**Setting Up Zoom for Students and Teachers**

If you already have a Zoom account, log out on the web and in the application: (If you don't have a Zoom account already, go to page 2, "Setting up your new Zoom Account)
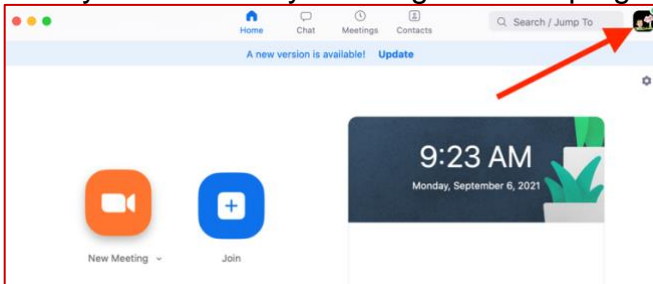
1) Go to **https://zoom.us** and log into your old Zoom account
2) Click "My Account" in the top right corner
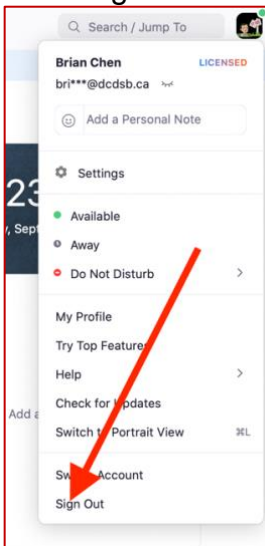3) Click your initials, or your image that you uploaded for yourself in the top right corner
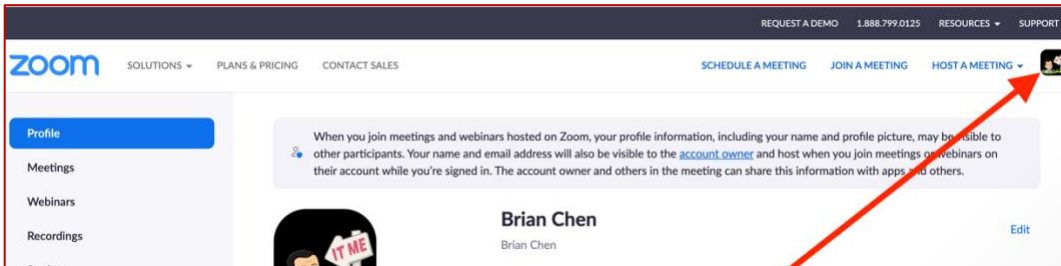
4) Click Sign Out

5) Now, open the Zoom app on your computer
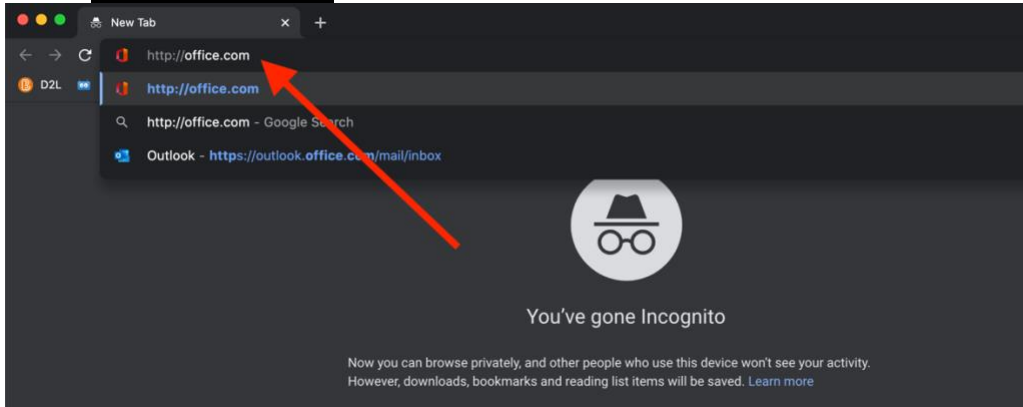6) Click your initials or your image in the top right corner

7) Click Sign out
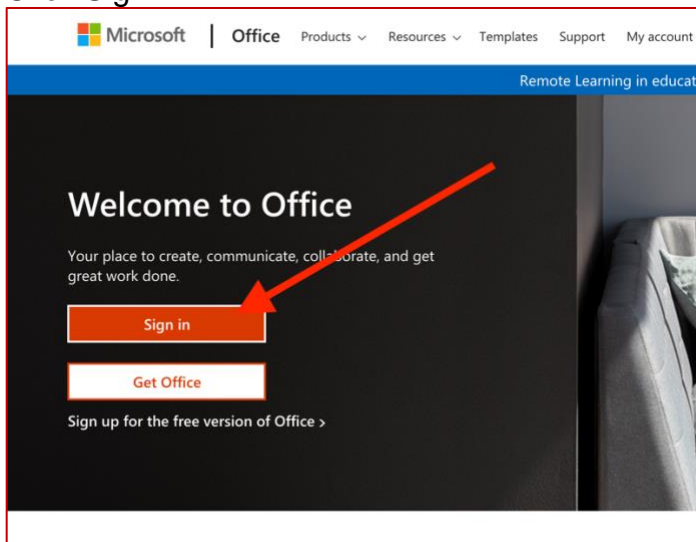
Setting up your new Zoom Account:
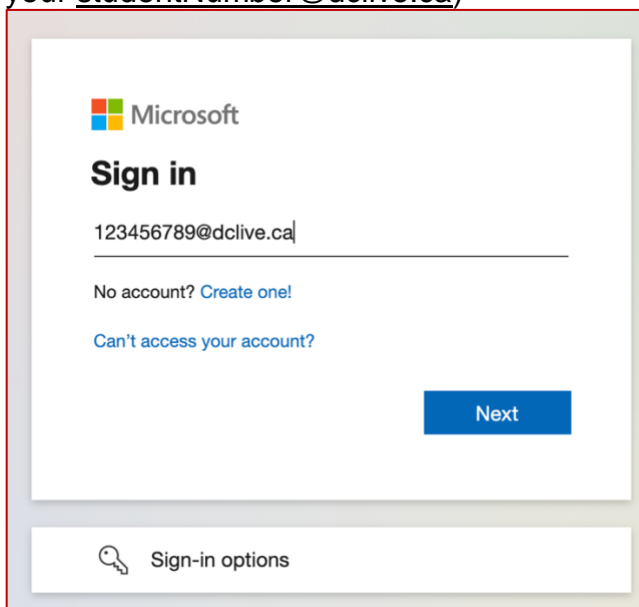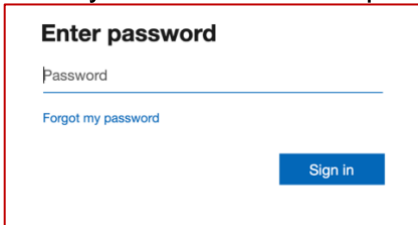
1) Go to https://office.com in a web browser

2) Click Sign in

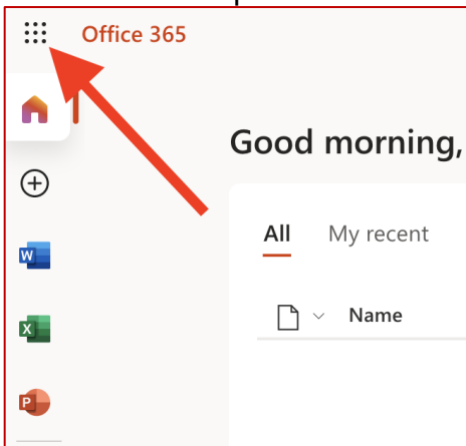3) Enter your DCDSB email address and click next (Note: for students, this is now your studentNumber@dclive.ca)
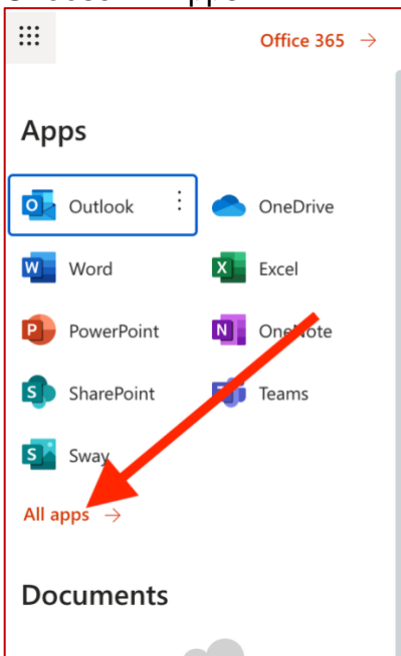
4) Enter your DCDSB email password and slick Sign in

Enter password

Password

Forgot my password

Sign in

5) Click the "Yes" button to stay signed in

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No   Yes

6) Click the nine-square waffle icon in the top right-hand corner

Office 365

Good morning,

All   My recent

Name

7) Choose All Apps

Office 365 →

Apps

Outlook ⋮   OneDrive

Word   Excel

PowerPoint   OneNote

SharePoint   Teams

Sway

All apps →

Documents

8) Scroll down and choose "Zoom DCDSB"

Other

- Desire2Learn - Prod
- Edsby
- Insignia ILS
- Insignia OPAC
- Zoom DCDSB
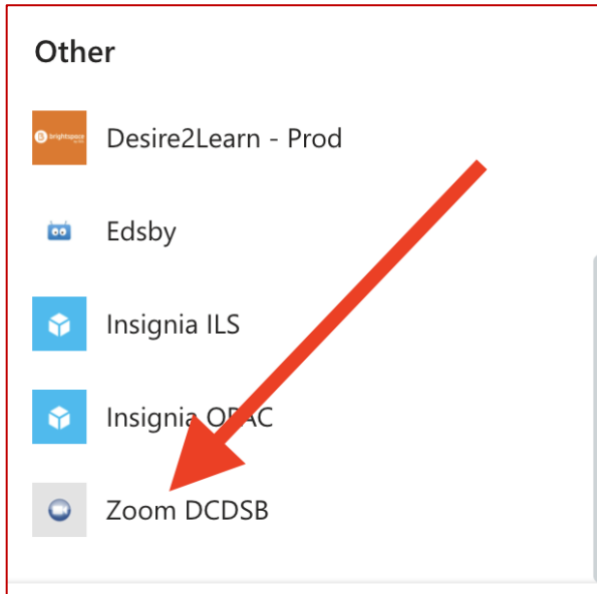
9) When a new window comes up, click "Sign In" (Note: if you already created an account with your @dclive.ca email address, you may need to click convert and verify your email address).
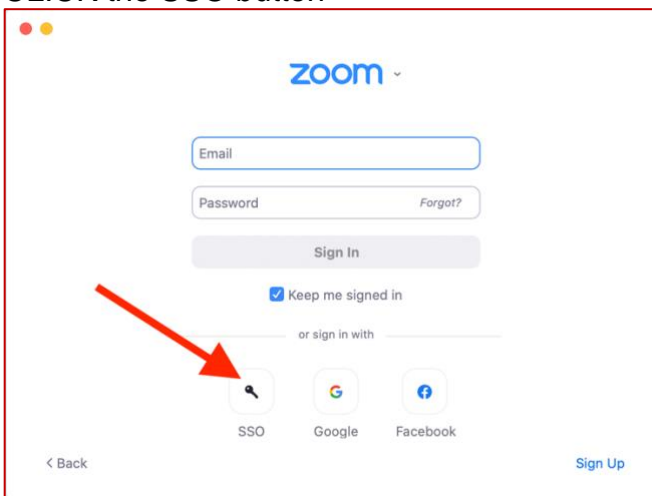

zoom

Video Conferencing

Join	Connect to a meeting in progress
Host	Start a meeting
Sign in	Configure your account

Made with Zoom
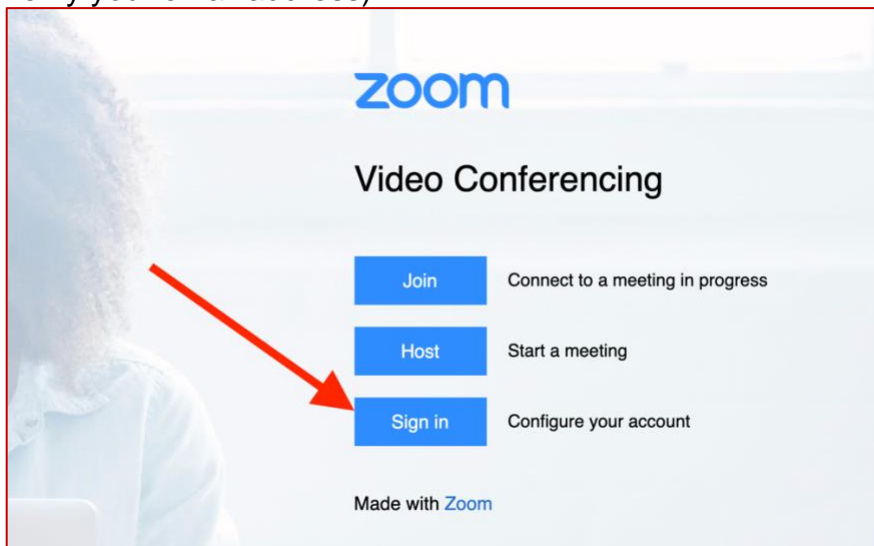
10) You are now signed into Zoom in the web Browser
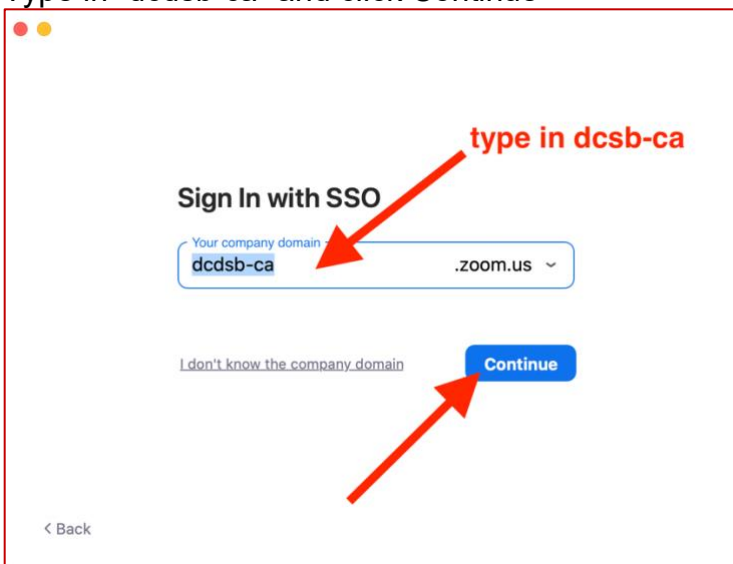
Sign into Zoom in the application:
1) On your computer, open the Zoom application
2) You should get a login screen – choose sign in
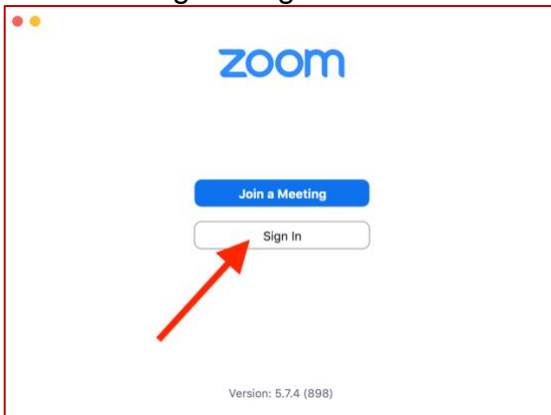
3) CLICK the SSO button

4) Type in "dcdsb-ca" and click Continue

5) You should now be signed into Zoom in the application

You are now ready to go to Edsby, Teams, email, etc. and click a Zoom link that your teacher has sent to you.