

Using Zoom and Microsoft Teams

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1 attachments (125 KB)

Remote Work Technology Resources.docx

Hi Everyone,

There are a couple of options we have here at NOCCCD to create a virtual meeting or phone call, **Microsoft Teams** and **Zoom**. Here is some info to get you started. Attached is also a quick tip sheet.

MICROSOFT TEAMS

The best way to use Teams is to use the client on your computer. If it's not installed, you can download it from Microsoft's website here: <https://products.office.com/en-us/microsoft-teams/download-app>

Having the software installed will allow you to share your screen. Screen sharing helps when troubleshooting issues with the District IS team, or if you need to collaborate with a colleague.

Teams can also be accessed from [Office 365](#), click on the top left corner (the waffle icon) and click on Teams. Keep in mind you may not have the screen sharing on the web version.

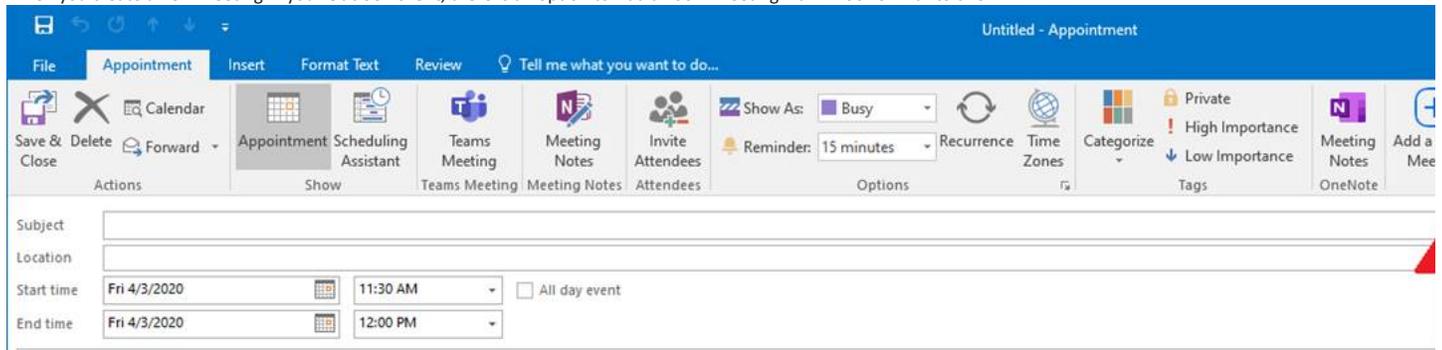
Learn more here: [Using Teams for meetings and calls](#)

ZOOM

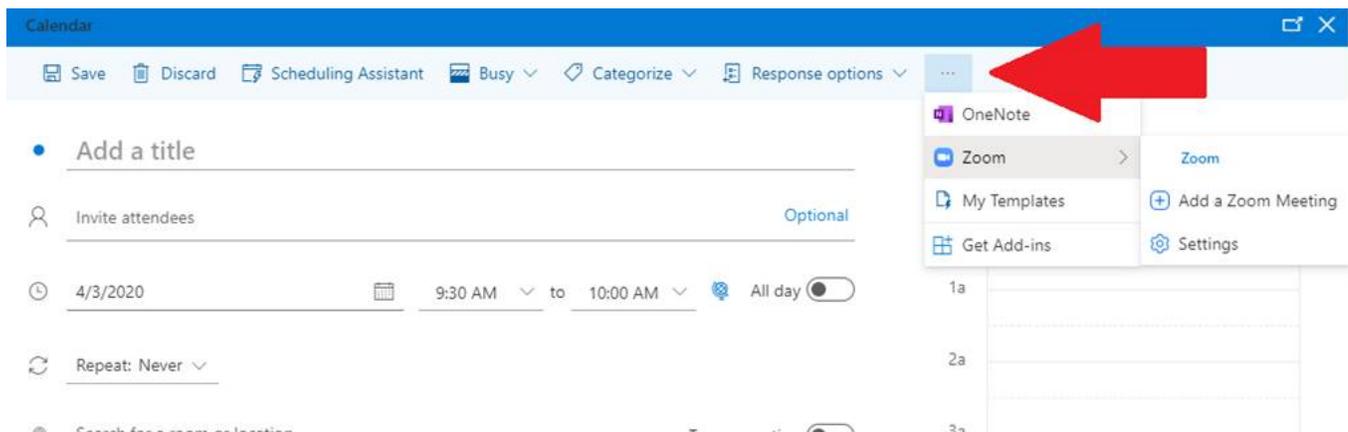
Zoom has similar features as Teams.

You can now create a Zoom meeting directly from your Outlook client software and the web based Office 365.

When you create a new meeting in your **Outlook client**, there is an option to Add a Zoom meeting. It will look similar to this:



If you use **Office 365**, it will look similar to this:



If you don't see the Zoom option, log out or close your software and try again.

After you click on **Add a Zoom Meeting**, you may be prompted to log in. This will be your @noccd.edu email and whichever password you used to set up your Zoom account.

If you don't have a Zoom account, go here to sign up:

<https://www.conferzoom.org/ConferZoom/SignUp>

If you have any issues, please email ishelpdesk@noccd.edu to create a ticket.

[Computer and Electronic Communication Systems AP](#)

Thank you,

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