Creation of a Zoom account via UO

- 1- In any browser, go to <u>https://uottawa-ca.zoom.us</u>
- 2- Select the desired account **or** enter your username (*username@ustpaul.ca*):



3- Enter your password and click « Login »:



4- Click "No" or "Yes", it is not important:



5- The Zoom account creation page will open. Attention: Zoom is asking to confirm your email address but in reality it's your username that is required and which should be displayed (username used in step 2). If this is correct, click « Confirm your email address »:



6- A message indicating a confirmation email was sent should appear:



7- A new email should appear in your Outlook. Click « Activate Account »:

	Fri 8/6/2021 8:00 AM	
	Zoom <no-reply@zoom.us></no-reply@zoom.us>	
	Please activate your Zoom account	
To =	inte life	
Click I	here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.	
Attentio	on : courriel externe external email	
	Hi Saman Big Hame,	
	Welcome to Zoomi	
	To activate your account please click the button below to verify your email address:	
	Activate Account	
	Or paste this link into your browser:	
	https://uottawa-ca.zoom.us/activate_help?	
	code=u4fx1PaHgEiclwYNtccAfS9e_MHX3albCTvjqSSUV5Y.AG.ZlpBqpm7Gki8MF8antg2ZuOpB1Yi0S0vDD6IA0x7lQovKFIMLAjgI IM95qg.aPvakpnI_dDtt3tU&fr=hostinvite	MKKuZxYU-
	Questions? Visit our Support Center.	
	Happing Zooming!	

8- The Zoom activation page should open. Click « Sign in with SSO »:

	JOIN A MEETING	HOST A MEETING +
Activate your Zoom Account Choose the following sign in methods, and use your email address @ustpaul.ca to continue Sign in with SSO Or Sign Up with a Password		

9- The Zoom page should open confirming your Zoom account is now functional:

ZOOM 📾 uOttawa		JOIN A MEETING	HOST A MEETING +
Profile Meetings Webinars Recordings	When you join meeting email address will also the meeting can share	gs and webinars hosted on Zoom, your profile information, including your name and profile picture, may be visible to other participants. Your name and be visible to the account owner and host when you join meetings or webinars on their account while you're signed in. The account owner and others in this information with apps and others.	Edt
Settings Account Profile Reports	Personal		
Attend Live Training Video Tutorials	Phone	Not set English	Add Phone Number
Knowledge Base	Time Zone Date Format	(GMT-4:00) Eastern Time (US and Canada) mm/dd/www Example: 08/06/2021	Edit
	Time Format	Use 12-hour time (Example: 02:00 PM)	Edit
	Meeting		