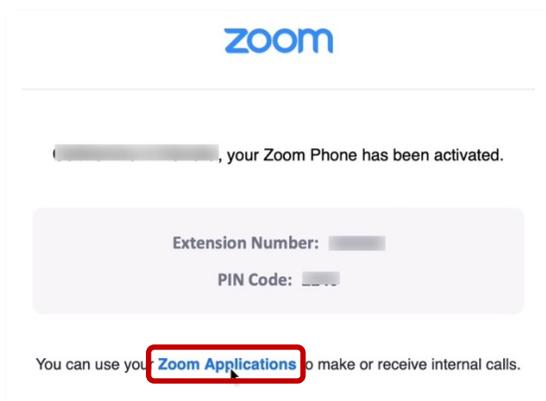## Step-By-Step Instructions
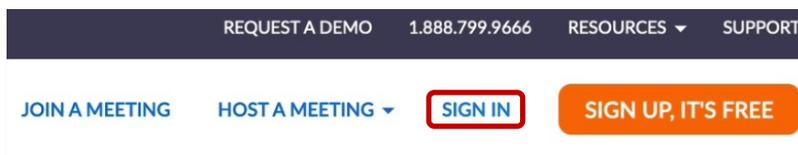
When your Zoom Phone license is assigned, you receive an email from Zoom. You can use the "Zoom Applications" link at the bottom of the email to open the Zoom web portal or you can navigate to http://arizona.zoom.edu.

Steps 1 through 4 in this document walk you through clicking on the link in the email to successfully log into the university's Zoom account and not a personal Zoom account.

1. Click the "Zoom Applications" link at the bottom of the email to open the Zoom web portal.
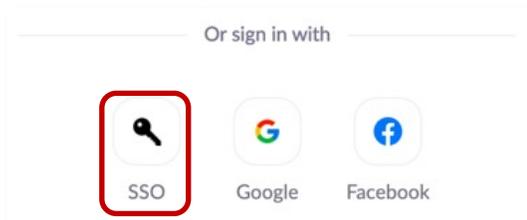

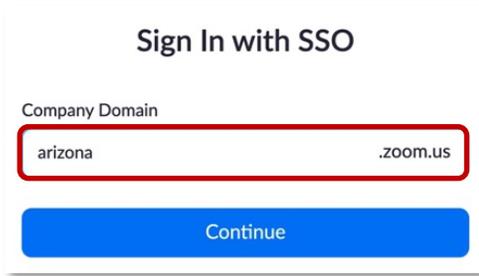2. Click the SIGNIN link at the top of the screen.

    If you do not see a SIGNIN link at the top of the screen, you are already signed in. Click the profile icon in the top right-hand corner to confirm you are signed into the university's zoom account and not a personal account. Click the profile icon in the top right-hand corner to confirm you are signed into the university's zoom account and not a personal account.

3. Scroll down and click the SSO (Single Sign-On) button to sign into the university's Zoom account.

4. Enter **Arizona** in the **Company Domain** field and click **Continue**.

5. Use your University of Arizona credentials if you are presented with a NetID WebAuth log in screen.
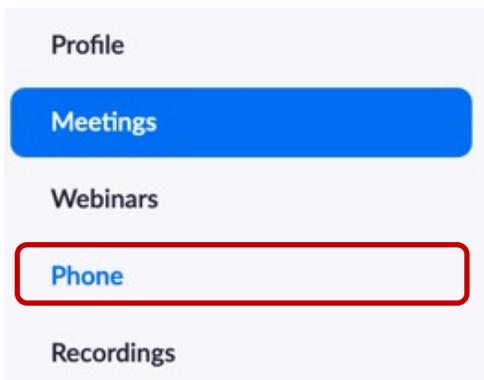

6. Once you have logged into the university's Zoom account, locate and click on the **Phone** tab in the left-side navigation.

7. On the **Quick setting your extension of Zoom Phone** page, confirm your time zone is correct. The time zone affects several Zoom Phone features.
8. The PIN code is used to check your voicemail If you get a desktop handset. You do not need a PIN code to check voicemail using the Zoom app or web portal.
9. Enter your area code in the second field. If you do not "set" your area code, you'll have to enter the area code every time you make a call.

Quick setting your extension of Zoom Phone

Extension Number

Select country and area code

| United States | ⌄ | 520 |

Set your time zone. You can change it later in Profile

(GMT-7:00) Arizona   ⌄

Set PIN code to listen to voicemail by telephone

2240

Setup

10. Click the blue Setup button.

Contact UITS-Telco@arizona.edu to establish, change, or remove telephone services or features. Contact the 24/7 Support Center (http://247.arizona.edu) for Zoom app issues or service outage. Start an on-line chat at https://support.arizona.edu or call 520-626-TECH (8324) or toll-free at 887-522-7929.