

MCC Quick Primer – Switching Your Free Zoom account to your MCC Account

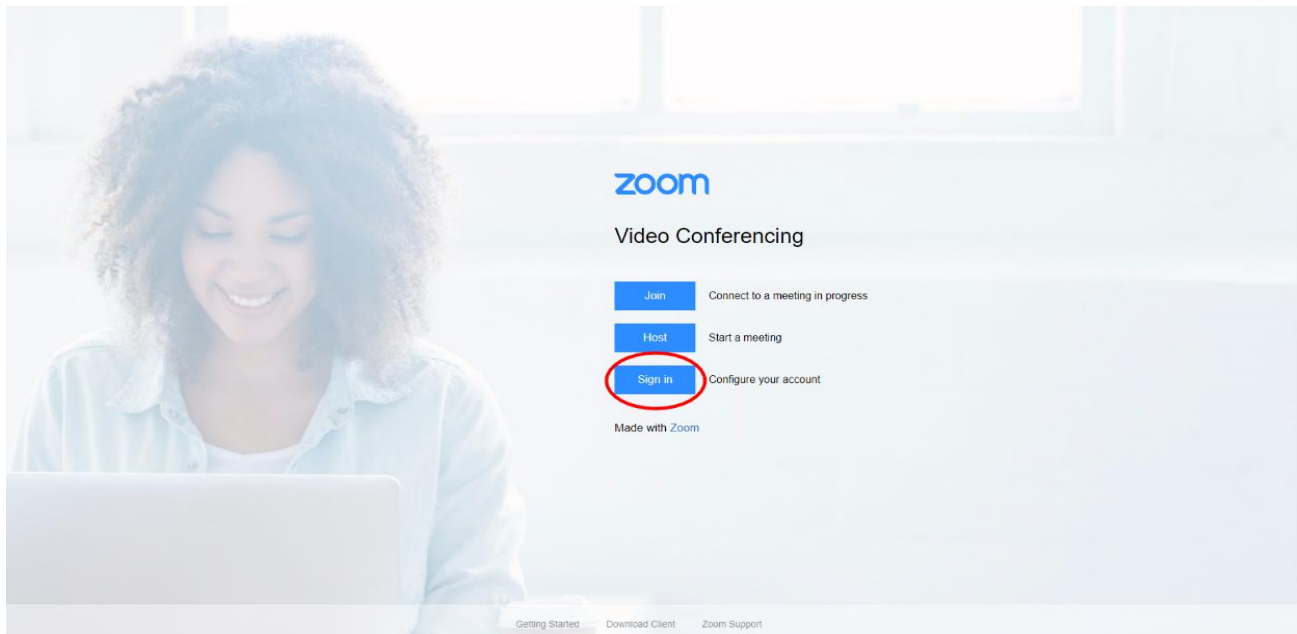
If you have already created a free zoom using your MCC email address you will need to follow the steps below to access your Professional Account.

On a Desktop computer there are two primary ways to sign-in:

- ❖ [Sign in using the web page](#)
- ❖ [Sign in using the desktop client](#)

Sign in using the web page

Enter the MCC site address in your browser of choice.
The site address is <https://monroecommunity.zoom.us>



Clicking the 'Sign In' button will load myMCC

After entering your MCC login credentials you should see the message below

You are signing into a Zoom account that is
different from your current one

[Sign into Your Current Account](#)

[Switch to the New Account](#)

Click the 'Switch to the New Account' link

Next you will see a page that explains your current account will be merged into your new MCC Zoom account.

The screenshot shows a web browser window with the URL `monroecomunity.zoom.us/confirm_sso_change_account?from=desktop&code=DNPyRkJ5Ig8CHBbcTRNYP...`. The page header includes the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a prominent blue button labeled "SIGN UP, IT'S FREE".

Switch to the 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 on the new account will be "member". This role might have fewer privileges than your role on your current account.
- Your new account might not provide access to all of the features you have on your current account.

At the bottom of the main content area, there are two buttons: a blue button labeled "I Acknowledge and Switch" and a white button with a grey border labeled "Sign into Your Current Account".

The footer contains several columns of links: About, Zoom Blog, Customers, Our Team, Why Zoom, Features, Careers, Integrations, Partners, Investors, Press; Download, Meetings Client, Zoom Rooms Client, Browser Extension, Outlook Plug-in, Lync Plug-in, iPhone/iPad App, Android App; Sales, 1.888.799.9666, Contact Sales, Plans & Pricing, Request a Demo, Webinars and Events; Support, Test Zoom, Account, Support Center, Live Training, Feedback, Contact Us, Accessibility; Language (English dropdown), Currency (US Dollars \$ dropdown), and a blue "Help" button with a question mark icon.

To continue you have to hit the 'I Acknowledge and Switch' button

Once you Acknowledge you are aware of the switch you will see a message stating that Zoom is sending you an email to your MCC email address.

The screenshot shows a web browser window with the address bar displaying `monroecommunity.zoom.us/confirm_sso_change_account?from=desktop&code=DNPyKj5lg8CHBbcTRNYIP...`. The page header includes the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a blue button labeled SIGN UP, IT'S FREE. The main content area contains the following text:

Zoom sent an email to the address you signed in with. Check your inbox and follow the instructions.

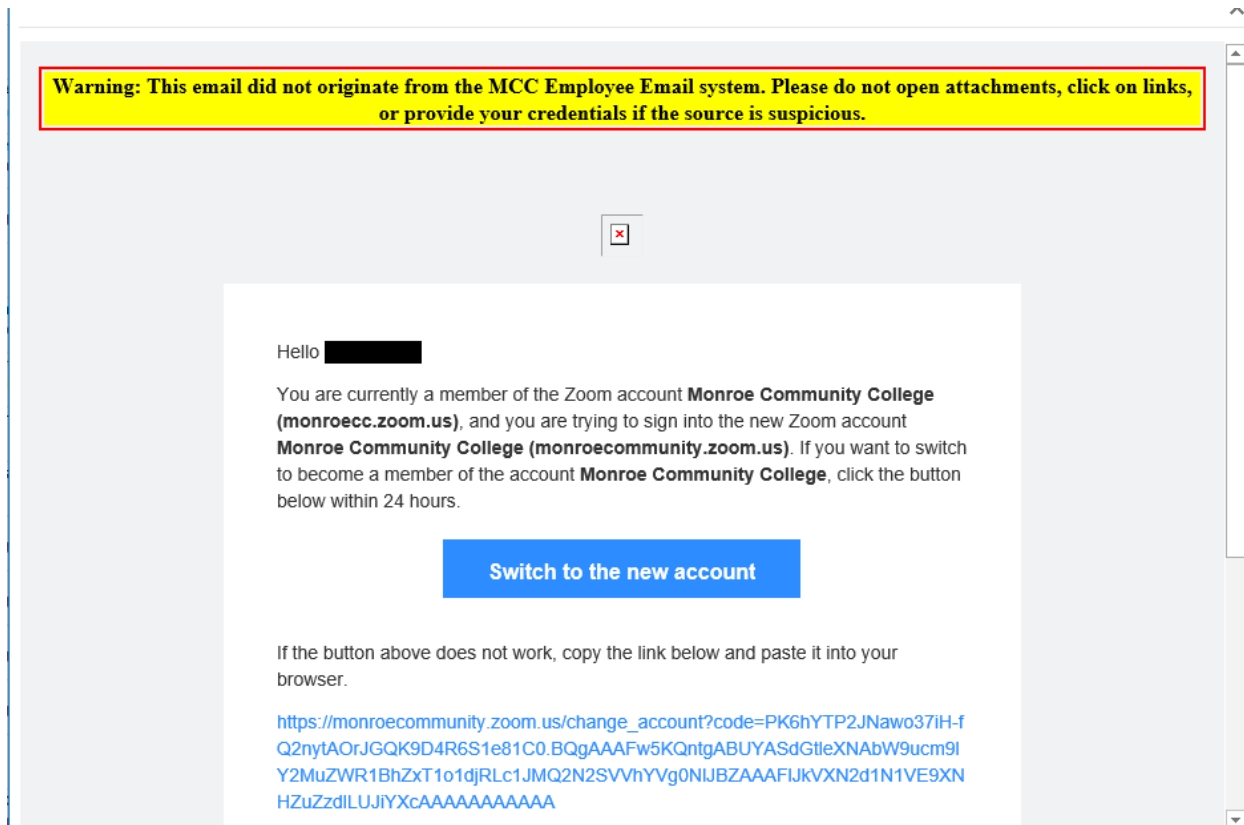
If you did not receive the email, please [go back](#) and try over again.

The footer contains several columns of links:

- About:** Zoom Blog, Customers, Our Team, Why Zoom, Features, Careers, Integrations, Partners, Investors, Press
- Download:** Meetings Client, Zoom Rooms Client, Browser Extension, Outlook Plug-in, Lync Plug-in, iPhone/iPad App, Android App
- Sales:** 1.888.799.9666, Contact Sales, Plans & Pricing, Request a Demo, Webinars and Events
- Support:** Test Zoom, Account, Support Center, Live Training, Feedback, Contact Us, Accessibility
- Language:** English
- Currency:** US Dollars \$

A blue **Help** button is located in the bottom right corner of the footer area.

Open your email account and find the email from Zoom.



Click the 'Switch to the new account' button in the body of the email.

You will be taken to a web page that asks you to acknowledge the switch one more time.

The screenshot shows a web browser window with two tabs. The active tab is titled "Your Zoom Account Switch Was" and the address bar shows the URL: `monroecommunity.zoom.us/change_account?code=PK6hYTP2JNawo37iH-fQ2nytAOJGQK9D4R6S1e81C0.B...`. The page header includes the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a prominent blue button labeled "SIGN UP, IT'S FREE".

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[I Acknowledge and Switch](#)

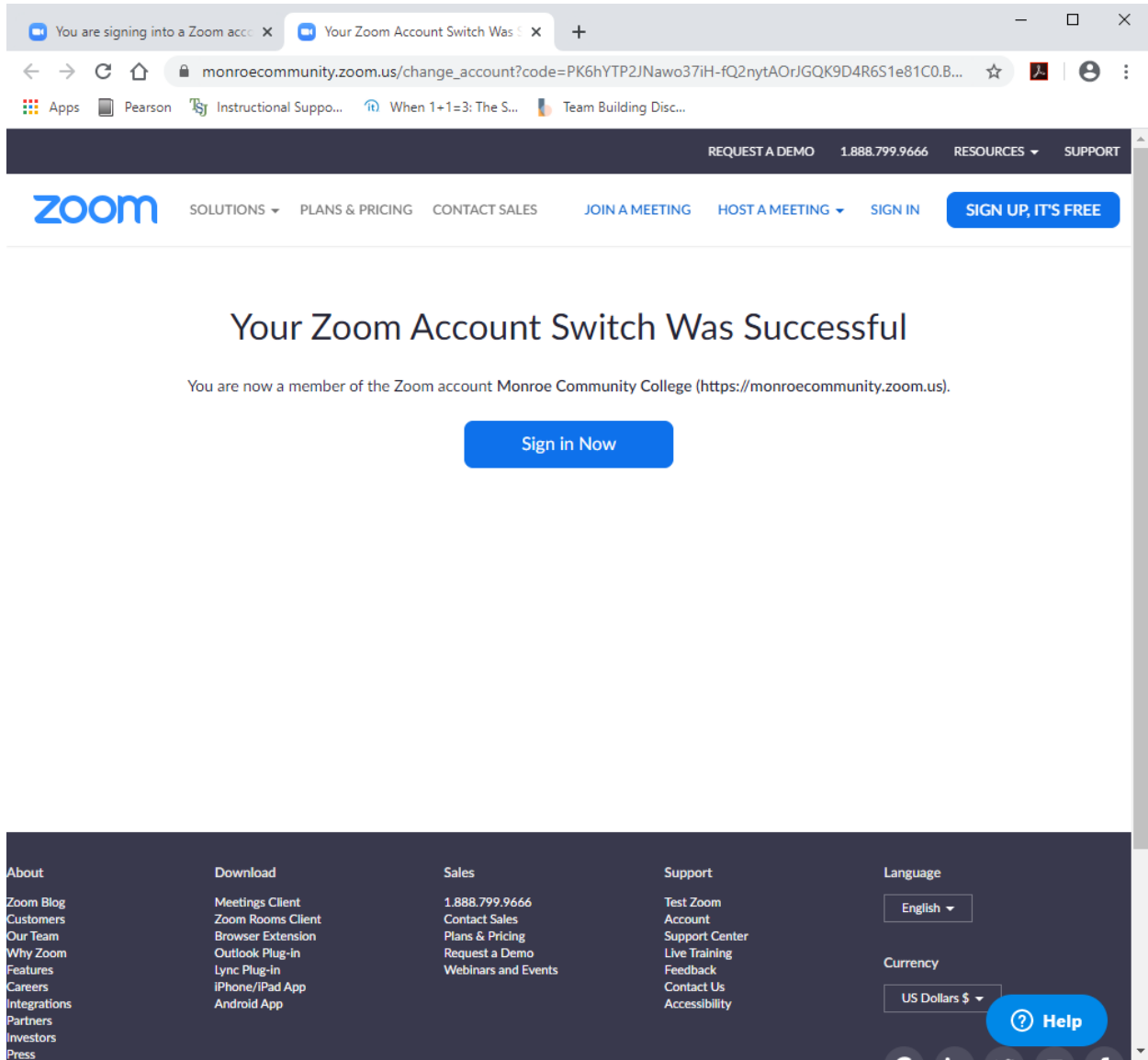
The footer contains a dark blue navigation bar with the following sections:

- About:** Zoom Blog, Customers, Our Team, Why Zoom, Features, Careers, Integrations, Partners.
- Download:** Meetings Client, Zoom Rooms Client, Browser Extension, Outlook Plug-in, Lync Plug-in, iPhone/iPad App, Android App.
- Sales:** 1.888.799.9666, Contact Sales, Plans & Pricing, Request a Demo, Webinars and Events.
- Support:** Test Zoom Account, Support Center, Live Training, Feedback, Contact Us, Accessibility.
- Language:** English (dropdown).
- Currency:** US Dollars \$ (dropdown).

A small white box at the bottom left of the footer contains the text "Waiting for www.google.com..."

Click the 'I Acknowledge and Switch' button.

You should then see a message telling you that the switch was successful.



You are done. Enjoy your new account.

Sign in using the desktop client / app

Open the Zoom app (go to www.zoom.us to download)

Zoom Cloud Meetings



Join a Meeting

Sign In

Version: 4.5.5 (5452.1010)

Click 'Sign in', then click 'Sign In with SSO'

Zoom Cloud Meetings



Sign In

[Sign Up Free](#)

[Forgot?](#)

Keep me signed in

Sign In

or



Sign In with SSO



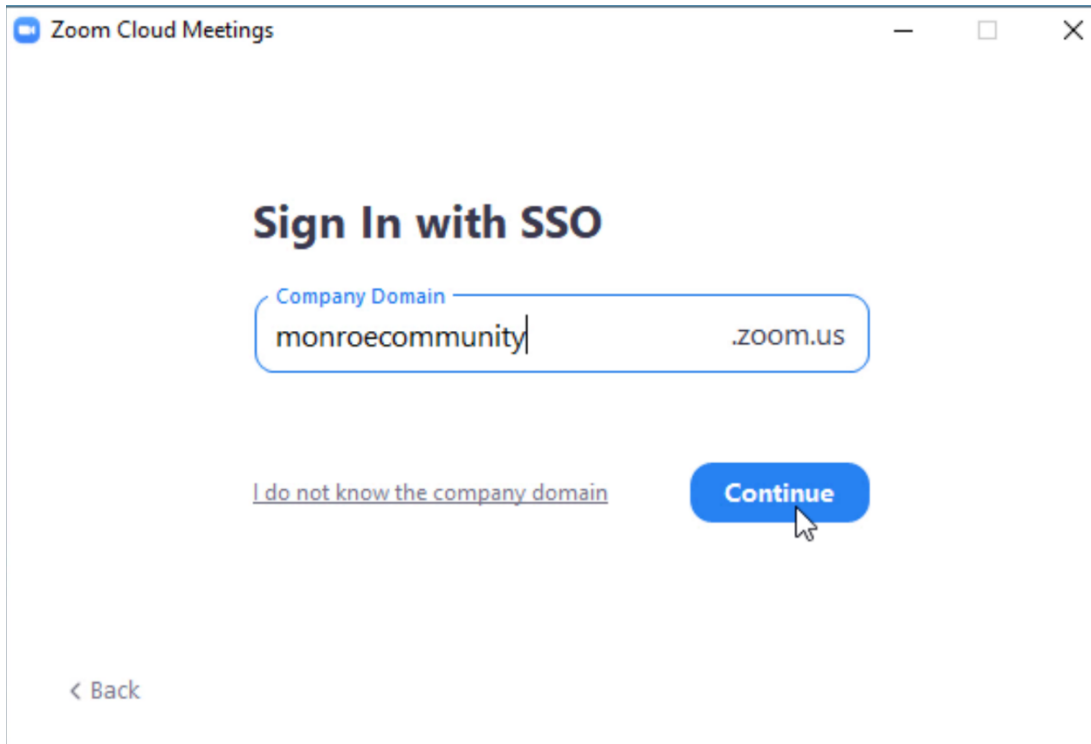
Sign In with Google



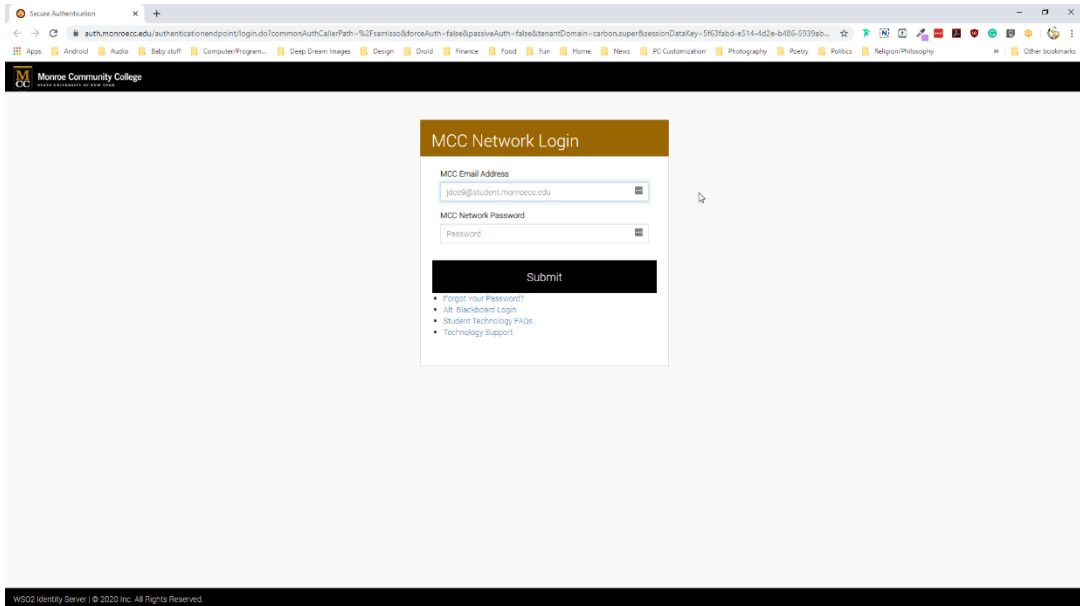
Sign In with Facebook

[< Back](#)

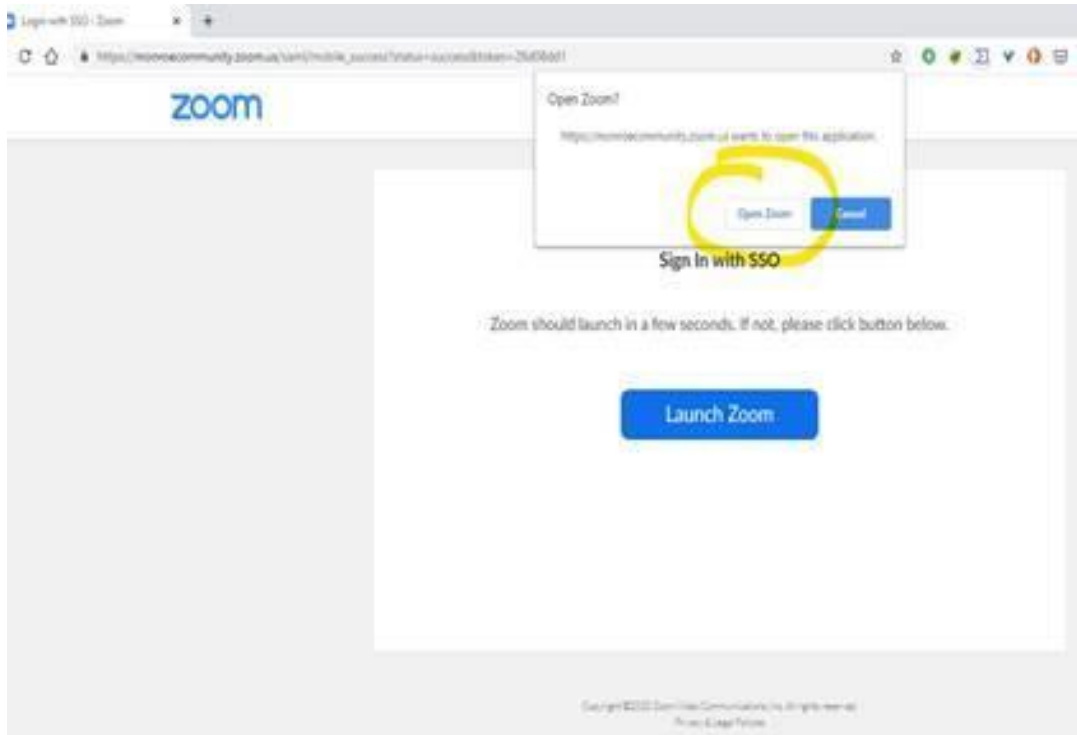
Enter the site name (*monroecommunity*) and click continue



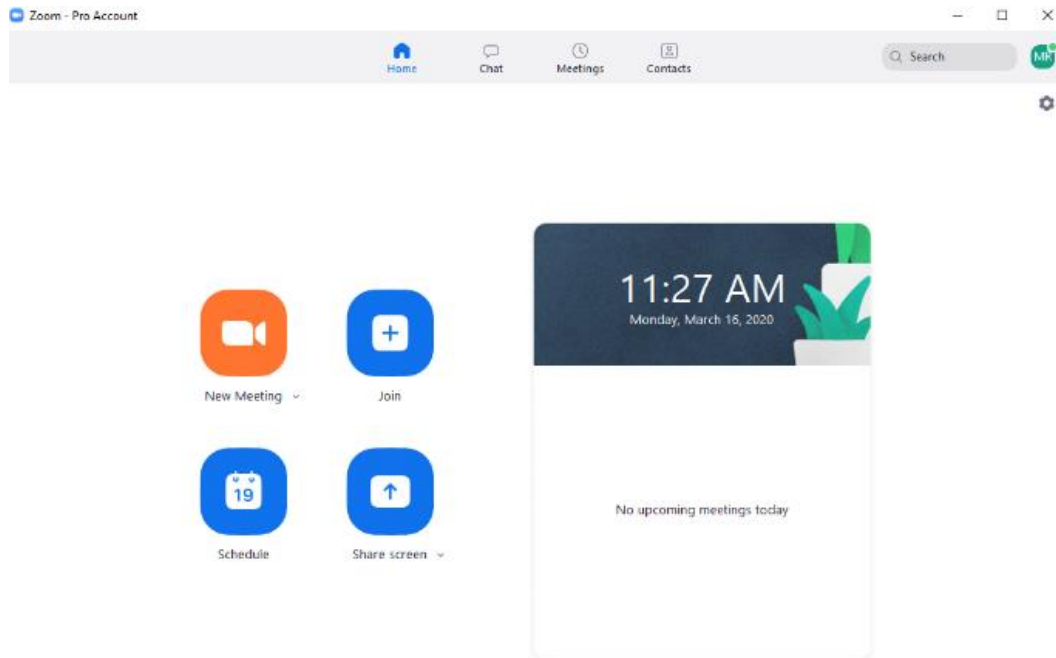
Enter your credentials on myMCC



Click 'Open Zoom' on the pop-up that appears



The Zoom client opens and is ready to use.

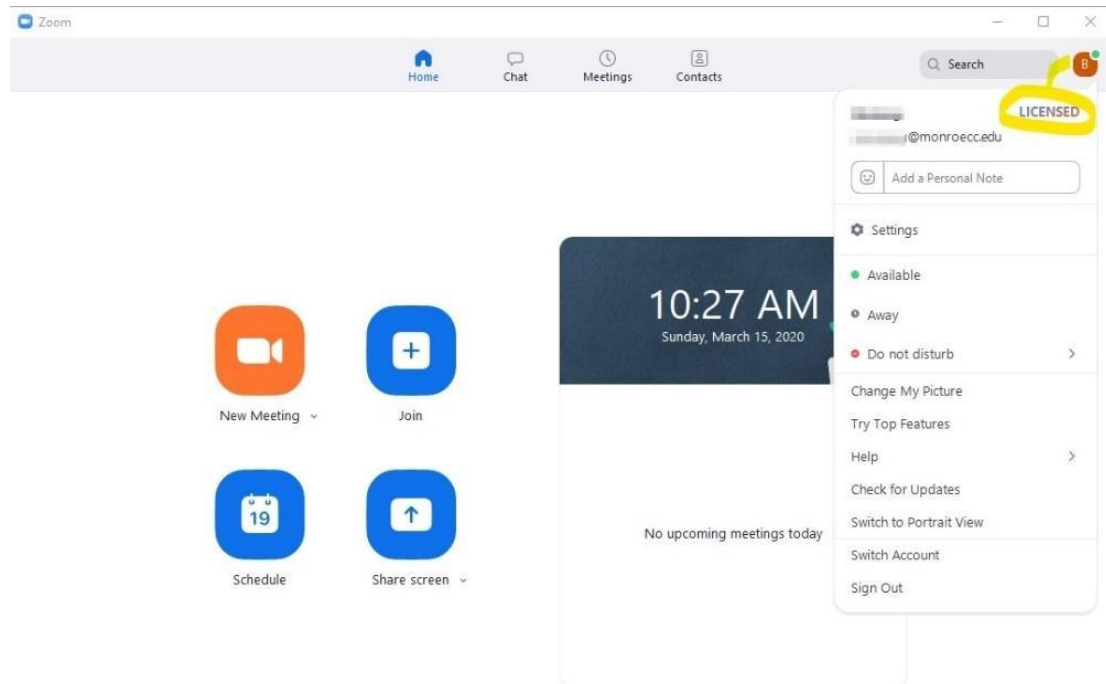


To Check the Status of Your Zoom Account

Click the icon in the upper-right

The last initial of the account displays a screen with the account name and status.

It should read LICENSED.



Now that you are signed in to your account here are some resources to help you get started using Zoom.

[Zoom Video Tutorials](#)

[Watch Recorded Training Sessions](#)

Live chat help can be accessed on the [Zoom website](#). There is a blue Help button in the bottom right hand corner on every page of the website once you are logged in.