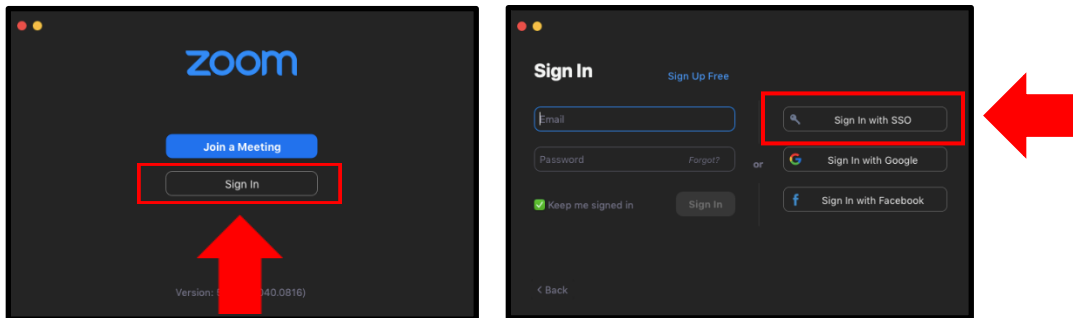
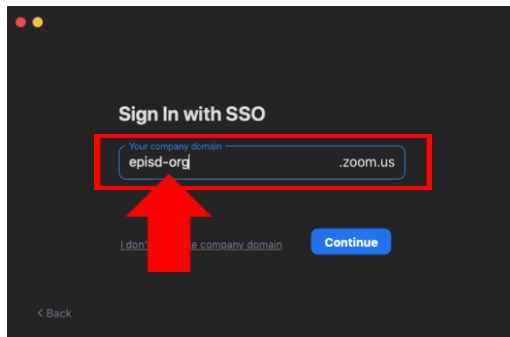


Zoom Account Migration, Switch, and Confirmation

- 1) After downloading and installing the latest Zoom update (8/17/2020) from Self-Serve you will be prompted to sign in, as in the picture below.
- 2) Click *Sign In*.
- 3) Click *Sign in with SSO*.

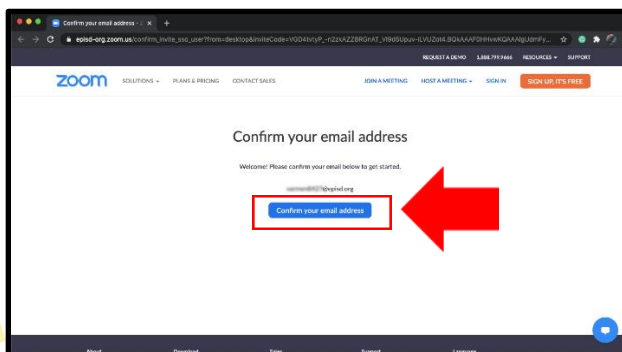


- 4) Enter *episd-org* when asking for “Your company domain” **NOTE:** hyphen is very

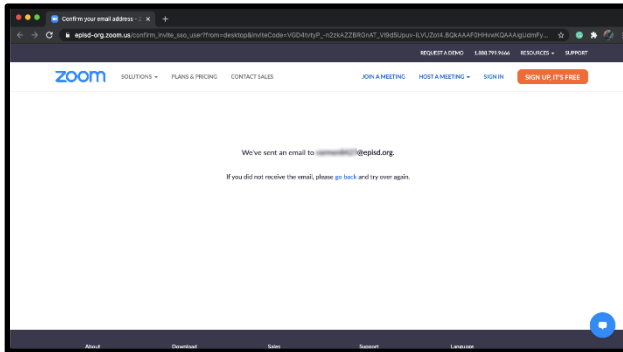


important to put in between episd-org.

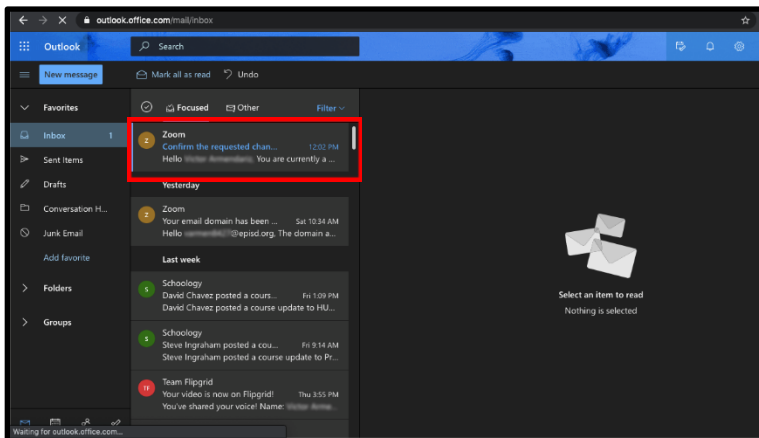
- 5) A webpage will open with the instructions to “Confirm your email address” will appear in the web browser.
- 6) Click on *Confirm your email address*.



- 7) A new page will appear indicating that an email has been sent to your email address.

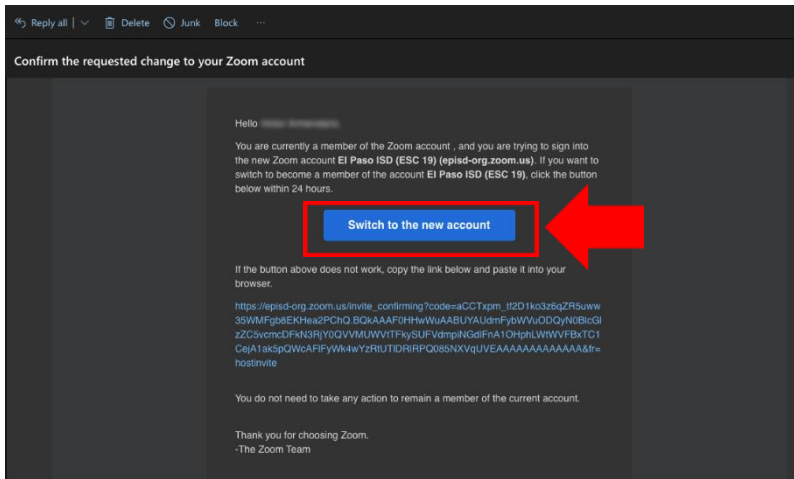


- 8) Go to your Outlook account and look for an email from Zoom with the subject of "Confirm the requested change".

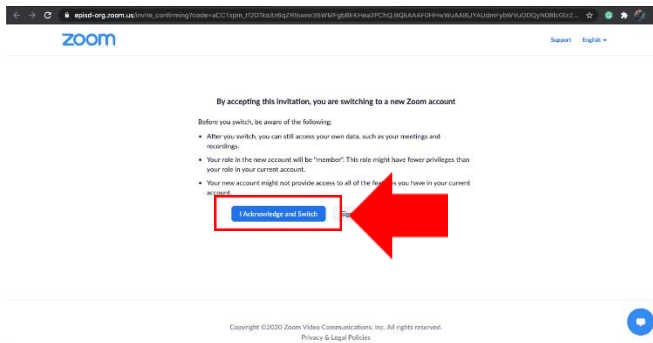


- 9) Click on *Switch to then new account.*



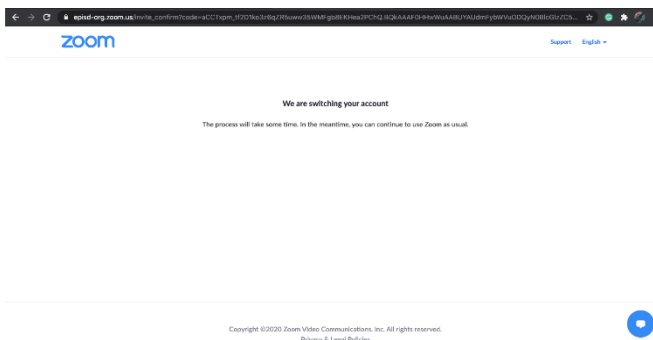


10) Click on *I Acknowledge and Switch*.



3

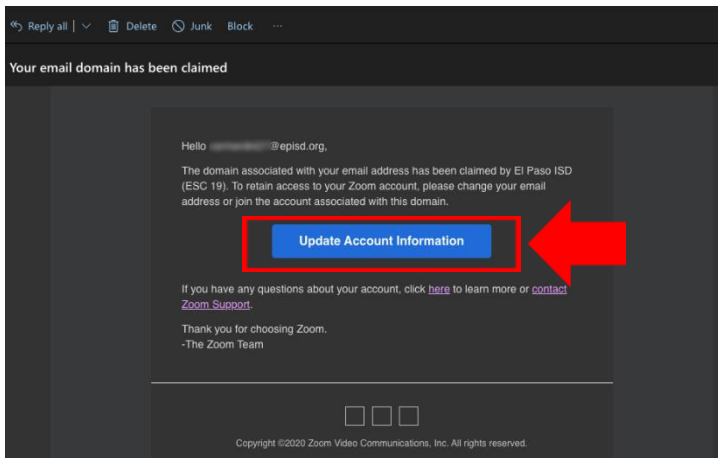
11) A message stating “We are switching your account” will appear.



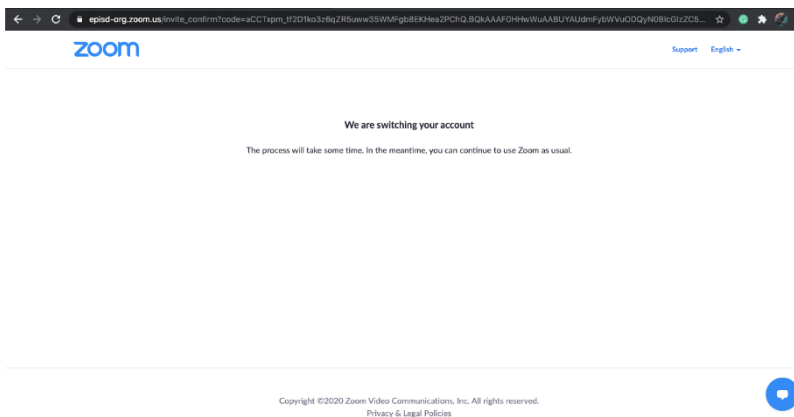
12) Go to your Outlook account and look for an email from Zoom and open.



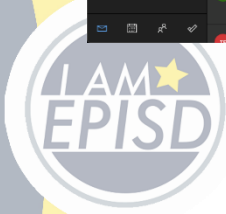
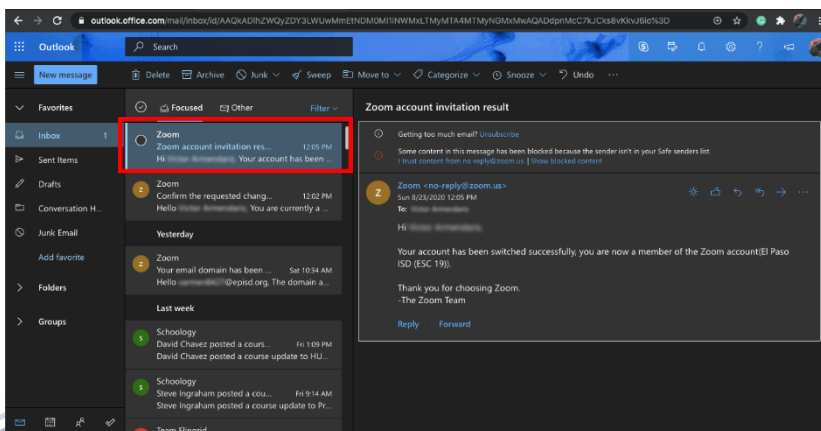
13) Click on *Update Account Information*.



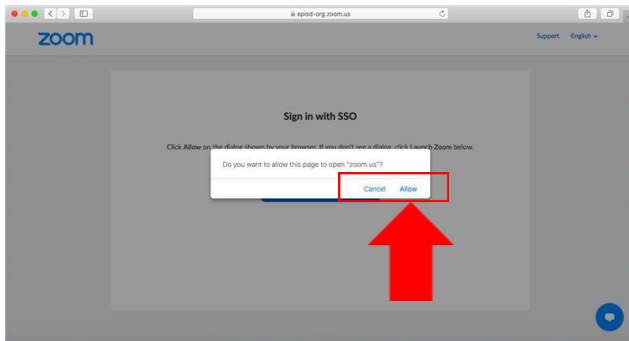
14) A message stating “We are switching your account” will appear.



15) Go to your Outlook account and look for an email from Zoom with the subject of “Zoom account invitation result”, this will confirm that your account has been successfully switched.



- 16) A prompt will appear asking for you to allow Zoom to open “zoom.us” or the Zoom desktop version, please allow so you can use zoom.



- 17) **IMPORTANT:** From now on you will now sign in through *Sign in with SSO* only, making sure to enter your entire email address and ensuring that you use a hyphen after episod, instead of a period, to log in successfully.

