

## 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.

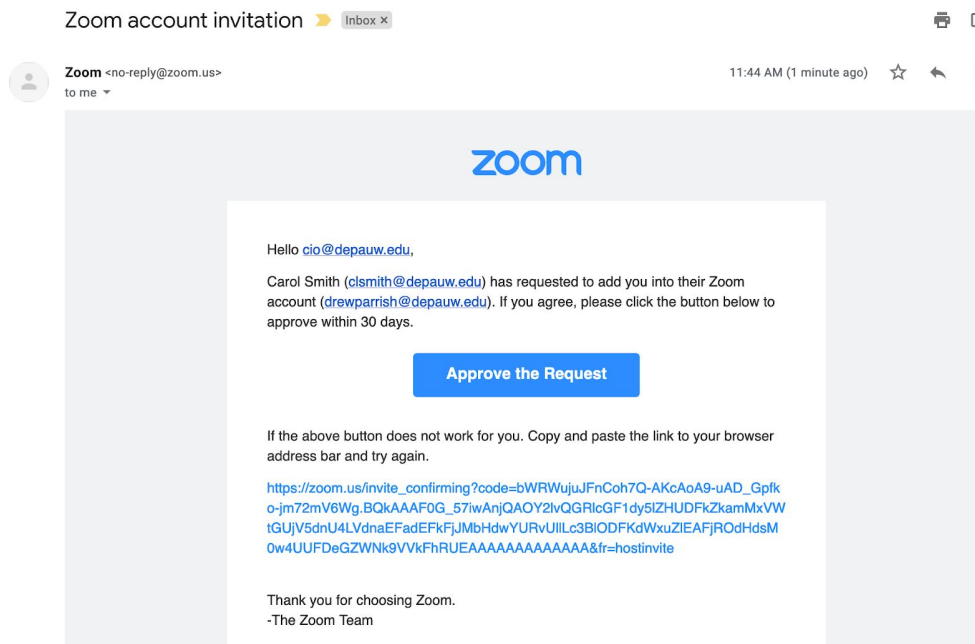
To set up your account, select the relevant option and follow the instructions:

[Option 1: I already have a Zoom account with my DePauw email address](#)

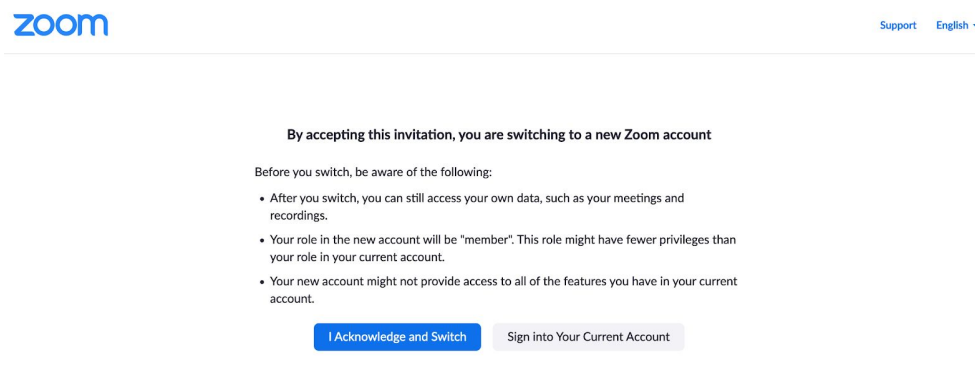
[Option 2: I DO NOT already have a Zoom account with my DePauw email address](#)

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

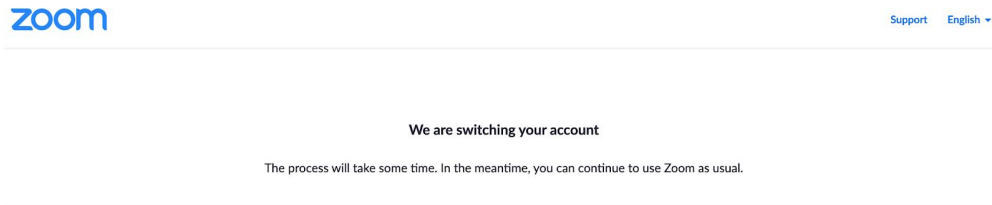
1. [Submit a request online](#) or email Drew Parrish (d
2. You will receive an email from Zoom with the subject “Zoom account invitation” similar to this



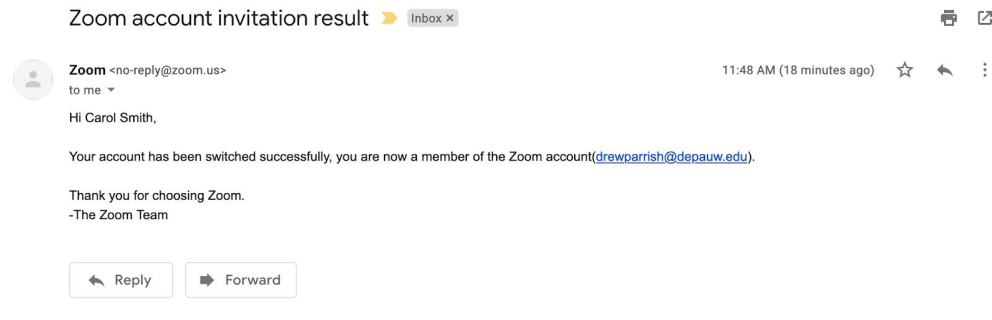
3. Click **Approve the Request**.
4. At the next prompt, click **I Acknowledge and Switch**:



5. You'll receive a confirmation screen that indicates your account is being switched, similar to this:



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



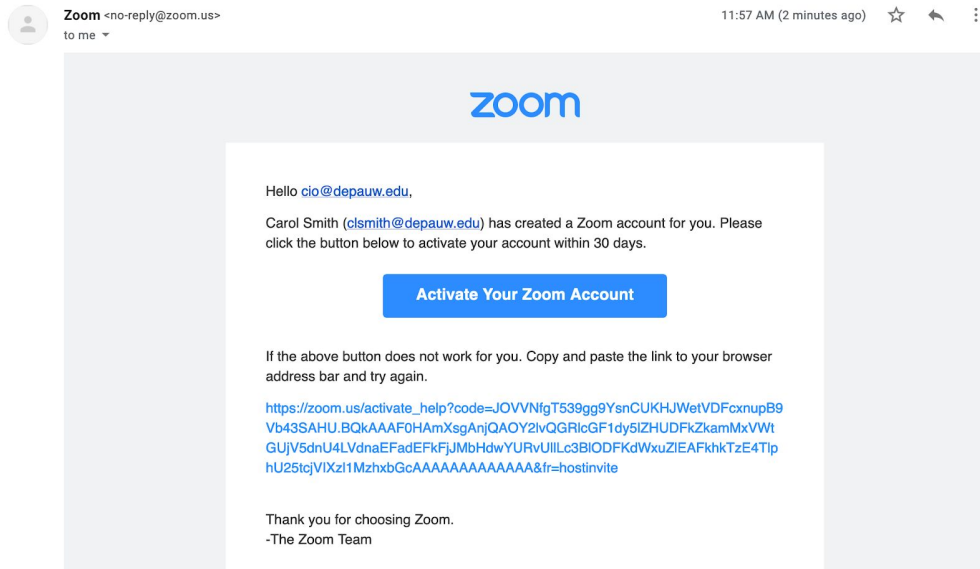
6. Log in at [zoom.com](https://zoom.com) with your existing DePauw Zoom username and password. (if you're already logged in to Zoom, log out and back in.)

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:

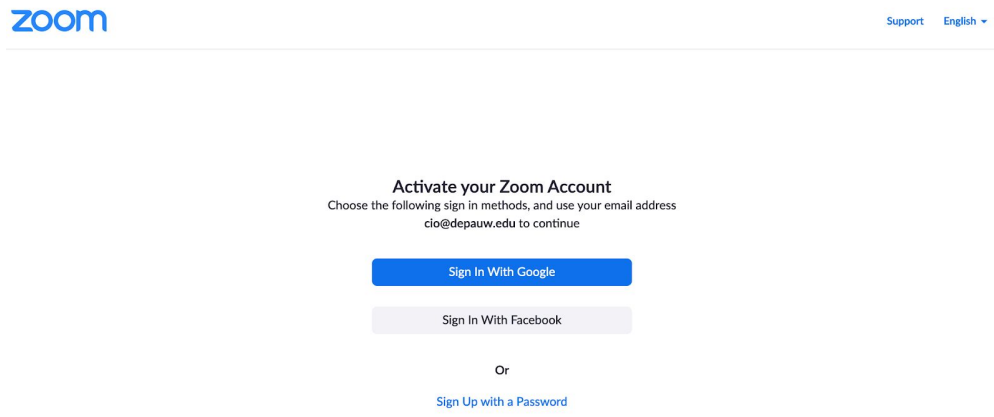


2. Click **Activate Your Zoom Account**.

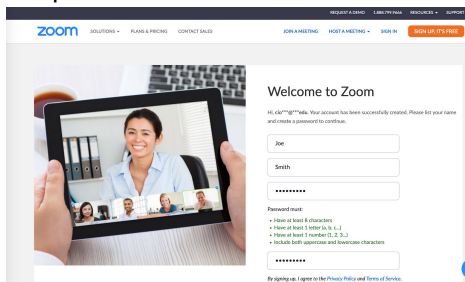
3. At the next screen, select a sign in method.

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.

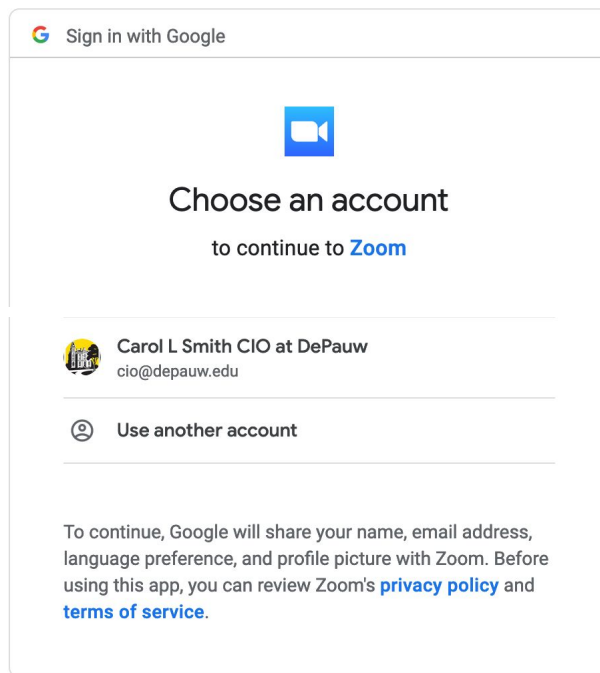


If you selected **Sign up with a Password**, follow the Zoom prompts to complete the account setup:



**OR** If you selected **Sign In With Google**, follow the Google prompts to complete the account setup:

Select your Google Account:



English (United States) ▾ Help Privacy Terms

Click **Create Account**:

## Welcome to Zoom

Create your Zoom account with your Google account

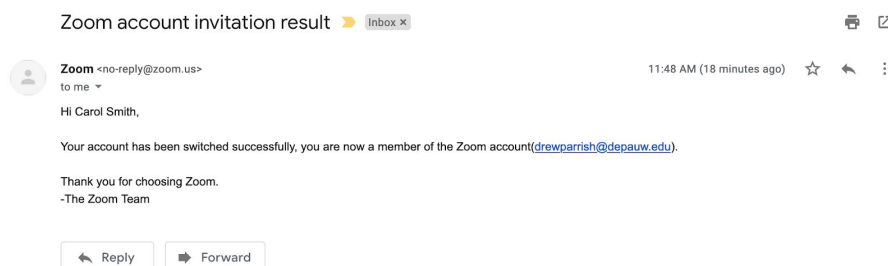


**Carol L. Smith CIO at DePauw**  
cio@depauw.edu

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:



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