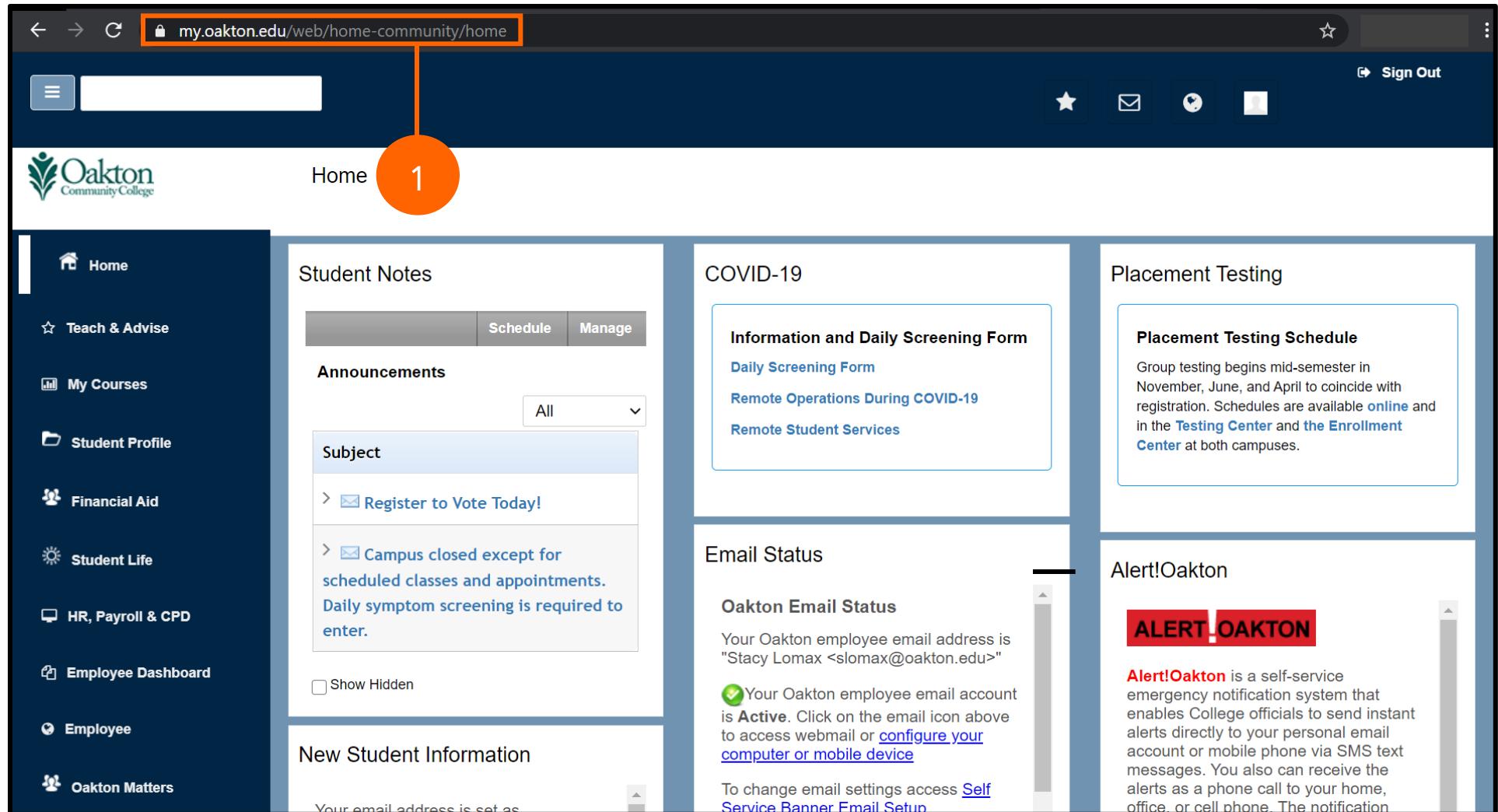


ZOOM

Oakton Migration
•
From Basic Account
To
Licensed Account



Alliance for
Lifelong Learning (ALL)
•
Developed &
Facilitated by Stacy Lomax
•
Transitions Coordinator
Digital Literacy Instructor
•
For Technical Support, Contact
Oakton IT Department
•
Call/Text: 847-635-1965
Email: helpdesk@oakton.edu



1

my.oakton.edu/web/home-community/home

Home

Student Notes

Schedule Manage

Announcements

All

Subject

> [Register to Vote Today!](#)

> [Campus closed except for scheduled classes and appointments. Daily symptom screening is required to enter.](#)

Show Hidden

New Student Information

Your email address is set as

COVID-19

Information and Daily Screening Form

Daily Screening Form

Remote Operations During COVID-19

Remote Student Services

Placement Testing

Placement Testing Schedule

Group testing begins mid-semester in November, June, and April to coincide with registration. Schedules are available [online](#) and in the [Testing Center](#) and the [Enrollment Center](#) at both campuses.

Email Status

Oakton Email Status

Your Oakton employee email address is "Stacy Lomax <slomax@oakton.edu>"

✓ Your Oakton employee email account is **Active**. Click on the email icon above to access webmail or [configure your computer or mobile device](#)

To change email settings access [Self Service Banner Email Setup](#)

Alert!Oakton

ALERT! OAKTON

Alert!Oakton is a self-service emergency notification system that enables College officials to send instant alerts directly to your personal email account or mobile phone via SMS text messages. You also can receive the alerts as a phone call to your home, office, or cell phone. The notification

Step 1: Log into your "MyOakton" account.

Note: If you need assistance logging in, please contact Oakton IT Support Services at 847.635.1965 or at helpdesk@oakton.edu

The screenshot shows the Oakton Community College website at my.oakton.edu/web/home-community/my-courses. The page is titled 'My Courses' and is part of the 'Home Community' section. The left sidebar has a 'My Courses' link highlighted with a red box and a large orange circle with the number '2'. An orange arrow labeled '3' points down to the 'My Courses' section on the main content page. The main content page shows a 'Course List' with a 'Select Term' dropdown set to 'Sprin'. Below it is a list of courses: 'Online Employee Orientation', 'Online Employee Resources', and 'Employee Orientation Meeting'. To the right are sections for 'Academic Support Services' (Tutoring, Access & Disability Resource Center, English and ESL) and 'Online Learning Resources' (Learning During Times of Disruption, Out of District, Honorlock Online Proctoring, D2L Student Tutorials, Test Proctoring request form, D2L Student Tutorial, OASIS Survey, Five Steps to Get Started).

2

3

Step 2: Click the "My Courses" options.

Step 3: Scroll down the screen.

← → C my.oakton.edu/web/home-community/my-courses

Sign Out

Remote Tools

Google G Suite

-  Google Docs
-  Google Sheets
-  Google Drive
-  Google Calendar
-  Google Meet

Oakton partners with Google to provide select GSuite applications (Docs, Drive, and Calendar) for current Oakton Students.

GSuite Help and Troubleshooting

Zoom

-  **Zoom Conferencing**

Fileway

Fileway

Download or Upload files from your Home Directory (H:).

Graduation

Health Services

Honors

Illinois Articulation Initiative (IAI)

IT - For Students

Joint Programs with Other Colleges

Language Lab

Citation guides. Available online 24/7.

Research Guides

Oakton Librarians have created these helpful guides to assist you with your research.

Workshops

One-hour research workshops are offered at the Des Plaines Campus and Ray Hartstein Campus Libraries. These workshops are open to the campus community. No registration is required.

Ask the Oakton Librarians

The Oakton Librarians will respond to reference questions submitted to our AskLibrary Reference Service by Oakton students and personnel. Use our email form, try our chat service, text us, or call us to get help with your research.

Meet with a librarian

Need help with a paper or research project? Fill out a form to schedule a time to meet with a librarian at either the **Des Plaines** or **Skokie (RHC)** library.

Media Services for Students

Oakton's Videos

Media Collection Online

Media Services maintains a permanent collection of approximately 8,000 titles housed at the Des Plaines campus as well as



Step 4: In the "Remote Tools" section, click on the "Zoom Conferencing" option.

oakton.zoom.us/confirm_invite_sso_user?from=web&inviteCode=5_iKUsAKrXNX5GCAgosB8QyqGiN-HWeQkaxD2qLWN7M.BQkAAAF0jh2q_gAAAlgRc2xv...  

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN **SIGN UP, IT'S FREE**

Confirm your email address

Welcome! Please confirm your email below to get started.

slomax@oakton.edu

Confirm your email address

5



Step 5: You will come to a Zoom page that will show your __@oakton.edu email address.

Click the blue "Confirm Your Email Address" button.

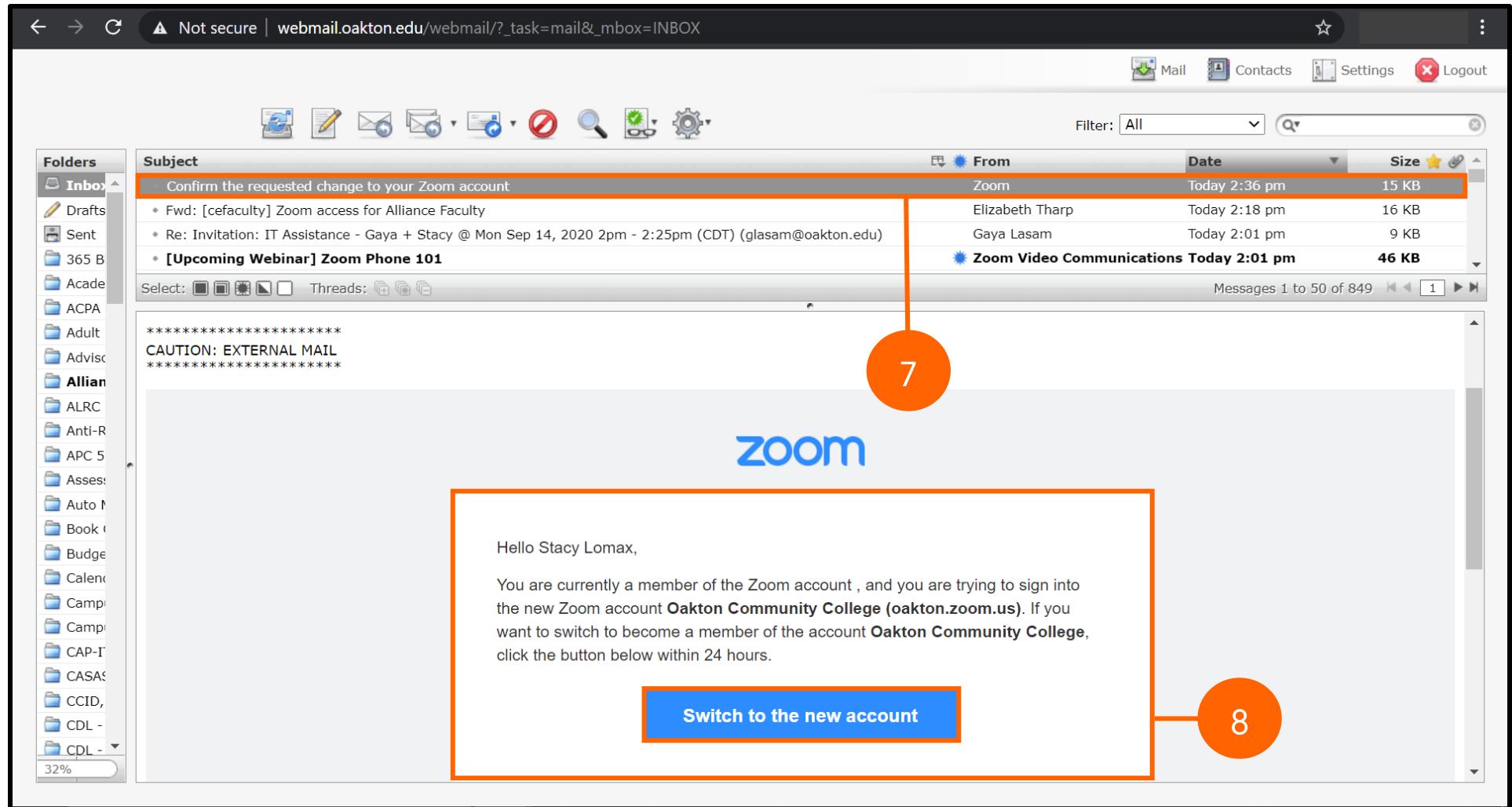
The screenshot shows a web browser window with the URL oakton.zoom.us/confirm_invite_sso_user?from=web&inviteCode=5_iKUsAKrXNX5GCAgosB8QyqGiN-HWeQkaxD2qLWN7M.BQkAAAF0jh2q_gAAAlgRc2xv.... The page content is as follows:

We've sent an email to slomax@oakton.edu.
If you did not receive the email, please [go back](#) and try over again.

A large orange circle with the number 6 is positioned below the text, connected by a vertical line. A blue speech bubble icon is located in the bottom right corner of the page.

Step 6: You will see a confirmation has been sent to your __@oakton.edu email address.

Note: If you need assistance logging in, please contact Oakton IT Support Services at 847.635.1965 or at helpdesk@oakton.edu



Step 7: Select the email "Confirm The Requested Change To Your Zoom Account."

Step 8: Click the blue "Switch To The New Account" button.

← → C oakton.zoom.us/invite_confirming?code=CskAU49Sc4nffmU7gzC-kk-2H-OhlvS0a80Y5rfgvK8.BQkAAAF0jh6QmQABUYARc2xvbWF4QG9ha3Rvbi5lZHUDFk... ☆ :

zoom Support English ▾

By accepting this invitation, you are switching to a new Zoom account

Before you switch, be aware of the following:

- After you switch, you can still access your own data, such as your meetings and recordings.
- Your role in the new account will be "member". This role might have fewer privileges than your role in your current account.
- Your new account might not provide access to all of the features you have in your current account.

9 **I Acknowledge and Switch** Sign into Your Current Account

Copyright ©2020 Zoom Video Communications, Inc. All rights reserved.
Privacy & Legal Policies

Feedback icon

Step 9: Click the blue "I Acknowledge and Switch" button.

A screenshot of a web browser showing a Zoom account switching process. The URL in the address bar is oakton.zoom.us/invite_confirm?code=CskAU49Sc4nffmU7gzC-kk-2H-OhlvS0a80Y5rfgvK8.BQkAAAF0jh6QmQABUYARc2xvbWF4QG9ha3Rvbi5IZHDFkxw.... The page header includes the Zoom logo, Support, and English language options. On the left, a large orange circle contains the number '10'. A line connects this circle to a rectangular box with a red border. Inside the box, the text 'We are switching your account' is displayed in bold, followed by a smaller text: 'The process will take some time. In the meantime, you can continue to use Zoom as usual.' At the bottom of the page, copyright information reads 'Copyright ©2020 Zoom Video Communications, Inc. All rights reserved.' and 'Privacy & Legal Policies'. A blue speech bubble icon is located in the bottom right corner.

We are switching your account

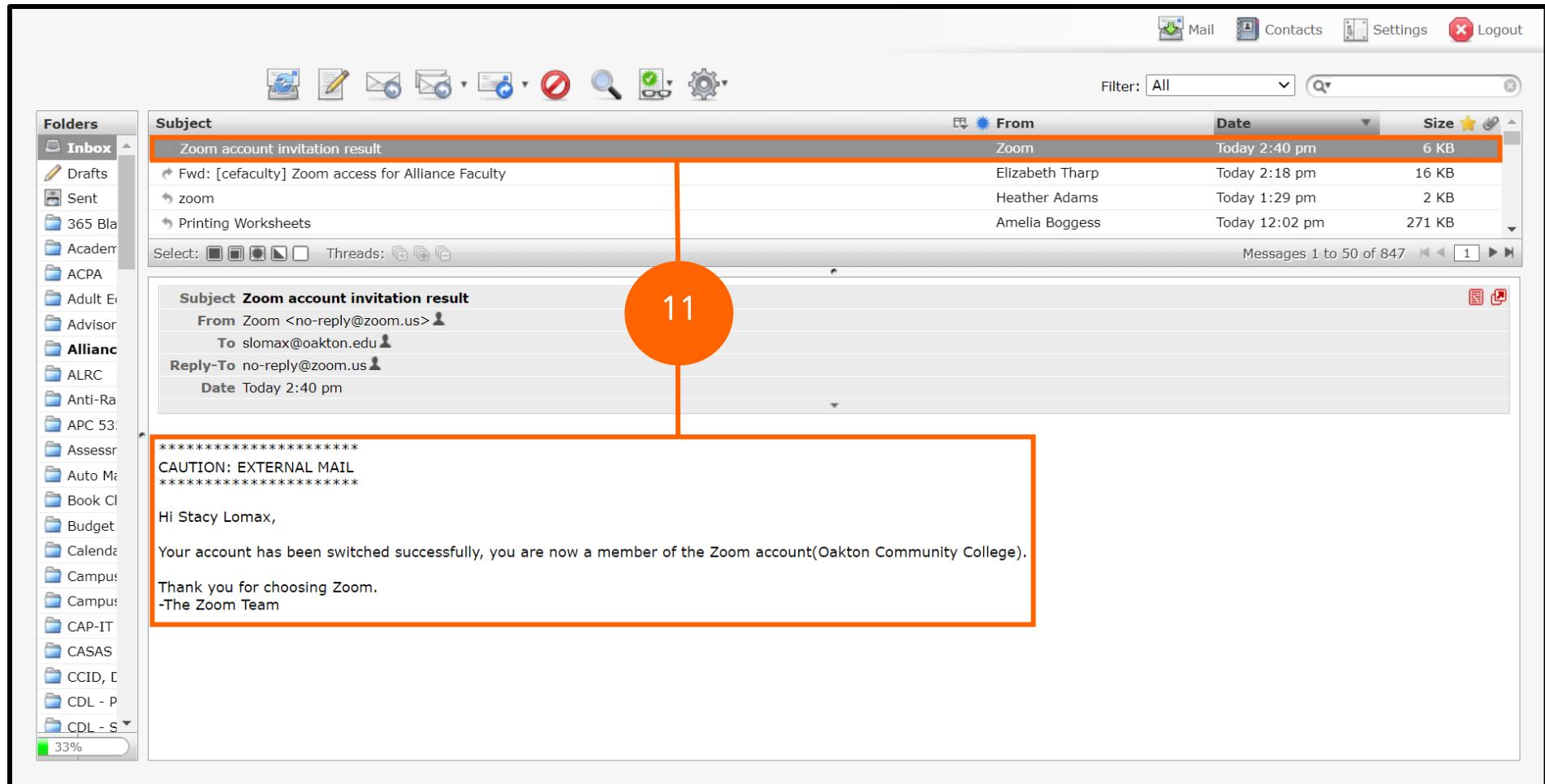
The process will take some time. In the meantime, you can continue to use Zoom as usual.

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Privacy & Legal Policies

Step 10: You will see "We Are Switching Your Account". This will take less than 1 hour.

Please be patient.



11

Subject	From	Date	Size
Zoom account invitation result	Zoom	Today 2:40 pm	6 KB
Fwd: [cefaculty] Zoom access for Alliance Faculty	Elizabeth Tharp	Today 2:18 pm	16 KB
zoom	Heather Adams	Today 1:29 pm	2 KB
Printing Worksheets	Amelia Boggess	Today 12:02 pm	271 KB

Subject Zoom account invitation result
From Zoom <no-reply@zoom.us>
To slomax@oakton.edu
Reply-To no-reply@zoom.us
Date Today 2:40 pm

CAUTION: EXTERNAL MAIL

Hi Stacy Lomax,

Your account has been switched successfully, you are now a member of the Zoom account(Oakton Community College).

Thank you for choosing Zoom.
-The Zoom Team

Step 11: Select the email "Zoom Account Invitation Result" and you will see that your account has been switched successfully.

The screenshot shows the Zoom website at oakton.zoom.us/meeting#/upcoming. The user is logged in as Stacy Lomax, with the email slomax@oakton.edu. The status 'LICENCED' is highlighted with an orange box. A large orange circle with the number '12' is overlaid on the right side of the page, likely indicating unread messages or notifications. The 'Meetings' page displays an 'Upcoming' tab, showing two scheduled meetings for 'Emeritus Online Class' on Wednesday, September 16, and Friday, September 18, both from 10:00 AM to 12:00 PM, with Meeting ID 833 1980 7069. The sidebar on the left includes links for Profile, Meetings (which is selected and highlighted in blue), Webinars, Recordings, Settings, Account Profile, Reports, and a section for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The top navigation bar includes links for REQUEST A DEMO, 1.888.799.0125, RESOURCES, SUPPORT, and a user profile icon.

Step 12: Log into zoom.us with your __@oakton.edu email. At the top, right, click on your initials or picture and you will see "LICENSED."

This confirms the completion of the Oakton Community College Zoom migration.

ZOOM

Oakton Migration
•
From Basic Account
To
Licensed Account



Thank you for learning and completing this workshop!

Alliance for Lifelong Learning (ALL)
• Developed & Facilitated by Stacy Lomax
• Transitions Coordinator Digital Literacy Instructor
• For Technical Support, Oakton IT Department
• Call/Text: 847-635-1965
Email: helpdesk@oakton.edu