

# How to Access Your Zoom Account

Follow the steps below to access your Zoom account. You will use these steps EVERY time you want to jump into a Zoom meeting. Most Zoom accounts are using the free version of Zoom which means each session lasts only 40 minutes. You will get a countdown as the 40 minutes comes to an end. If you are still meeting with students have them leave the session and click "end meeting for all" and restart the session.

If you will need to host meetings that last longer than 40 minutes, you can request a Zoom Pro account from the IT Helpdesk: [helpdesk@otc.edu](mailto:helpdesk@otc.edu)

1. Go to → [otc.zoom.us](https://otc.zoom.us)
2. Click "Sign In" in the upper right-hand corner
3. Click meetings from the left-hand menu
4. Click Personal Meeting Room from the top menu
5. Click Start Meeting
6. Post your Zoom link (see image below) in your course or wherever students will have easy access.
7. [Video tutorial for students to Join a Zoom Meeting](#)
8. [How to Join a Zoom Meeting for the First Time \(Zoom: The Basics\)](#)

Longish, but covers the very basics... how to download the app on phone or computer; how to log in from an invite; how to log in without an invite; how to join with audio; camera controls; Zoom Test

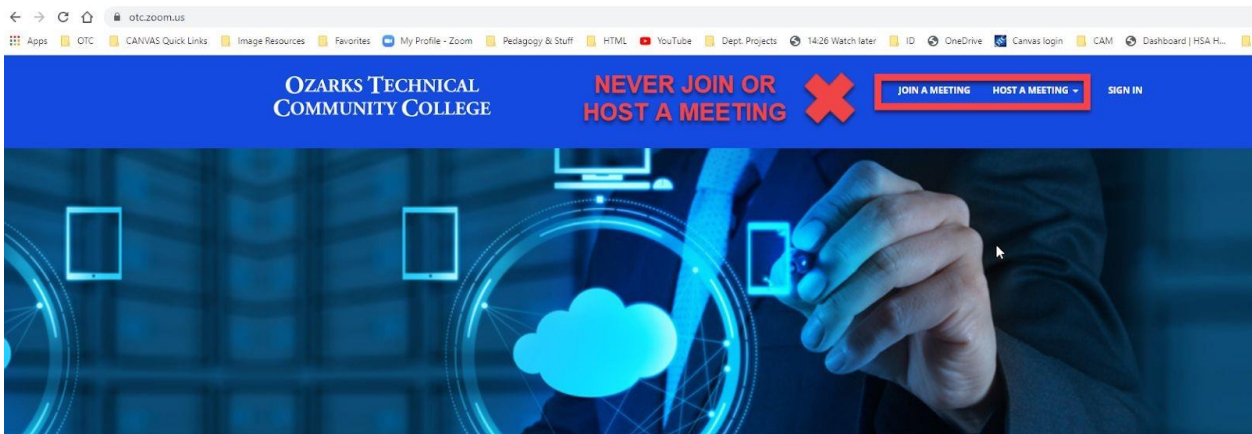
## OZARKS TECHNICAL COMMUNITY COLLEGE

The screenshot displays the Zoom interface for a Personal Meeting Room. The left sidebar includes navigation options: Profile, Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, Reports, Attend Live Training, Video Tutorials, and Knowledge Base. The main content area shows the following details:

- Upcoming Meetings | Previous Meetings | **Personal Meeting Room** | Meeting Templates
- Topic: AMY SCHNEIDER's Personal Meeting Room
- Time: Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)
- Meeting ID: 553-258-1688
- Meeting Password:  Require meeting password
- Join URL: <https://otc.zoom.us/j/5532581688> (highlighted with a red box)
- Video: Host (On), Participant (On)
- Audio: Telephone and Computer Audio, Dial from United States of America

# The NEVERS of Zoom

- NEVER - JOIN OR HOST A MEETING IN ZOOM - INSTEAD USE THE STEPS LISTED ABOVE



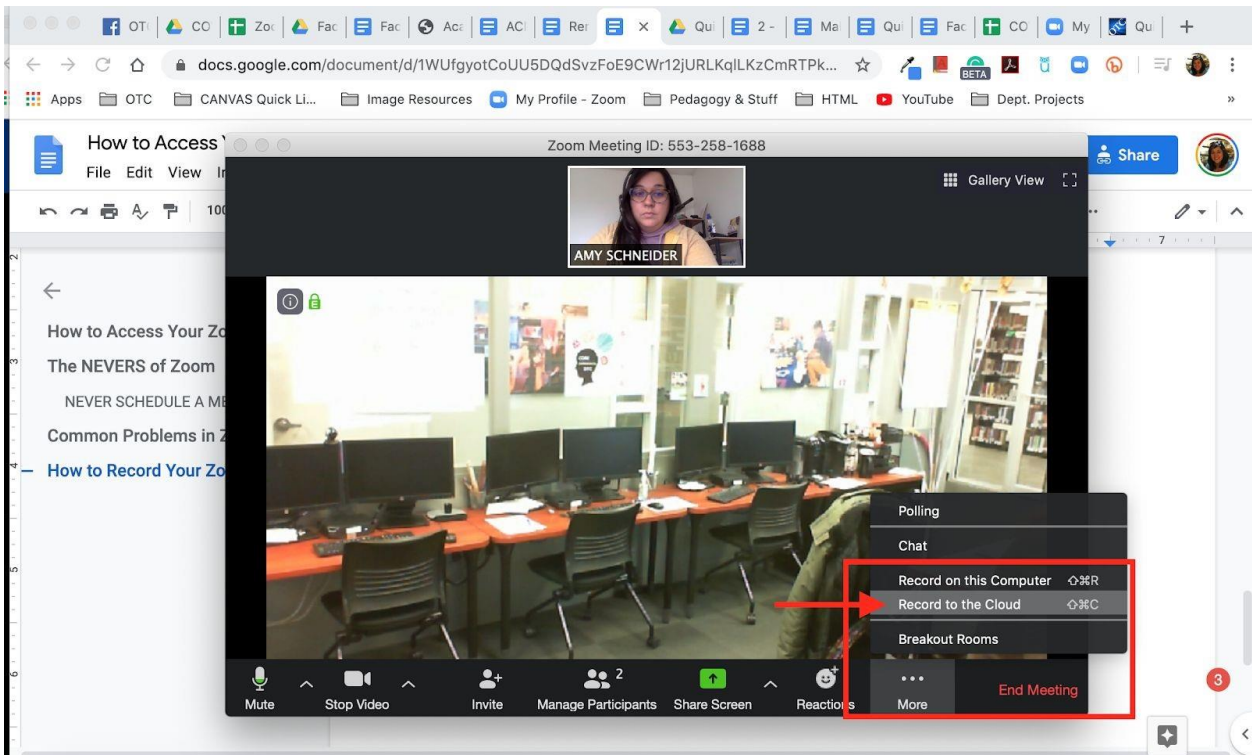
- NEVER SCHEDULE A MEETING IN ZOOM



## How to Record & Share Recording

### Recording Zoom Session

Record your Zoom meeting to create tutorials for students. Choosing Record to the Cloud means that your recording will be saved in your Zoom account. When you are finished recording, end the meeting.



## Sharing Link

Zoom will send you a link via email to your recording. You can then forward this link to your students or post the link in an announcement Canvas.

### Cloud Recording - AMY SCHNEIDER's Personal Meeting Room is now available



SCHNEIDER, AMY M.

Thank you, Amy Schneider MEd. Instructional Designer Ozarks Technical Community College 1001 E. Chestnut Expressway Springfield, MO 65802 (417) 447-

- Getting too much email? [Unsubscribe](#)
- You forwarded this message on Wed 3/18/2020 8:40 AM
- Label: Inbox 1 Year Retain (1 year) Expires: Tue 3/16/2021 3:00 PM



Zoom <no-reply@zoom.us>

Mon 3/16/2020 3:00 PM

SCHNEIDER, AMY M. ▾

Hi AMY SCHNEIDER,

Your cloud recording is now available.

Topic: AMY SCHNEIDER's Personal Meeting Room

Date: Mar 16, 2020 07:35 AM Central Time (US and Canada)

For host only, click here to view your recording detail (viewers cannot access this page):

[https://otc.zoom.us/recording/detail?meeting\\_id=yXYQdo8QSkSbe4gL9YyQ%2Bg%3D%3D](https://otc.zoom.us/recording/detail?meeting_id=yXYQdo8QSkSbe4gL9YyQ%2Bg%3D%3D)

Share recording with viewers:

<https://otc.zoom.us/rec/share/9PxEfr33plpJQbfH5R3Qfv8QD72meaa80SkW-qcJnhvdvbZGzZgayyarOEcS83O->

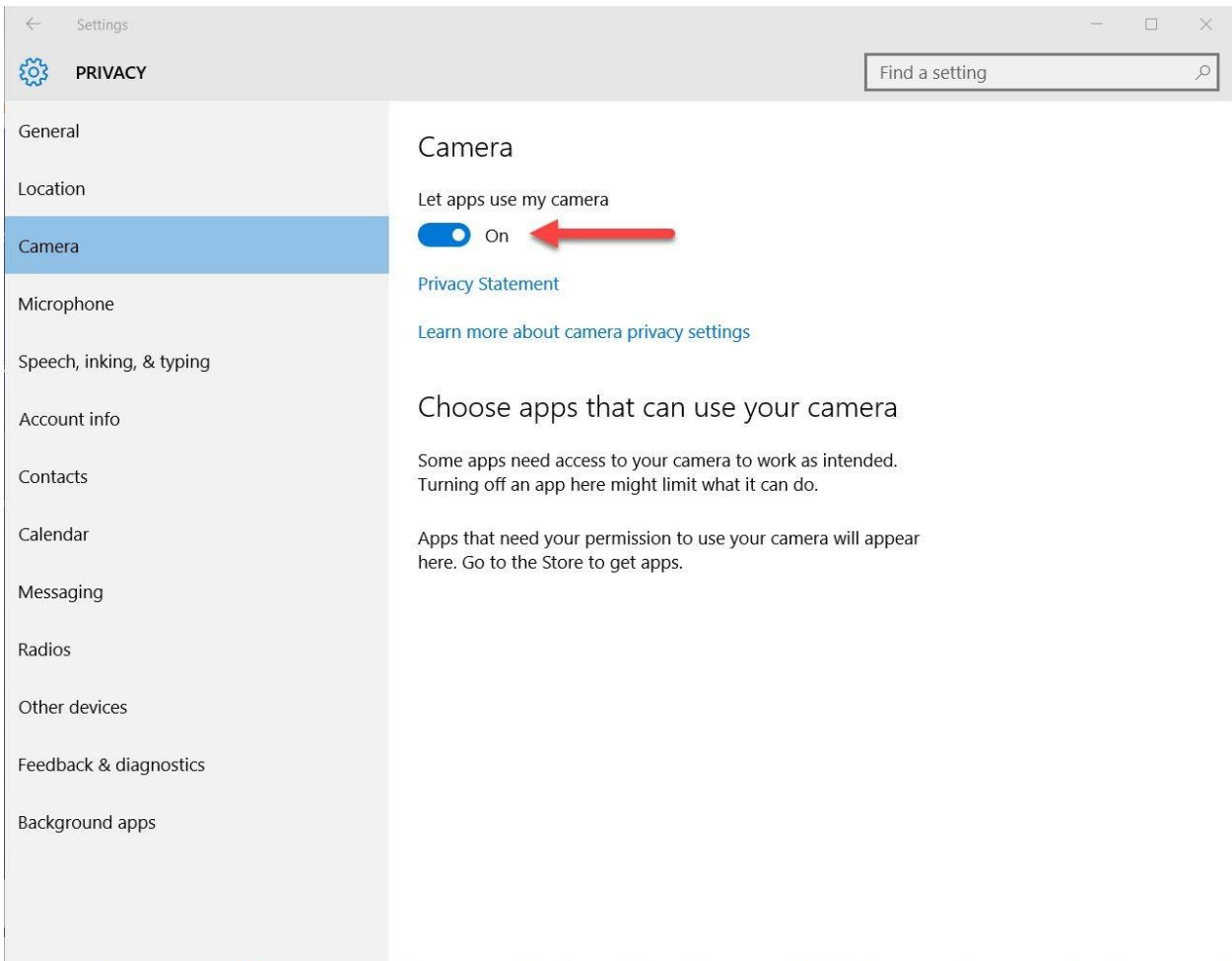
Thank you for choosing Zoom.

-The Zoom Team

# Troubleshooting Your Webcam

Webcam not working when you're in a Zoom meeting?

Try this - In your computer settings, make sure that your privacy settings are set so that your camera is accessible.



## Zoom Tutorials

- [Zoom 101: Polling \(In-meeting\)](#)
- [How to use Breakout Rooms](#)
- [Zoom EDU: Share Screen & Annotation](#)
- [How to use Waiting Rooms to Manage Office Hours & Drop-In Visitor Times](#)