

ZOOM ACCOUNT SETUP

**Southeast Community
College Help Desk**

402-437-2447

Start here, at <https://zoom.us/>

Enter your SCC Work Email Address here!

Then click **Sign Up Free** button

Zoom for video, conference rooms & phone.

[Sign Up Free](#)

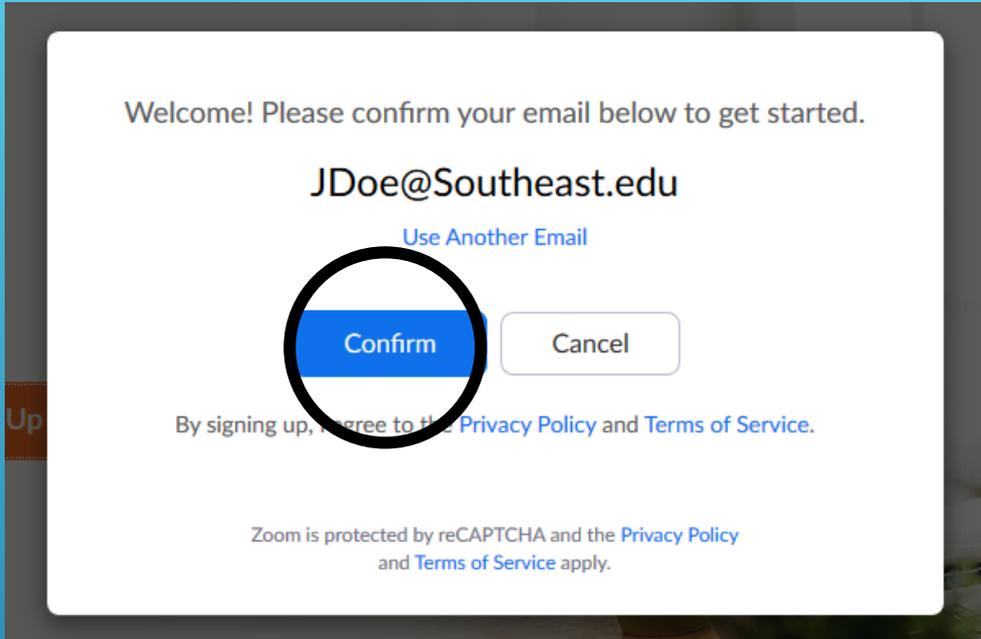
Check out our [Privacy Policy](#).



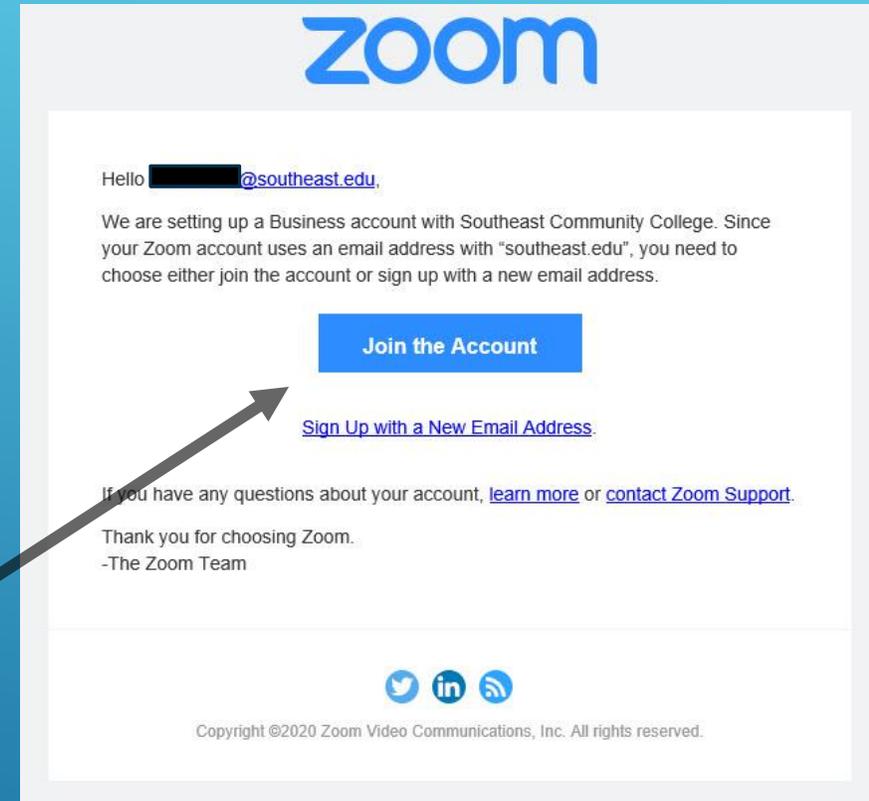
zoomrooms

Introducing Zoom Rooms

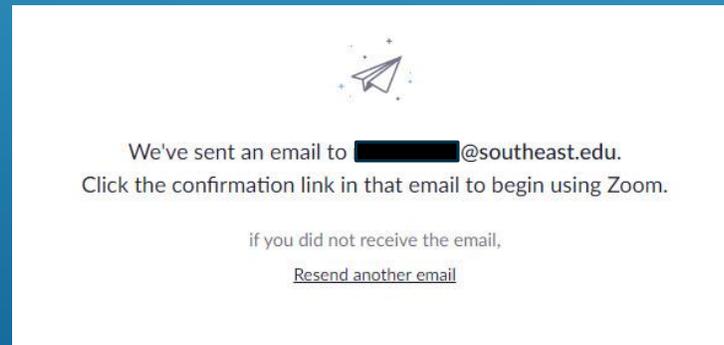
HIT CONFIRM!



Click on the link in the email to activate your account



An email will be sent to your SCC Email





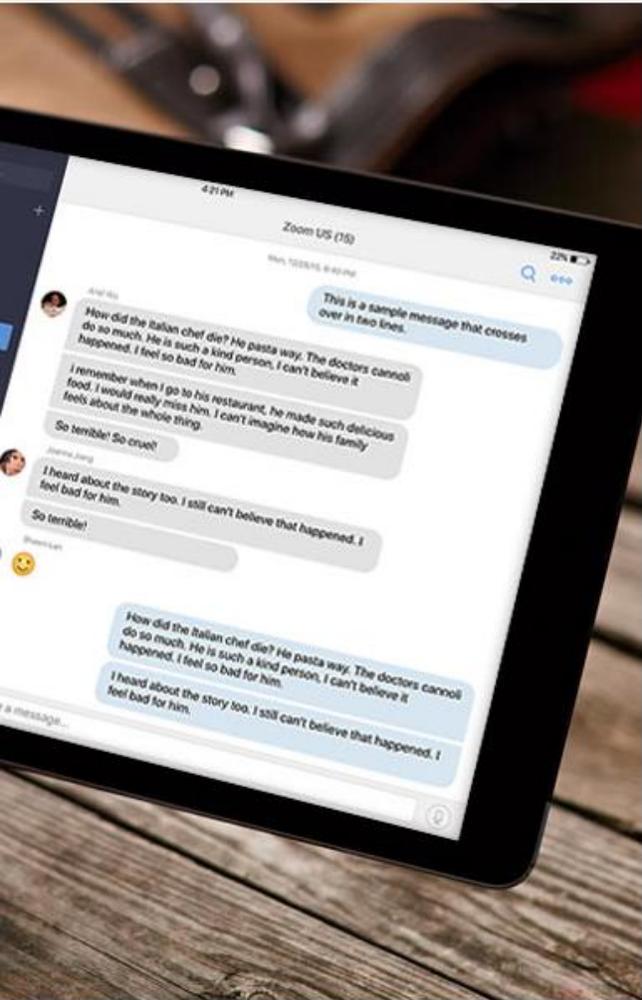
Welcome to Zoom

Hi, [REDACTED]@southeast.edu. Your account has been successfully created. Please list your name and create a password to continue.

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

Continue

- Enter your name
- Enter and confirm your account password
- Click **Continue**



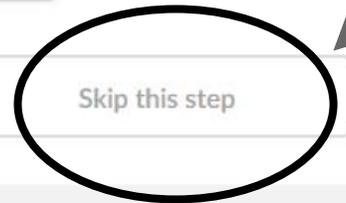
Don't Zoom Alone.

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

[Add another email](#)

I'm not a robot  reCAPTCHA
[Privacy](#) - [Terms](#)

Skip this step



PROFILE PAGE



This is the number and URL for your personal Meeting ID



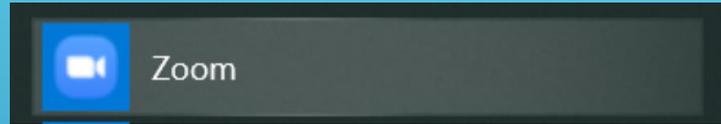
User Type (Basic)- Is limited to a 40 minute meeting. If you need longer, contact us at Helpdesk@southeast.edu or 402-437-2447 to request a **Zoom Pro** account.



The screenshot shows a Zoom profile page for a user at southeast.edu. The page includes a profile picture placeholder with a 'Change' link, an account number (112666), and a Personal Meeting ID. The Meeting ID is highlighted with a black box, and an arrow points from the explanatory text to it. Below the Meeting ID, there is a URL for the meeting and a note to use this ID for instant meetings. The Sign-In Email is also shown as [redacted]@southeast.edu. The User Type is set to 'Basic', with a link to 'Upgrade'. A red underline is drawn under the text 'The meetings you host will be limited to 40 mins if you have more than 2 participants.', with an arrow pointing from the explanatory text to it. The Meeting Capacity is set to 300, with a note that meetings are limited to 40 minutes with up to 300 participants. Other settings shown include Language (English) and Time Zone ((GMT-5:00) Central Time (US and Canada)).

Profile Picture	[Redacted]	@southeast.edu
Account No.	112666	
Personal Meeting ID	[Redacted]	
	https://Southeast.zoom.us/j/8703723249	
	× Use this ID for instant meetings	
Sign-In Email	[Redacted]@southeast.edu	
	Linked accounts: [Icon]	
<u>User Type</u>	Basic ⓘ Upgrade	
	<u>The meetings you host will be limited to 40 mins if you have more than 2 participants.</u>	
Capacity	Meeting	300 ⓘ
	You can host limited 40-minutes meetings with up to 300 participants.	
Language	English	
Date and Time	Time Zone	(GMT-5:00) Central Time (US and Canada)

the Zoom App



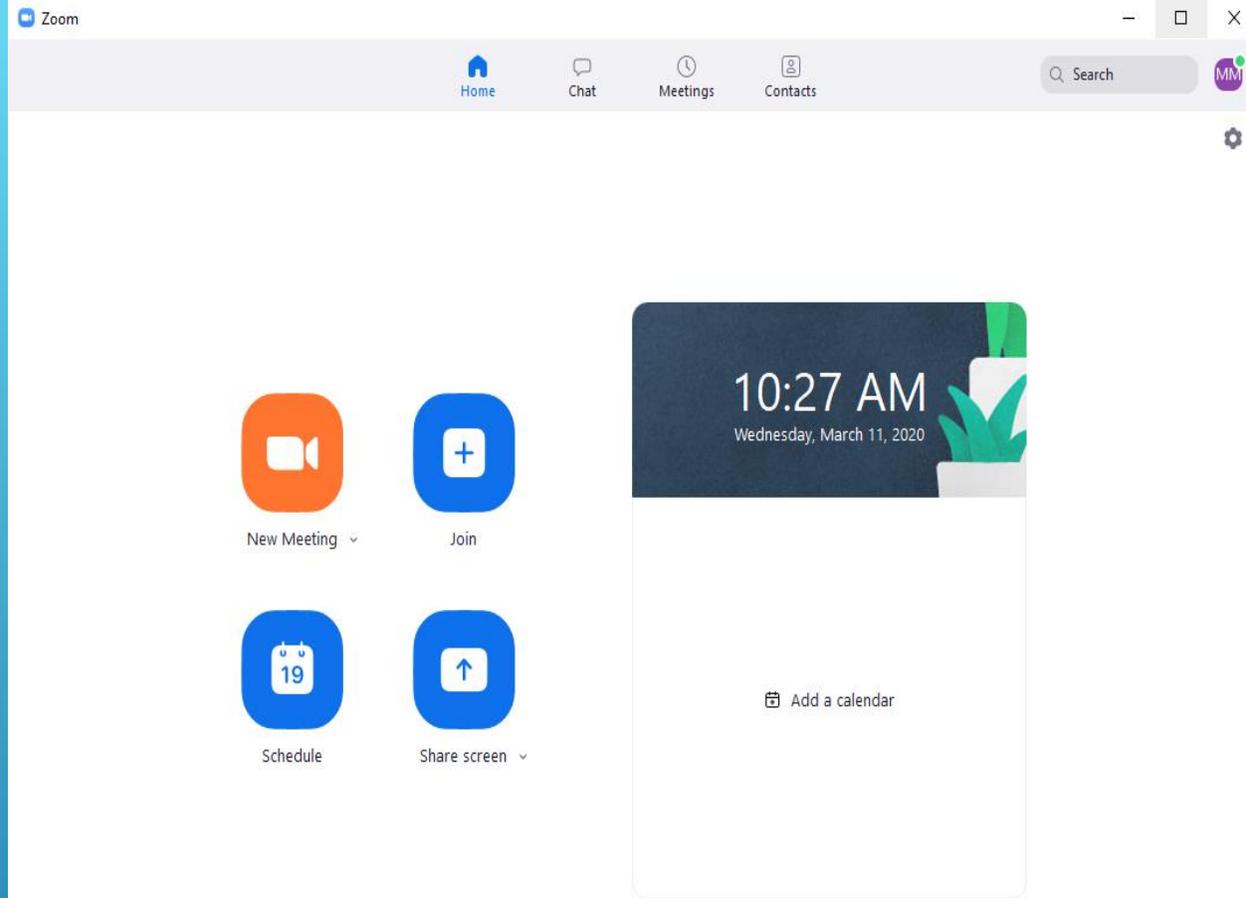
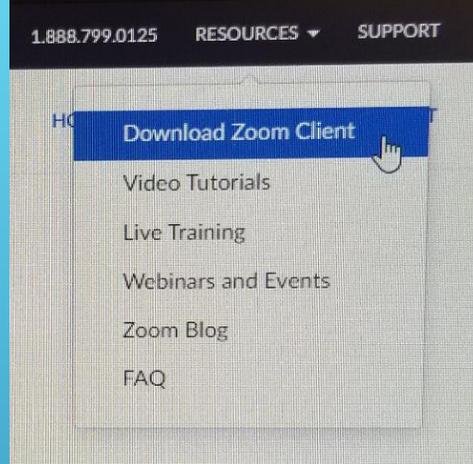
On SCC Staff Computers and Mobile Media Carts, the Zoom App is pre-installed by IT so if you do not see it in the start menu, please email us at Helpdesk@southeast.edu or you can self-install using instructions that you can click:

[HERE](#)

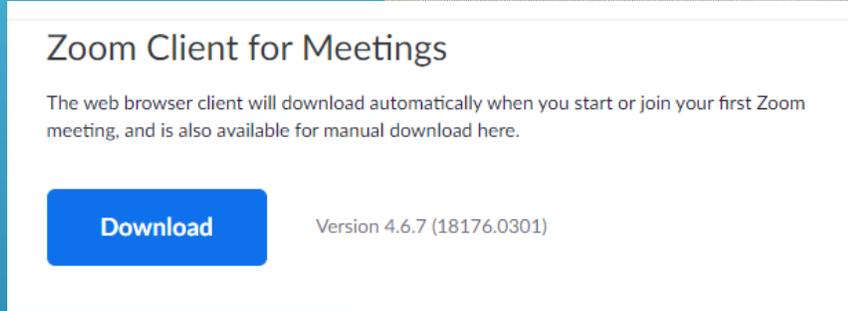
For your home PC, please install the Zoom app using the instructions on the next page

ON HOME PC INSTALL ZOOM APP

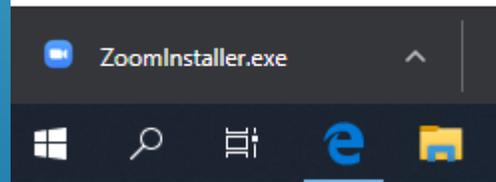
Download Zoom Client from the Resources Tab in the top Right of the screen



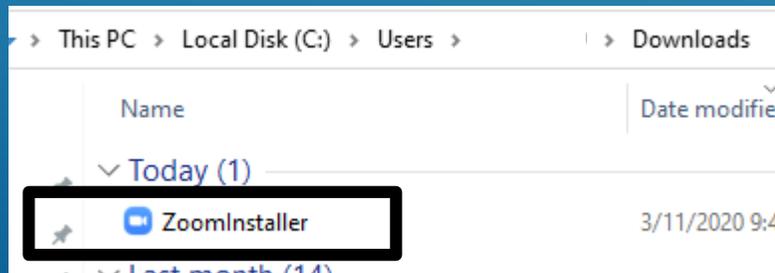
Choose Zoom Client for Meetings



Click on the ZoomInstaller download or choose to Run file.



If the Download doesn't appear in your browser or above Start button, check your Downloads Folder for: ZoomInstaller or Zoom related .EXE file



You are now in the Zoom App, which can be accessed through the Start button or pinned to the taskbar. It is your preferred interface for Zoom meetings.

SCC Help Desk

The SCC Help Desk is here for you. If you have questions regarding Zoom or any IT related matter, please contact us!

Call at: 402-437-2447

Email us at: helpdesk@southeast.edu

OR

Visit the Help Desk website at: <https://helpdesk.southeast.edu/>