


Please log into the myYC Portal to log into Zoom with your YC account.


Your Email: [Show](#)  
Programs of Study: [Show](#)  
Balance Due: [Show](#)  
Flexicash: [Show](#)  
Dark Mode: ☐




  
My Courses

  
My Account

  
Office 365 / Drives


  
Students

  
Academics

  
Employees

  
Applications

  
Library

  
Need Help

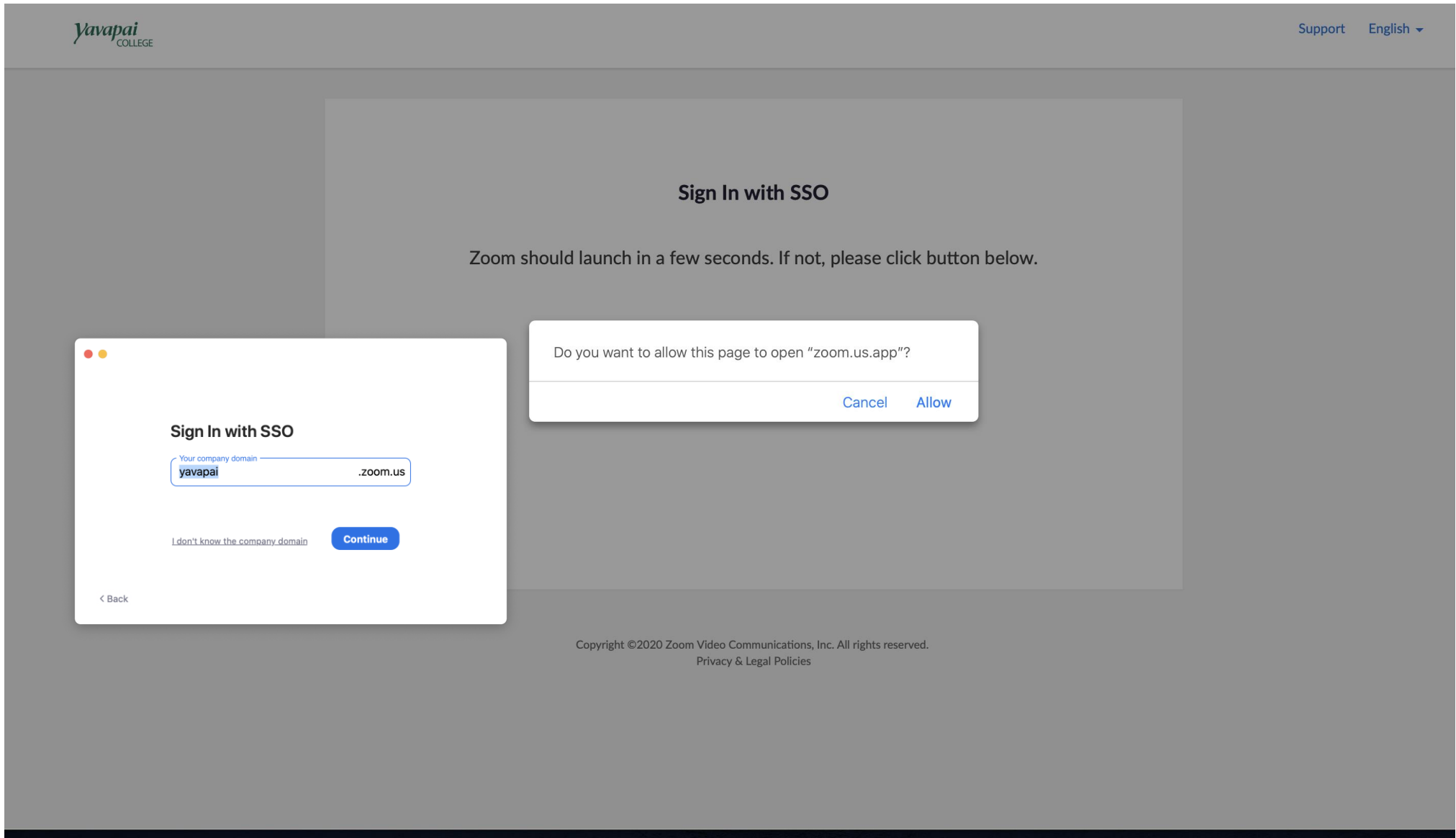
[My Timesheet](#)  
[My Pay Information](#)  
[My Tax Forms](#)  
[My Leave Balances](#)

[Employee Main Menu](#)  
[Finance Main Menu](#)  
[Staff Association \(YCSA\)](#)  
[Marketing Request Form](#)  
[Employee Online Training](#)  
[Employee Page](#)

[Access Management](#)  
[Zoom Online Meetings](#)  
[Neogov](#)

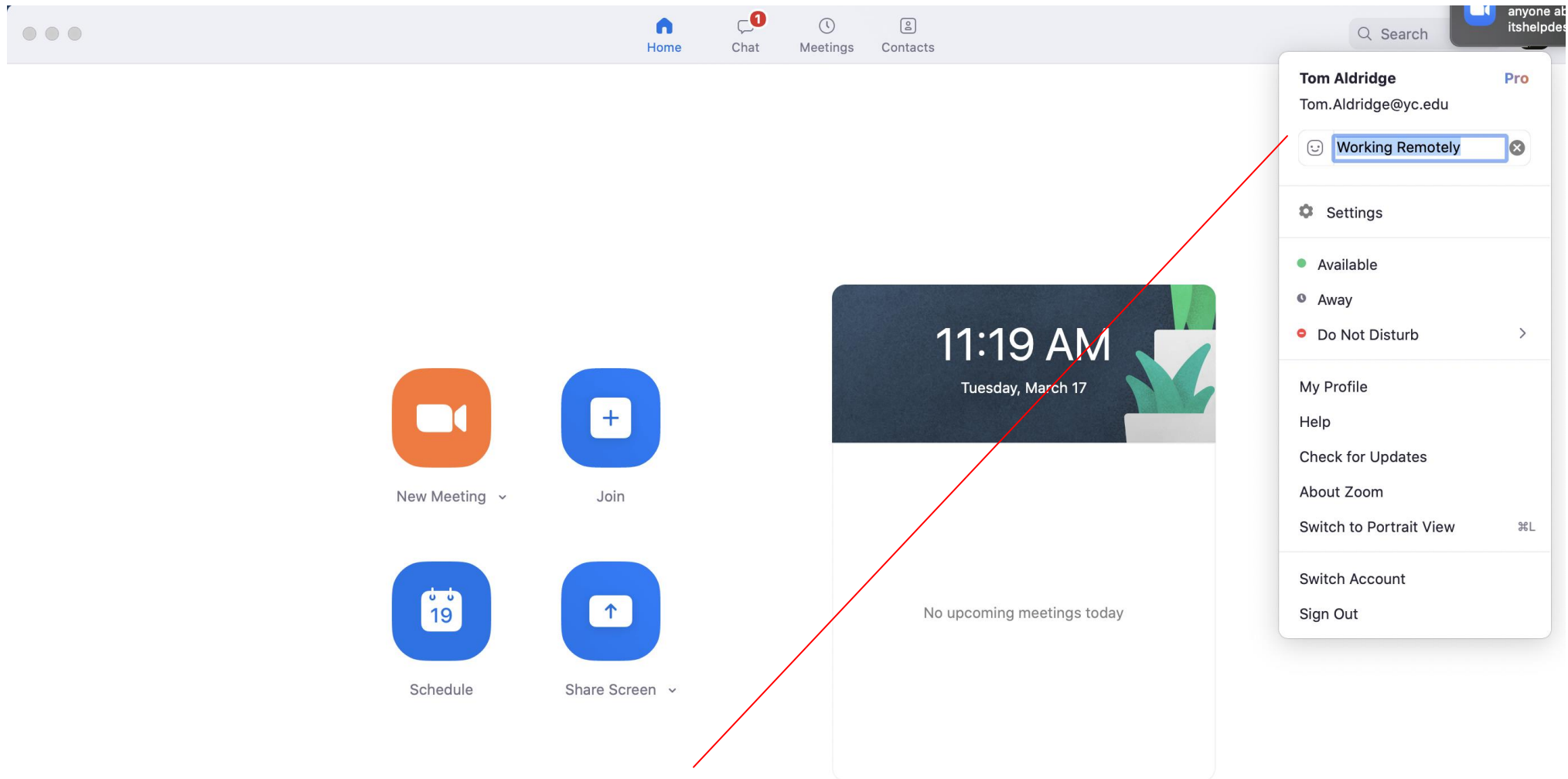
Once in the YC portal navigate to Zoom Online Meetings

Single Sign-On to yavapai.zoom.us in order to get access to the YC Zoom directory.



Utilize SSO to access yavapai.zoom.us

Zoom allows you to set your availability so your colleagues can see if you are on-line and accessible.



Availability and custom messages can be applied  
in the settings tab  
Channels are custom lists of users that can be  
created in the Contacts section

The Contacts section gives you the ability to search for your team members and add them to your contact list. You can 'Star' contacts for fast access to chat or meetings.

The screenshot displays the Zoom web interface. At the top, a navigation bar includes icons for Home, Chat, Meetings, and Contacts, with a search bar on the right. The Contacts section is active, showing a list of channels on the left sidebar. The 'PTSS' channel is selected, displaying its details in the main area. A red line connects the 'Contacts' tab in the top navigation bar to the 'Channels' tab in the left sidebar, and another red line connects the 'Channels' tab to the 'PTSS' channel header.

Home Chat Meetings **Contacts** Search

Directory **Channels** +

**Starred**

- PTSS 7

**All Channels**

- ITS Department 32

**PTSS** ★

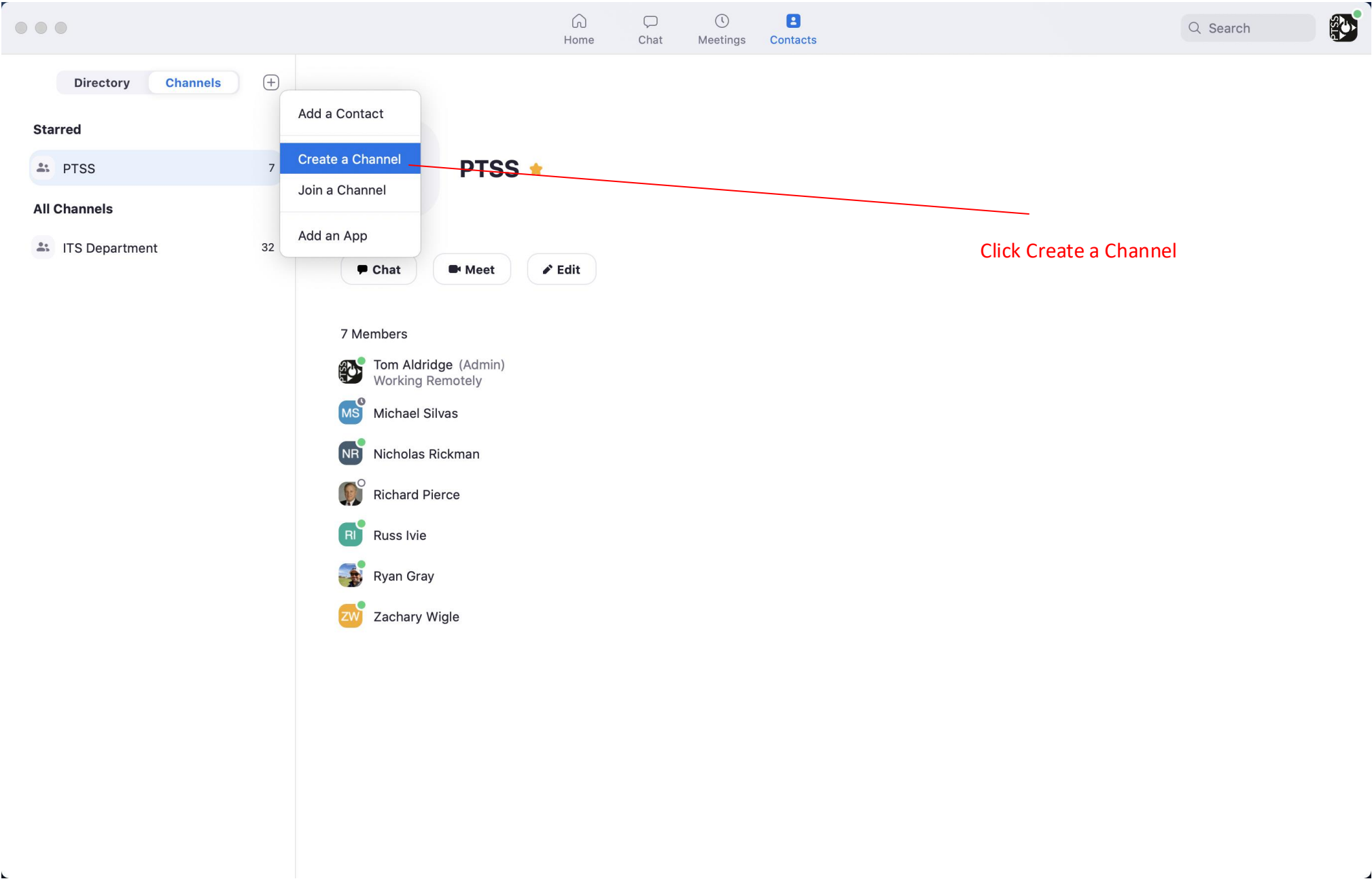
Chat Meet Edit

7 Members

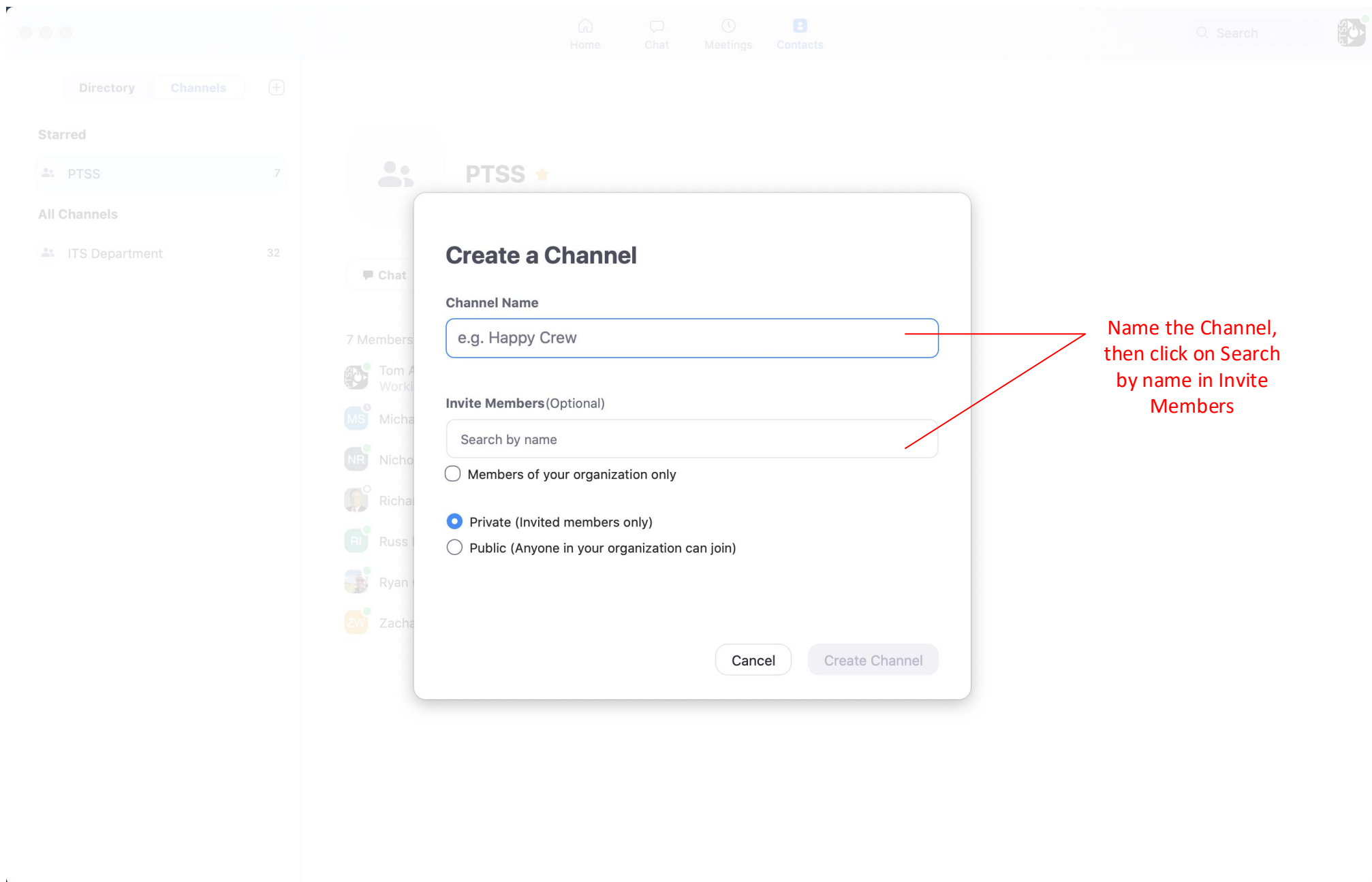
- Tom Aldridge (Admin) Working Remotely
- MS Michael Silvas
- NR Nicholas Rickman
- Richard Pierce
- RI Russ Ivie
- Ryan Gray
- ZW Zachary Wigle

In the ZOOM application navigate to Contacts. From there click on Channels

Channels are a great way to create a group for your team. The feature is similar to a group text message on a smart phone.

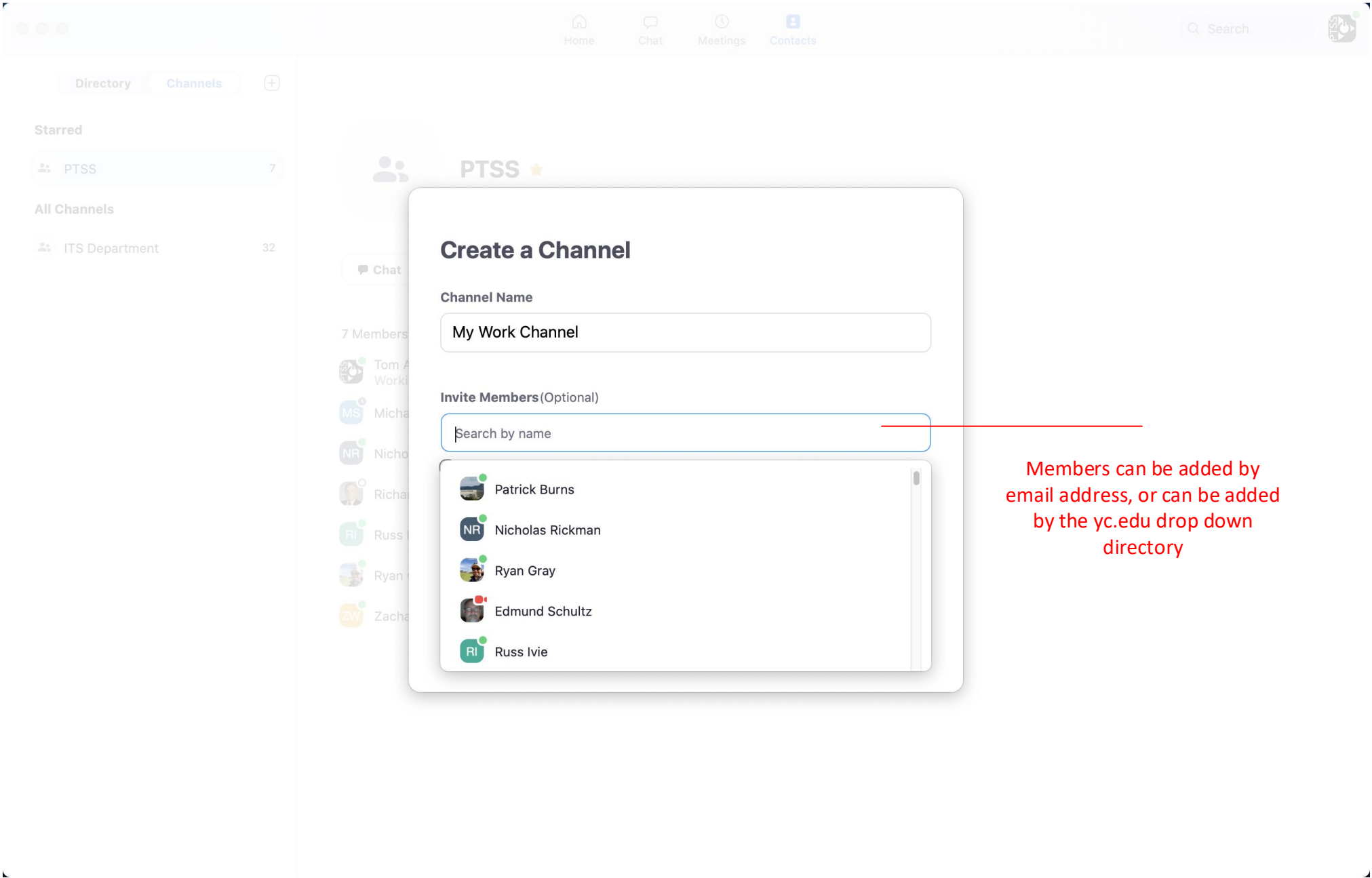


Name your channel as appropriate. Invited members will see your channel when logged into Zoom.



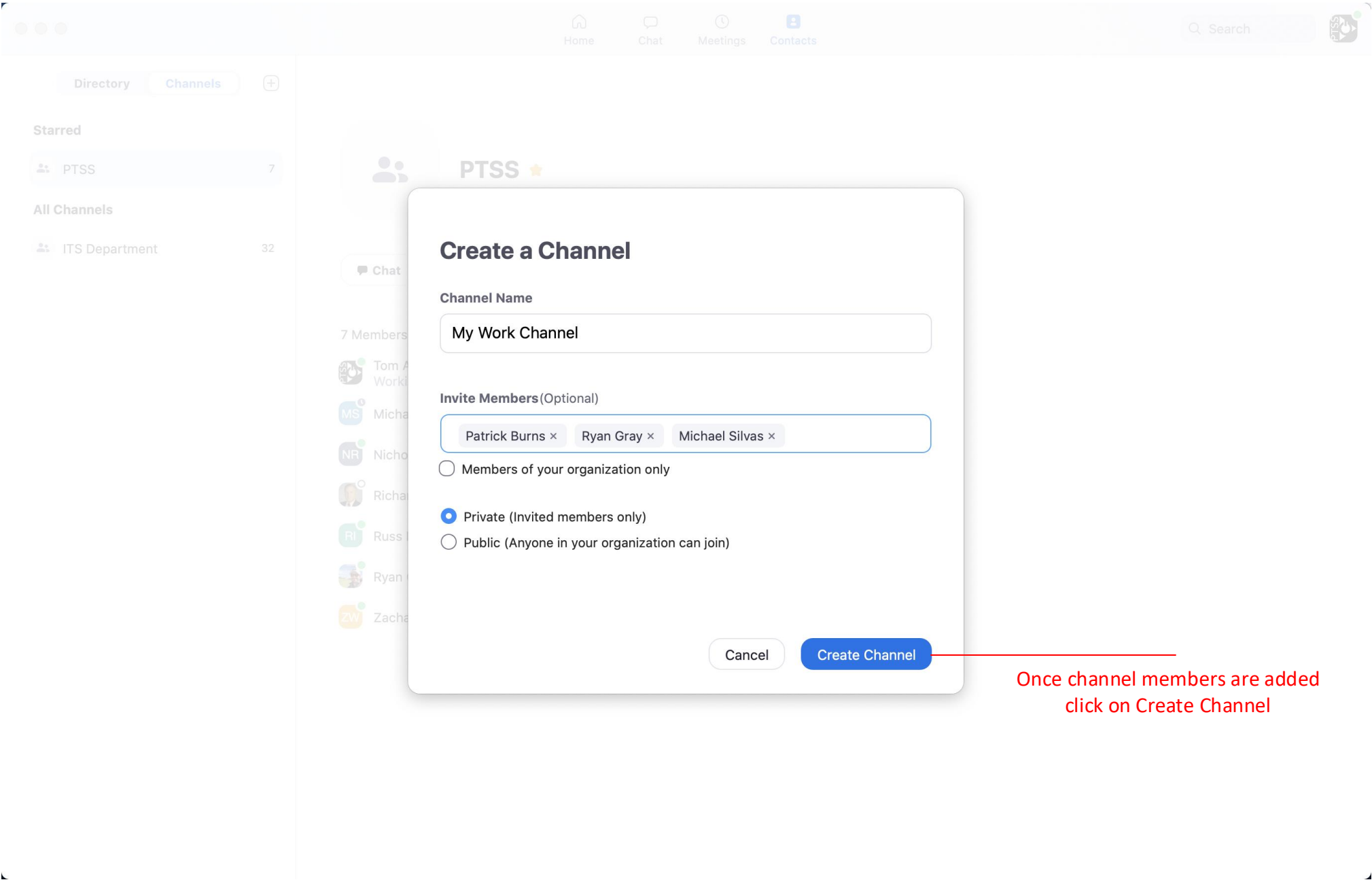
Name the Channel,  
then click on Search  
by name in Invite  
Members

Search for your team by first or last name.



Members can be added by email address, or can be added by the yc.edu drop down directory

Add all of the people you wish to your channel then complete the process. You will be able to modify the channel as necessary after creation.



Once channel members are added  
click on Create Channel



Create as many channels as necessary for your different sub-groups.

Home

Chat

Meetings

Contacts

Search

Directory

Channels

Starred

PTSS

All Channels

ITS Department

My Work Channel

Chat

7

My Work Channel

☆

Chat

Meet

Edit

4 Members

Tom Aldridge (Admin)

Working Remotely

MS

Michael Silvas

Patrick Burns

Ryan Gray

Once created, Channels will appear in the list and can be Starred for quick access

You can quickly start a group meeting or chat from the shortcuts.

Home

Chat

Meetings

Contacts

Search

Directory

Channels

Starred

PTSS7

All Channels

ITS Department32

My Work Channel4

Meet with video

My Work Channel

ChatMeetEdit

4 Members

Tom Aldridge (Admin)Working Remotely

Michael Silvas

Patrick Burns

Ryan Gray

Quick shortcuts for chat and meetings will appear on the channel

You can edit your channel as necessary. Also, you can leave a channel if you no longer wish to participate in that channel. Please explore the many ways you can use Zoom to collaborate.

Home

Chat2

Meetings

Contacts

Search

Directory

Channels

Starred

PTSS7

All Channels

ITS Department32

My Work Channel4

My Work Channel

☆

Chat

Meet

Edit

Meet with Video

Meet without Video

Invite Others

Star this Channel

Notifications

Edit Channel

Assign a New Admin

Clear Chat History

Leave Channel

Delete Channel

Members

John Aldridge (Admin)

Working Remotely

Michael Silvas

Trick Burns

an Gray

Clicking on the three dots "...", will display advanced features and options for the channel