

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 (no-reply@zoom.us) 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 virtualevents@ithaca.edu so that it can be resent.

Hello [REDACTED],
[REDACTED] ([REDACTED]) has created a Zoom account for you. You can sign in with your email address ([REDACTED]) to start using Zoom.

Sign In to Zoom

If the above button does not work for you. Copy and paste the link to your browser address bar and try again.

[\[REDACTED\]](#)

Thank you for choosing Zoom.
-The Zoom Team

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.



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Activate your Zoom Account

Choose the following sign in methods, and use your email address [REDACTED] to continue

Sign In With SSO

Sign In With Google

Sign In With Facebook

Or

[Sign Up with a Password](#)

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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”.



Sign in with your Netpass Username and Password:

Username

Password

[Forgot your password?](#)

[Need Help?](#)

Login

6. Your Zoom account will now be activated, and you'll be taken to 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.

A screenshot of the Zoom web interface showing a user's profile. The top navigation bar includes links for 'REQUEST A DEMO', '1.888.799.0125', 'RESOURCES', and 'SUPPORT'. The main header has the Zoom logo and links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The left sidebar contains a 'Profile' menu with options: 'Meetings', 'Webinars', 'Recordings', 'Settings', 'Account Profile', and 'Reports'. Below the menu are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area shows the user's profile with a placeholder for a profile picture, a 'Change' button, and fields for 'Department' (Conference and Events Services) and 'Account No.'. Below this is a table of account settings: 'Personal Meeting ID' (masked with 'Show' and 'Edit' buttons), 'Personal Link' (Not set yet, 'Customize' button), 'Sign-In Email' (masked with 'Show' button), 'User Type' (Licensed), 'Capacity' (Meeting, 300), 'Language' (English, 'Edit' button), and 'Date and Time' (Time Zone: (GMT-4:00) Eastern Time (US and Canada), Date Format: mm/dd/yyyy, Time Format: Use 24-hour time). A blue chat bubble icon is in the bottom right corner.

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