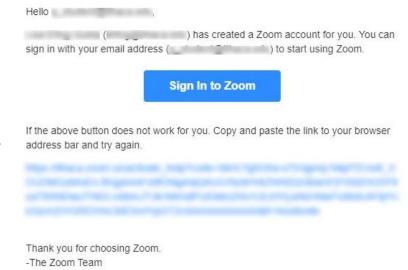
SUZUKI FACULTY MEMBERS – ACTIVATING ITHACA COLLEGE ZOOM ACCOUNT

- 1. Log in to your Ithaca College email account, through https://apps.ithaca.edu. Specific instructions are provided in a separate document.
- 2. In your Ithaca College email, find an email that was sent from Zoom (<u>no-reply@zoom.us</u>) with the subject "Zoom account activation". The body of the email will look like the image to the right.

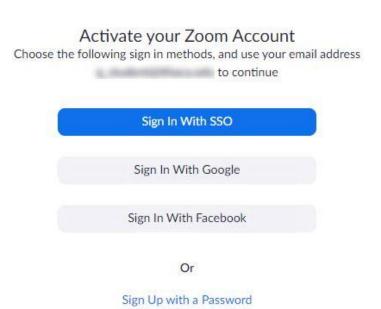
If you have not received this email, please email <u>virtualevents@ithaca.edu</u> so that it can be resent.



3. Click the blue "Sign In to Zoom" button or the link below to open a page where you can activate your Zoom account.

4. On the page that loads in your browser, click the blue "Sign In With SSO" button, as shown below.





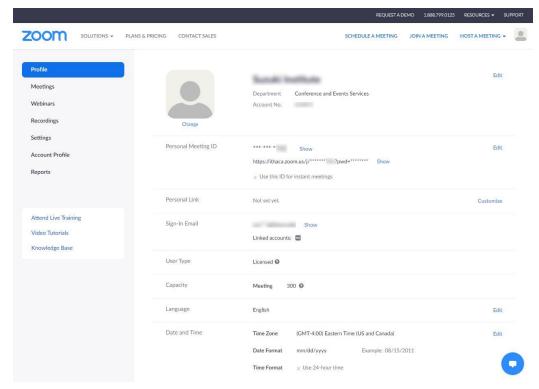
SUZUKI FACULTY MEMBERS – ACTIVATING ITHACA COLLEGE ZOOM ACCOUNT

5. After clicking "Sign In With SSO," you will be prompted to log in with your Ithaca College Netpass credentials. On this page, as shown to the right, enter your Netpass username and password and click "Login".



- 6. Your Zoom account will be now be activated, and you'll be taken your profile within Zoom, as shown below.
- 7. No further action is required at this point. If you do view the meetings page, you won't see any meetings present there at the moment, but during the final week in June, your list of meetings will populate with the

classes and other meetings that you're facilitating. You will receive emails from Zoom when these meetings are added to your account, as well as an email from suzuki@ithaca.edu to let you know when all of the meetings you're hosting are in your account. At that time, further instructions will be provided on the recommended method to start the meetings, and any in-meeting controls to be aware of.



If you have any questions about these instructions or encounter any issues while completing these processes, please contact <u>virtualevents@ithaca.edu</u>.