

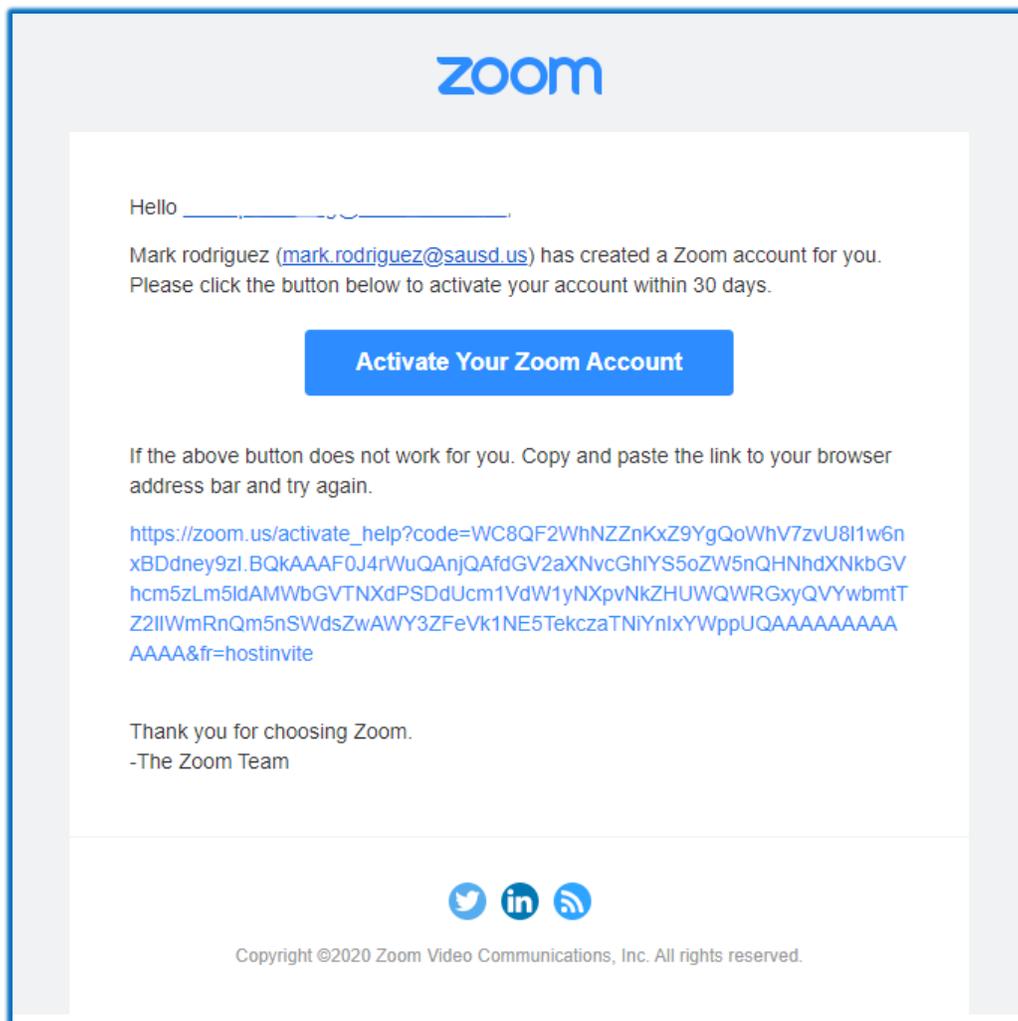
# ZOOM Instructions

ZOOM account creation using your [SAUSDLEARNS.NET](https://www.sausdlearns.net)

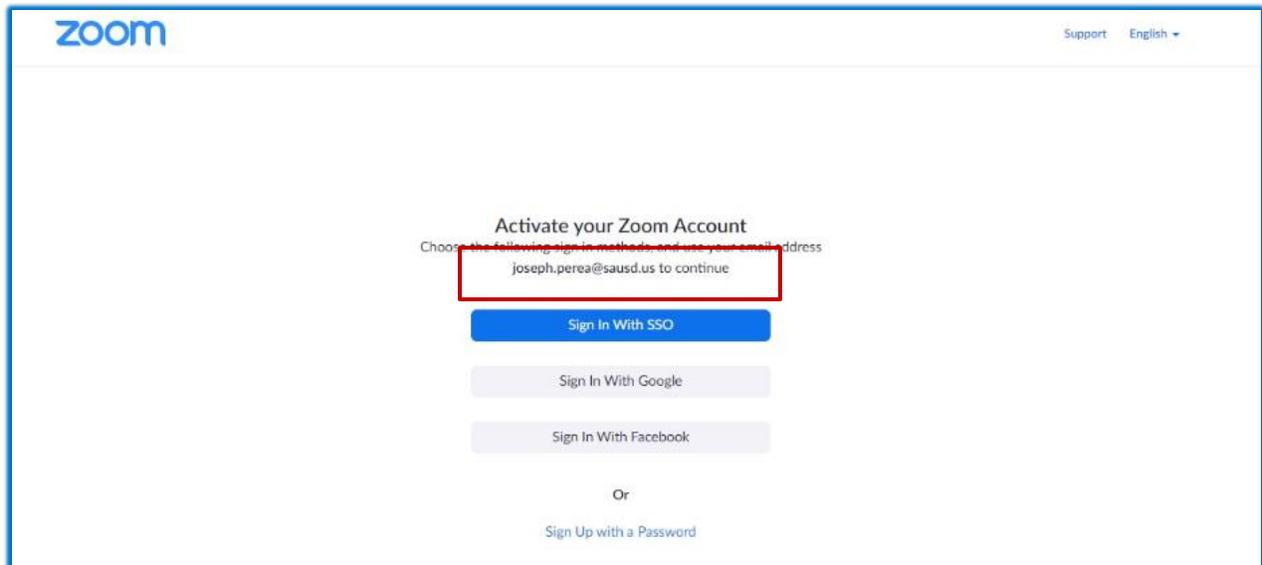
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## NEW USERS

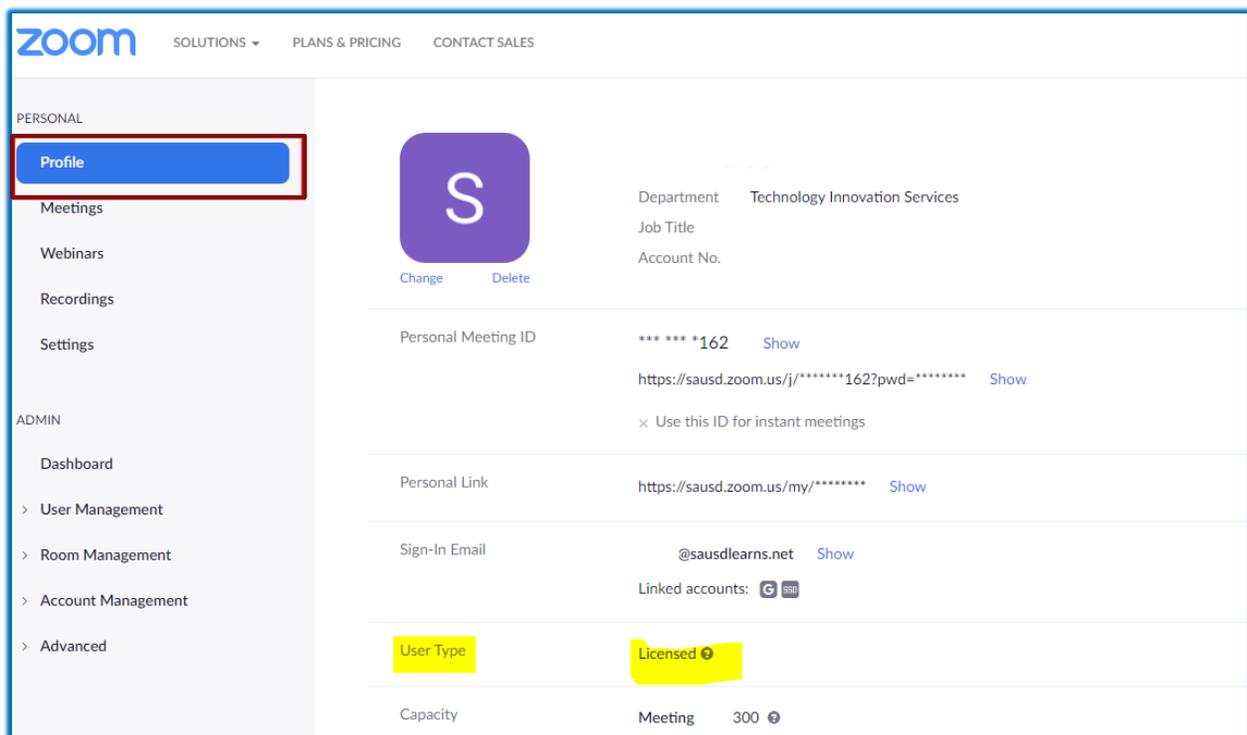
1. For New users that have not signed up for Zoom, you will receive an email notifying you that your account has been created for you with your [@SAUSDLEARNS.NET](https://www.sausdlearns.net)
  - a. Click on "Activate Your Zoom Account"



2. You will then be redirected to an "Activate your Zoom Account" page
  - a. Select "Sign In With SSO"

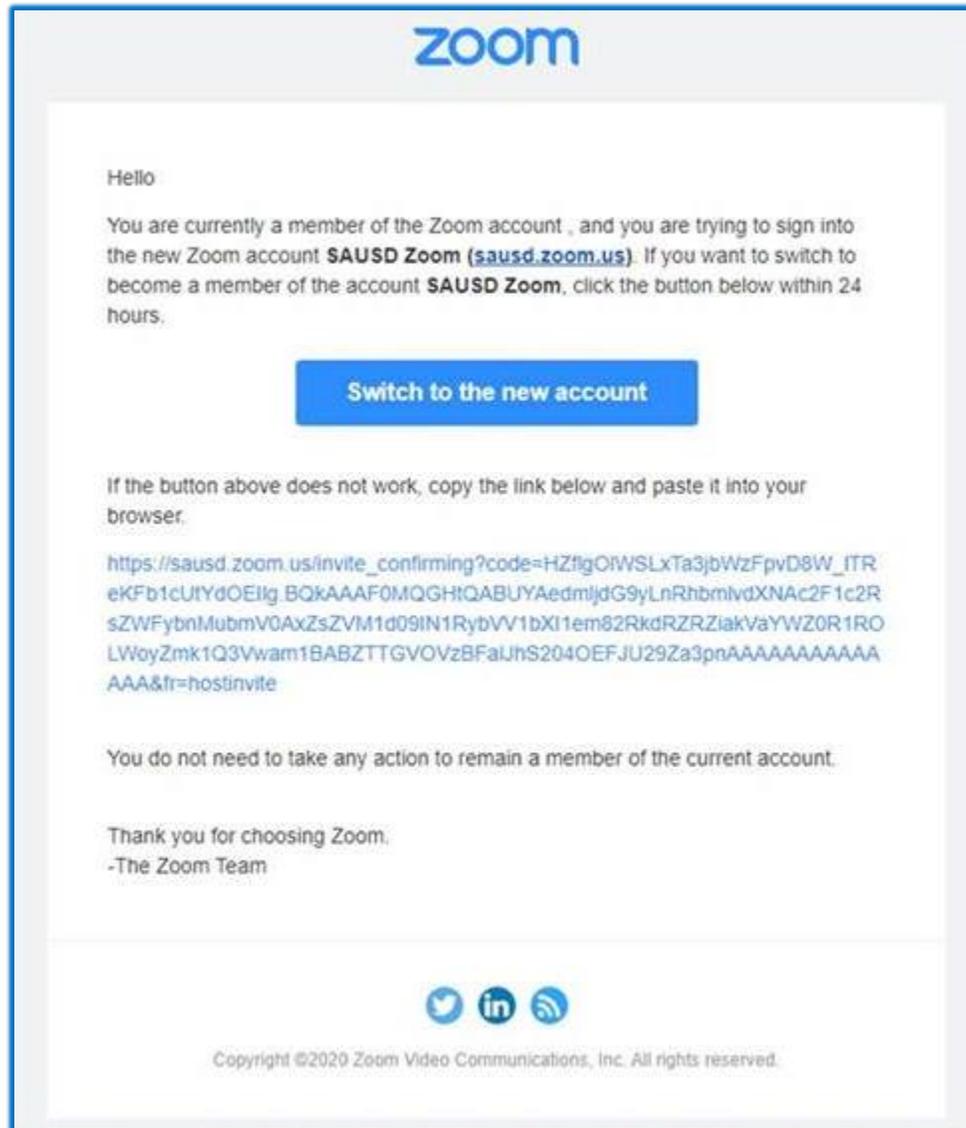


3. To check whether you been successfully added to SAUSD Zoom, you will notice the "User Type" is "Licensed".

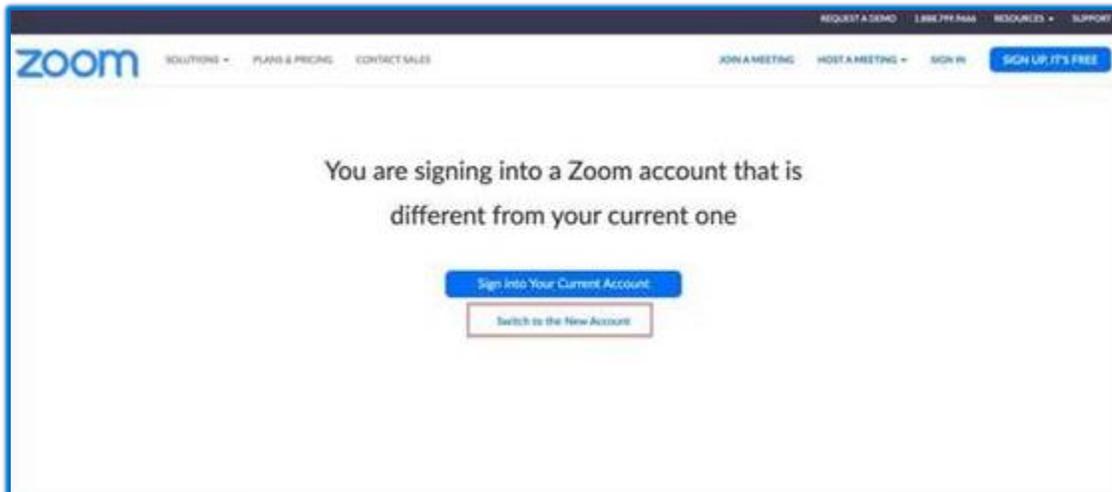


## EXISTING USERS

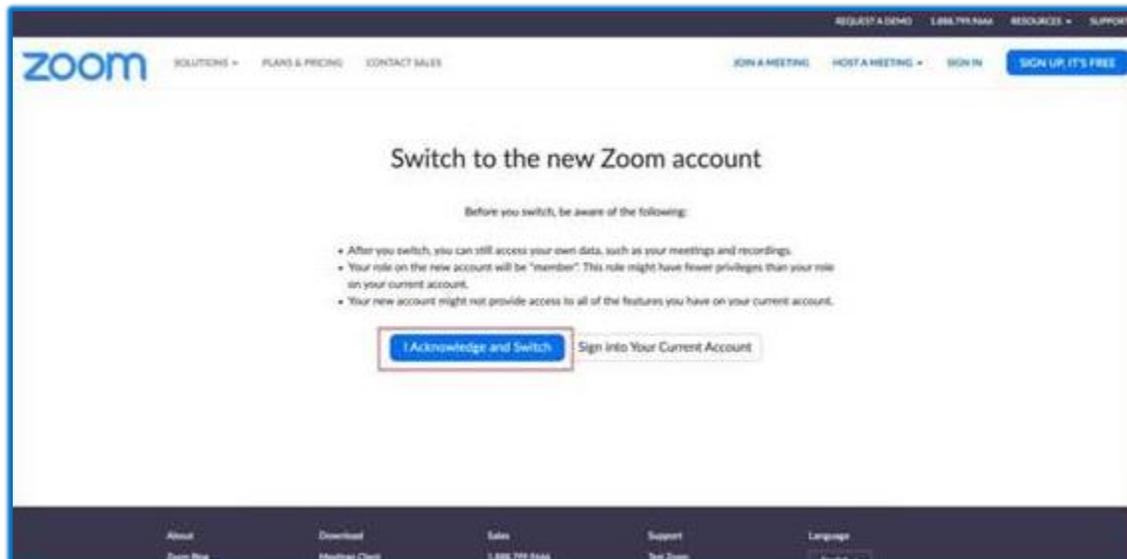
1. For existing users who have already registered with a SAUSDLEARNS.NET email address, you will receive an email to sign onto your SAUSD Zoom account.
  - a. Click on "Switch to the new account"



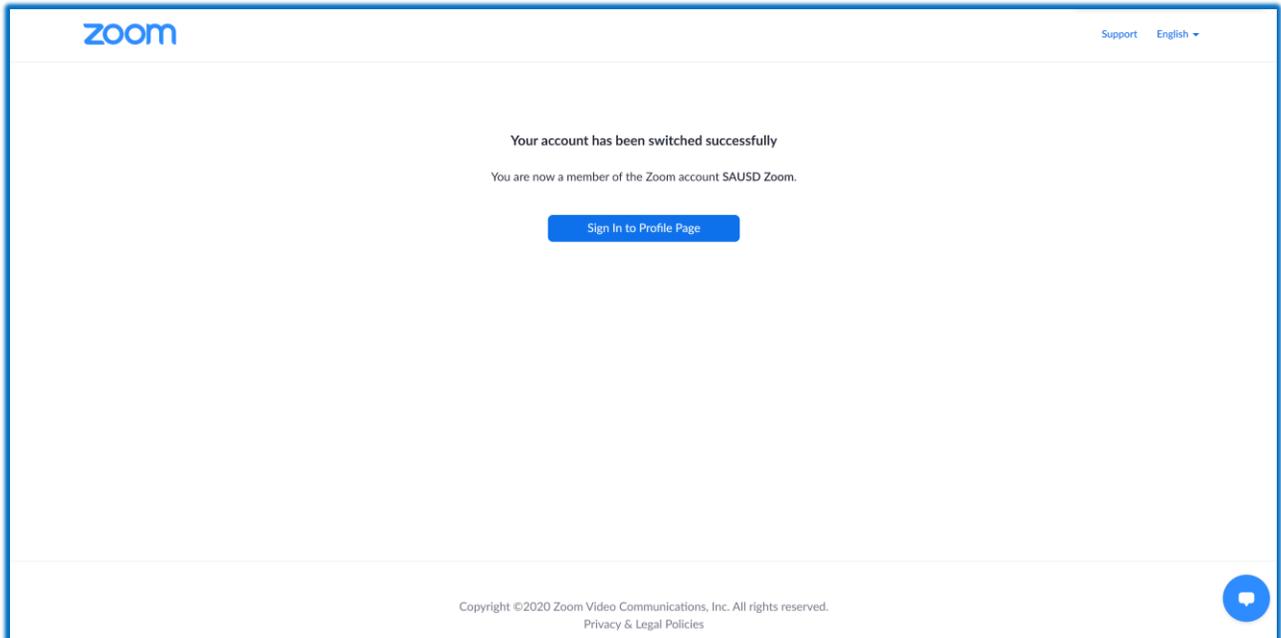
2. Once clicked, you will be redirected to a new Zoom page notifying you of the account change.
  - a. Select "Switch to the New Account"



3. Zoom will send you to a confirmation page with key points to be aware of
  - a. Select "I Acknowledge and Switch"



4. Once selected, your account will successfully be switched over to SAUSD Zoom.



## IMPORTANT NOTES:

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- SAUSD.US Zoom accounts are **NOT** licensed and will be limited in capabilities. Please use your SAUSDLEARNS.NET for full licensed capabilities.
- If you have previously been using an SAUSD.US Zoom account for meetings and would like those meetings merged into your new SAUSDLEARNS.NET Zoom account, please contact TIS.
- If you did not receive an email by 5PM, today, go to <https://sausd.zoom.us> and sign in with your SAUSDLEARNS.NET credentials. This will ensure that your account will be associated under our SAUSD Zoom umbrella.

