

How to Book Zoom

At CIS we have three internal Zoom accounts. To know which account is available, we have created a Zoom calendar in Outlook that help staff find a date & time for their meeting.

Request for Zoom:

1. Open the Zoom calendar in Outlook
2. Look for an available time slot to schedule your meeting
3. E-mail the Front Office Assistant (FOA) the date and time of your Zoom meeting. Let the FOA know if you plan to have more than 100 participants.

Regular Zoom video conf: If you only need a video conference without extra features, the FOA will book this meeting for you then send you the invite link so you can share.

Full Zoom features: If you need to use Zoom features, the FOA will book the meeting for you and then will provide you with the Host Key.

How to use the Host Key: The Host will click on the Zoom link provided.

1. Click Participants
2. Click on ellipsis at the bottom of the screen. Select Claim Host
3. Enter the Host Key
4. Claim Host. Once the host key is verified, you will have host controls in the meeting.

Please do not book Zoom meetings using the internal accounts without consulting with the FOA. The FOA will need to ensure there are no overlapping meetings and will need to document the meeting in the Zoom Outlook calendar.
