

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

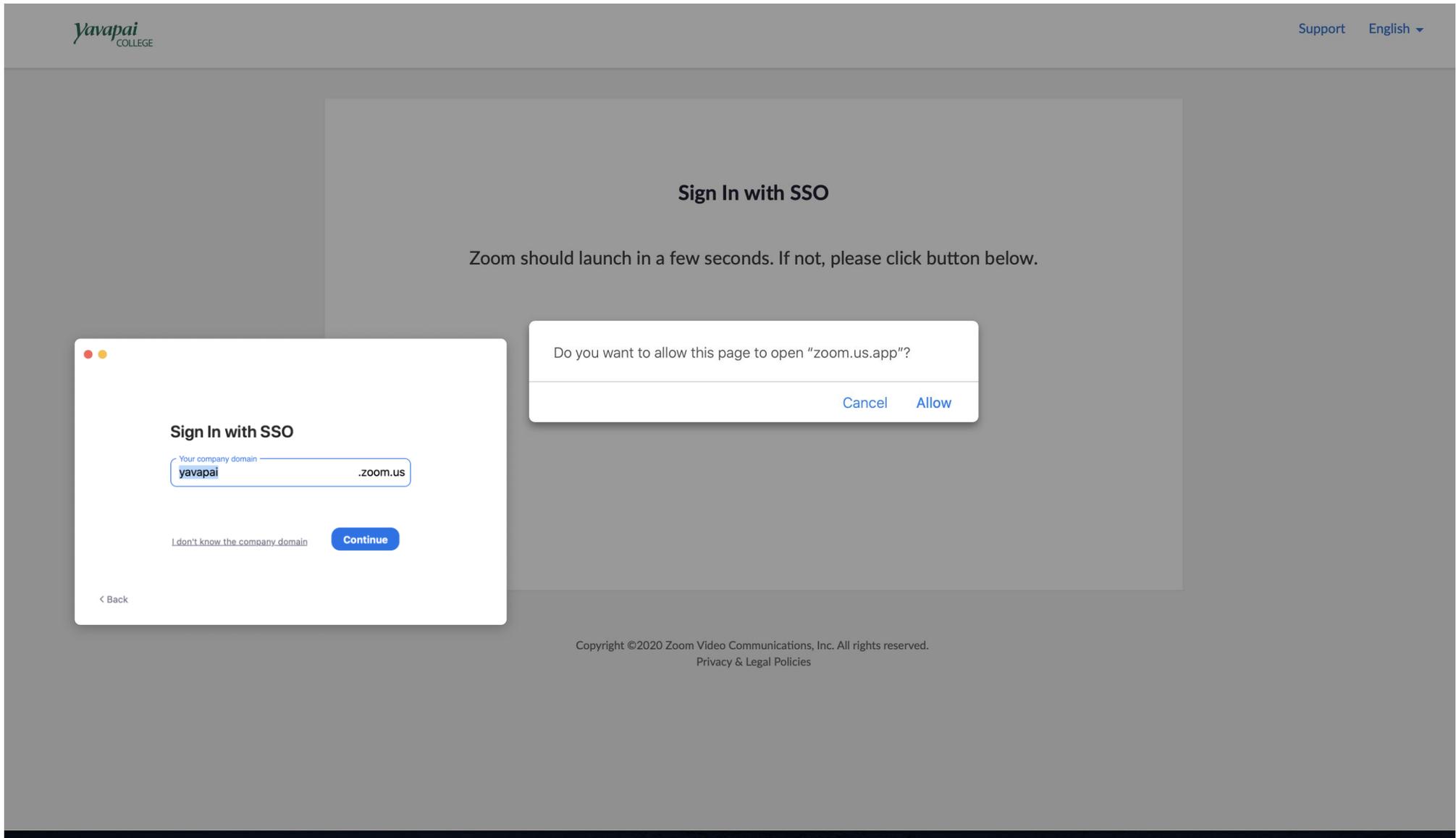


Need Help

- [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](#)

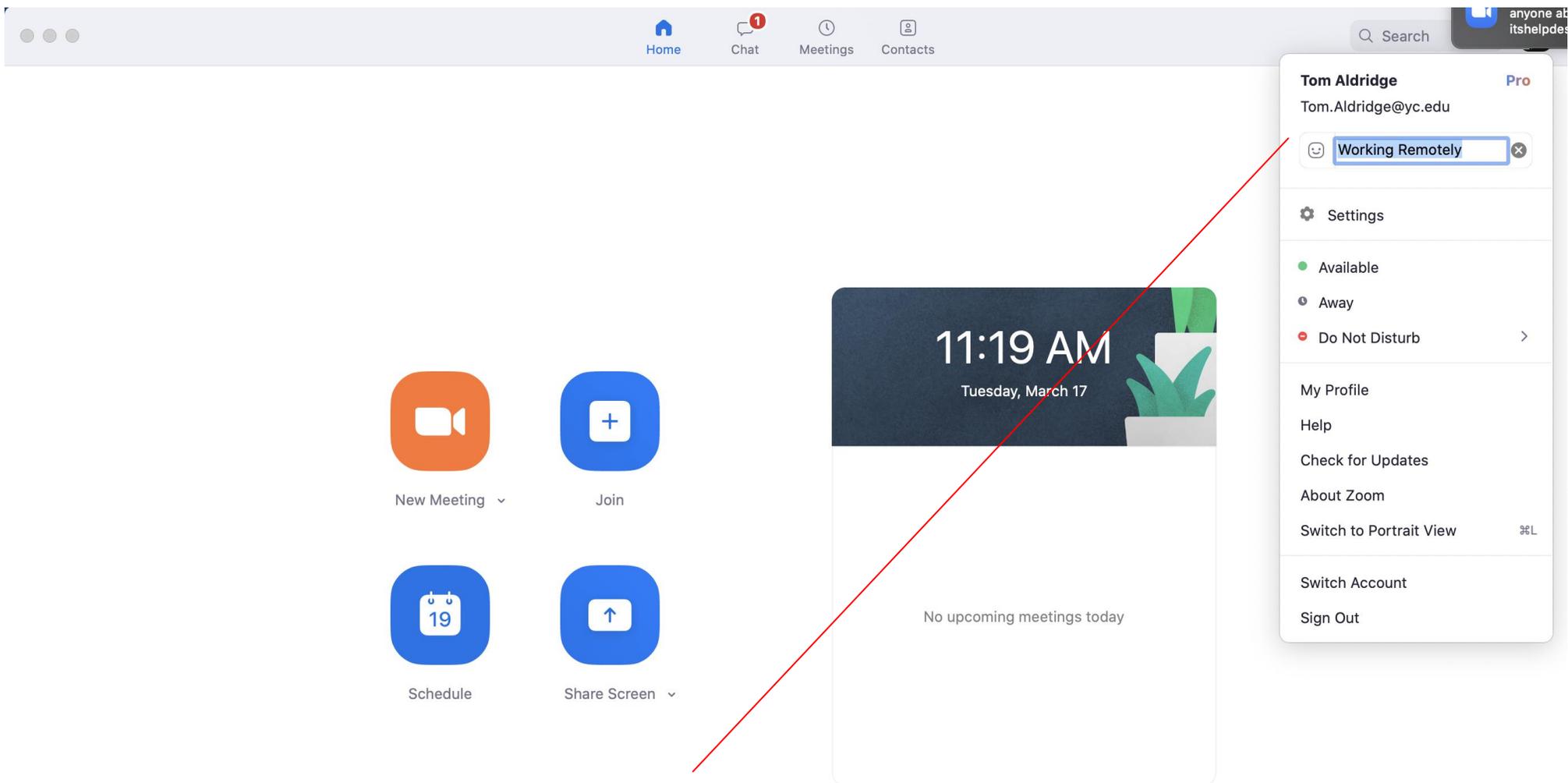
Once in the YC portal navigate to Zoom Online Meetings

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



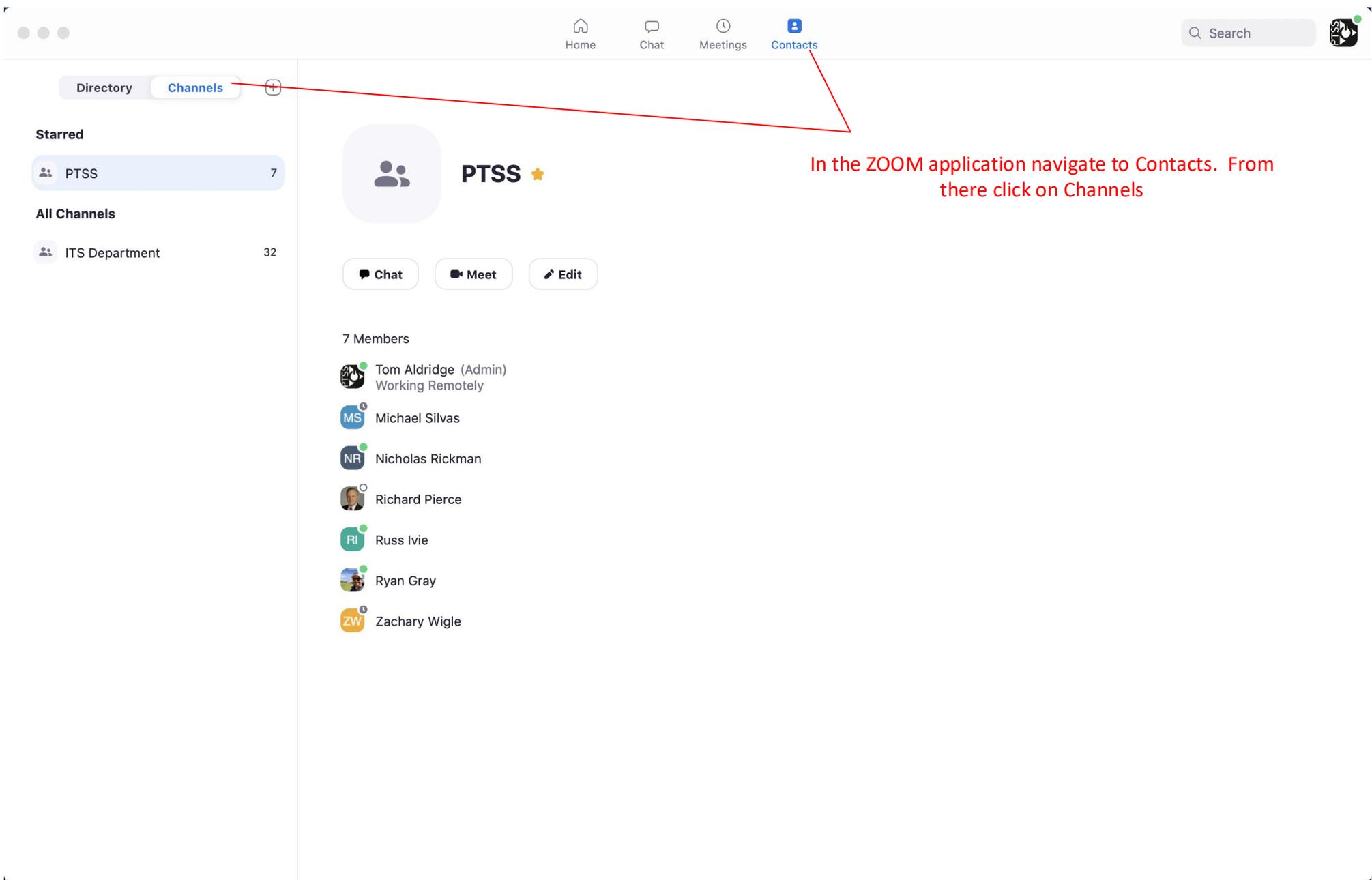
Utilize SSO to access yavapai.zoom.us

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.



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.

The screenshot displays the Microsoft Teams interface. At the top, there is a navigation bar with icons for Home, Chat, Meetings, and Contacts, along with a search bar and a profile icon. Below this, the left sidebar shows the 'Channels' tab selected, with a sub-tab for 'PTSS' containing 7 members. A dropdown menu is open over the 'PTSS' channel, listing options: 'Add a Contact', 'Create a Channel' (highlighted in blue), 'Join a Channel', and 'Add an App'. A red arrow points from the 'Create a Channel' option to the text 'Click Create a Channel' on the right. The main content area shows the 'PTSS' channel header with a star icon, a '7 Members' list including Tom Aldridge (Admin), Michael Silvas, Nicholas Rickman, Richard Pierce, Russ Ivie, Ryan Gray, and Zachary Wigle, and buttons for 'Chat', 'Meet', and 'Edit'.

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

Home Chat Meetings Contacts Search

Directory Channels

Starred

PTSS 7

All Channels

ITS Department 32

Create a Channel

Channel Name

e.g. Happy Crew

Invite Members (Optional)

Search by name

Members of your organization only

Private (Invited members only)

Public (Anyone in your organization can join)

Cancel Create Channel

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

7 Members

Tom A Worki

MS Micha

NR Nicho

Richa

Ri Russ

Ryan

ZW Zach

Search for your team by first or last name.

The screenshot shows a Slack interface with a 'Create a Channel' modal open for a channel named 'PTSS'. The modal contains the following elements:

- Channel Name:** A text input field containing 'My Work Channel'.
- Invite Members (Optional):** A section with a search box labeled 'Search by name' and a list of members.

The list of members includes:

- Patrick Burns
- Nicholas Rickman
- Ryan Gray
- Edmund Schultz
- Russ Ivie

A red line points from the search box to a red text box on the right side of the image.

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.

Directory Channels +

Starred

PTSS 7

All Channels

ITS Department 32

Home Chat Meetings Contacts

Search

PTSS

Create a Channel

Channel Name

My Work Channel

Invite Members (Optional)

Patrick Burns × Ryan Gray × Michael Silvas ×

Members of your organization only

Private (Invited members only)

Public (Anyone in your organization can join)

Cancel Create Channel

Once channel members are added click on Create Channel

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

The screenshot shows the Microsoft Teams interface. At the top, there are navigation icons for Home, Chat, Meetings, and Contacts, along with a search bar. The left sidebar has two tabs: 'Directory' and 'Channels'. Under 'Channels', there are three sections: 'Starred' with one item 'PTSS' (7 members), 'All Channels' with one item 'ITS Department' (32 members), and 'My Work Channel' (4 members), which is highlighted in blue. A red arrow points from the 'My Work Channel' entry in the sidebar to the main channel view. The main view shows the channel name 'My Work Channel' with a star icon, and buttons for 'Chat', 'Meet', and 'Edit'. Below this, it lists '4 Members': Tom Aldridge (Admin) Working Remotely, Michael Silvas, Patrick Burns, and 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.

The screenshot shows the Microsoft Teams interface. At the top, there is a navigation bar with icons for Home, Chat, Meetings, and Contacts, along with a search bar and a profile icon. On the left sidebar, there are tabs for 'Directory' and 'Channels'. Under 'Channels', there are sections for 'Starred' (containing 'PTSS' with 7 members) and 'All Channels' (containing 'ITS Department' with 32 members and 'My Work Channel' with 4 members). The 'My Work Channel' is selected and highlighted in blue. A tooltip 'Meet with video' is visible over the channel's icon. The main content area displays the channel header 'My Work Channel' with a star icon, and three buttons: 'Chat', 'Meet', and 'Edit'. Below the buttons, it shows '4 Members' and a list of members: Tom Aldridge (Admin) Working Remotely, Michael Silvas, Patrick Burns, and Ryan Gray. A red arrow points from the 'Meet with video' tooltip to the 'Meet' button.

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.

The screenshot displays the Zoom web interface. At the top, there is a navigation bar with icons for Home, Chat (with a notification badge), Meetings, and Contacts. A search bar is located on the right side of the navigation bar. Below the navigation bar, the interface is divided into a left sidebar and a main content area. The sidebar contains tabs for 'Directory' and 'Channels', with 'Channels' selected. Under 'Channels', there are sections for 'Starred' (showing 'PTSS' with 7 members) and 'All Channels' (showing 'ITS Department' with 32 members and 'My Work Channel' with 4 members). The main content area shows the 'My Work Channel' header with a star icon. Below the header are three buttons: 'Chat', 'Meet', and 'Edit'. A dropdown menu is open, showing various options for the channel. A red horizontal line is drawn across the menu, highlighting the 'Assign a New Admin' option. A red text annotation points to the three dots menu icon in the sidebar, stating: 'Clicking on the three dots "...", will display advanced features and options for the channel'.

Home Chat Meetings Contacts

Search

Directory Channels

Starred

PTSS 7

All Channels

ITS Department 32

My Work Channel 4

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

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