



Activating a Zoom Pro License

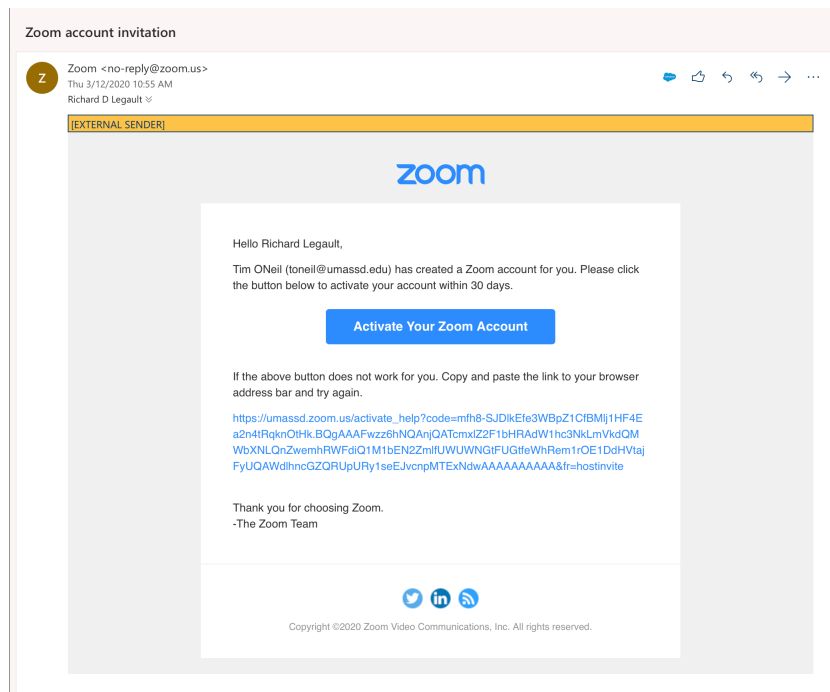
Zoom, UMass Dartmouth’s teleconferencing solution, provides one-on-one chat, group meetings, and connection to the room-based systems available in conference rooms on campus.

Faculty and many staff members automatically receive a Pro license, which allows for longer meetings with more participants. To activate your license, you must follow a link sent to your email account.

This document explains the license activation process. Note that the images in this document depict Firefox 73.0 with MacOS 10.14. Your computer may appear differently.

Please contact the IT Service Center at x8900, option 5, or use our online IT Help form at <https://ithelp.umassd.edu> for more information.

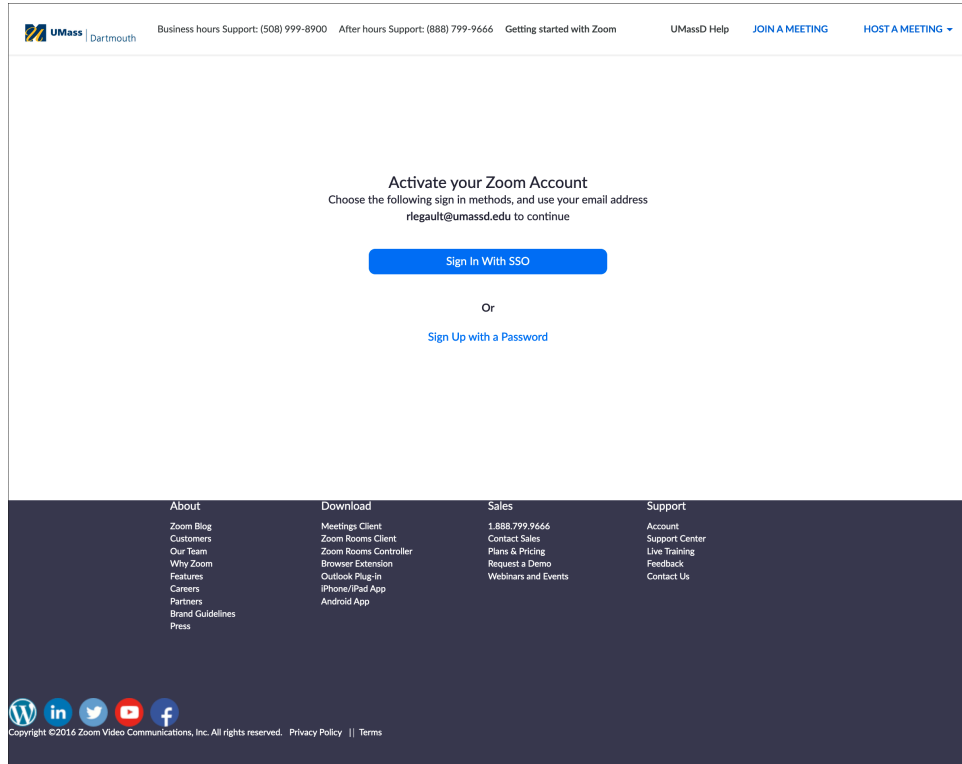
1. Open a web browser, and log into the portal at <https://my.umassd.edu/>.
2. From the Quicklaunch menu, select Outlook Mail. Outlook opens in a separate browser tab.
3. Open the email message from Zoom with the subject “Zoom account invitation”. An example is shown below.



4. Click the **Activate Your Zoom Account** button.

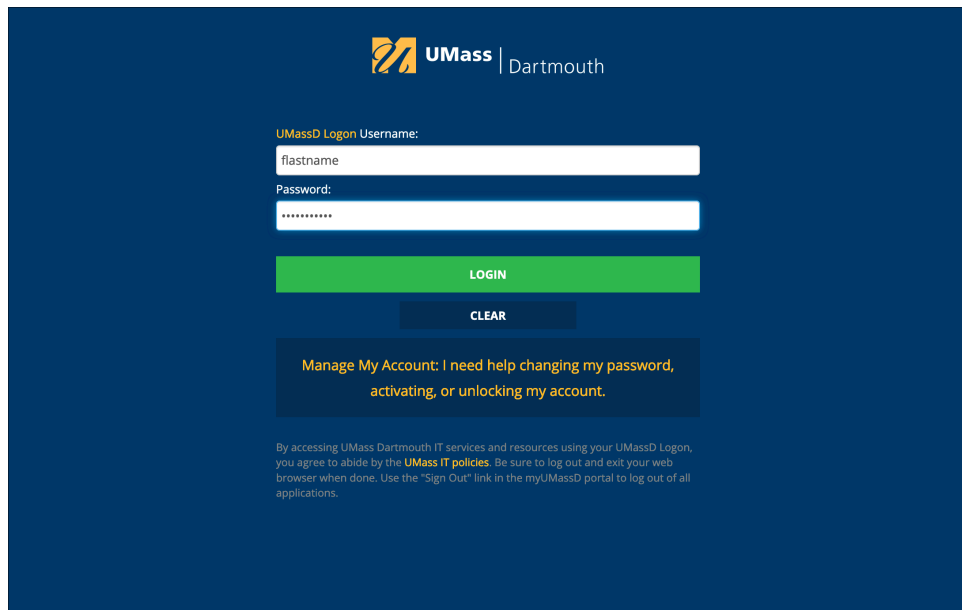


5. The activation page is displayed in a new browser tab.



Click the **Sign In With SSO** button.

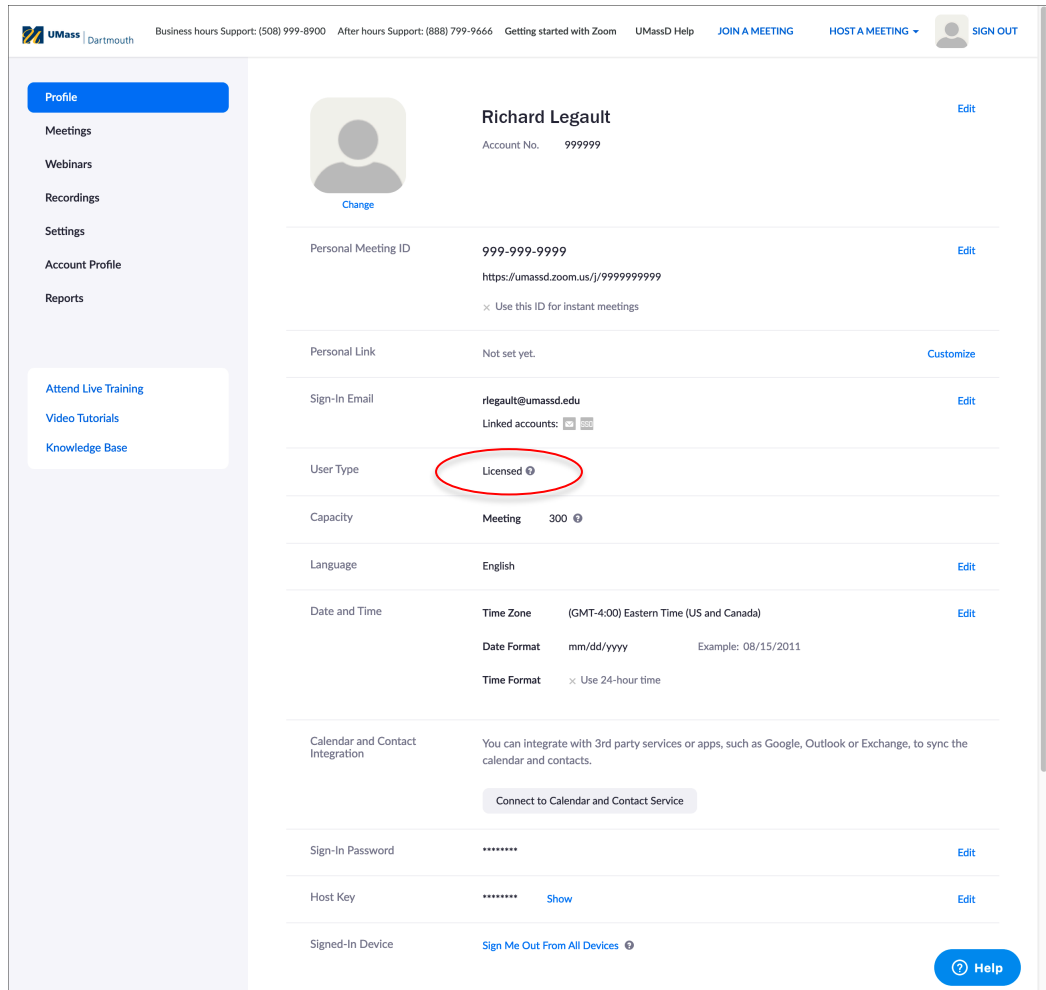
6. The UMassD Logon page is displayed.



Enter your UMassD Logon **Username** and **Password** into the fields provided, then click the **Login** button.



7. Your Zoom account Profile page is displayed.



Check the **User Type**, and make sure that it reads **Licensed**.

Congratulations, your account has been activated!

Learn how to use Zoom through online video tutorials at:
<https://instructionaldev.umassd.edu/zoom>.