

## Online Zoom Advising

Zoom is a FREE video conference service. Create your account by visiting: <https://zoom.us/> or by downloading the Zoom app onto your device.

### **How do I schedule a Zoom advising appointment?**

To schedule an appointment contact the Center for Careers in Teaching at (657) 278-7130 or [askcct@fullerton.edu](mailto:askcct@fullerton.edu).

### **What happens after I schedule my appointment?**

After you have scheduled your appointment you will receive an email with an invitation link to access the session on the day of your appointment.

### **How do I prepare for my Zoom advising session?**

1. Create your Zoom account by downloading the app to your device or by visiting <https://zoom.us/>
2. If you have not used Zoom before, you may want to watch this short YouTube video which shows how to join a Zoom meeting.  
<https://www.youtube.com/watch?v=vFhAEoCF7jg>
3. Test your camera (camera is not required to utilize this service) and microphone before your session to ensure that it is fully functioning.
4. On the day of your appointment, find a quiet and comfortable space with little or no distractions.
5. Have any documents you would like to share/have questions ready. Items saved on your computer can be shared on the screen during the session.

### **What if I am unable to attend my Zoom advising session?**

Please contact the Center at least 1 day prior to the Zoom appointment to cancel your session or to reschedule for a new date.