**Converting personal Zoom accounts using your @uoregon.edu email address to UO Enterprise**

Step 1: Sign into with your existing account at <https://zoom.us>, the Zoom Desktop Client, or the Zoom Mobile app to authorize:

* If the user signs in using *desktop client* or *mobile client*, they must choose the “Sign in with SSO”
* If the user doesn’t select SSO they may be assigned a basic account for 24 hours.

 

Step 2: After successfully signing in, user will be prompted to either:

* *Join the Account* – Transition the account to the UO Zoom environment

Or

* *Change Email Address* – Update the email address associated with the account to keep it separate from the UO Zoom environment

Step 3: Choose *Join Account* and click *Continue*

Step 4: If the existing Zoom account was a paid account with time remaining on the subscription, the next page will allow you to choose a reimbursement option to refund the unused time.

Step 5: If your existing Zoom account was a free account, you will only see the confirmation page. Click **Sign In to Profile Page** to continue using Zoom.

**Note** that the way you log in will now change. Follow the **Signing into Zoom** steps at [Getting Started with Zoom](https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=101392).