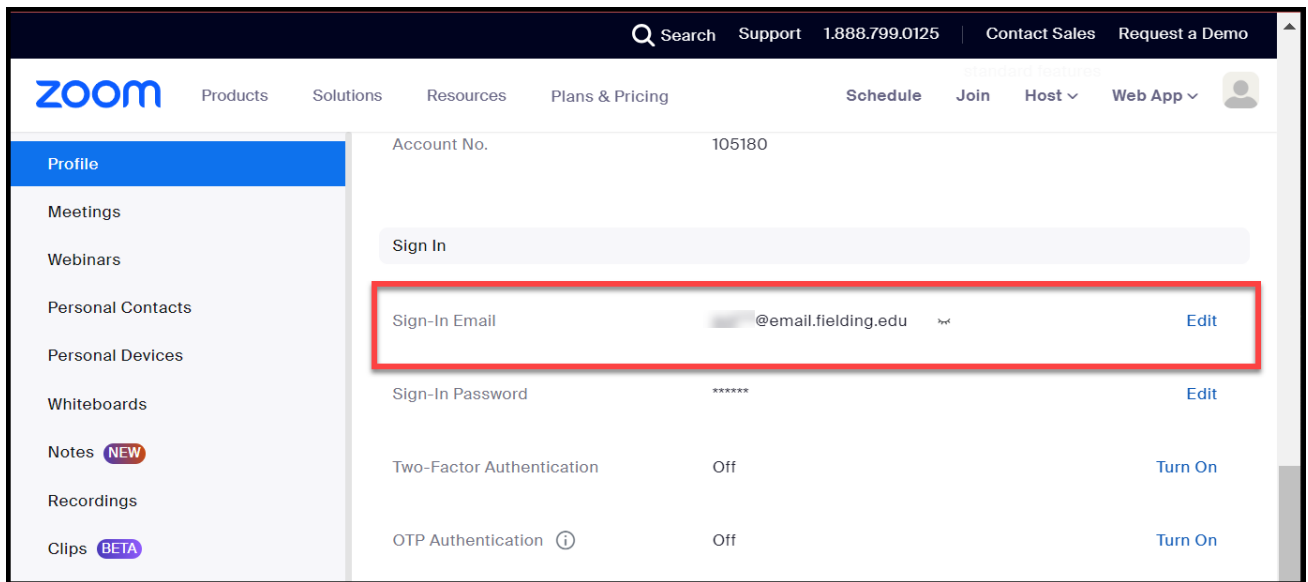


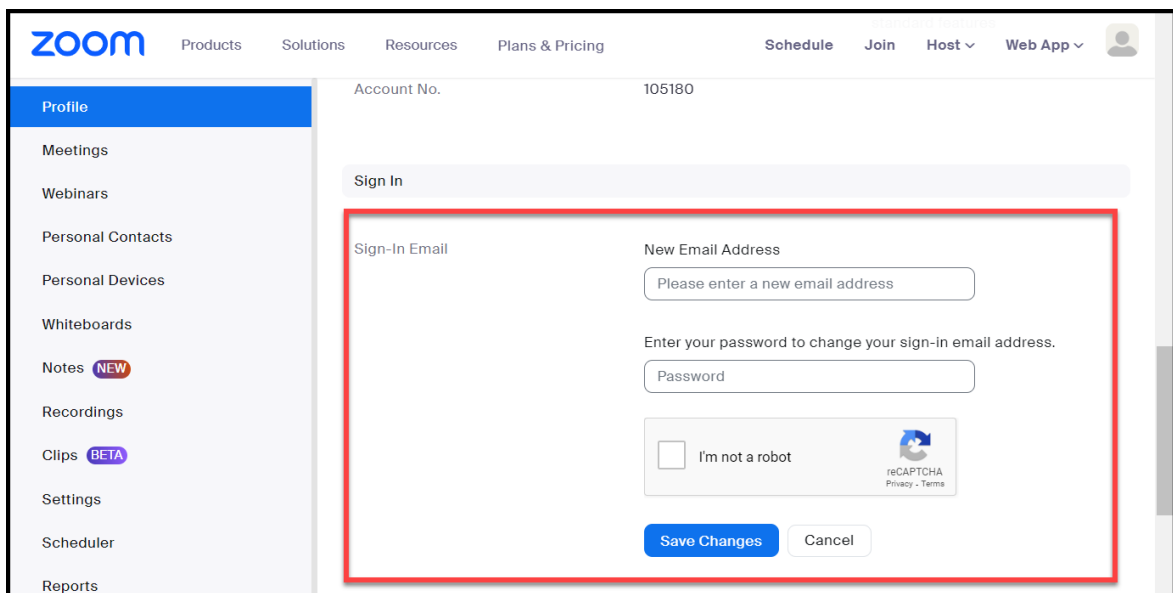
# How to Change your Email Address in Zoom

**NOTE: You must have your new Outlook email account activated to complete this process!**

1. Sign in to Zoom at <https://zoom.us/>.
2. In the navigation menu, click **Profile**.
3. Scroll down to the **Sign In** section and click **Edit** next to **Sign-In Email**.

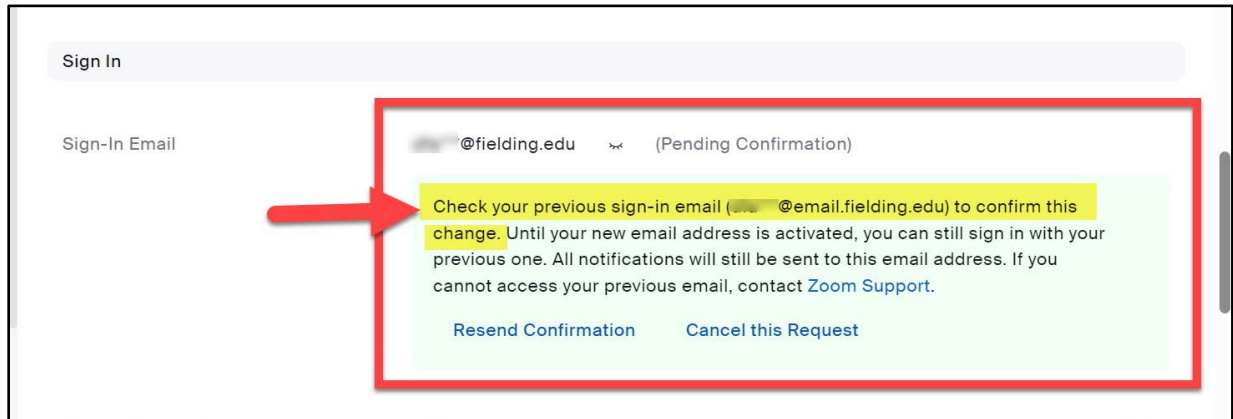


4. Enter your new email address (username@fielding.edu).
5. Enter your password.
6. Click **Save Changes**.

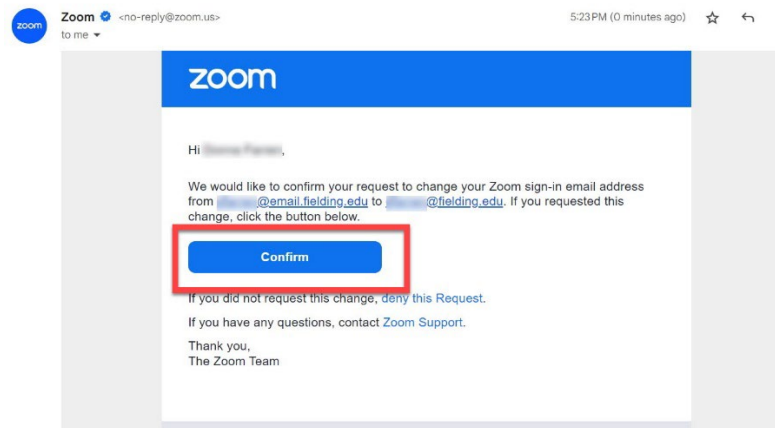


## Changing Your Email Address in Zoom

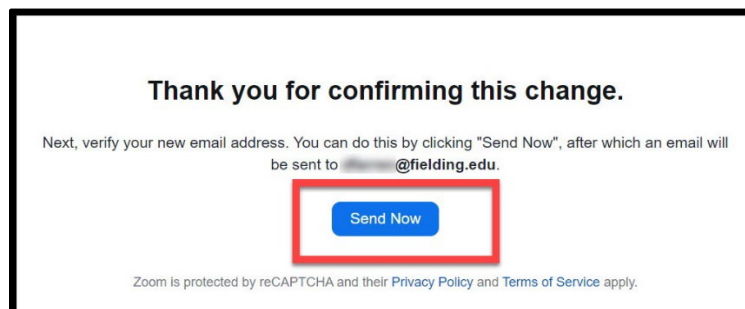
**IMPORTANT: Zoom will send a confirmation email to your original (@email.fielding.edu) account. This email will be auto-forwarded to your new Outlook account. Look for the confirmation email in your new email (@fielding.edu) account.**



7. In the confirmation email (that was forwarded to Outlook from your Gmail account) click **Confirm**.

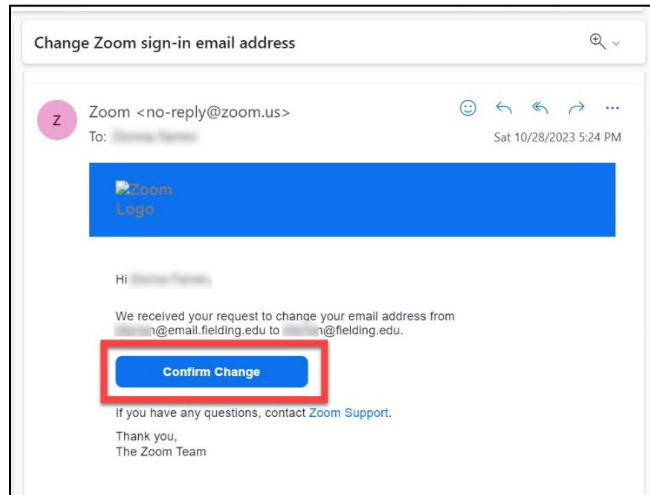


8. Once you confirm the change, the Zoom web page will open and prompt you to send *another* confirmation email to your *new* email address (@fielding.edu) to verify the change. Click **Send Now**. Zoom will now send a second confirmation email to your new Outlook (@fielding.edu) account.

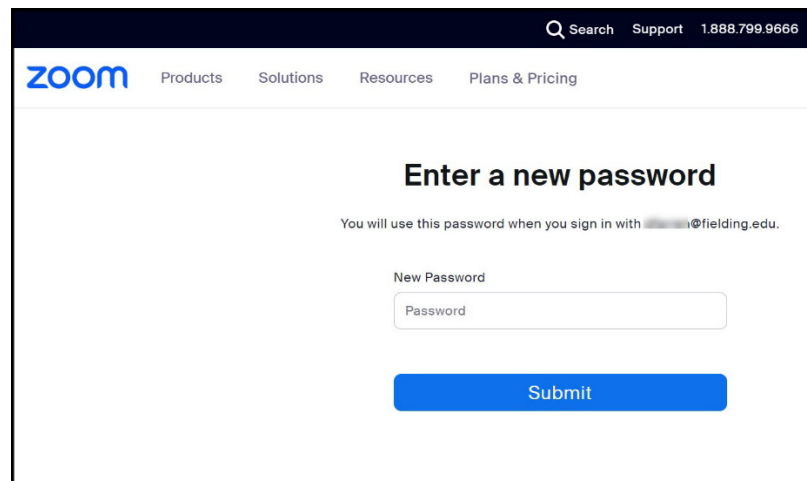


## Changing Your Email Address in Zoom

9. In the confirmation email sent to your new address, click **Confirm Change**.



10. Once you confirm the change with your new email, the Zoom web portal will open and prompt you to enter a new password as a security precaution.



11. Congratulations! You have updated your Fielding Zoom account with your new email address!

