

How to Apply for a UBC Zoom Account

1. Email the UBC IT Audio/Visual Helpdesk at av.helpdesk@ubc.ca with:
 - a. The course name (for Professors)
 - b. Your UBC email address
 - c. Your Faculty / School
 - d. Your department (not needed for Law)
 - e. Reason Zoom account is required (especially needed for Staff whose reason is probably not for teaching!)
2. Upon approval, you'll receive an email to your UBC email account. Click **Activate Your Zoom Account** in this email.
3. You may be asked to verify your date of birth to confirm that you are at least 16 years old. This is due to Zoom's security measures for educational licenses.
4. In the webpage that opens for activating, click **Sign Up With A Password**.
5. Fill in your first and last name, create a password (please use something different than your CWL password), and click **Continue**. You now have a UBC Zoom account.
6. The Zoom application should automatically download for you to install. If it doesn't, go to <https://zoom.us/download>, and click **Download** under "Zoom Client for Meetings".
7. Open the **Zoom installer** that downloads, and follow the steps to install the application.