What is CCC Confer?
The CCC Confer project, funded by the California Community Colleges Chancellor’s Office, allows communication and collaboration, using the latest Web conferencing technology, for all staff, faculty and administrators in the California Community Colleges system. It is ADA and Section 508 accessible.

What can you do with CCC Confer?
- Conduct distance meetings (without Polycom)
- Have office hours with distance education students
- Participate in remote study sessions
- Offer live distance classes
- Record sessions for later review
- Include a live “captioner”

Meeting Types
The tool set, which is the same for each meeting type, includes sharing documents, presentations, polling audience, white board, public and private chat features and archive the entire meeting for later playback.
- Meet & Confer
- Call & Confer
- Teach & Confer
- Office Hours
- Webinars

Presenter Room
- **Menu Bar/Tool Bar** – Text and icons for all feature functions.
- **Participant Window** – Displays participants, hands raised and voting tools.
- **Chat Window** – Read and send text chat to all or privately.
- **Audio Window** – For VOIP communication. Includes recording controls
- **Whiteboard Tools** – Import and mark up materials.
- **Whiteboard Window** – Upload and view PowerPoint files, use whiteboard screens and tools in this space. View and work on shared Desktop programs and websites.

What’s The Process?
1. Become a MyConfer member
2. Add Groups (optional)
3. Request a Meeting
4. Configure Meeting
5. Conduct Meeting

1 – Become a Member
Administrators, staff & faculty must first sign up for an account.
2. Click Presenter/Faculty Sign Up!
3. Fill out all fields on the registration form.
   - **Note:**
     - **Log In Name and Password**: no character restrictions.
     - **Meeting Screen Name**: Only alpha characters, no spaces.
4. Click Register.

Log Into MyConfer
2. Click Presenter/Faculty Log In.
3. Enter your Log In Name and Password.
4. Click Log In.
2 – Add Groups (optional)
Colleges, groups and/or organizations may be added when you create a MyConfer account (see “MyConfer – Become a Member”), or any time after via the following steps:
1. Log in to MyConfer.
2. Click the My Groups button.
3. Click Add/Remove Groups.
4. Click a name in the All Colleges/Groups/Organizations list.
5. Click Add.
6. Click the Back to Assigned Groups button.

3 – Request a Meeting
1. Log into your MyConfer account.
2. Click Meeting Request Forms. (See “Meeting Types”)
3. Choose a meeting type. (See “Meeting Types”.)
4. Complete the form, choose options, and click Submit.
   • Check Recurring to establish a series of meetings.
   • Check Closed Caption for hearing impaired support.
5. You’ll receive two (2) e-mails – a Presenter Confirmation and an editable Participant Invitation to forward to invitees.
   NOTE: Call-in phone number and pass codes can be viewed by clicking the meeting title when logged into your account.

4 – Configure a Meeting

Edit a Recurring Meeting
1. Log into MyConfer.
2. Click the My Meetings button.
3. Click the Recurring tab.
4. Locate the recurring meeting and click its Edit link.
5. Perform desired functions:
   • To change one meeting: Click Edit, enter changes, click Update and then click Submit.
   • To cancel one meeting: Click Delete and then Submit.
   • To add meeting: Click Add a meeting to the Series, complete form, click Add Meeting and click Submit.
   • To cancel ALL recurring meetings: Go to Recurring tab and then click Cancel
6. Click Update.

View, Edit or Cancel Meetings
Meetings can be edited or canceled.
1. Log in to MyConfer.
2. Click the My Meetings button.
3. Click the Requested or Presenting tab.
4. Locate the meeting.
5. Do one of the following:
   • To change: Click the meeting’s Edit link, enter changes and click Update.
   • To cancel: Click the meeting’s Cancel link.

Add Presenters
The new presenter must be a member of MyConfer and in the same Group/Organization or College.
1. Log in to MyConfer.
2. Click the My Meetings button.
3. Click the Requested or Presenting tab.
4. Locate the meeting and click its Edit link.
5. Click the Participants/Presenters tab.
6. Select the person’s name from the list and then click the Presenters to add right arrow.
7. Click the Add Participants & Presenters button.
5 – Conduct a Meeting

Connect to Your Meeting (Presenters)
1. Log into MyConfer.
2. Click the My Meetings
3. Do one of the following:
   - Current (today’s) meeting: Click the connect link of the desired meeting.
   - Future meeting: Click the My Meetings button, click the Presenting tab, and then click the connect link of the future meeting.

Presentation Concepts
- White board has two screens: Public and Private.
- Add screens by clicking the Create a new blank screen icon.
- Loading PowerPoint adds additional screens, one per slide. (See “Load PowerPoint Presentation”)
- Use navigation buttons to move through screens.
- Share an application window or screen region. (See “Share Application or Region”)
- Identify items on screen by clicking the Wand icon and then selecting from the list of pointer icons.

Load PowerPoint Presentation
NOTE: In most cases, the default options below can be selected.
1. Close PowerPoint on your computer.
2. Click the Load a Presentation icon.
3. Select desired screen options and click OK.
4. Locate and select PowerPoint file.
5. Optional: Select Import Options.
6. Optional: Enter the new information.
7. Click Open.
8. Select screen size and then click OK.

Show Presentation
- Click the right or left navigation arrows to view slides sequentially.
- Click drop-down to choose slides in any order.

Use Phone for Audio
1. Click the Phone button in the Audio window.
2. Follow on-screen instructions and then click OK.

Use VOIP for Audio
1. Connect the PC headset to your computer.
2. Optional: If some people are using VOIP and others are using telephone, select the Teleconference button.
3. Click the Confirm button.
4. Optional: When done, click the Teleconference button to disconnect.

Record Meeting for Archive
1. Click the red Record button.
   Speak slowly and clearly.
2. Click the Pause button to stop or pause.
   http://www.cccconfer.org/recordings/Two_Minutes-Record.wmv
Connect to Archives
Archived meetings are available within 4 hours after your meeting.
1. Log in to MyConfer.
2. Click the My Meetings button.
3. Click the Archives tab.
4. Click the Archive link of the desired meeting.

Update Your Member Profile
1. Log in to MyConfer.
2. Click My Profile.
3. Enter the new information.
4. Click Update Profile at the bottom of the screen.

Public vs. Private
Archived meetings can be either public or private.
1. View the list of archived meetings. (See Connect to Archives)
2. To change the archive setting do one of the following:
   • Check the Private box to prevent others from viewing.
   • Uncheck the Private box to permit others to view.
3. Click Save at screen bottom.
   Web site posting is removed within minutes.

Additional Info
- Prepare for your webinar: http://www.cccconfer.org/pdfEL/Prepare_for_Your_CCC_Confer_Webinar.pdf
- Presentation training: http://www.cccconfer.org/trainingCenter/recordedTraining.aspx
- CCC Confer Features: http://www.cccconfer.org/support/features.aspx