

Subject: Activate Your UChicago Zoom Account

Date: Friday, March 13, 2020 at 3:22:20 PM Central Daylight Time

From: Zoom Teaching

To: Kolleen Ritz

Hello,

The University is moving to remote learning for undergraduate and graduate classes for the entire Spring Quarter 2020, beginning on Monday, March 30. You are receiving this message to help you prepare for teaching with Zoom. As an instructor with an existing free Zoom account, you will need to move it to a University-licensed account that you may use for teaching and other University meetings. Please follow the instructions below to activate your UChicago Zoom account. IT Services will be hosting Zoom and Canvas training sessions to assist you with using these tools in your teaching. More information on these sessions can be found at this [website](#).

UChicago Zoom Account Activation Instructions

1. Zoom will send you a Zoom account invitation email to your inbox.
2. Click **Approve the Request** within the email.

Approve the Request

3. A web page will open on your browser to confirm the new Zoom account activation.
4. Click **I Acknowledge and Switch**.

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

5. Click **Sign into Your Current Account**.

Your account has been switched successfully

You are now a member of the Zoom account

Sign into Your Current Account

6. You will be redirected to the UChicago Zoom sign in page: <https://uchicago.zoom.us>. Use this URL going forward to log in to your Zoom account.
7. You will be prompted to enter your CNetID and password, and then complete the two-factor authentication process.

For additional resources about teaching with Zoom, visit this [website](#).

Zoom video tutorials are available at this [website](#).

Please contact IT Services for support at itservices@uchicago.edu or 773.702.5800, option 1.