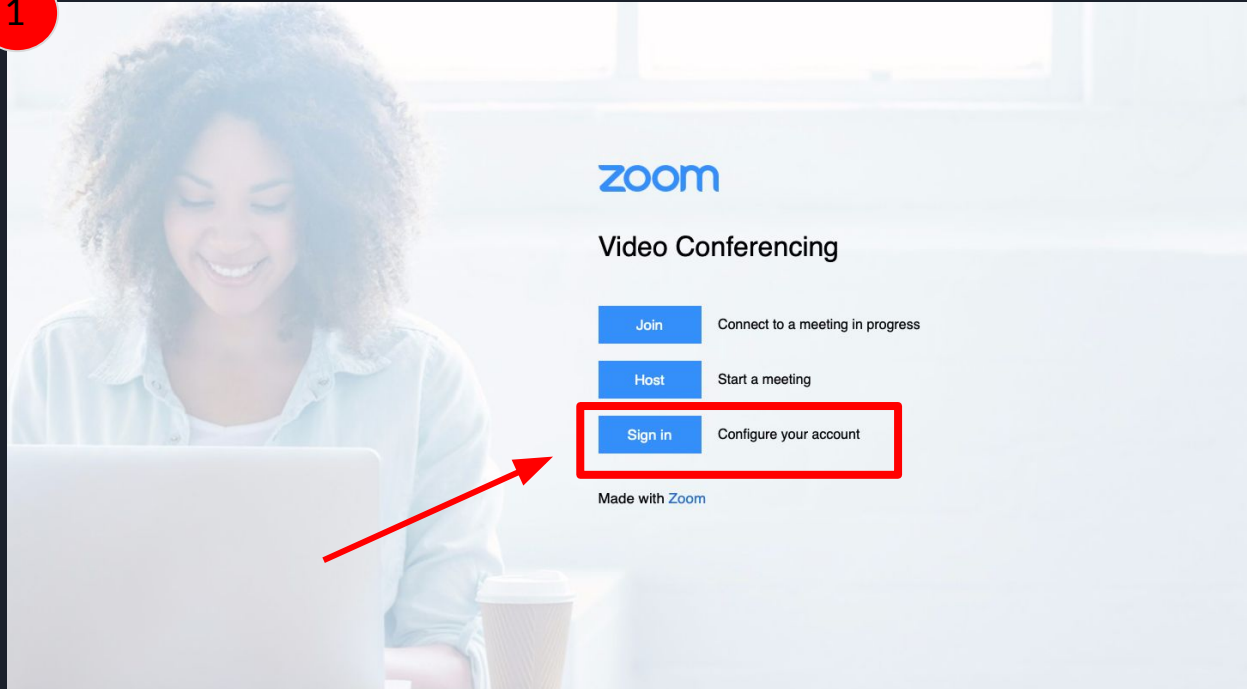
WHAT WE WILL COVER

- **Signing up with the NEW CofC Integration**
- The interface
- Launching zoom
- Scheduling a meeting
- Where to find your recordings

SIGN ME UP!

https://cofc.zoom.us/

1



SIGN ME UP!

<https://cofc.zoom.us/>

2

Confirm your email address

Welcome! Please confirm your email below to get started.

[Confirm your email address](#)

3

We've sent an email to rosekr@cofc.edu.

If you did not receive the email, please [go back](#) and try over again.

4

Hello

You are currently a member of the Zoom account , and you are trying to sign into the new Zoom account **College of Charleston (cofc.zoom.us)**. If you want to switch to become a member of the account **College of Charleston**, click the button below within 24 hours.

[Switch to the new account](#)

If the button above does not work, copy the link below and paste it into your browser.

https://cofc.zoom.us/invite_confirming?code=jbiKA6m-FA-LRZrd2YijPLmymU3oy3zKbTY6ukKbrX0.BQgAAAFw5MyTogABUYAPcm9zZWtyQGNvZmMuZWZR1AxZwZm9vZGpZS1MxQ25LUEN4dnFFT0h3ZRY4LWVUdUtkVFJfZWWh6Zno1ZFk2aEFBABZiRk1NS1VFN1JPdVdSR2Rjc1dPRkRBAAAAAAAAAAAA&fr=hostinvite

You do not need to take any action to remain a member of the current account.

Thank you for choosing Zoom.
-The Zoom Team

SIGN ME UP!

<https://cofc.zoom.us/>

5

By accepting this invitation, you are switching to a new Zoom account

Before you switch, be aware of the following:

- After you switch, you can still access your own data, such as your meetings and recordings.
- Your role in the new account will be "member". This role might have fewer privileges than your role in your current account.
- Your new account might not provide access to all of the features you have in your current account.

I Acknowledge and Switch

Sign into Your Current Account

6

Your account has been switched successfully

You are now a member of the Zoom account College of Charleston

Sign In to Profile Page

YOUR PROFILE

- Quick session launch
- Screen Recording

The screenshot shows the Zoom user profile page for Katie Rose. The page is divided into a left sidebar and a main content area. The sidebar has a 'PERSONAL' section with 'Profile' selected, and an 'ADMIN' section with options like 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The main content area shows the user's name 'Katie Rose', a profile picture placeholder with a 'Change' link, and several profile details. The 'Personal Meeting ID' is 309-063-1503, with a link to the meeting page: <https://zoom.us/j/3090631503>. Below this, there is a checkbox labeled 'Use this ID for instant meetings' which is currently unchecked. Other details include 'Sign In Email' (rosekr@cofc.edu), 'User Type' (Basic), and 'Capacity' (Meeting, 100).

Field	Value
Personal Meeting ID	309-063-1503 https://zoom.us/j/3090631503
Use this ID for instant meetings	<input type="checkbox"/>
Sign In Email	rosekr@cofc.edu
Linked accounts	<input type="button" value=""/>
User Type	Basic Upgrade
Capacity	Meeting 100

SCHEDULING MEETING TIMES

The screenshot displays the Zoom web application interface. At the top, the Zoom logo is on the left, and navigation links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT' are on the right. A green banner below the navigation contains an important notice about the 40-minute meeting time limit for schools. The main content area is divided into a left sidebar and a main panel. The sidebar has sections for 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced). The 'Meetings' option is highlighted in blue. The main panel has tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Meeting Templates'. A blue button labeled 'Schedule a New Meeting' is highlighted with a red box, and a red arrow points to it from the right. Below the button is a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. The table is empty, and a message states: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.' At the bottom, there is a section titled 'Save time by scheduling your meetings directly from your calendar.' with links for 'Microsoft Outlook Plugin Add Zoom' and 'Chrome Extension Download'.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ SIGN OUT

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. X

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates [Get Training](#)

Schedule a New Meeting

Start Time	Topic	Meeting ID
The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.		

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin
Add Zoom

Chrome Extension
Download

SCHEDULING MEETING TIMES

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ SIGN OUT

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again

Time Zone

Recurring meeting

[Attend Live Training](#)
[Video Tutorials](#)
[Knowledge Base](#)

[Help](#)

LAUNCHING ZOOM

The screenshot shows the Zoom web interface. At the top left is the Zoom logo. To its right are navigation links: SOLUTIONS, PLANS & PRICING, and CONTACT SALES. On the top right, there are links for SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and a user profile icon with a SIGN OUT link. A green banner below the navigation contains 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." Below the banner is a left-hand navigation menu with options: PERSONAL, Profile, Meetings (highlighted in blue), Webinars, Recordings, and Settings. The main content area is titled "Upcoming Meetings" and includes a "Schedule a New Meeting" button. A table lists upcoming meetings with columns for Start Time, Topic, and Meeting ID. The first meeting is scheduled for "Today 10:45 AM" with the topic "Getting Started with ZOOM" (highlighted in a red box with an arrow) and Meeting ID "829-712-237". "Start" and "Delete" buttons are visible for this meeting.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

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.

PERSONAL

Profile

Meetings

Webinars

Recordings

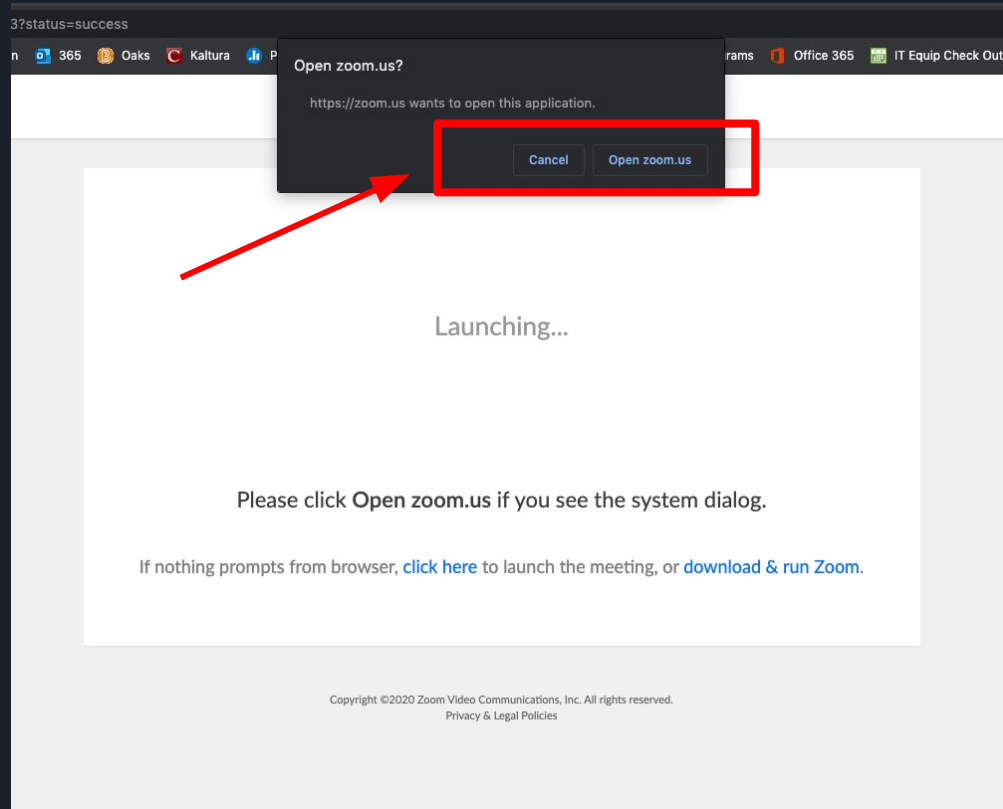
Settings

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates Get Training

Schedule a New Meeting

Start Time	Topic	Meeting ID	
Today 10:45 AM	Getting Started with ZOOM	829-712-237	Start Delete

LAUNCHING ZOOM



The screenshot shows a browser window with a dark theme. A dialog box titled "Open zoom.us?" is open, displaying the message "https://zoom.us wants to open this application." Below the message are two buttons: "Cancel" and "Open zoom.us". A red box highlights the "Open zoom.us" button, and a red arrow points to it from the left. The background page is white and contains the text "Launching..." in a large font. Below this, it says "Please click **Open zoom.us** if you see the system dialog." and "If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#)." At the bottom of the page, there is a copyright notice: "Copyright ©2020 Zoom Video Communications, Inc. All rights reserved. Privacy & Legal Policies".

3?status=success

Open zoom.us?

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

Cancel Open zoom.us

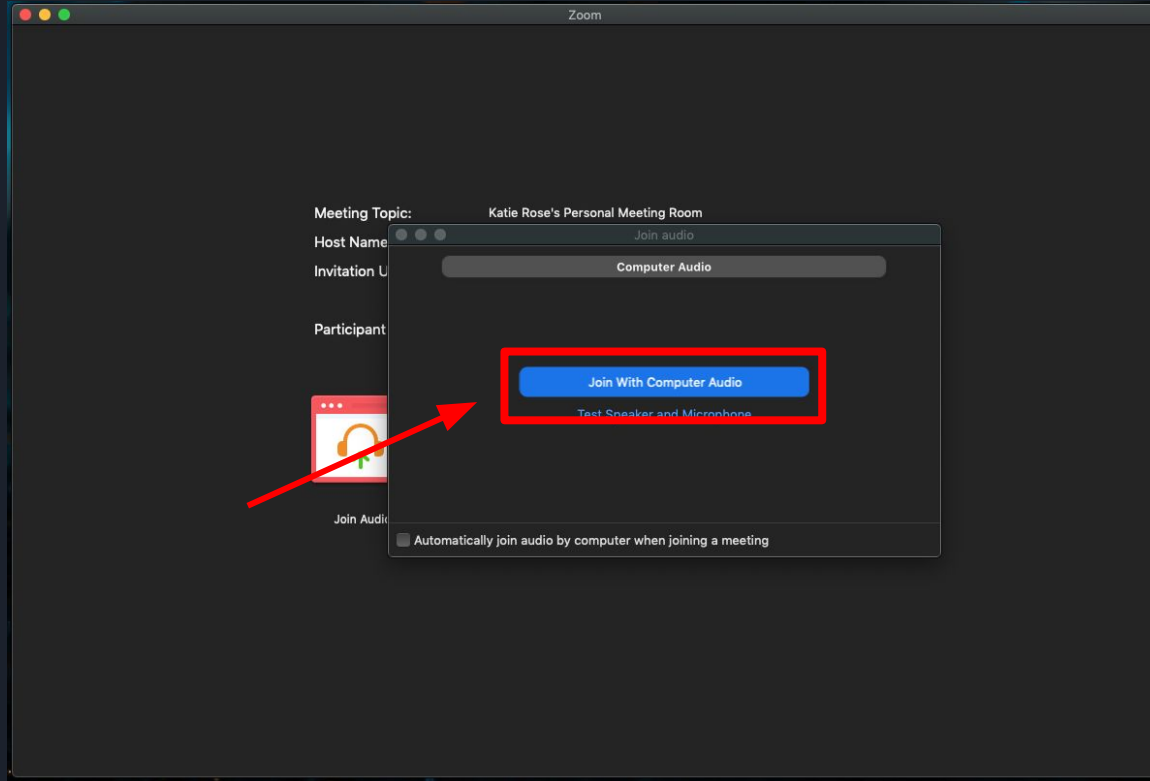
Launching...

Please click **Open zoom.us** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

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LAUNCHING ZOOM



LAUNCHING ZOOM

Zoom Meeting ID: 309-063-1503

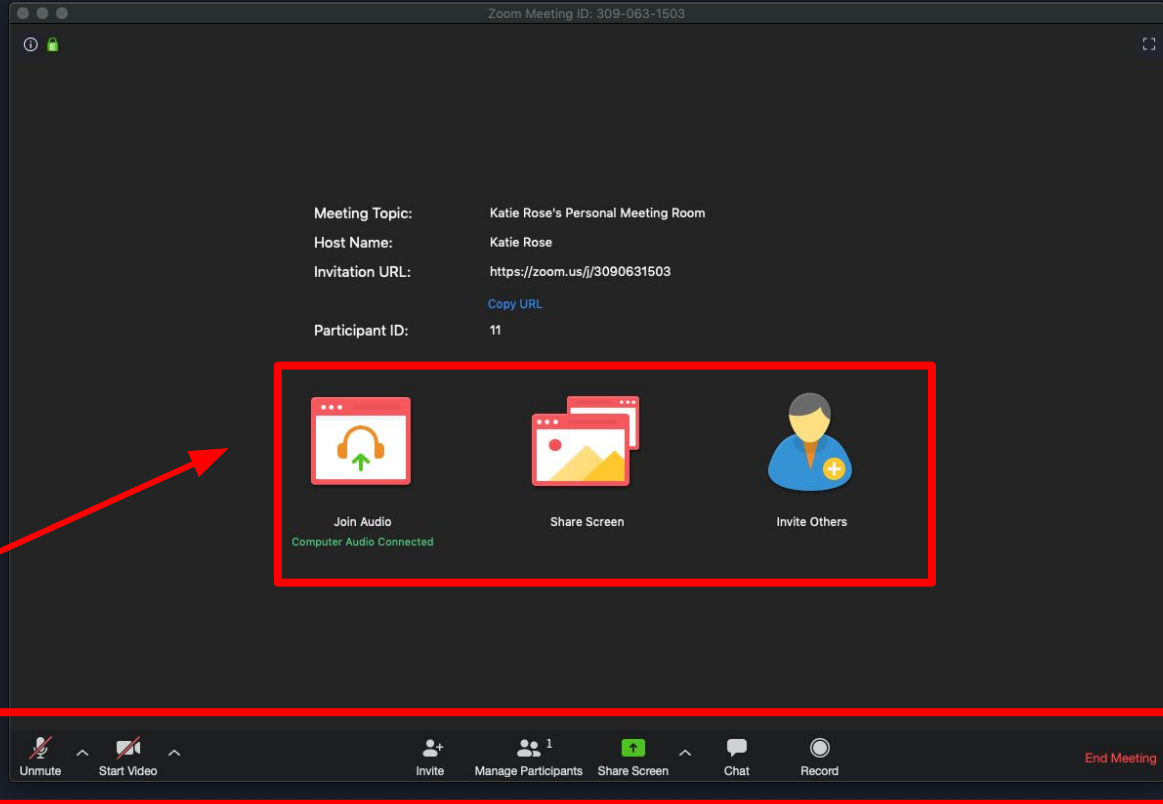
Meeting Topic: Katie Rose's Personal Meeting Room
Host Name: Katie Rose
Invitation URL: <https://zoom.us/j/3090631503>
[Copy URL](#)
Participant ID: 11

Join Audio
Computer Audio Connected

Share Screen

Invite Others

Unmute Start Video Invite Manage Participants 1 Share Screen Chat Record End Meeting

A screenshot of a Zoom meeting interface. The window title is "Zoom Meeting ID: 309-063-1503". The main content area displays meeting details: "Meeting Topic: Katie Rose's Personal Meeting Room", "Host Name: Katie Rose", "Invitation URL: https://zoom.us/j/3090631503" (with a "Copy URL" link), and "Participant ID: 11". Below this is a central panel with three buttons: "Join Audio" (with a green "Computer Audio Connected" status), "Share Screen", and "Invite Others". At the bottom is a toolbar with icons for "Unmute", "Start Video", "Invite", "Manage Participants" (with a "1" indicator), "Share Screen", "Chat", "Record", and "End Meeting". Two red arrows point to the "Join Audio" button in the central panel and the "Unmute" button in the toolbar.

LAUNCHING ZOOM

Select a window or an application that you want to share

Basic Advanced

Screen Whiteboard iPhone/iPad

Launch Meeting - Zoom ... Inbox - rosekr@cofc.edu... Incident Detail - 128508... Microsoft Teams

Share computer sound Optimize for full screen video clip

Share

YOUR RECORDINGS

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Cloud Recordings

Local Recordings

Settings

From To All Status

Search by ID



Search

Export

Delete Selected

Delete All

Trash (1)

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
	Getting Started with ZOOM	821-656-500	Mar 16, 2020 01:17 PM	-	Processing Recording...
	OAKS Gradebook	657-267-622	Mar 16, 2020 11:51 AM	-	Processing Recording...
<input type="checkbox"/>	OAKS Gradebook	657-267-622	Mar 16, 2020 11:28 AM	3 Files (16 MB)	Share... More

SHARING RECORDINGS

Share this cloud recording

Share this recording



Publicly

Only authenticated users can view

Viewers can download



On-demand(Registration Required) ⓘ



Password protect



Recording Link Information

Topic: OAKS Gradebook

Start Time : Mar 16, 2020 11:28 AM

Meeting Recording:

<https://zoom.us/rec/share/58x5EOjixkFJAdL3s02HBZE7Etz8aaa81iJlqaYlyUqiE6ySsq3GrcMQU6-3k55e>

Select, copy and paste the recording links.

Copy To Clipboard

Close