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
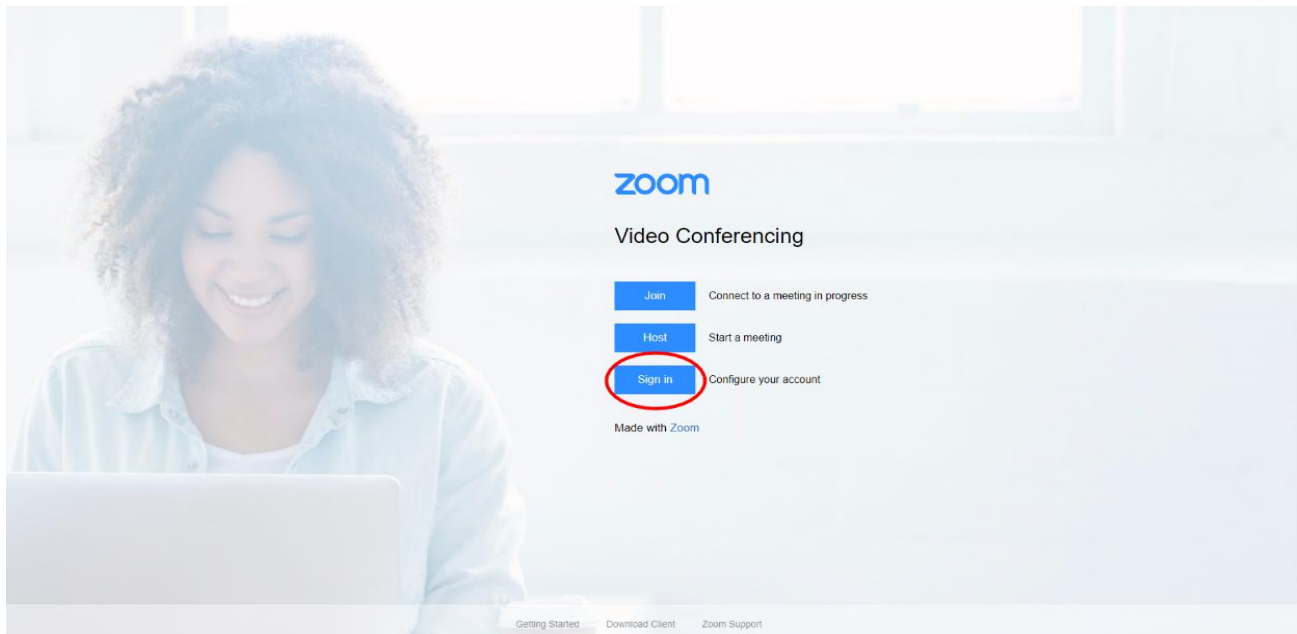
Clicking the 'Sign In' button will load myMCC

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.

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.

Open your email account and find the email from Zoom.

Warning: This email did not originate from the MCC Employee Email system. Please do not open attachments, click on links, or provide your credentials if the source is suspicious.

Hello ▮▮▮▮▮▮

You are currently a member of the Zoom account **Monroe Community College (monroecc.zoom.us)**, and you are trying to sign into the new Zoom account **Monroe Community College (monroecommunity.zoom.us)**. If you want to switch to become a member of the account **Monroe Community College**, click the button below within 24 hours.

Switch to the new account

If the button above does not work, copy the link below and paste it into your browser.

https://monroecommunity.zoom.us/change_account?code=PK6hYTP2JNawo37iH-f
Q2nytAOrJGQK9D4R6S1e81C0.BQgAAAFw5KQntgABUYASdGtleXNAbW9ucm9l
Y2MuZWR1BhZxT1o1djRLc1JMQ2N2SVVhYVg0NlJBZAAAFlJkVXN2d1N1VE9XN
HZuZzdlLUJiYXcAAAAAAAAAAA

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.

Click the 'I Acknowledge and Switch' button.

You should then see a message telling you that the switch was successful.
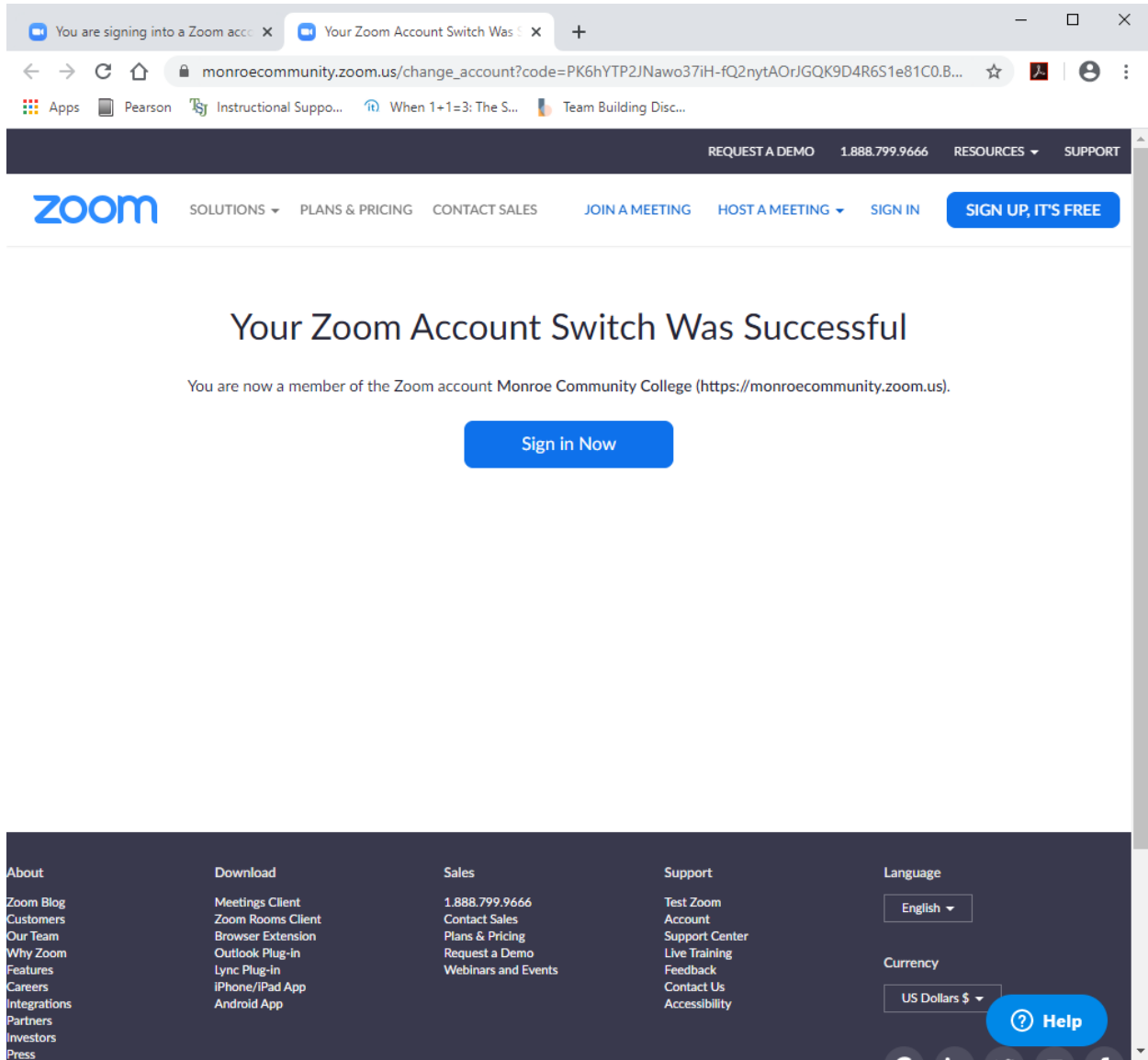
You are done. Enjoy your new account.

Sign in using the desktop client / app

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

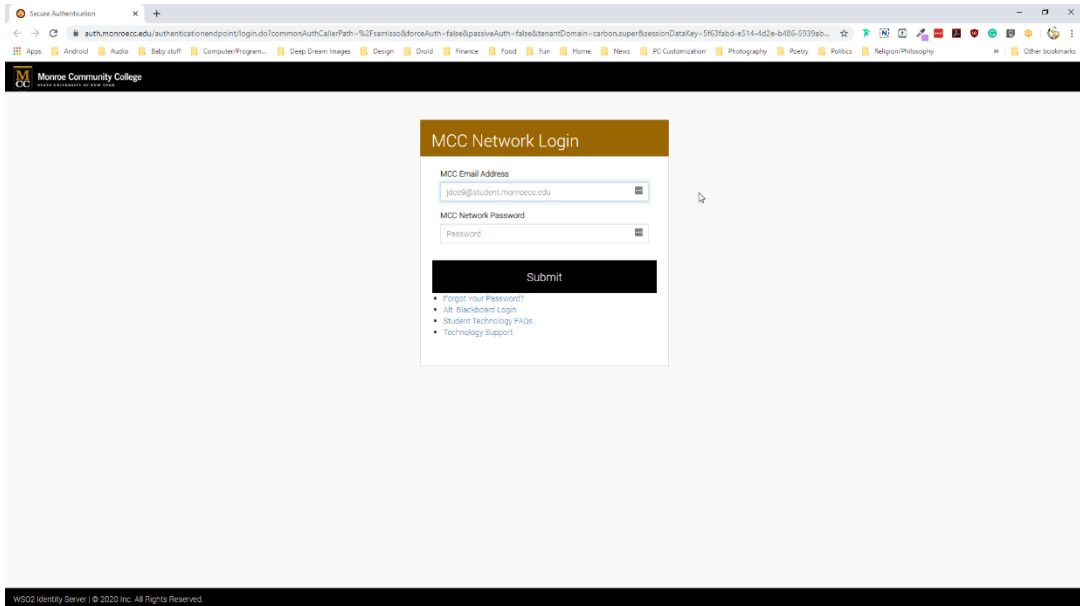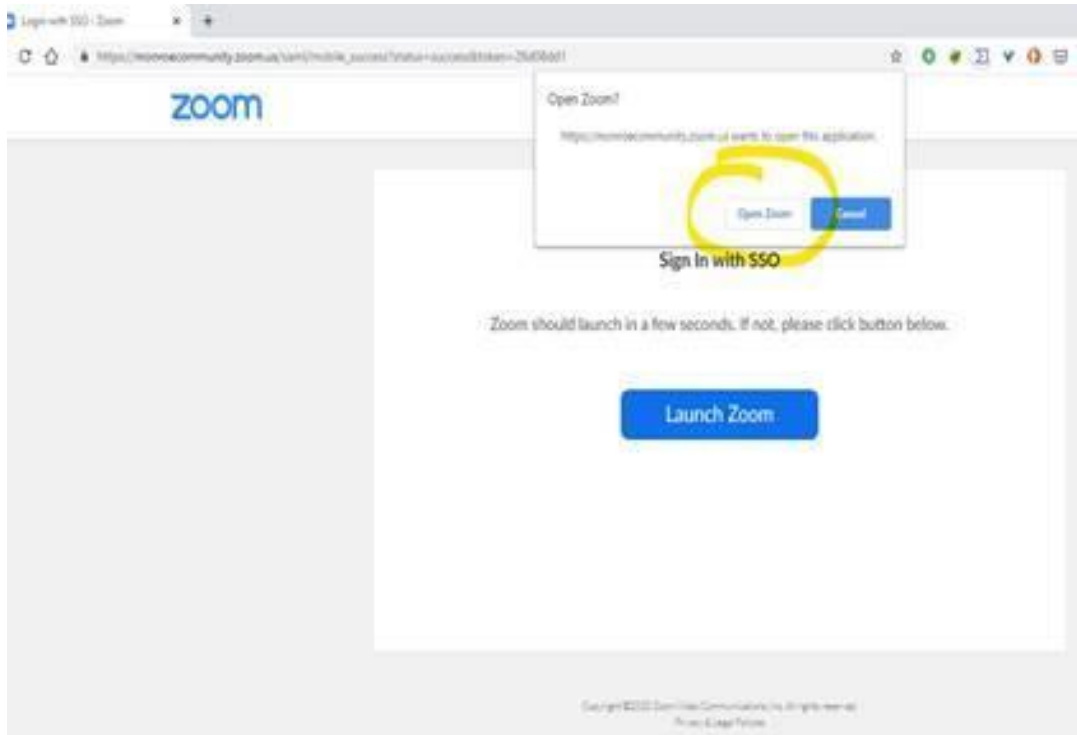**Click 'Sign in', then click 'Sign In with SSO'**

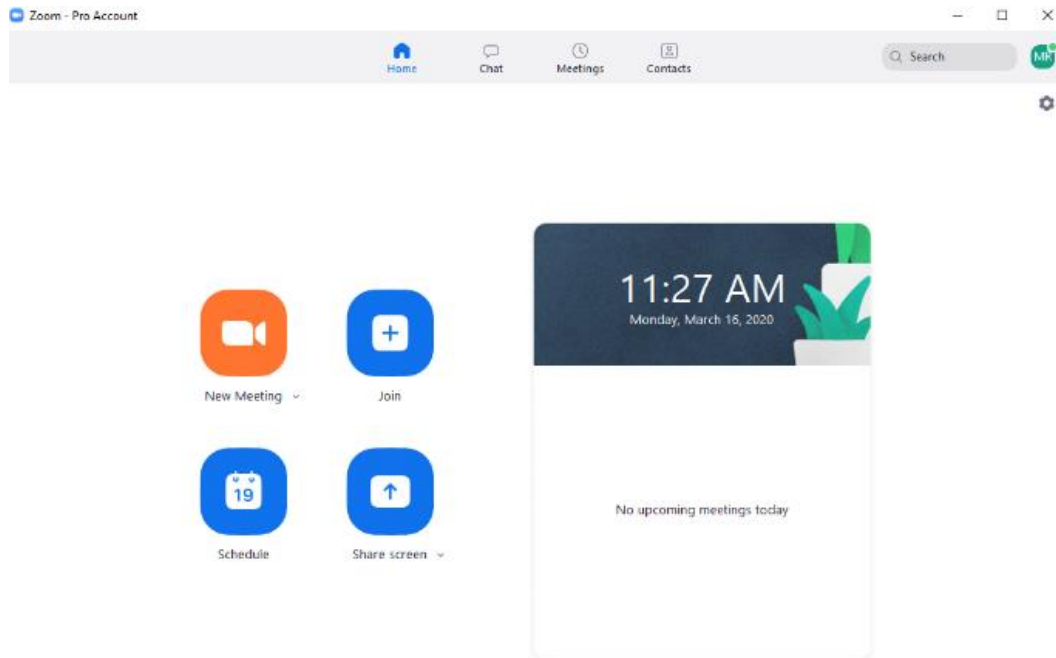E**nter the site name** *(monroecommunity)* **and click continue**
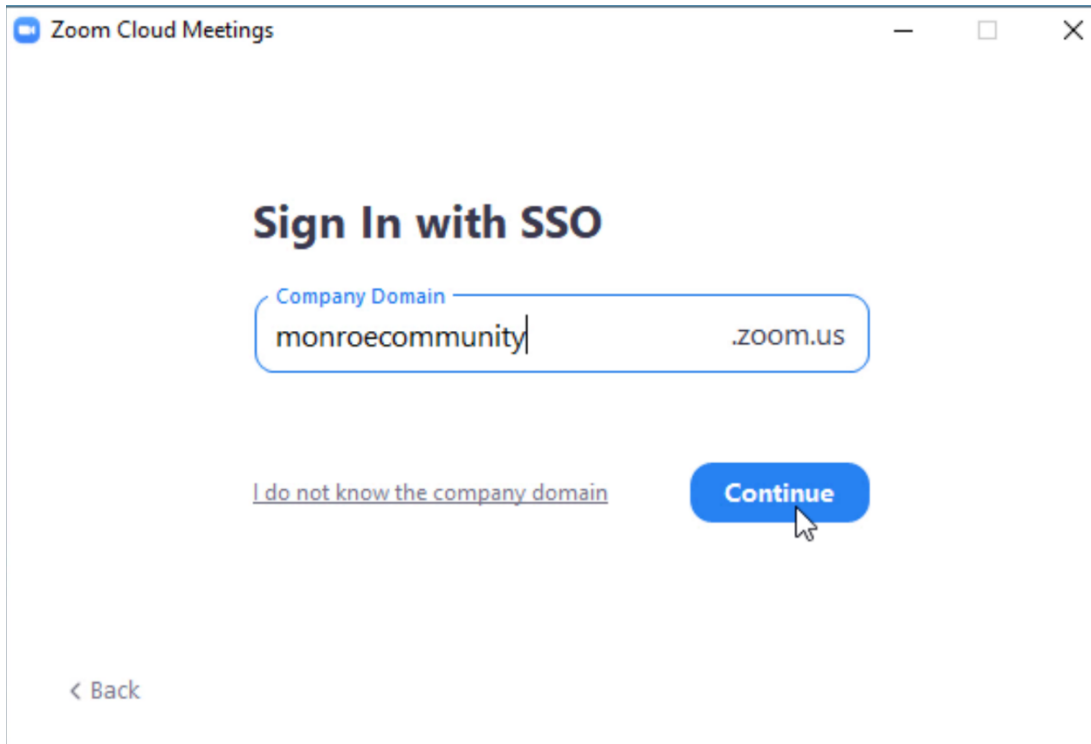
Enter your credentials on myMCC

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

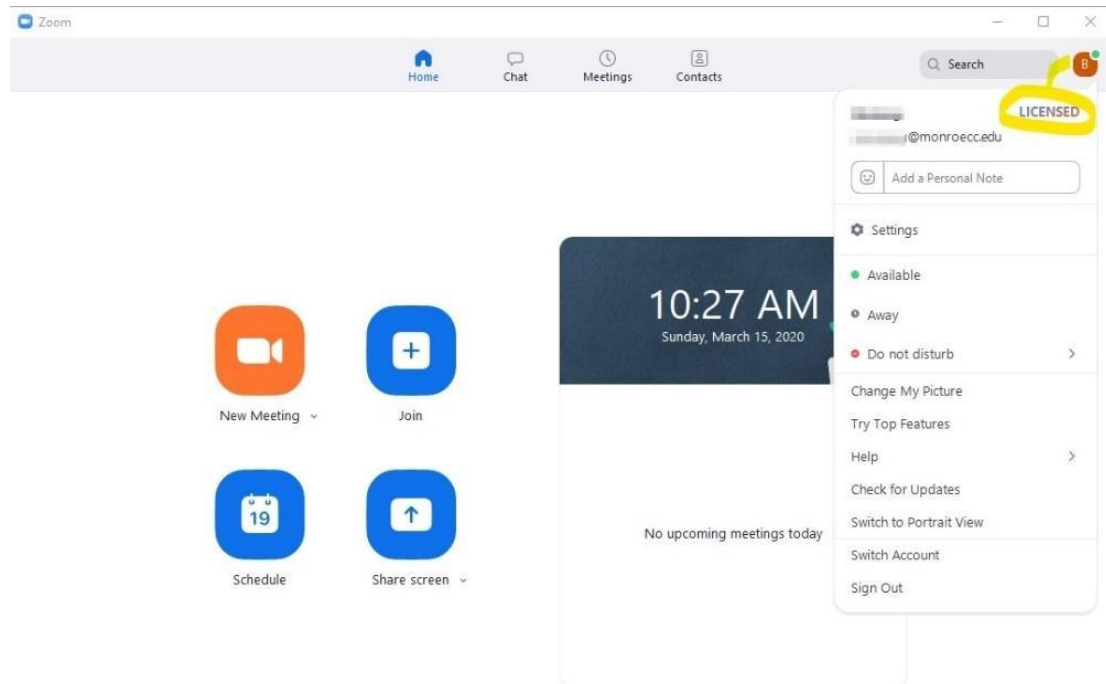**The Zoom client opens and is ready to use.**

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.*