Creating a Zoom Account with BUSD - for Staff

1. Login to Clever
2. Go to https://clever.com/in/berkeley
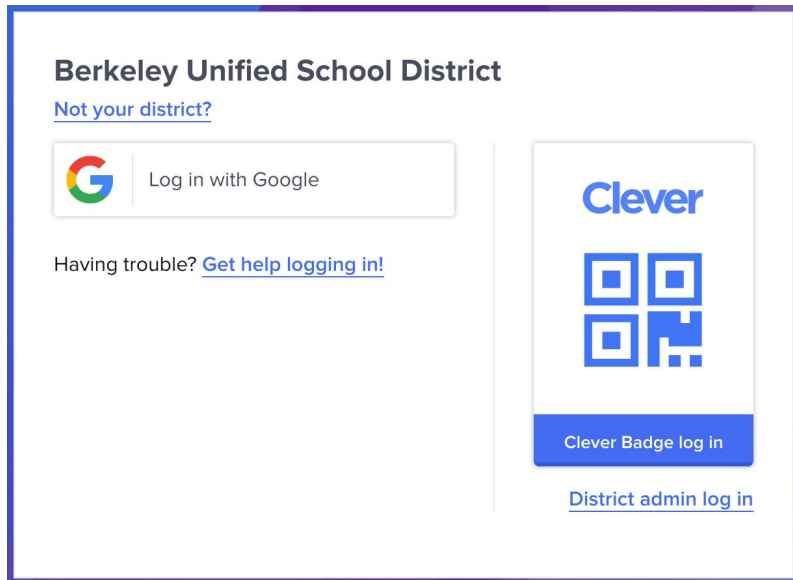
3. Choose Login with Google
4. Click on the Zoom - Teachers & Staff App

5. **If you have never had a Zoom account** with your @berkeley.net email address your account will be automatically created and you will be logged in to our berkeley-net Zoom account with all the paid/Pro Zoom features. You can stop here.
6. If you previously created a Zoom Account using your @berkeley.net email address, but it is not part of the berkeley-net Zoom Account there are a few more steps.

7. After clicking on the Zoom App in Clever you will be taken to a Zoom page where you'll be asked to confirm your email address. Be sure your @berkeley.net email address is

Confirm your email address

Welcome! Please confirm your email below to get started.
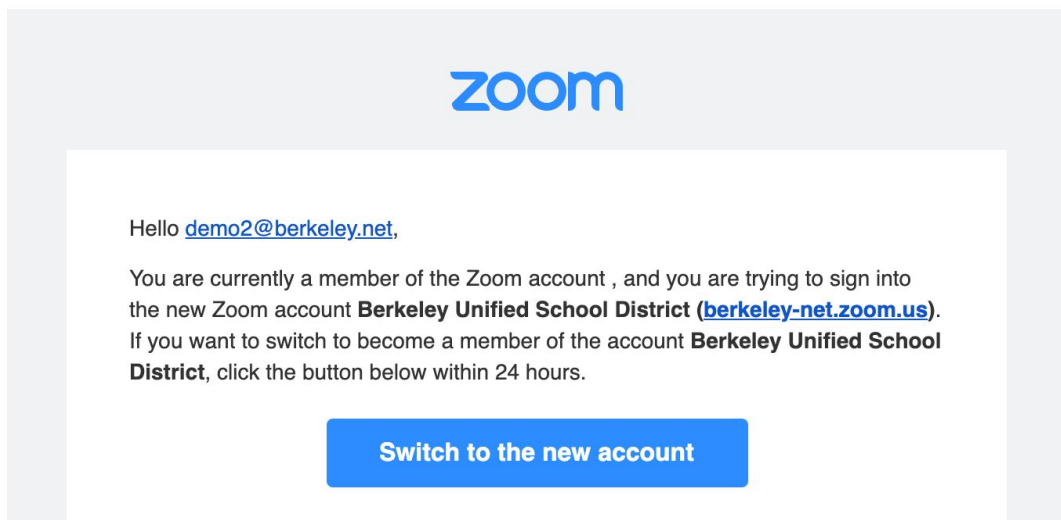
demo2@berkeley.net

Confirm your email address

shown.

8. An email will be sent to your email address to confirm your account.

We've sent an email to demo2@berkeley.net.

If you did not receive the email, please go back and try over again.

9. Go to your email and find the email invitation from Zoom.

10. The email will ask if you would like to switch your account to the berkeley-net Zoom Account. You must do this to take advantage of the paid/Pro Zoom features in our berkeley-net Zoom account. Click Switch to the new account.

zoom

Hello demo2@berkeley.net,

You are currently a member of the Zoom account , and you are trying to sign into the new Zoom account **Berkeley Unified School District (berkeley-net.zoom.us)**. If you want to switch to become a member of the account **Berkeley Unified School District**, click the button below within 24 hours.

Switch to the new account

11. You will be taken to another Zoom page where you must confirm that you'd like to switch your account. Read the message and click I Acknowledge and Switch

By accepting this invitation, you are switching to a new Zoom account

Before you switch, be aware of the following:

- After you switch, you can still access your own data, such as your meetings and recordings.
- Your role in the new account will be "member". This role might have fewer privileges than your role in your current account.
- Your new account might not provide access to all of the features you have in your current account.

<div style="text-align:center">

I Acknowledge and Switch   Sign into Your Current Account

</div>

12. You will now be logged in to your Zoom account under berkeley-net and have all the paid/Pro features of the berkeley-net Zoom account.

13. Review the settings in your account to turn on features that are defaulted off such as annotation, whiteboard, and **chat**. These need to be set before starting a meeting.

If you have trouble with these instructions or creating your account please enter a Help Desk (https://helpdesk.berkeley.net) ticket.