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

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Whiteboards	Sign-In Password	*****			Edit	
Notes NEW	Two-Factor Authentication	Off			Turn On	
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- 4. Enter your new email address (username@fielding.edu).
- 5. Enter your password.
- 6. Click Save Changes.

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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.

Sign-In Email	🎯 fielding.edu 😽 (Pending Confirmation)
	Check your previous sign-in email (@email.fielding.edu) to confirm this change. Until your new email address is activated, you can still sign in with your previous one. All notifications will still be sent to this email address. If you cannot access your previous email, contact Zoom Support. Resend Confirmation Cancel this Request

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



 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.



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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!

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