

ZOOM

Video conferencing technology for the classroom

Activate your account

CCC Issued/Managed Laptop or Computer

1. Go to clackamas.zoom.us
2. Click **Sign in** to configure your Clackamas Zoom account
3. Click **SIGN UP, IT'S FREE** (upper right-hand corner)
4. Complete the **Verification**, then click **Continue**
5. Click on the **SSO** (key icon) option



NOTE: SSO (Single Sign-on) is an authentication method that enables users to securely authenticate with multiple applications and websites by using just one set of credentials. Here are some additional [Signing in with SSO](#) resources.

6. Enter **clackamas** as **Your company domain** (i.e. clackamas.zoom.us), then click **Continue**
7. Enter your full Clackamas email address (e.g. dw.wood@clackamas.edu) and password
8. Click **Sign in**
9. Select **Go to My Account** and familiarize yourself with your account options

Personal Laptop or Computer

1. Go to clackamas.zoom.us
2. Click **Sign in** to configure your Clackamas Zoom account
3. Click **SIGN UP, IT'S FREE** (upper right-hand corner)
4. Complete the **Verification**, then click **Continue**
5. Enter **clackamas** as **Your company domain** (i.e. clackamas.zoom.us), then click **Continue**
6. Enter your full Clackamas email address (e.g. dw.wood@clackamas.edu) and password
7. Locate the Zoom confirmation link in your CCC email, click **Activate Your Zoom Account**
8. Follow the instructions to **Sign Up with a Password**, then click **Continue**
9. Select **Go to My Account** and familiarize yourself with your account options

NOTE: A Zoom Licensed account will allow you to save recordings to the Cloud. If you do not have this option available, email dw.wood@clackamas.edu for assistance.

Tips

- **Use shortcuts where possible!** Bookmark clackamas.zoom.us/ to conveniently access our CCC Zoom site and Zoom Support (at the bottom of the page).
- **Watch the one-minute video introductions to learn more!** All the resources are available via the Zoom Help Center: support.zoom.us/hc/en-us
- **Practice when possible!** Connect with your colleagues or the Online Learning and Educational Technology team to explore together: support.clackamas.edu
- **Customize your Zoom experience!** Access Zoom via web, desktop, and/or mobile application: <https://zoom.us/download>



VIDEO CALLING TIPS

- MUTE YOURSELF WHEN YOU AREN'T SPEAKING**
Even quiet background noises are distracting. If you use the mic built into a laptop, avoid typing when un-muted. Speak at a normal volume.
- MINIMIZE INTERRUPTIONS**
Notification noises are very loud to other participants in on a call. Set any alerts to silent and find a quiet place to video call.
- WEAR HEADPHONES**
It is much easier to hear each other and will help prevent mic feedback. Many headphones have built in mics that are great for video calls.
- DON'T TALK OVER EACH OTHER**
Lag can make asking questions out loud difficult. Instead, try raising your hand or send a text chat. Use "thumbs-up/down" when able.
- AUDIO OR VIDEO FREEZING ?**
You may have a bad internet connection. Try turning off your video, or using an ethernet connection, especially with bigger groups calls.
- BE A GOOD HOST**
Not everyone will follow the rules. Hosts have the ability to mute others, stop them from sharing screens, or remove them from calls.