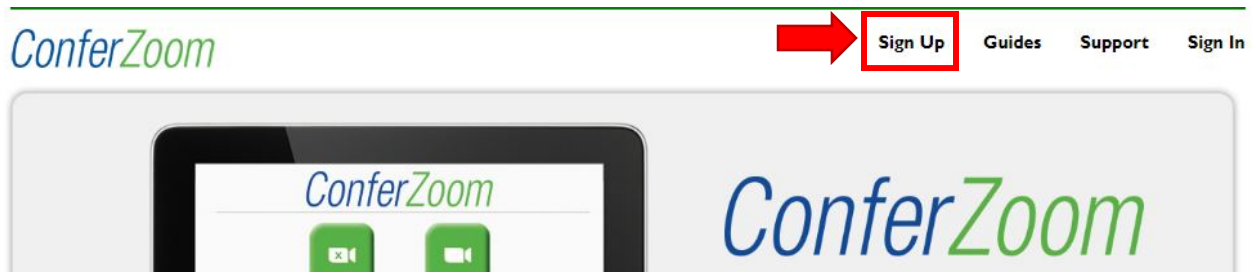


Creating Zoom Account

1. Open any internet browser 

2. Go to <https://www.conferzoom.org/>


3. Click on Sign Up



4. Enter your user information, make sure to use username@valleycollege.edu. Do not use your sbccd.cc.us or sbccd.edu emails, they will not work.

- A. For organization, fill in SBCCD SBVC
- B. For Classification select between, Administration, Staff, Faculty.
- C. For Title, state your working title
- D. For phone, fill in your work phone number or personal phone number.
- E. When finished, click on Sign Up

Student accounts will be denied

 **Faculty and Staff New Account Sign-Up**

First Name

Last Name


Email

Organization

Classification

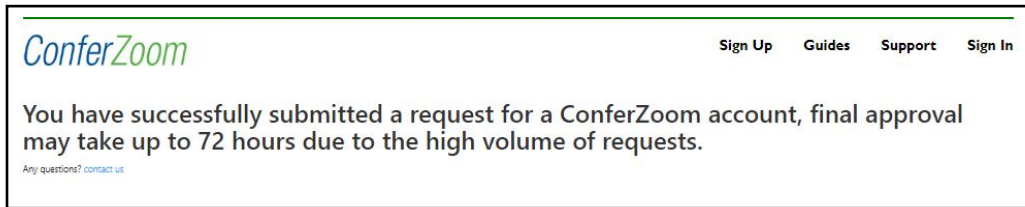
Title

Phone



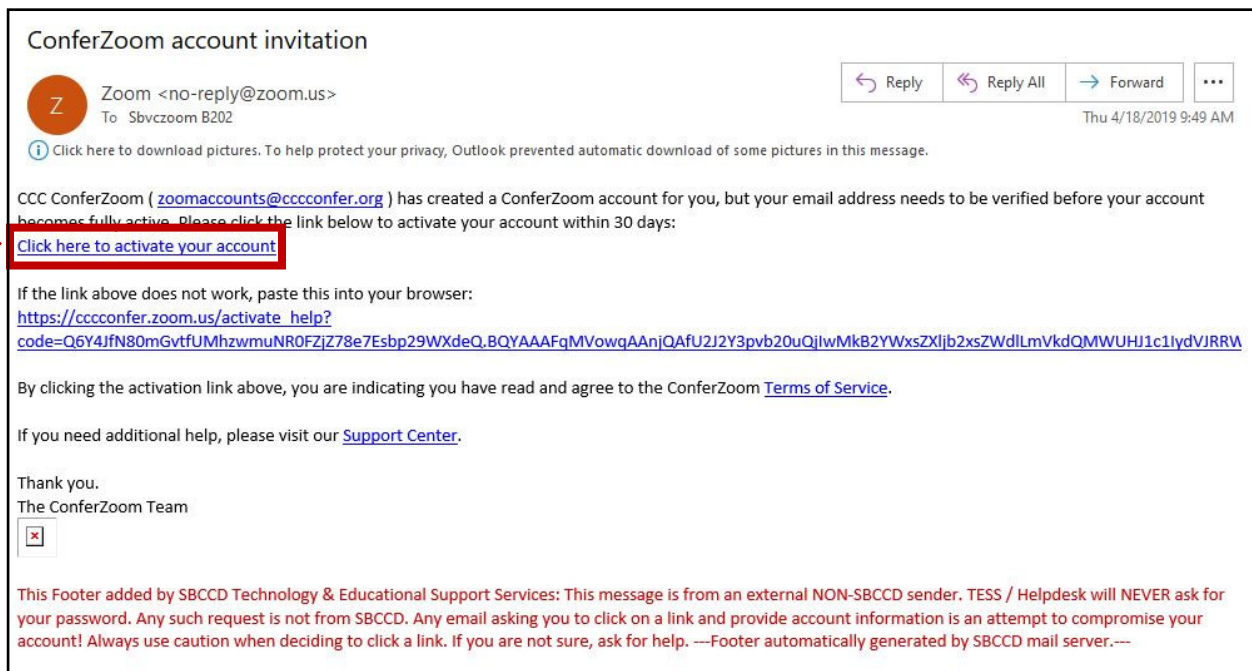
Creating Zoom Account

5. You will see this message once you are signed up.



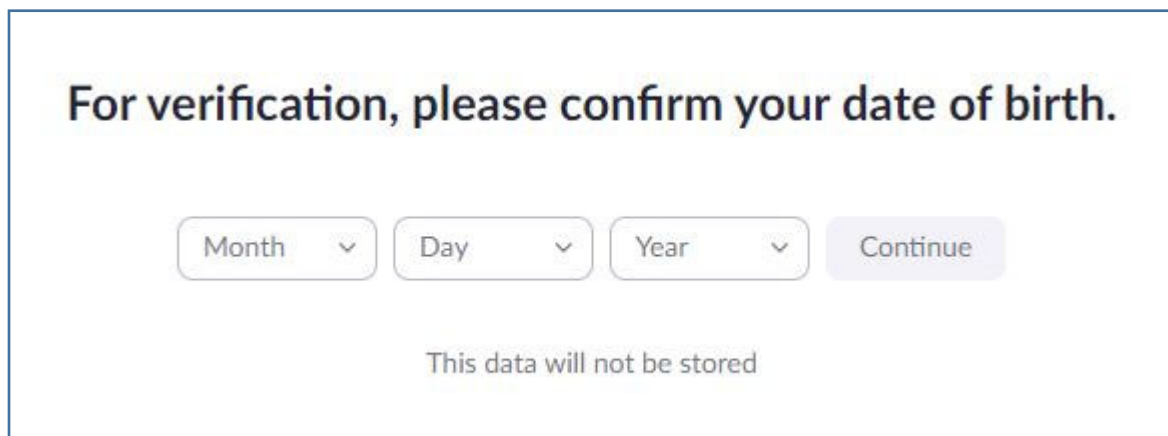
6. You will receive an email with instructions to set up tentative account so you can start using zoom immediately. Your full access to Zoom will be granted within 72 hours unlocking premium features.

7. Check your email for this message and click on [Click here to activate your account](#)



Creating Zoom Account

8. If you are prompt with this message, enter your date of birth. Click Continue.

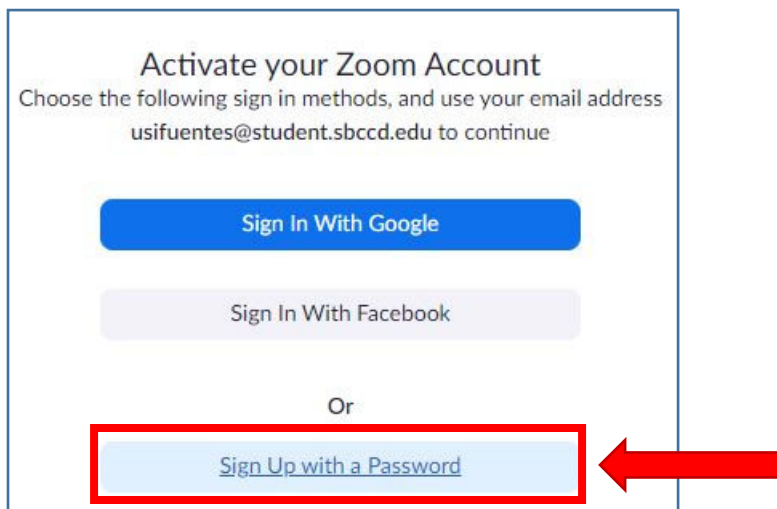


For verification, please confirm your date of birth.

Month ▼ Day ▼ Year ▼ Continue

This data will not be stored

9. Click on “Sign Up with a Password”



Activate your Zoom Account

Choose the following sign in methods, and use your email address usifuentes@student.sbccd.edu to continue

Sign In With Google

Sign In With Facebook

Or




[Sign Up with a Password](#)

Creating Zoom Account

10. Your First name and Last name will be automatically filled in. Enter a password you will remember and confirm the password on the last line. You are welcome to use the same password as your district credentials.

Welcome to Zoom

Hi, **User Name** Your account has been successfully created. Please list your name and create a password to continue.

User First Name	
User Last Name	
.....	
Confirm Password	

Two red arrows point to the password and confirm password fields.

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

Creating Zoom Account

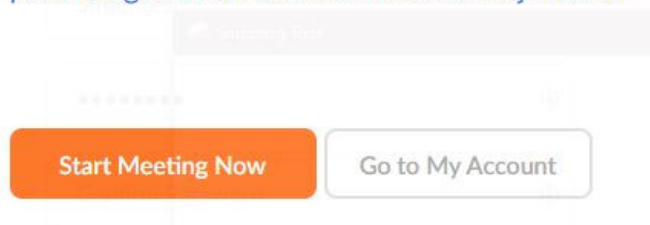
11. You are now ready to start hosting Zoom Meetings. You can click the link or “Start Meeting Now” to begin downloading Zoom.

Start your test meeting.

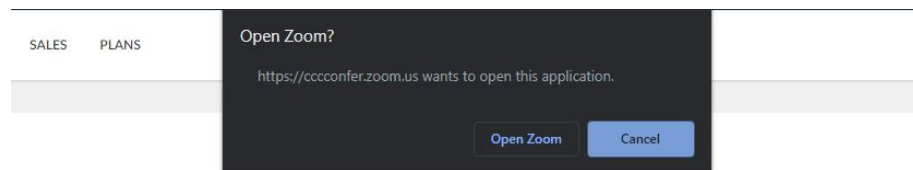
Excellent! Now it's time to start meeting.

Your personal meeting url:

[https://cccconfer.zoom.us/j/7985212557?
pwd=aDgzV0hnamxIRFdPNnI4S3ZHejVUT09](https://cccconfer.zoom.us/j/7985212557?pwd=aDgzV0hnamxIRFdPNnI4S3ZHejVUT09)



12. If you already have Zoom installed, you will see this prompt to “Open Zoom”.



Launching...

Please click Open Zoom Meetings if you see the system dialog.

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

13. For Zoom training, look for your Campus' Professional Development to post training sessions.