## **ZOOM Instructions**

ZOOM account creation using your **SAUSDLEARNS.NET** 

## **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 <u>@SAUSDLEARNS.NET</u>
  - a. Click on "Activate Your Zoom Account"

zoom
Hello
-The Zoom Team

You will then be redirected to an "Activate your Zoom Account" page

 a. Select "Sign In With SSO"

zoom		Support English +
	Activate your Zoom Account	
	joseph.perea@sausd.us to continue	
	Sign In With SSO	
	Sign In With Google	
	Sign In With Facebook	
	Or	
	Sign Up with a Password	

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

ZOOM SOLUTIONS - PLANS & F	PRICING CONTACT SALES				
PERSONAL Profile Meetings Webinars Recordings	Change Delete	Department Technology Innovation Services Job Title Account No.			
Settings	Personal Meeting ID	*** *** *162 Show https://sausd.zoom.us/j/******162?pwd=****** Show × Use this ID for instant meetings			
Dashboard <ul> <li>User Management</li> </ul>	Personal Link	https://sausd.zoom.us/my/******* Show			
<ul> <li>Room Management</li> <li>Account Management</li> </ul>	Sign-In Email	@sausdlearns.net Show Linked accounts: 🕝 📾			
> Advanced	User Type				
	Capacity	Meeting 300 O			

## **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"

	zoom
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1 1 1 1	ou are currently a member of the Zoom account , and you are trying to sign into the new Zoom account SAUSD Zoom (sausd.zoom.us). If you want to switch to ecome a member of the account SAUSD Zoom, click the button below within 24 ours.
	Switch to the new account
11 t	the button above does not work, copy the link below and paste it into your rowser.
t e s L f	ttps://sausd.zoom.us/invite_confirming?code=HZflgOfWSLxTa3jbWzFpvD8W_ITR KFb1cUtYdOEllg_BQkAAAF0MQGHtQABUYAedmljdG9yLnRhbmlvdXNAc2F1c2R ZWFybnMubmV0AxZsZVM1d09IN1RybVV1bXI1em82RkdRZRZiakVaYWZ0R1RC WoyZmk1Q3Vwam1BABZTTGVOVzBFaUhS204OEFJU29Za3pnAAAAAAAAAAA AA&fr=hostinvite
1	ou do not need to take any action to remain a member of the current account.
1	hank you for choosing Zoom. The Zoom Team
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	Conversity #2020 Zones Vidao Communications. Inc. All enternanced

- 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"

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zoom	300/71048 -	HANG & PRONE	CONTRCT SALES		30N A MEETING	HOSTA MEETING -	SOL R	SCHURT	SPACE
		Y	ou are sig	ning into a Zoon	n account that is				
			differ	ent from your c	urrent one				
				Sign Into Your Current Act					

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

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ZOOM SUITERS -	PLANS & PRICING X00/0ACT MAILS			KIN A MEETING	HOSTANEETING -	BON IN	SONURI	S FIELD
	Switc	h to the ne	w Zoom acco	unt				
		Before you switch, be	aware of the following:					
	After you switch, site     Your risk on the new     sour current account on     Your new account on     Your new account on	a can still access your own account will be "member unt, ght run provide access to whoge and Switch	data, such as your meetings an "This rule might have fewer pr all of the features you have on Sign into Your Current Acco	ni montings Winges than your m your current accou	10 11			
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4. Once selected, your account will successfully be switched over to SAUSD Zoom.



## **IMPORTANT NOTES:**

- 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 <u>https://sausd.zoom.us</u> and sign in with your SAUSDLEARNS.NET credentials. This will ensure that your account will be associated under our SAUSD Zoom umbrella.

