

# ZOOM Meetings: How To Set-Up and Attend

## Step 1: Create Your Own Educational Account



Visit <https://www.conferzoom.org/ConferZoom/SignUp>  
You will need your Peralta email ID to sign up.

Note: If you already have a Zoom account with an .edu email, contact CCC Confer Tech Support at 760-744-1150 ext 1537 or [support@ccctechconnect.org](mailto:support@ccctechconnect.org) to convert your account to an educational one.

## Step 2: Host a Meeting



Sign in to your account and click on Meetings on the left side and then “schedule a meeting”. Enter details of your meeting. Send the meeting link to your attendees/students.

Need help? Watch the video: <https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->

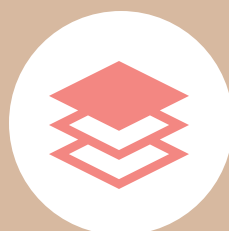
## Step 3: Attend a Meeting



Each meeting has a unique number called a meeting ID that is required to join a meeting. If you are joining via telephone, you will need the teleconferencing number provided in the invite. Go to <https://zoom.us/join> and enter your meeting ID.

Need help? Watch the video: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

## Step 4: Share Documents



Once you are signed into your meeting, click the Share Screen button located in your meeting controls.

Learn more about screen sharing:  
<https://support.zoom.us/hc/en-us/articles/201362153>