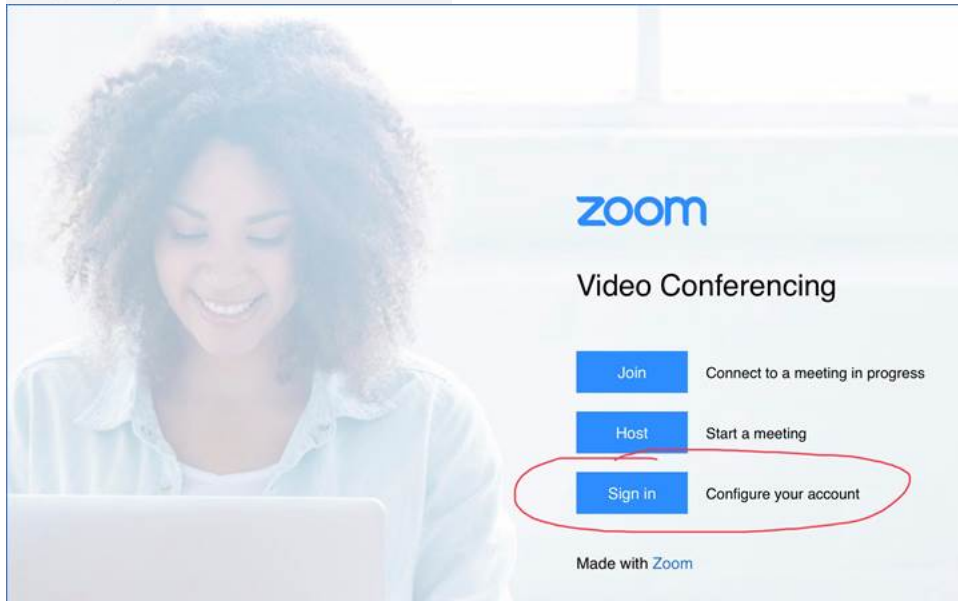


# How PWCS staff can access their new Zoom accounts

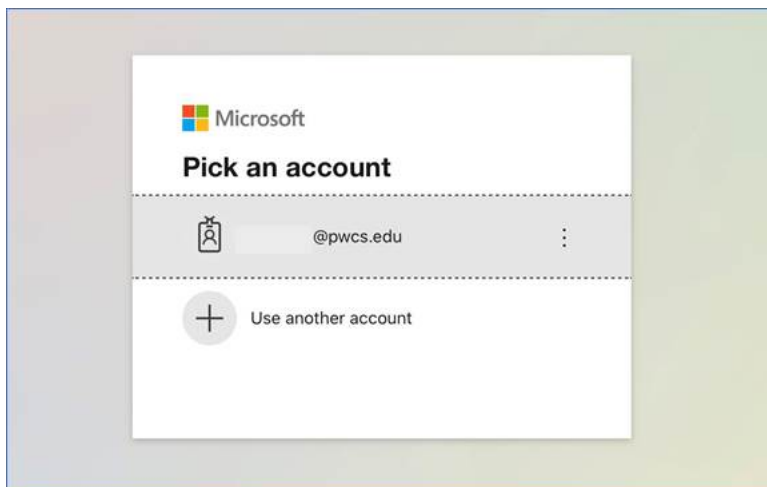
## First-Time Access

Staff should go to our new [Zoom URL](https://pwcs-zm-edu.zoom.us/) and click the “Sign in” button.

<https://pwcs-zm-edu.zoom.us/>



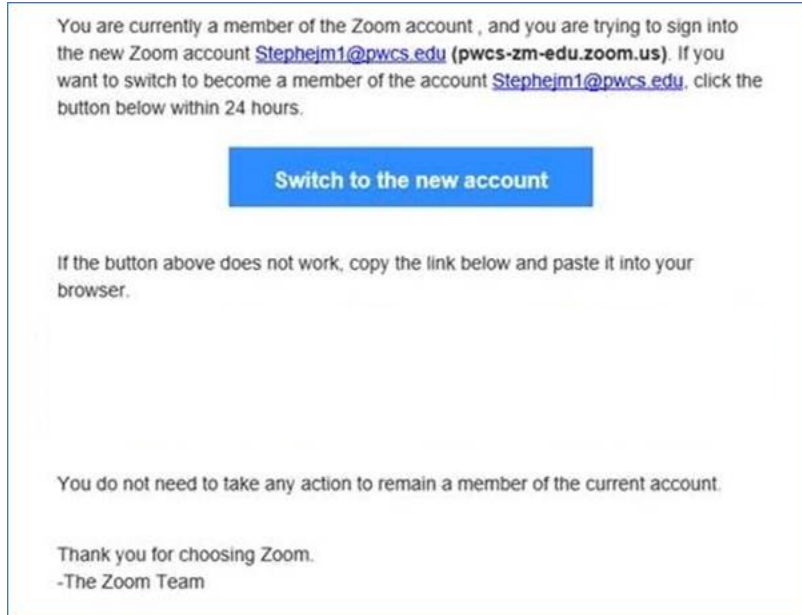
Staff will be prompted to enter Office365 credentials (email & password). G-Suite for Education users **cannot** use their Google credentials.



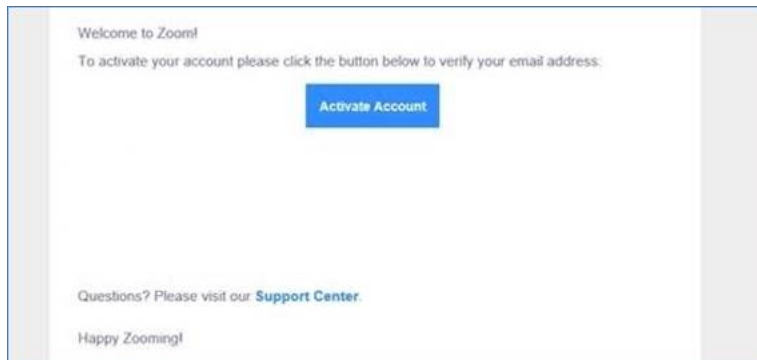
After entering Office365 credentials, staff *may* be asked to merge an existing account, if applicable (e.g., user had previously accessed Zoom via Clever). It may state that the account belongs to StepheJM1@pwcs.edu. This is correct (for the time being).

During the merge process, staff and students *may* receive up to 2 emails from Zoom:

- The first email asks users to “Switch to the new account.”



- The second email prompts them to “Activate Account.”



Users must respond to the email(s), or their Zoom accounts will not be activated.