

Set up TAMUC Pro Zoom Account

A Zoom account has been created for all employees of the university. If you already have a paid Pro version, continue to use that for your zoom meetings. If you are using the normal free version or do not have a zoom account please follow the link below and use this guide to set up your temporary account. We recommend using Chrome. If you experience any problems please call the help desk at 903.468.6000.

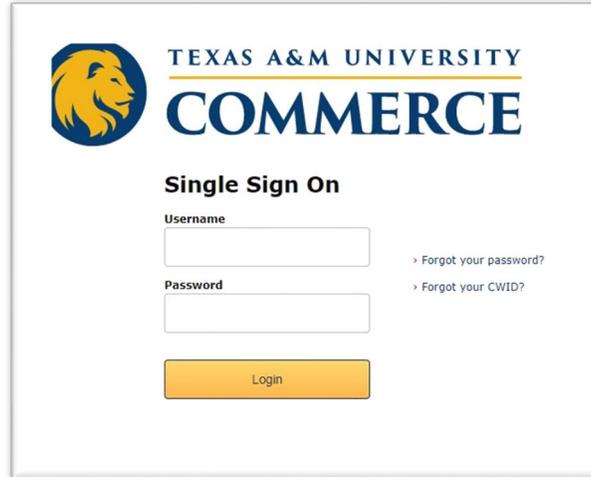
Step 1: Follow the zoom link <https://tamuc.zoom.us>

It will take you to the Zoom page shown below.



Note: If you do not see this page, you must clear your browser cache and try again.

Step 2: Click “Sign In” and use your SSO credentials <LastNameFirstname> to log in.

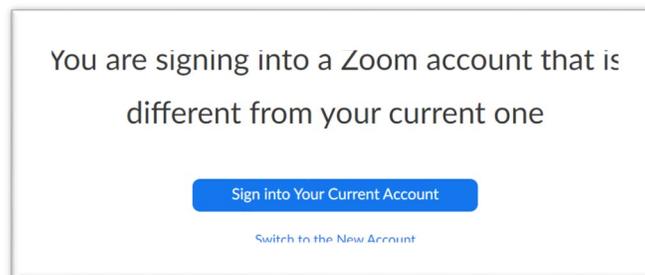


The screenshot shows the Texas A&M University Commerce Single Sign On page. At the top left is the university's logo, a yellow lion head inside a blue circle. To the right of the logo, the text "TEXAS A&M UNIVERSITY" is in a small blue font, and "COMMERCE" is in a larger, bold blue font. Below this, the heading "Single Sign On" is centered. Underneath, there are two input fields: "Username" and "Password". To the right of the "Username" field is a link that says "> Forgot your password?". To the right of the "Password" field is a link that says "> Forgot your CWID?". At the bottom center is a yellow button with the text "Login".

Step 3: You will be prompted to perform a DUO two-factor authentication.

If this is your first-time using Zoom you will then be taken to your Zoom preferences page. Skip to step 9 and verify the information that is presented. If not continue to Step 4.

Step 4: Select Switch to New Account to authenticate your Zoom account.



The screenshot shows a white rectangular box with a thin grey border. Inside, the text "You are signing into a Zoom account that is different from your current one" is centered. Below this text are two buttons: a blue button with white text that says "Sign Into Your Current Account" and a smaller, light blue button with dark blue text that says "Switch to the New Account".

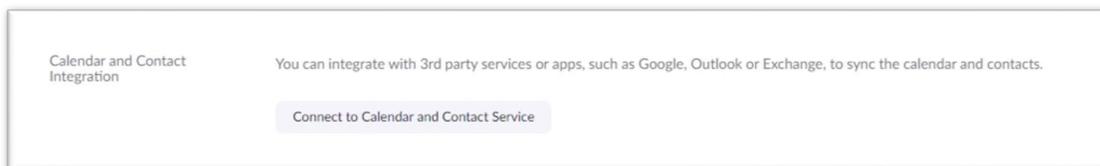
Step 5: If prompted acknowledge and switch to the new account.

Step 6: You will get an email to your TAMUC account. Click the “Switch to the new account” button in the email.

Step 7: You may get an Accept button to confirm the switch. Click the Accept button.

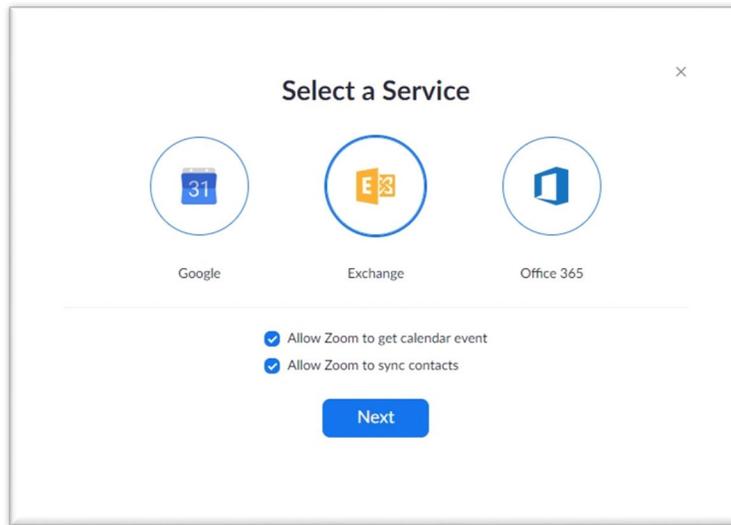
Step 8: Click the “I acknowledge the switch” button

Step 9: Connect your calendar.



The screenshot shows a white rectangular box with a thin grey border. On the left side, the text "Calendar and Contact Integration" is displayed. To the right of this text is a paragraph: "You can integrate with 3rd party services or apps, such as Google, Outlook or Exchange, to sync the calendar and contacts." Below this paragraph is a light blue button with dark blue text that says "Connect to Calendar and Contact Service".

Select "Connect to Calendar and Contact Service".



Select "Exchange". You will want to allow Zoom to get calendar events and sync contacts. Fill in the fields below with your information.

A form titled "Exchange" with the subtitle "Connect your shared Exchange resource calendars". It contains the following fields:

- Exchange login username or UPN:
- Exchange login password:
- Exchange Version: - EWS URL:

Below the EWS URL field is a note: "Enter the EWS(Exchange Web Service) URL found in EMC/ECP. Be sure to include the https:// portion of the URI". At the bottom are "Authorize" and "Cancel" buttons.

Select "Exchange 2010"

Enter <https://outlook.tamuc.edu/EWS/Exchange.asmx> for the EWS URL

For other questions or help you can also use this link for the Zoom Help Center:

<https://support.zoom.us/hc/en-us/sections/201728913-Joining-Starting>