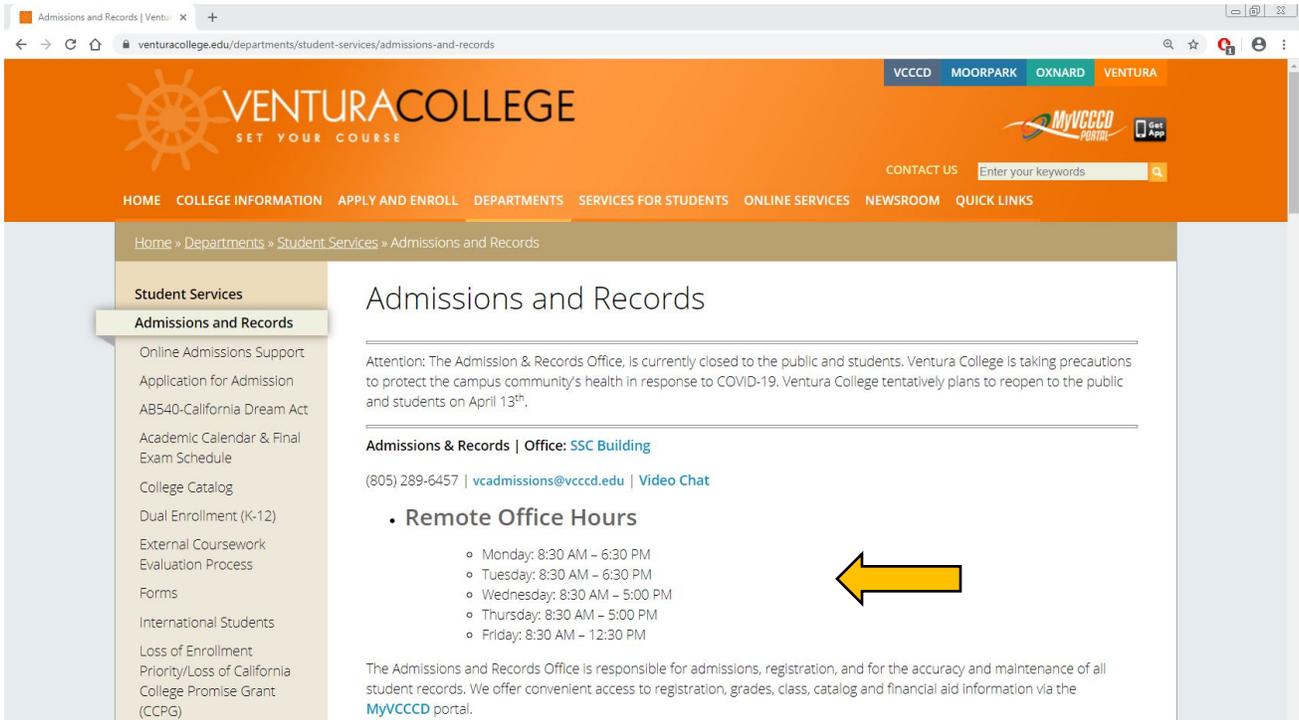


Zoom How-To-Guide

The Admissions & Records Office is now offering online support through Zoom. Through Zoom you can video chat with an Admissions & Records staff member. Zoom will function on any laptop or smart phone. Below are the hours we are available for video chat and specialized Zoom set up instructions by device.

Accessing Zoom

1. Go to www.venturacollege.edu
2. On the top of the website click the tab that says: Services for Students
3. Click the admissions and records link that is written in blue
4. The student can click the link that says: Video Chat located next to the phone number and email address. The student can also click the Online Admissions Support tab that is located on the left hand side of the website. Once they are redirected to the next page there is a link in blue that



The screenshot shows the Ventura College website's Admissions and Records page. The page title is "Admissions and Records". A notice states that the office is currently closed to the public and students due to COVID-19. Below the notice, the office location is listed as "SSC Building" with contact information: "(805) 289-6457 | vcadmissions@vcccd.edu | [Video Chat](#)". Under the heading "Remote Office Hours", a list of hours is provided for each day of the week. A yellow arrow points to the "Video Chat" link in the contact information.

says: [Video Chat US](#)

Option #1: Located in the picture above.

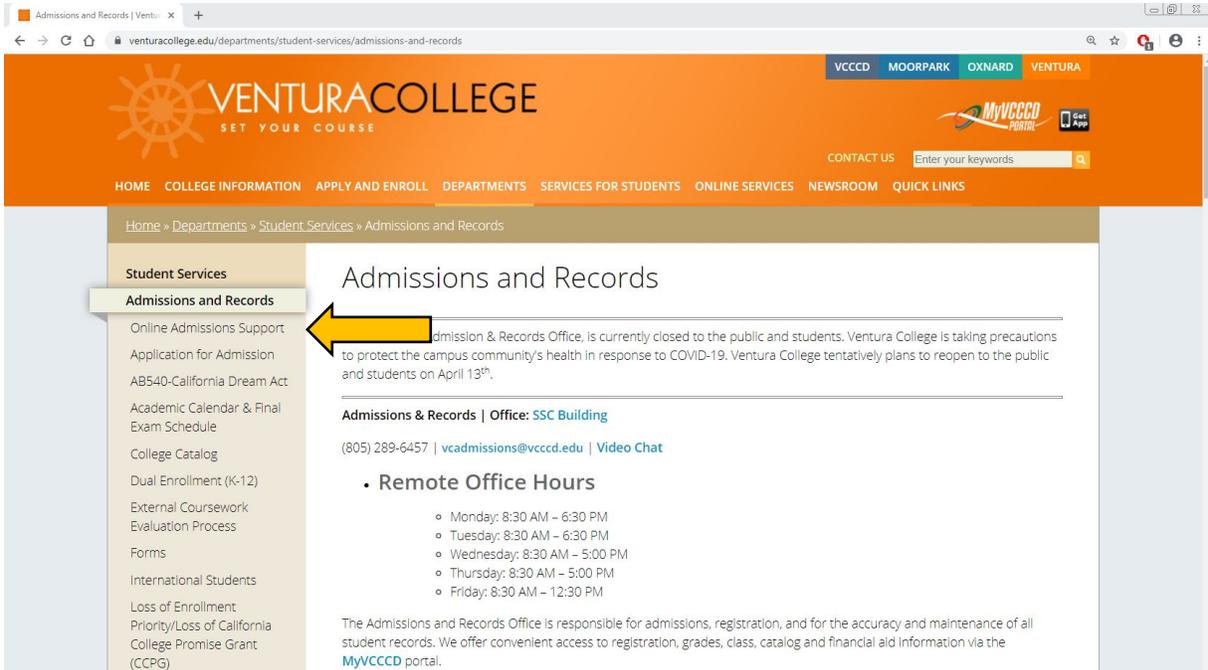


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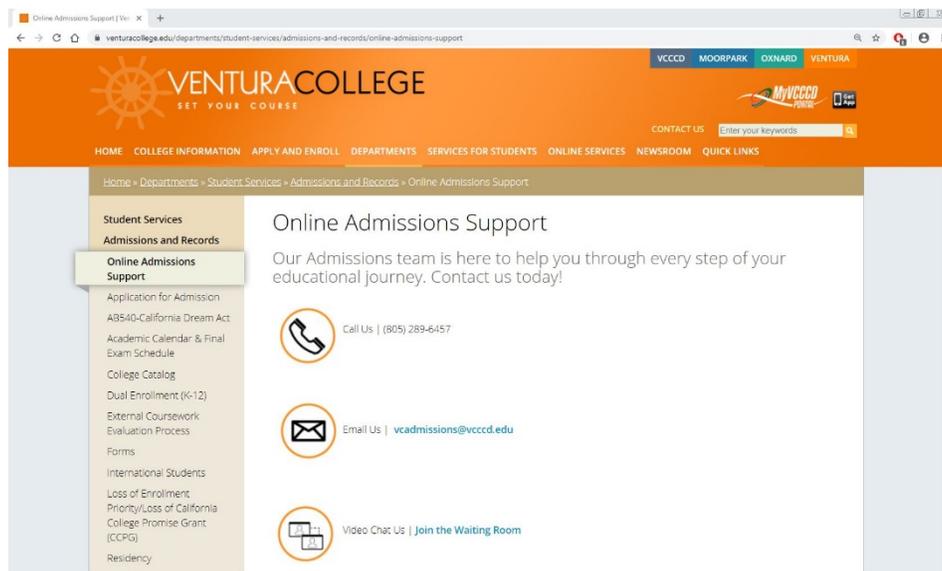
ADMISSIONS and RECORDS

4667 TELEGRAPH ROAD, VENTURA, CA 93003
(805) 289-6457 | VCADMISSIONS@VCCCD.EDU

Option #2: Located below:

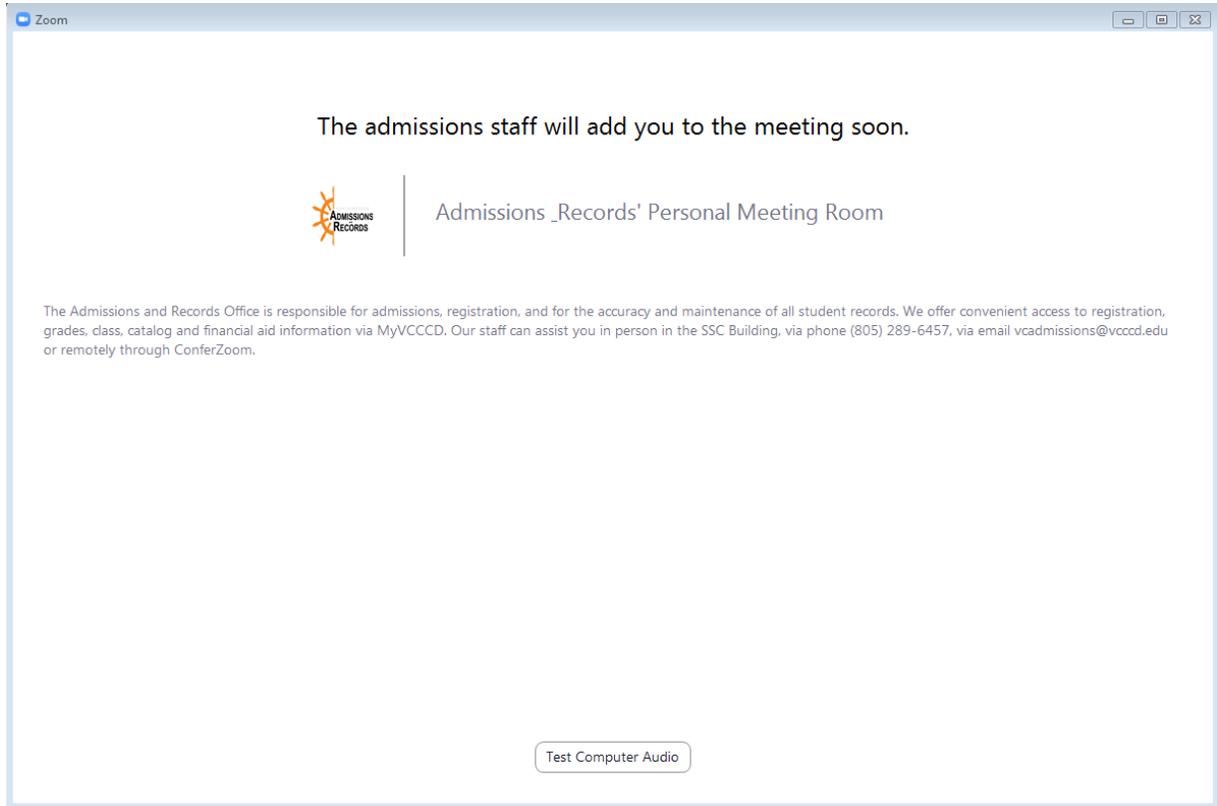


5. After you have clicked on the video chat links, you will have to follow the steps/prompts set forth by zoom to either sign on or create an account.





6. After you have created your account or signed in you will be put into a waiting room until you are admitted by the Admissions and Records host. The waiting room screen will look like the one below:



Screen Sharing

**In the event that you cannot find something on your computer there is always an option for you to share your screen. This way the Admissions & Records staff help direct you in a more efficient manner. Here is how you can share your screen:

1. Sharing from a computer:
 - a. You will have to hit the share screen button located at the bottom of the zoom app. (Fig. A)
 - b. You will have options on what they would like to share.
 - c. You will choose the screen option. Then click Share (Figure B)
 - d. When you are done sharing there is a red bar with an option to stop share (Figure C)



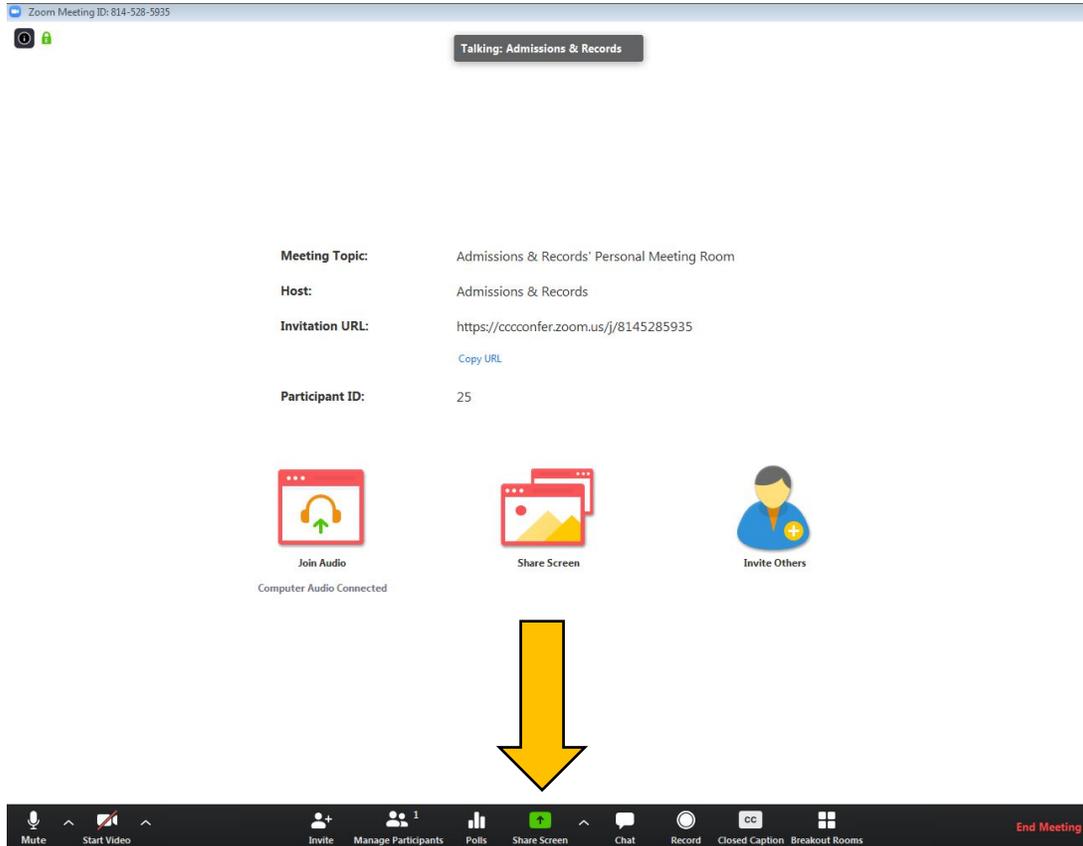
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Figure A

F





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Figure B

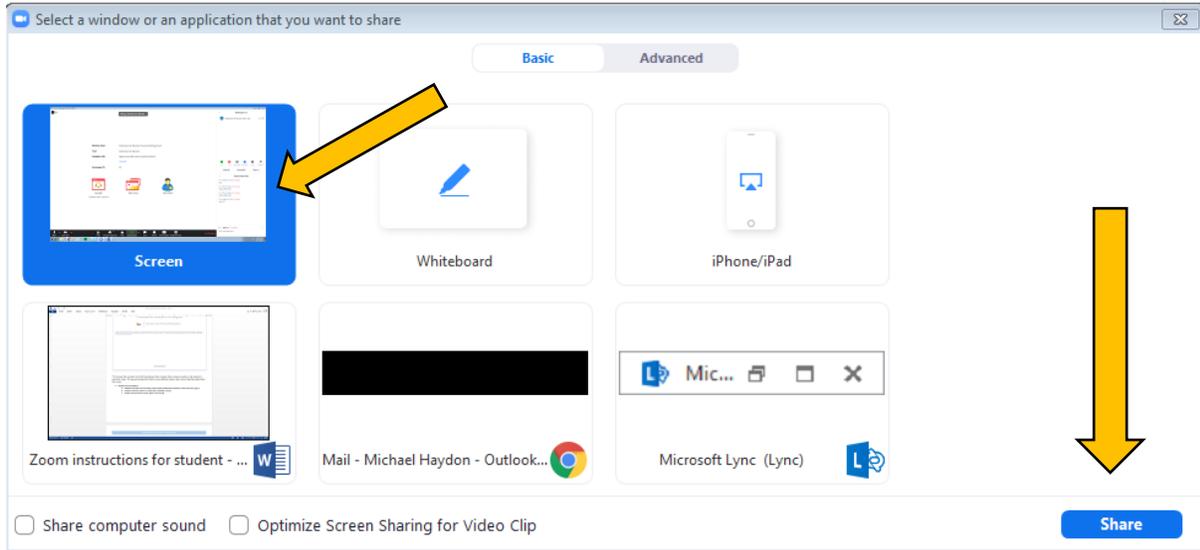


Figure C

