Setting a DePauw Zoom License/Account

DePauw Zoom Licenses are available for faculty and staff members who need features unique to Zoom, such as breakout-rooms, remote control, etc.

To set up your account, select the relevant option and follow the instructions:

**Option 1: I already have a Zoom account with my DePauw email address**

**Option 2: I DO NOT already have a Zoom account with my DePauw email address**

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**Option 1: I already have a Zoom account with my DePauw email address**

1. [Submit a request online](mailto:respsy@zoom.us) or email Drew Parrish (d)

2. You will receive an email from Zoom with the subject “Zoom account invitation” similar to this:

   ![Zoom account invitation email]

3. Click **Approve the Request**.

4. At the next prompt, click **I Acknowledge and Switch**: 
   
   ![Zoom account invitation email]

   **By accepting this invitation, you are switching to a new Zoom account**

   Before you switch, be aware of the following:

   - After you switch, you can still access your own data, such as your meetings and recordings.
   - Your role in the new account will be “member”. This role might have fewer privileges than your role in your current account.
   - Your new account might not provide access to all of the features you have in your current account.

   **I Acknowledge and Switch**  [Sign into Your Current Account](mailto:drewparrish@depauw.edu)
5. You'll receive a confirmation screen that indicates your account is being switched, similar to this:

We are switching your account
The process will take some time. In the meantime, you can continue to use Zoom as usual.

AND you will receive an email from Zoom with the subject “Zoom account invitation result” similar to this:

Zoom account invitation result

Hi Carol Smith,

Your account has been switched successfully. You are now a member of the Zoom account@theaccount@depauw.edu.

Thank you for choosing Zoom.

-The Zoom Team

6. Log in at zoom.com with your existing DePauw Zoom username and password. (if you’re already logged in to Zoom, log out and back in.)

Your license type is changed from Basic to Licensed and ready to use.
Option 2: I DO NOT already have a Zoom account with my DePauw email address

1. You will receive an email from Zoom with the subject “Zoom account invitation” similar to this:

   ![Email Example]

   Hello cli@depauw.edu,

   Carol Smith (clsmith@depauw.edu) has created a Zoom account for you. Please click the button below to activate your account within 30 days.

   ![Activate Zoom Account Button]

   If the above button does not work for you. Copy and paste the link to your browser address bar and try again.

   https://zoom.us/activate.Help?code=JDVYXhF2nS9g9Y7Vn604Y0wZl9FcmwUEyBuQcAAAAAHPx2qgYqSHQY6H-GQSSHG1y6gZShL09FpsawvMvMvGvJ9dH4ULnV0amFad6FfKFMhHfeY4YUvULcBtOBgFk6hXwu2E5A7ftWtZ5E47pH285yYV9Fr1MuvbGnAAAAAANmhosathinvite

   Thank you for choosing Zoom.
   -The Zoom Team

2. Click **Activate Your Zoom Account**.

3. At the next screen, select a sign in method.
   
   We recommend using either **Sign up with a Password** (preferred) or **Sign In With Google**.
   
   For security reasons, using **Sign in With Facebook** is NOT recommended.

   ![Sign In Options]

   If you selected **Sign up with a Password**, follow the Zoom prompts to complete the account setup:

   ![Password Security Tips]
OR If you selected **Sign In With Google**, follow the Google prompts to complete the account setup:

Select your Google Account:

![Google Sign in with Google](image)

**Choose an account**

to continue to **Zoom**

[Avatars](https://example.com)

Carol L Smith CIO at DePauw
cio@depauw.edu

Use another account

To continue, Google will share your name, email address, language preference, and profile picture with Zoom. Before using this app, you can review Zoom's **privacy policy** and **terms of service**.

Click **Create Account**:

**Welcome to Zoom**

Create your Zoom account with your Google account

![Carol L Smith CIO at DePauw](https://example.com)

CIO@depauw.edu

Create Account

By submitting this form, you agree to the **Terms of Service**

4. You will receive an email from Zoom with the subject “Zoom account invitation result” similar to this:

   ![Email](image)

   **Zoom**: you have been invited to join Zoom.

   Hi Carol Smith,

   Your account has been switched successfully, you are now a member of the Zoom account/ZoomName@depauw.edu.

   Thank you for choosing Zoom.

   The Zoom Team

5. Your account is ready to use. Log in at [zoom.com](https://zoom.com) with your new DePauw Zoom login credentials.