ZOOM

Oakton Migration
•
From Basic Account
To
Licensed Account

Oakton
Community College

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

Step 2: Click the "My Courses" options.

Step 3: Scroll down the screen.

Step 4: In the "Remote Tools" section, click on the "Zoom Conferencing" option.
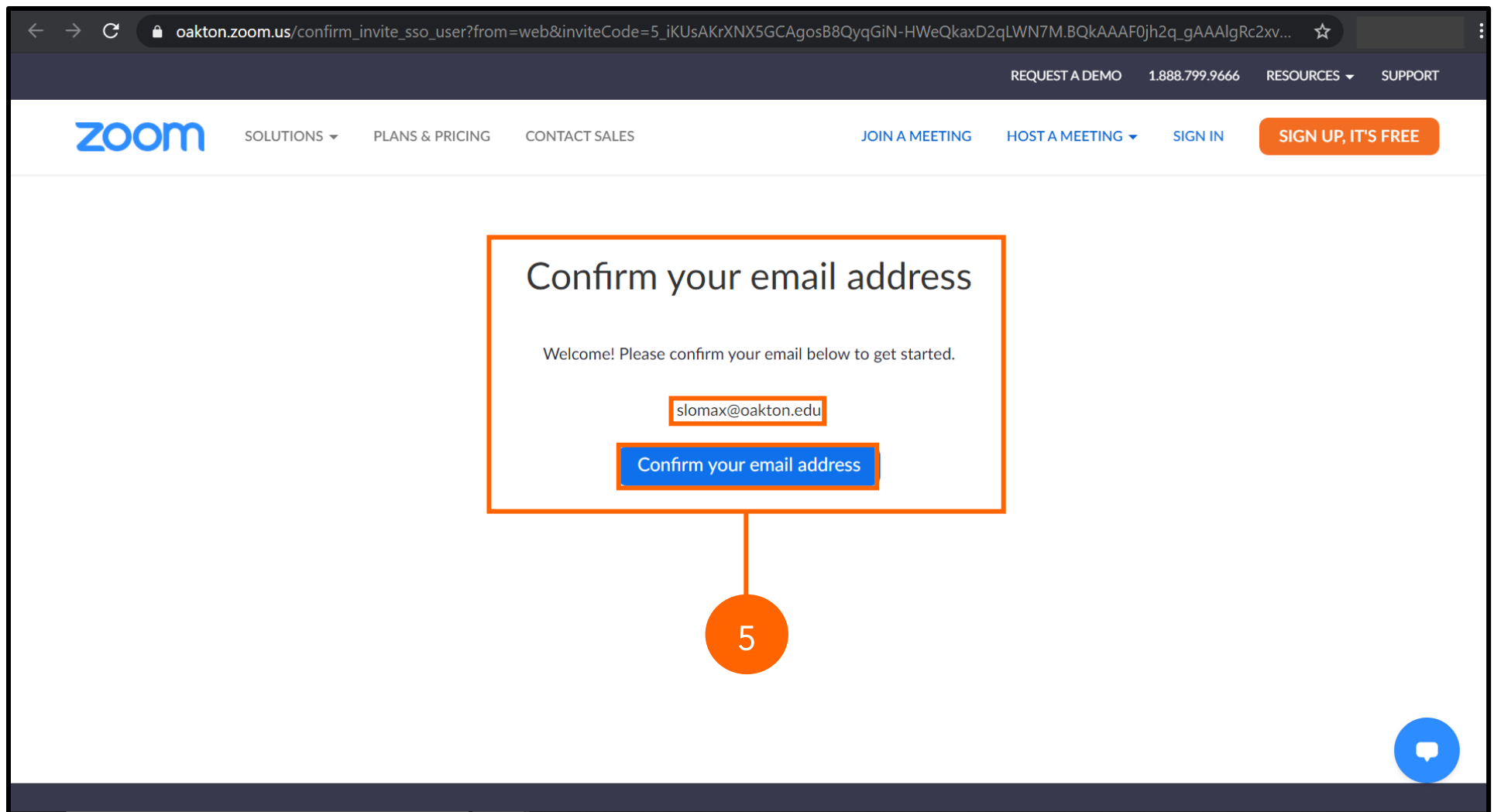
Step 5: You will come to a Zoom page that will show your ___@oakton.edu email address.

Click the blue "Confirm Your Email Address" button.

We've sent an email to **slomax@oakton.edu**.

If you did not receive the email, please go back and try over again.

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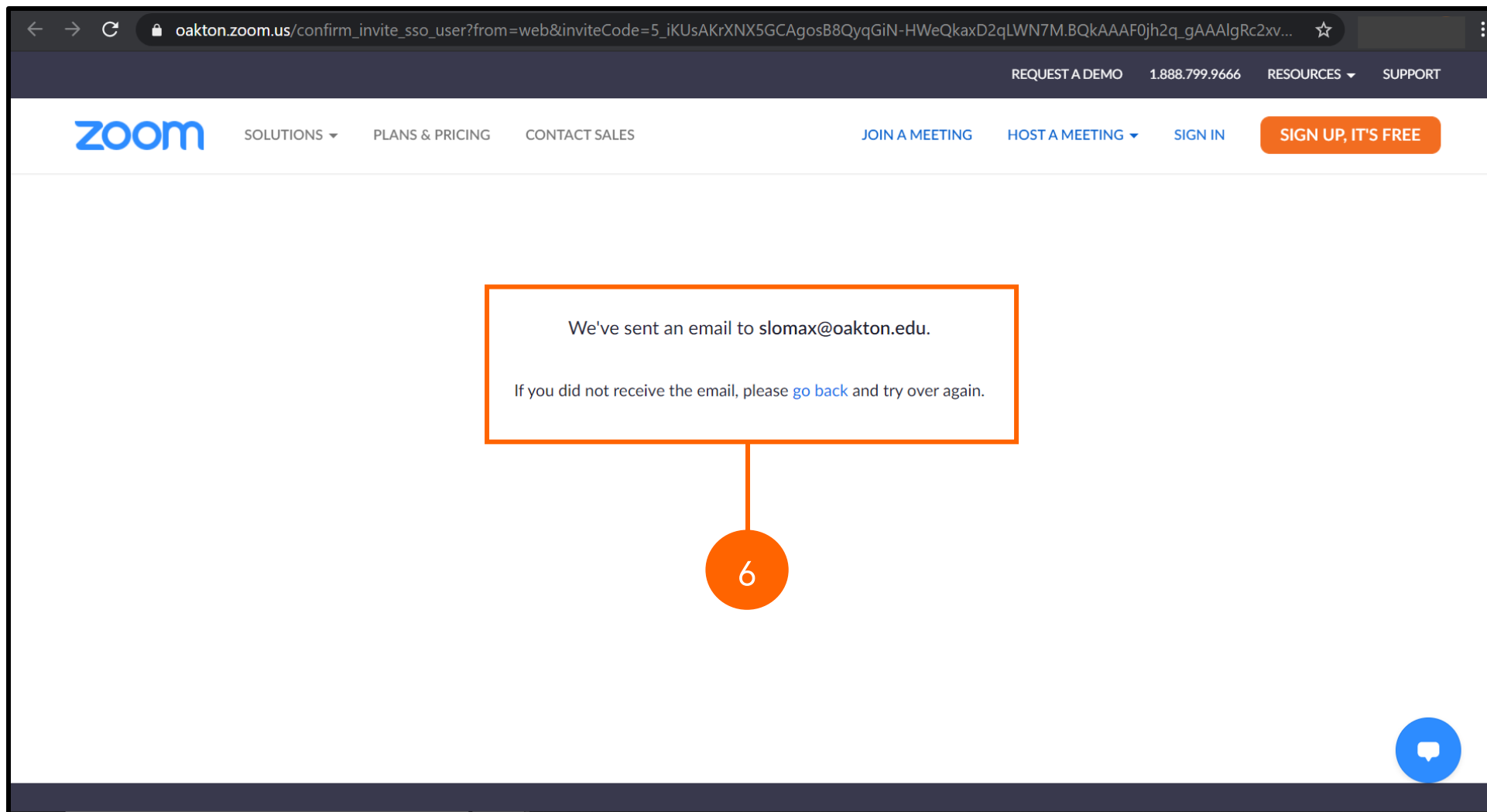
Step 6: You will see a confirmation has been sent to your ___@oakton.edu email address.

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.
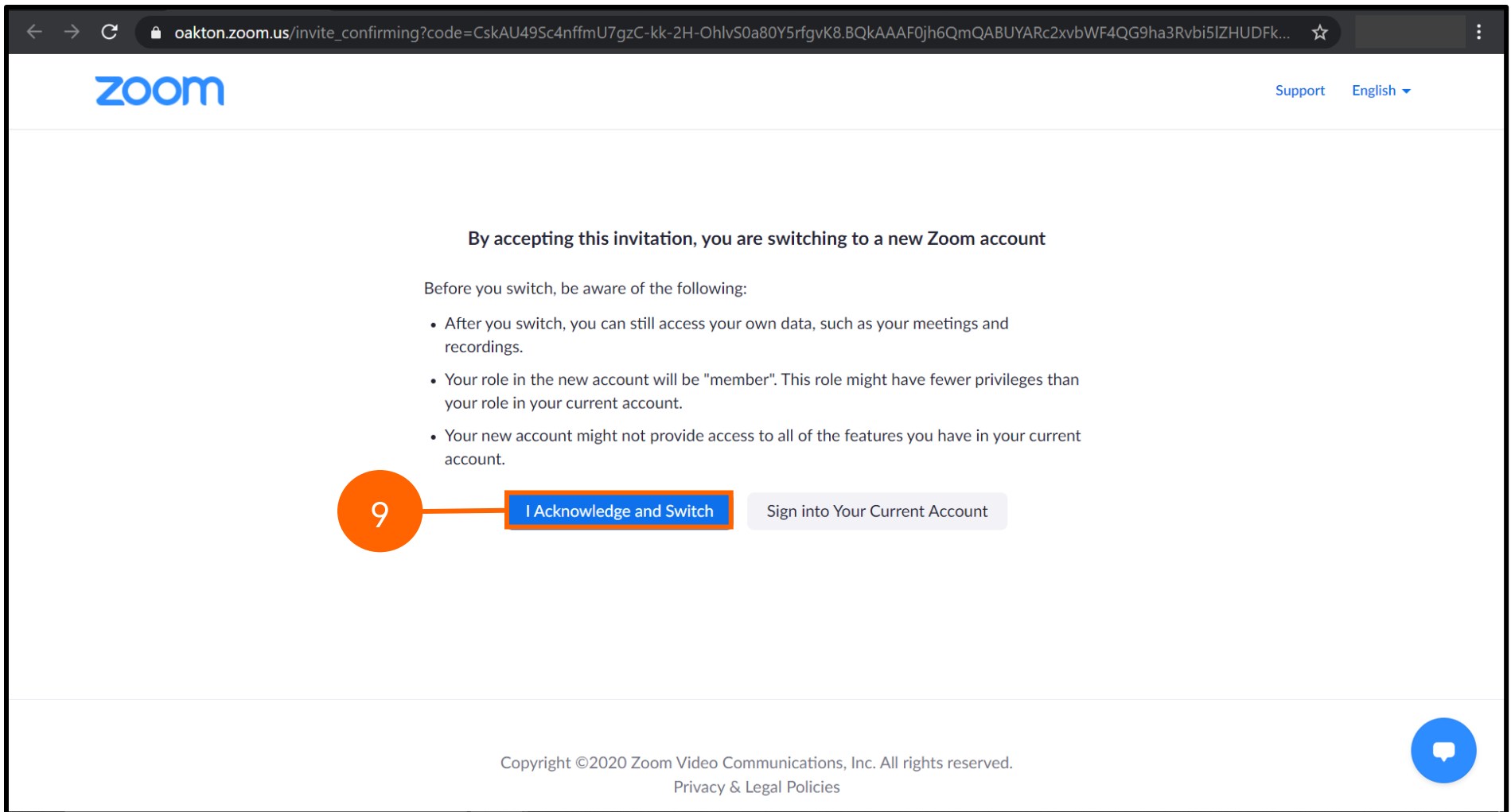
Step 9: Click the blue "I Acknowledge and Switch" button.
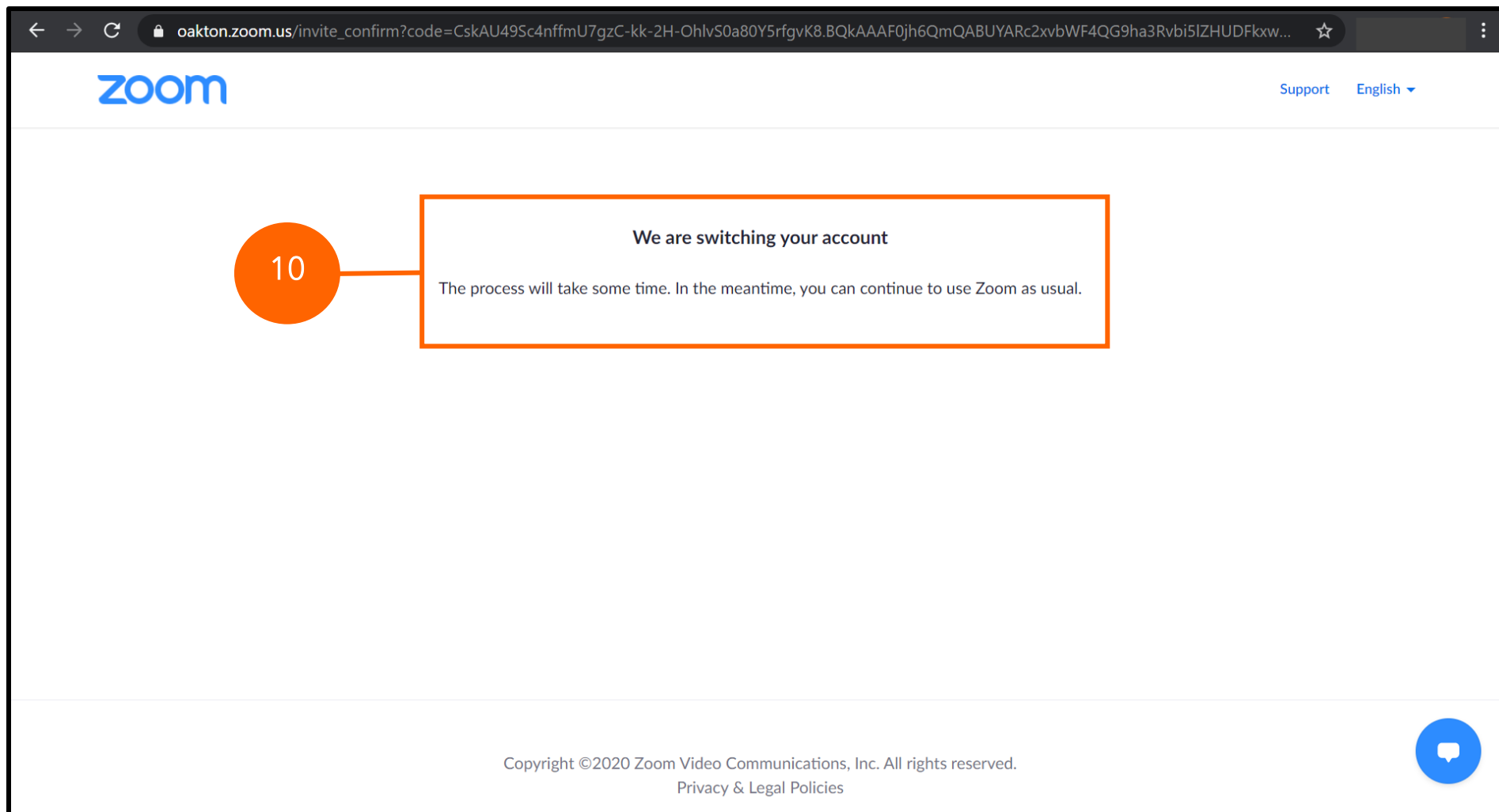
Step 10: You will see "We Are Switching Your Account". This will take less than 1 hour.

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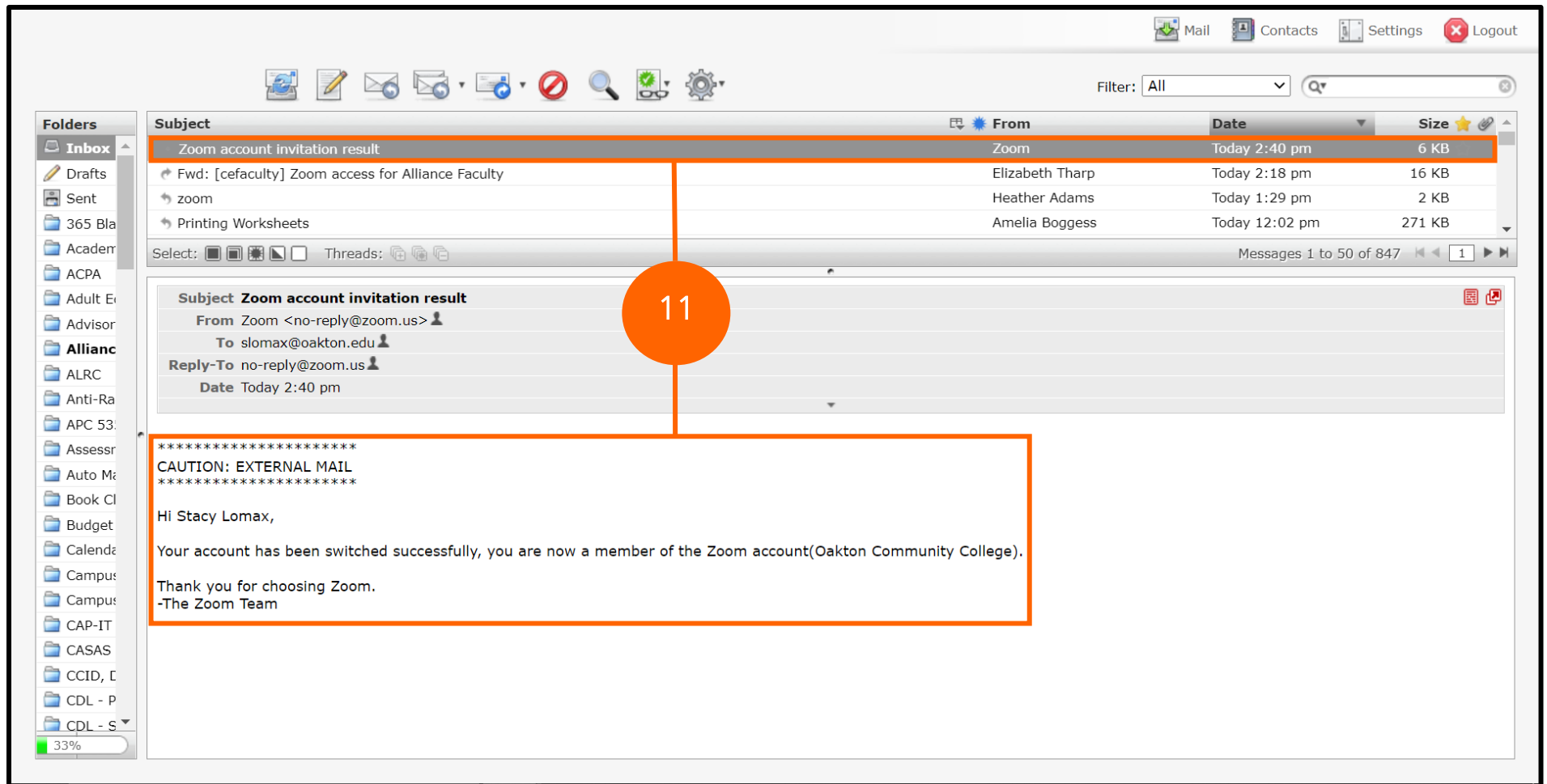
Step 11: Select the email "Zoom Account Invitation Result" and you will see that your account has been switched successfully.

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.

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To
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Oakton Community College

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