



Moving Your Free Zoom Account to the New Licensed Version or Creating a New Account

Following are the steps staff must follow to create a new Zoom account or upgrade their current Basic (Free) Zoom account to the new Licensed version the district purchased making additional features available. Because staff are logging into Zoom in different ways currently, we have provided directions for those options.

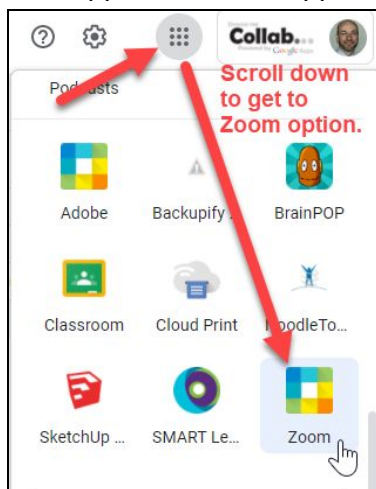
Before you follow these steps, it is important to note a couple of key factors:

- 1) Unless you choose the option below to abandon your existing account and create a new one, all of your existing meetings will still be available to you after you switch your account to the district paid version
- 2) You may notice that the meeting URLs will have "district196-org" inserted into them after you switch your account. Please know your original meeting URLs **will still work** so it is not necessary to resend/repost the new URL for meetings you have already shared with others.

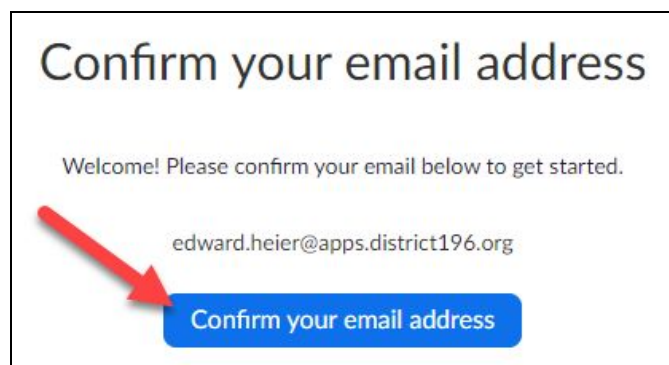
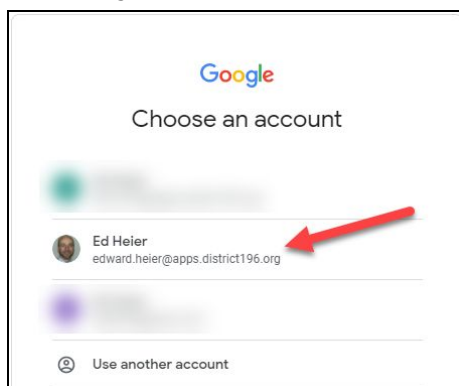
Now, please determine which directions below match how you currently log into Zoom and follow the steps to switch your account to the new paid version.

Log in with Google/Collab Email Address

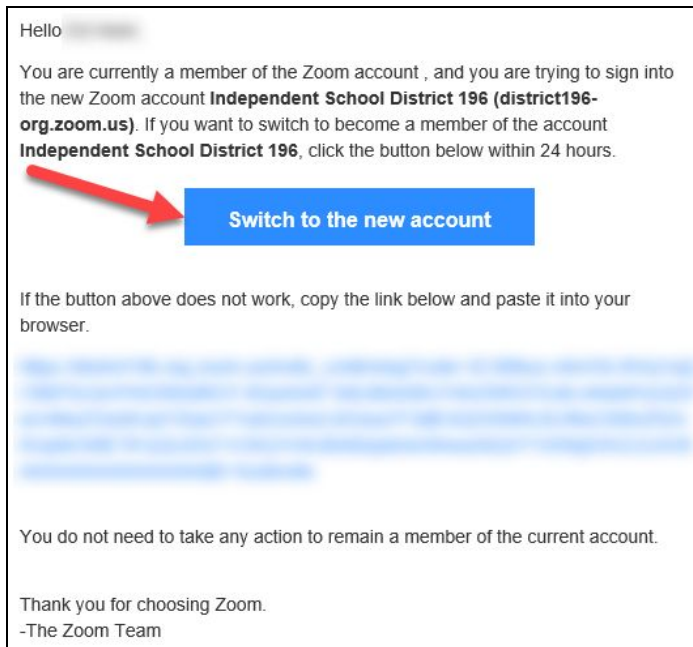
1. Log into Collab
2. Click on the Apps Grid in the upper-right corner, scroll all the way down and select the **Zoom** app



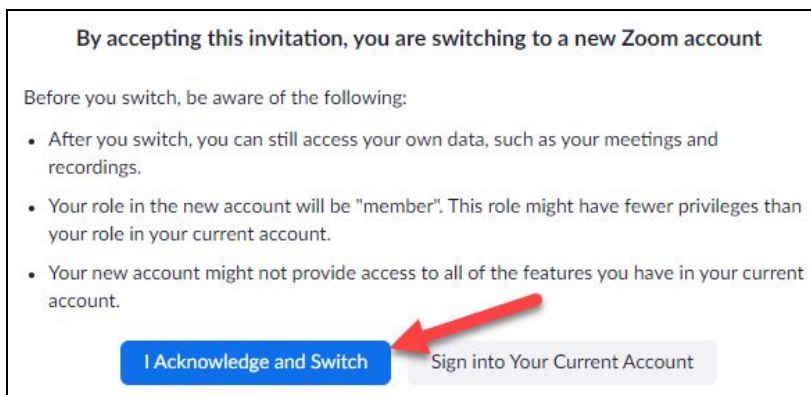
3. If prompted to select a Google account, select your Collab account (@apps.district196.org). Then click on the **Confirm your email address** button.



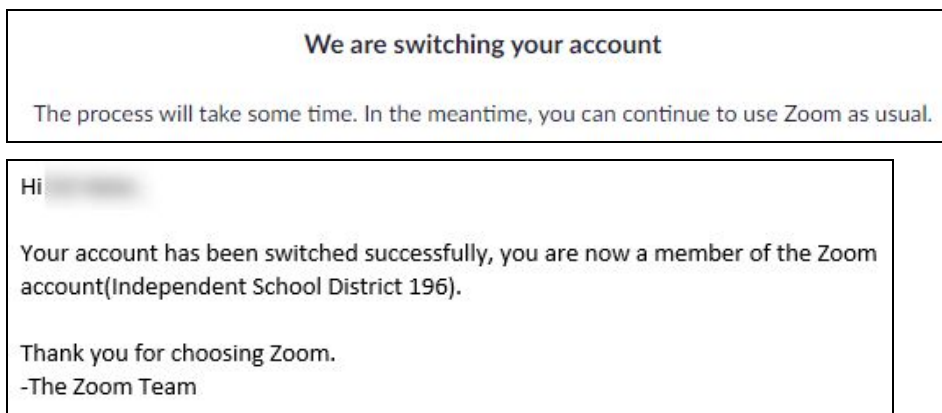
4. You should now receive an email inviting you to join the new paid district account. Click on the **Switch to the new account** button.



5. You will now be asked to acknowledge your approval to switch your account to the paid version. Click the **I Acknowledge and Switch** button.
- NOTE: Even though the bulleted items indicate you may have fewer privileges/features than your current account, this is NOT the case. You will have access to everything you have now PLUS several new features.



6. It will now notify you that your account is being switched and will send you an email when completed.



7. You are now a member of the paid license version of Zoom. To verify, see the last section in this document titled [Verifying Your Account is Now Switched to the District License](#)

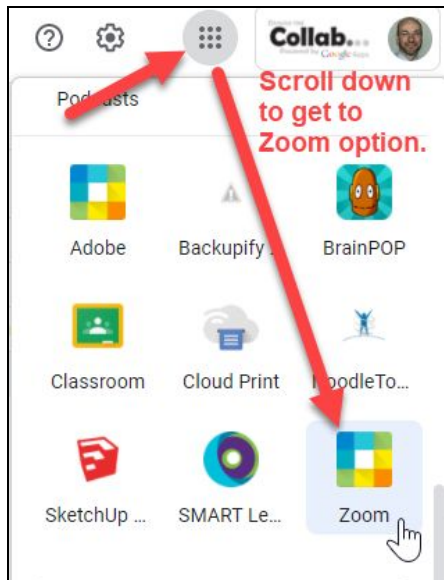
Log in with District Email Account (@district196.org)

There are two options for those who currently log in using their district email account.

OPTION #1: Abandon your current account and create a new one using your Collab account (**recommended**)

This option is for those staff who either don't have meetings already created or are willing to recreate them after creating a new Zoom account using their Collab email address. It's also the process new staff will follow to create a new account.

1. Log into Collab
2. Click on the Apps Grid in the upper-right corner, scroll all the way down and select the **Zoom** app



3. Your new account will be created and you will immediately go to your new Zoom account
4. Stop using your current account using your district email address (simply abandon it)

OPTION #2: Keep your account associated with your district email address

If you do not want to lose the meetings you have already created:

1. Email helpdesk@district196.org providing the following information:
 - a. your name
 - b. staff ID #
 - c. indicate you would like your current Zoom account manually moved to the new paid licensed account.
2. You will be notified when your account has been switched

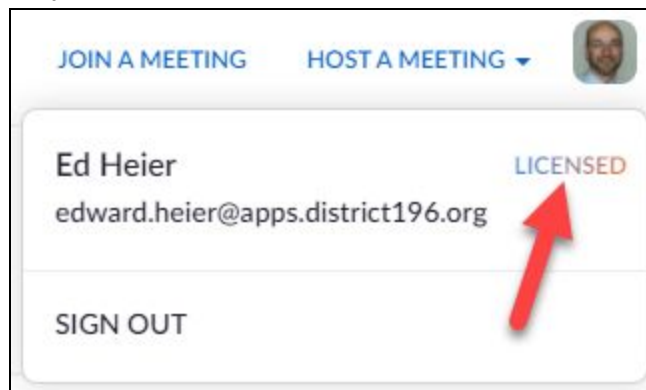
Keep in mind that it is recommended long-term to eventually move your account to using your Collab email address from an integration standpoint.

Create a New Account

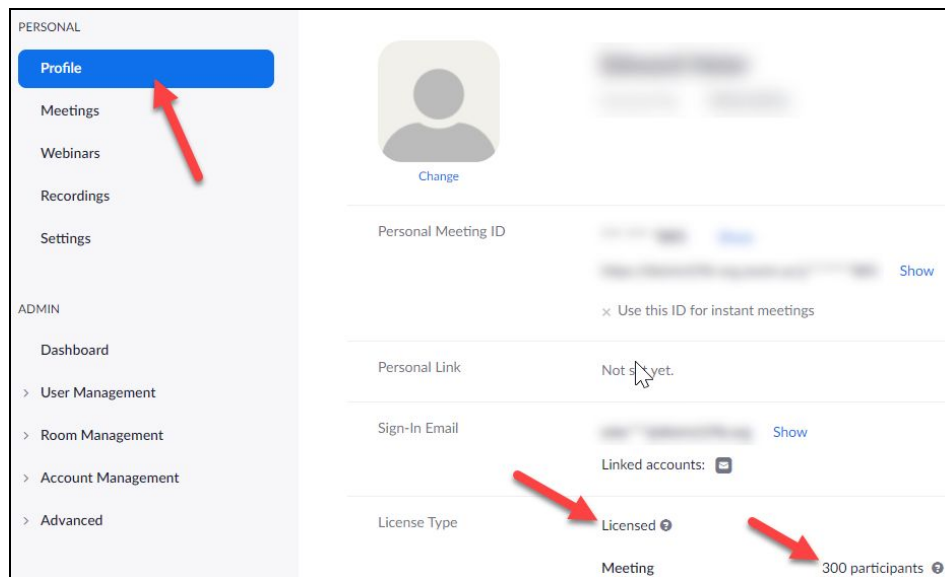
If you are new to the district or have never created a Zoom account, to create one follow steps 1-4 in **OPTION #1** above.

Verifying Your Account is Now Switched to the District License

1. Log into your Zoom account either via the app, at <https://zoom.us>, or by selecting the Zoom app in the Apps grid in Collab
2. There are a couple of easy ways to make sure you are on the district license:
 - a. Click on your picture in the upper-right corner where you should see the word **Licensed**. If you see **Basic** you are still on the free version.



- b. Log into <https://zoom.us> or select the Zoom app from the Apps grid in Collab
- c. Click on **Profile** on the left side of the screen
- d. Next to **License Type** you should see **Licensed** and next to **Meeting** you should see **300 participants**



- e. If you find your account is not part of the licensed district paid account, contact your local technology support for assistance.