

# Zoom Switch Over From STFC to UKRI

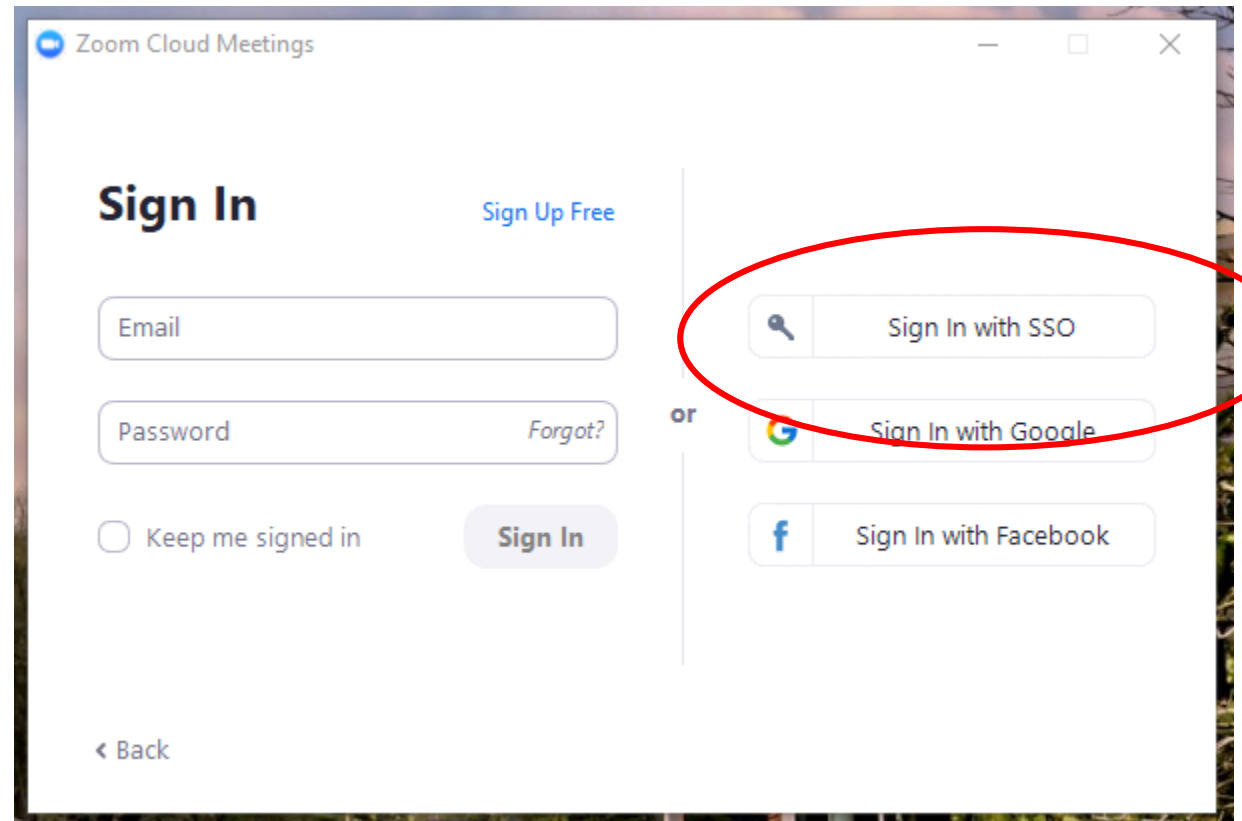
STFC ZOOM users are being transferred to the UKRI Federated Zoom Account service. Following these instructions will migrate you to the permanent Zoom service.

This needs to be done before the 31<sup>st</sup> May 2019, when the licences on the STFC ZOOM service will lapse.

If you have a problem migrating please contact [videoconfdl@stfc.ac.uk](mailto:videoconfdl@stfc.ac.uk)

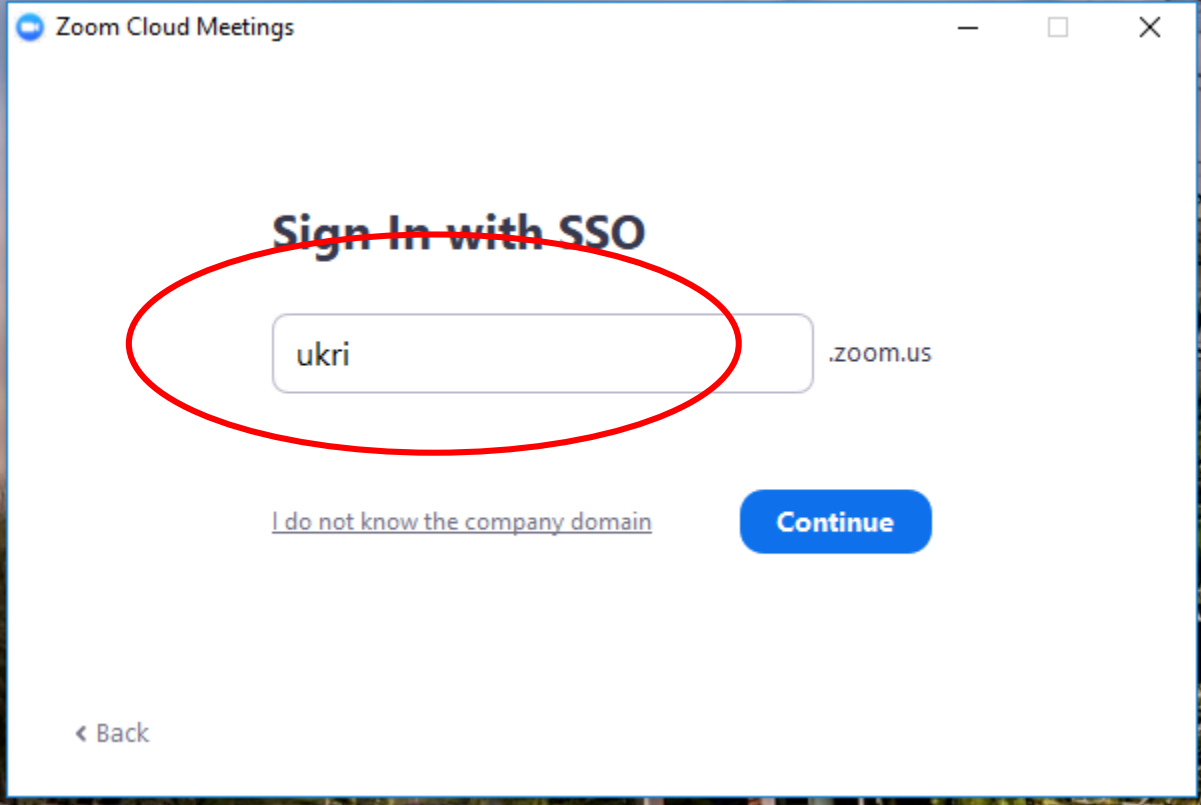
# Ensure the Client App is Ready

Open the App and sign out, then sign back in using the SSO option



# Domain - UKRI

When prompted  
enter ukri and  
click 'Continue'.



The screenshot shows a Zoom Cloud Meetings window with the title bar "Zoom Cloud Meetings". The main content area displays "Sign In with SSO" in bold. Below this is a text input field containing "ukri" and ".zoom.us" to its right. A red oval highlights the "ukri" text in the input field. Below the input field is a link that says "I do not know the company domain" and a blue "Continue" button. In the bottom left corner, there is a "< Back" link.

# Directed to UKRI.ZOOM.US



[Support](#) [English](#) ▾

Click 'Sign in  
with SSO'

## Activate your Zoom Account

Choose the following sign in methods, and use your email address  
Laura.Bennett@ukri.org to continue

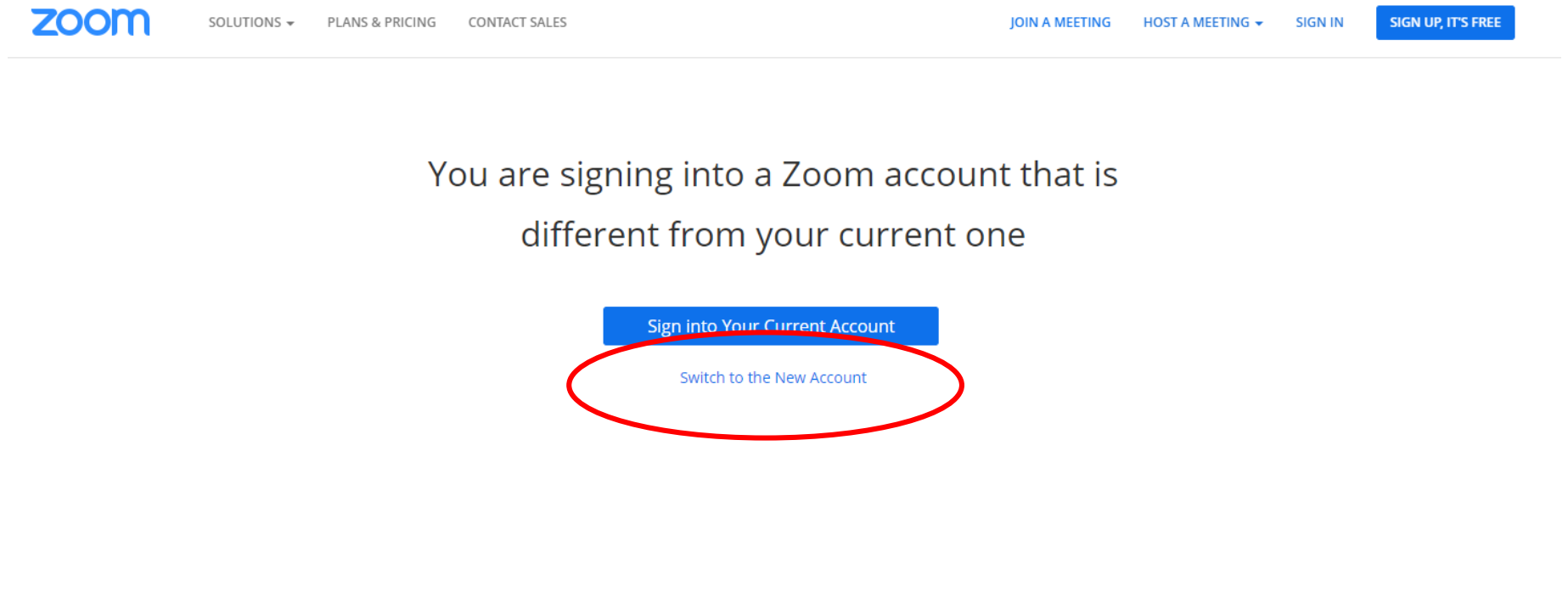
Sign In With SSO

Or

[Sign Up with a Password](#)

# Switch

Click 'Switch  
to the New  
Account'



# Switch

Confirm you  
Acknowledge  
and Switch  
your account



SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

JOIN A MEETING

HOST A MEETING ▾

SIGN IN

SIGN UP, IT'S FREE

## Switch to the new Zoom account

Before you switch, be aware of the following:

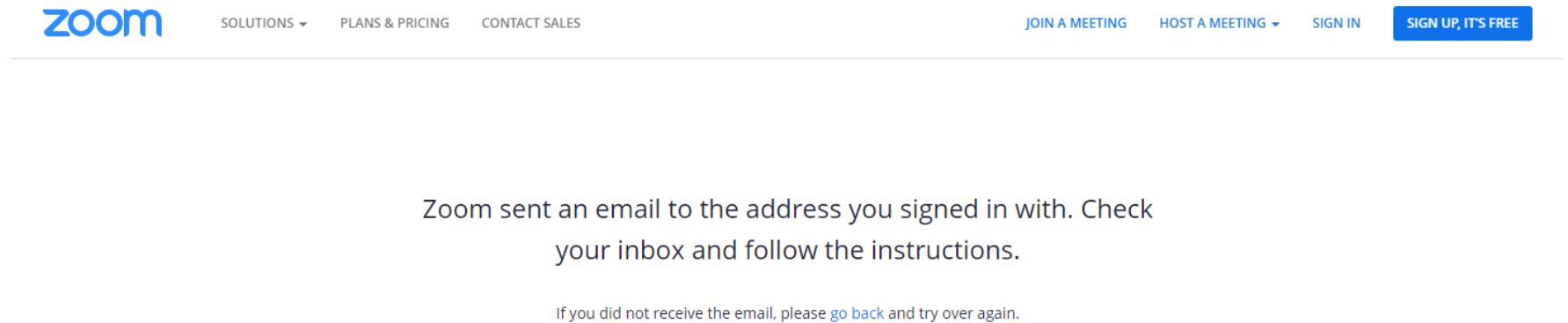
- After you switch, you can still access your own data, such as your meetings and recordings.
- Your role on the new account will be "member". This role might have fewer privileges than your role on your current account.
- Your new account might not provide access to all of the features you have on your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

I Acknowledge and Switch

Sign into Your Current Account

# Check your Inbox

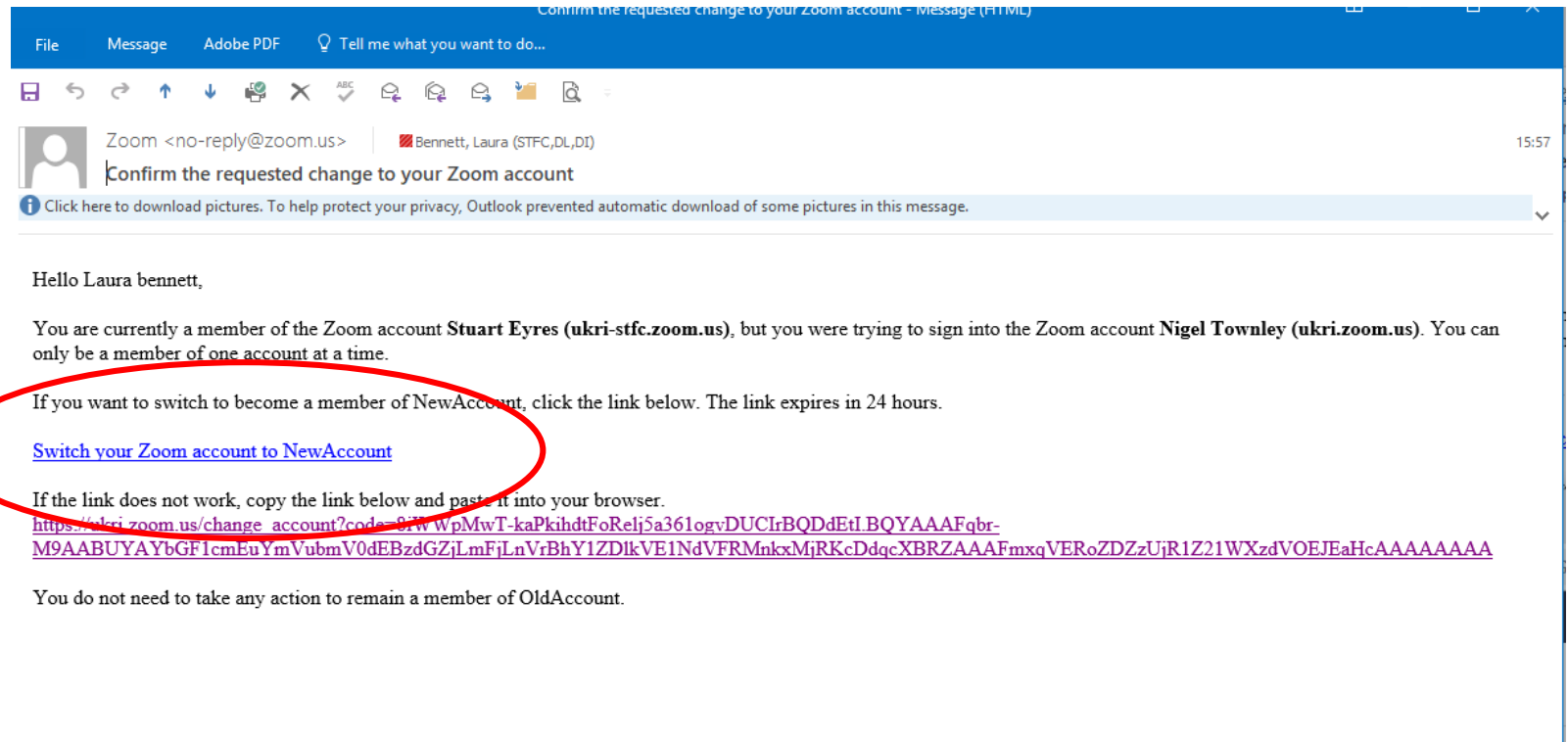
Zoom will send you an email containing further instructions.



**NB:** Please check your 'Junk' email folder if it hasn't arrived after 30 mins.

# Link to New Account

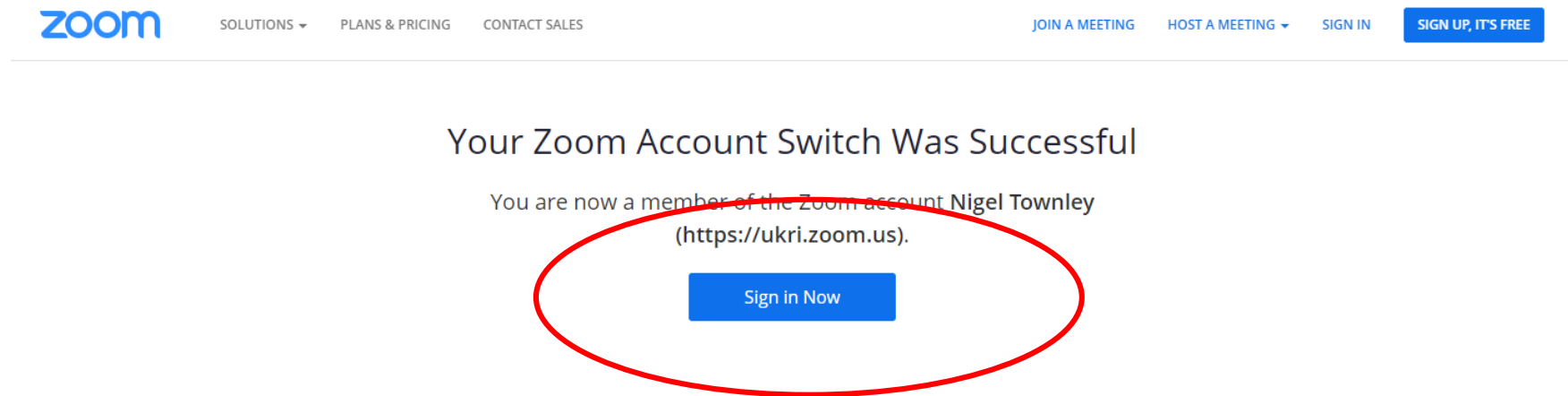
In the body of the text click on the link 'Switch your Zoom account to NewAccount'





# UKRI Zoom Account

Click 'Sign in  
Now'



The screenshot shows the Zoom website's navigation bar at the top, including the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP, IT'S FREE. The main content area displays a success message: "Your Zoom Account Switch Was Successful". Below this, it states "You are now a member of the Zoom account Nigel Townley (https://ukri.zoom.us)". A blue "Sign in Now" button is centered below the text and is circled in red.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP, IT'S FREE

## Your Zoom Account Switch Was Successful

You are now a member of the Zoom account Nigel Townley  
(<https://ukri.zoom.us>).

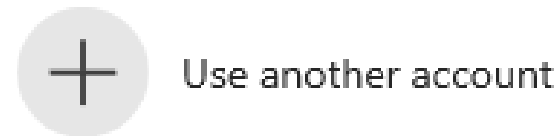
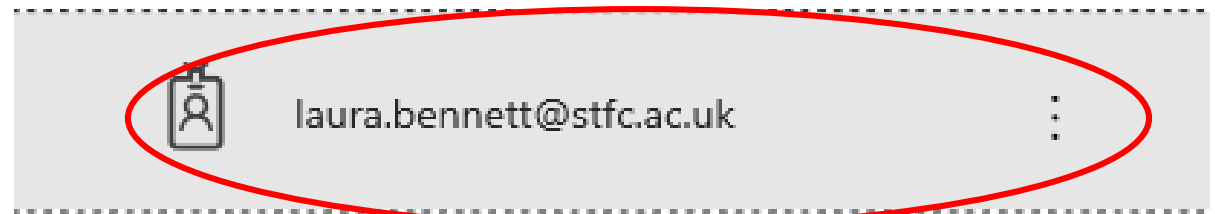
Sign in Now

# Office 365 Login

You will redirect to Office365 Log in. Click on your STFC email address.



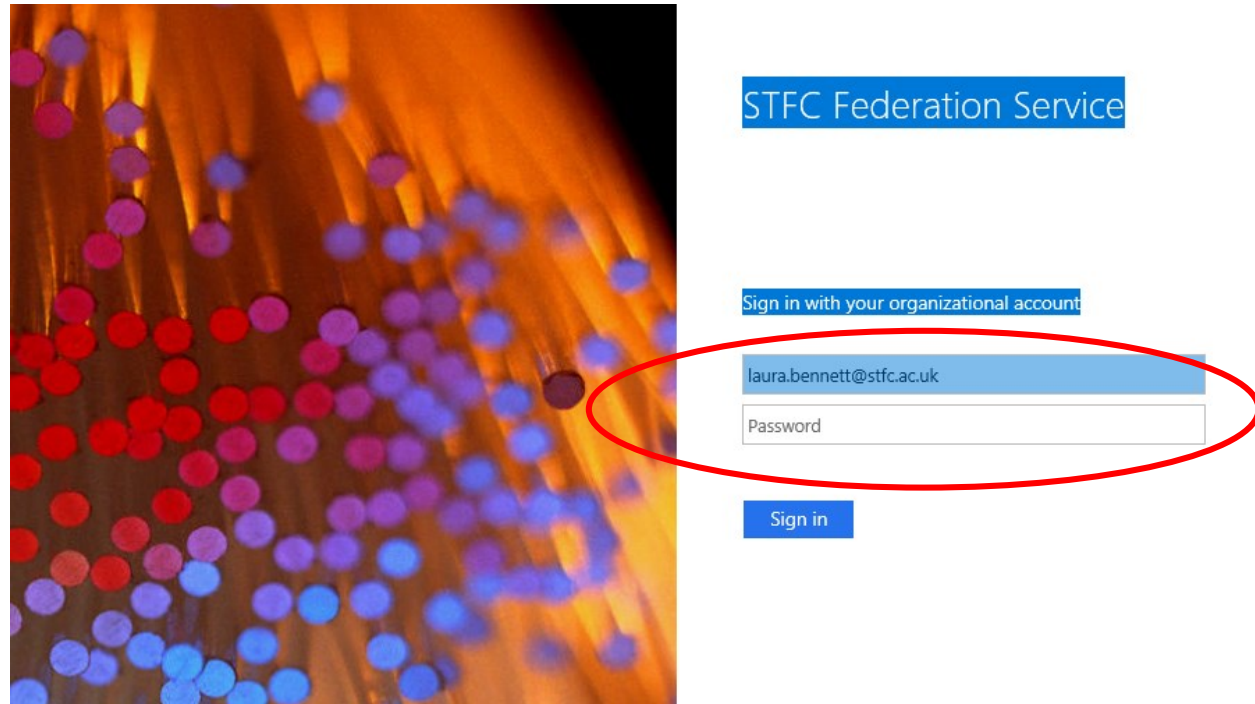
Pick an account



**NB:** PLEASE USE **GOOGLE CHROME** AS YOUR DEFAULT BROWSER

# Single Sign on (SSO)

Sign in using  
your STFC Fed  
User name and  
Password.



STFC Federation Service

Sign in with your organizational account

laura.bennett@stfc.ac.uk

Password

Sign in

**NB:** This is your e-mail address, along with the password you normally use to log into your Computer and Outlook.

# Launch the App

The App will launch registered with your new account, in the UKRI Zoom system

## Sign In with SSO

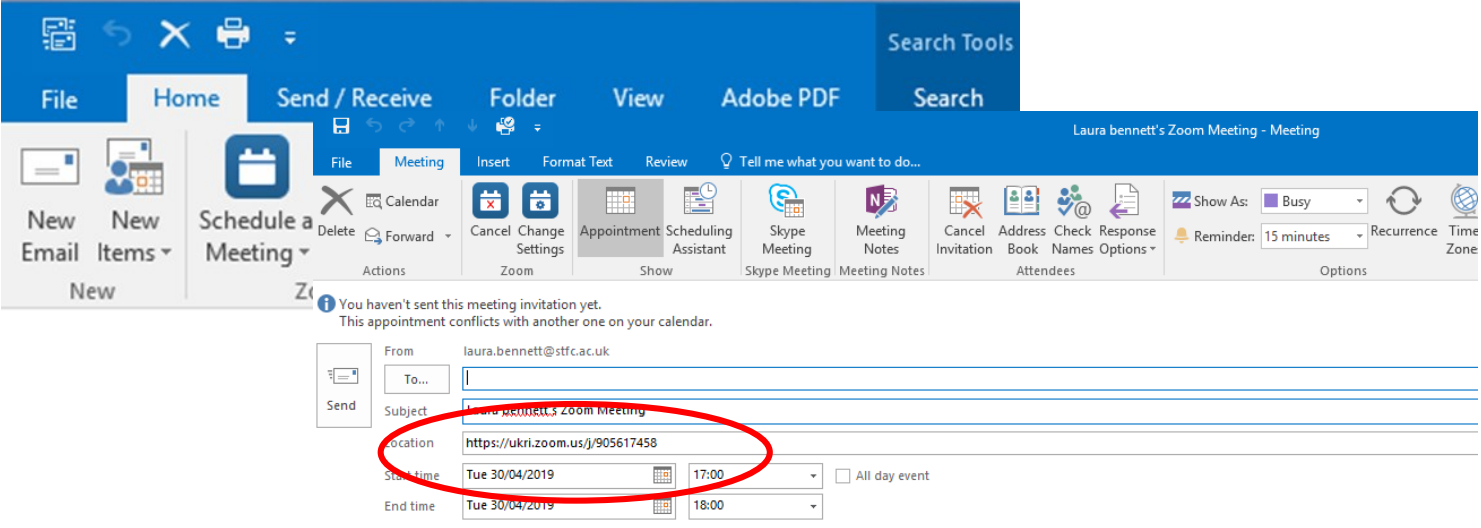
Zoom should launch in a few seconds. If not, please click button below.

**Launch Zoom**

# Check your invitation

If you create a test meeting you can check the invite is now using [ukri.zoom.us/](https://ukri.zoom.us/)

You have Successfully Switched Accounts!



The screenshot shows the Outlook interface for creating a meeting. The ribbon includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'Adobe PDF'. The 'Meeting' tab is active, showing options like 'Delete', 'Forward', 'Cancel', 'Change Settings', 'Appointment', 'Scheduling Assistant', 'Skype Meeting', 'Meeting Notes', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Show As', 'Reminder', 'Recurrence', and 'Time Zone'. A notification states: 'You haven't sent this meeting invitation yet. This appointment conflicts with another one on your calendar.' The meeting details are as follows:

From	laura.bennett@stfc.ac.uk		
To...			
Subject	Laura bennett's Zoom Meeting		
Location	<a href="https://ukri.zoom.us/j/905617458">https://ukri.zoom.us/j/905617458</a>		
Start time	Tue 30/04/2019	17:00	<input type="checkbox"/> All day event
End time	Tue 30/04/2019	18:00	

The meeting invitation text is as follows:

Laura bennett is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://ukri.zoom.us/j/905617458>

One tap mobile

+442036950088,,905617458# United Kingdom

+442039663809,,905617458# United Kingdom