

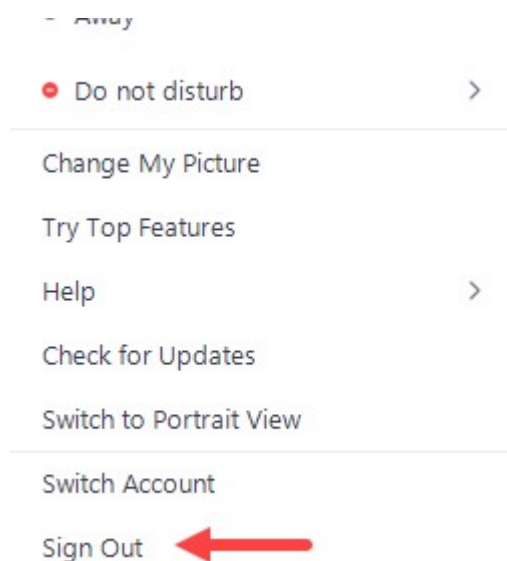


Zoom - Sign up for RU Zoom if you have an existing external account

If you have a Zoom account that was not provisioned through netid.rutgers.edu, but it contains a Rutgers email address, then you will need to change the email address associated with this account before you can sign up.

BEFORE YOU START: You are going to need to change the email address to a personal email address that you currently have access to. Make sure you can log in and look at the inbox before continuing.

1. First step, log out of the Zoom desktop application if you are signed in.



2. Next, go to <https://zoom.us/signin> and sign in with your existing username and password (this will not be tied to your NetID password).

Sign In

Email Address

Password

 [Forgot?](#)

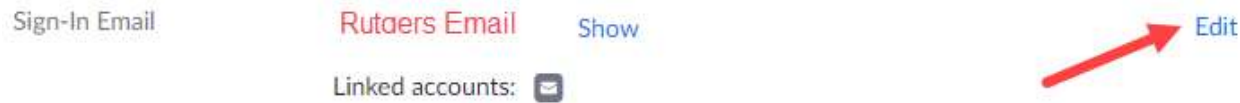
Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Stay signed in [New to Zoom? Sign Up Free](#)



Zoom - Sign up for RU Zoom if you have an existing external account

3. Once you are signed in, you should be looking at your profile. Look for the "SignIn Email" and click the "Edit" link to the right.



4. Enter the new personal email address, and the **current** Zoom password for this account. Check the box to confirm you are not a robot and click "Save Changes".

Please enter a new email address

Enter your password to change your sign-in email address.

Password

I'm not a robot reCAPTCHA
Privacy - Terms

[Save Changes](#) [Cancel](#)

5. You will see a message stating you have to confirm the new email address.

Check your email **[new email address]** to confirm your new email address. Until your new email address is activated, you can sign in with your current email **[old email address]** and all notifications will still be sent to this email address.

[Resend Confirmation](#) [Cancel this Request](#)



Zoom - Sign up for RU Zoom if you have an existing external account

6. Check the inbox of your personal email that you choose for an email From Zoom. Click "Confirm Change".

Zoom <no-reply@zoom.us>

to me ▾

Hi **Name** ,

We have received your request to change your email address from **old email** to **New email**

Confirm Change

7. A browser window will open confirming the details. Click "Confirm this Change".

You are trying to change your sign-in email address

By clicking 'Confirm this Change', your email address will be changed from

Old to **New**

Confirm this Change



Zoom - Sign up for RU Zoom if you have an existing external account

- You will need to choose a new password, confirm it twice and click "Submit".

Change Sign-In Email Address

You have confirmed that you'd like to change your Zoom sign-in email address from `lucasdalenberg@yahoo.com` to `lucas.dalenberg@gmail.com`.

New Email

Please enter a new password.

..... ←

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both uppercase and lowercase characters

..... ←

Submit

- You will see a confirmation message. You can sign in to confirm the email address if you wish.

Success! Your email address has been updated.

You can use your new email address **New email** to sign in now.

Sign In to Profile Page

- Once your email address is change, you may want to wait a little while to let the old email address get fully removed from the Zoom system, but you should be able to sign up after the change.



Sign up for Rutgers Zoom account.

1. To sign up for a Rutgers Zoom account, go to <https://netid.rutgers.edu/index.htm> and click on "Service Activation."



NetID Activation

Service Activation

2. Enter you NetID and password, then click "Login".

NetID:

Password: **Ensure proper security**

Notify me before logging me into other sites.

To protect your privacy, please logout and exit your browser when you are done a

[Forgotten NetID or password?](#) First-time users, [activate your NetID.](#)

3. Check the box next to "Rutgers Zoom" and click "Activate Services".

Rutgers Zoom Zoom Meetings [HIPAA-compliant]

Rutgers Webex Webex for Rutgers employees [NOT for RESTRICTED data controlled by HIPAA]

Remote Access VPN, Cisco AnyConnect Access for Rutgers Allows remote access to university re

Protected Health Information (PHI) Notice: You have been identified with a department/unit/school that has (and may have) Protected Health Information (PHI) (e.g., student records, health records, etc.). The selected service and applications associated with this service must not be used to communicate or disclose PHI in violation of the federal HIPAA's Privacy/Security rules, state or local privacy laws, or University policies.

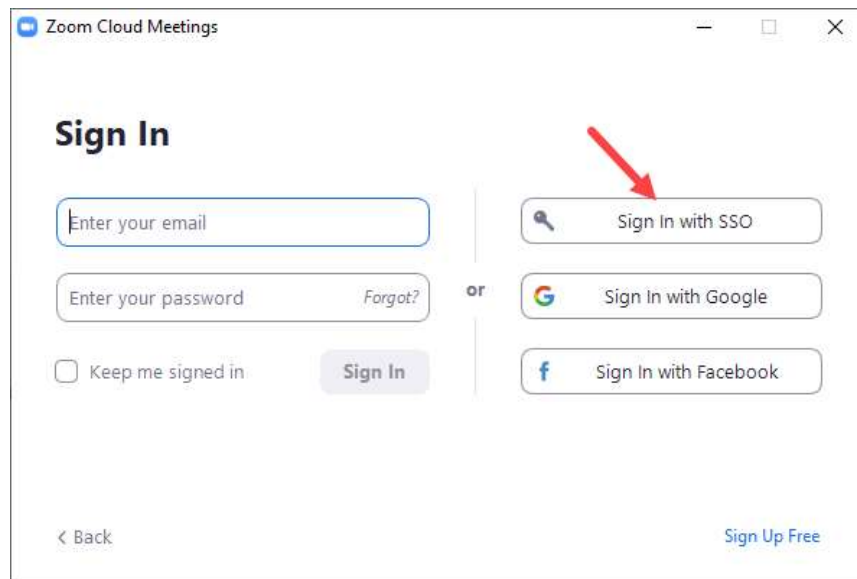


Zoom - Sign up for RU Zoom if you have an existing external account

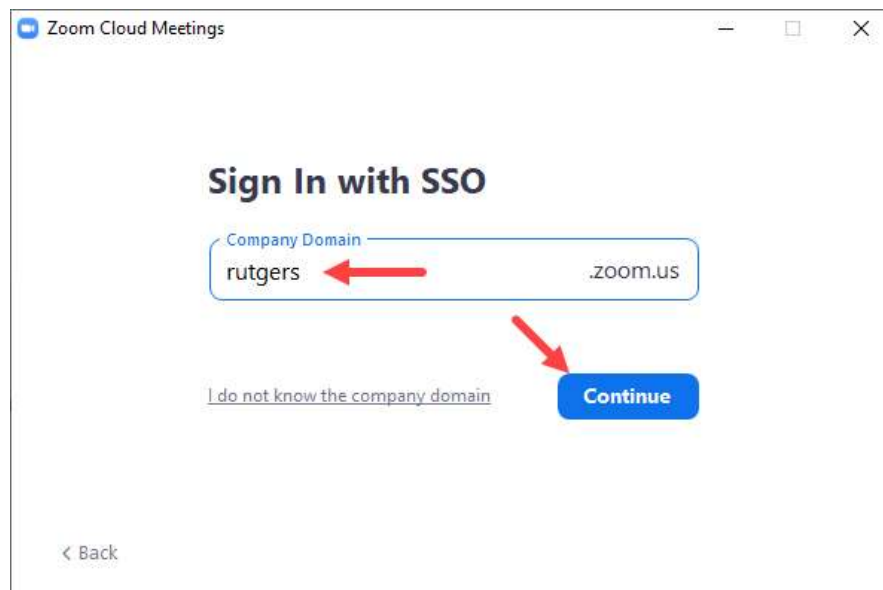
4. You will see a confirmation message. Your Rutgers Zoom account is ready to use; if you see any error messages please report them to IT.

Signing into Rutgers Zoom account on desktop application:

1. Open the desktop application and click on "Sign in with SSO".



2. Type in "rutgers" for the company domain and click "Continue".





Zoom - Sign up for RU Zoom if you have an existing external account

3. A browser window will open. Sign in with your NetID and password.

NetID:

Password: **Ensure proper security**

Notify me before logging me into other sites.

To protect your privacy, please logout and exit your browser when you are done a

LOGIN [Forgotten NetID or password?](#) First-time users, [activate your NetID.](#)

4. A small window will show at the top of the browser. Click "Open Link".

Allow this site to open the zoommtg link with Zoom Meetings?
Choose a different application.

Always allow <https://rutgers.zoom.us> to open zoommtg links

Open Link **Cancel**

5. The Zoom desktop application will now be logged in with your Rutgers Zoom account.



Zoom - Sign up for RU Zoom if you have an existing external account

