From: Tiffany Sostrin <Tiffany.Sostrin@cityofchicago.org>
Sent: Thursday, April 2, 2020 12:03 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>; Reshma Soni <Reshma.Soni@cityofchicago.org>
Cc: Celia Meza <Celia.Meza@cityofchicago.org>
Subject: Fw: Zoom: Getting Started

Hi Steve,

Pursuant to our conversation, below are the details of the gift I accepted on behalf of the City from Zoom.

Thanks,

Tiffany

From: Bill Muller <bill.muller@zoom.us>
Sent: Wednesday, April 1, 2020 6:52 PM
To: Tiffany Sostrin <Tiffany.Sostrin@cityofchicago.org>
Subject: Zoom: Getting Started

Hi Tiffany

I have activated your trial through 5/31/2020 for the following:
10 - Zoom Meeting Licenses
 5 - Webinar 500 Licenses
 5 - Large Meeting 500 Licenses

You can now add users when you login at zoom.us under "user management" then under "users".

tiffany.sostrin@cityofchicago.org has been named as the owner and admin on the account. You can add any others to the account via the "Users" tab. Once someone has confirmed their account, you will also be able to set them as admin.

1. Log into your account at our website: https://zoom.us/signin
2. Use your email and password (password set up upon confirmation - you should have received an additional email from Zoom. If not, enter your email address on log in page and click "Forgot password" to have Zoom resend this email).
3. Select "Users" tab on the left
4. Once selected, towards the top center of the screen you will see the "Add Users" button
5. Select and add your users (make sure to select "Pro")
6. They will receive an email to confirm their trial license and create password
7. Please view the following link for additional help: User Management - CLICK HERE

All Zoom Education Plans include the following features:

Comprehensive Reporting Dashboard - https://support.zoom.us/hc/en-us/articles/204654719-Dashboard

24/7 Technical Support for all end users and admins -Phone/Support Chat/Support Ticket (support.zoom.us)

On-Boarding for Administrators and End Users (zoom.us/livetraining)

Here are some additional useful resources to help integrate Zoom into your current environment.
Desktop client
Integrate your calendar
Gmail add-on
Google Chrome Scheduler
Sign up for a training

Also, here is our support page's getting started manual:
https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac

If you or your team need further assistance please visit our support page at Zoom.us and call/chat in your questions!

In partnership,

Bill