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Migrating from *Zoom Basic*  
to *Zoom Pro*

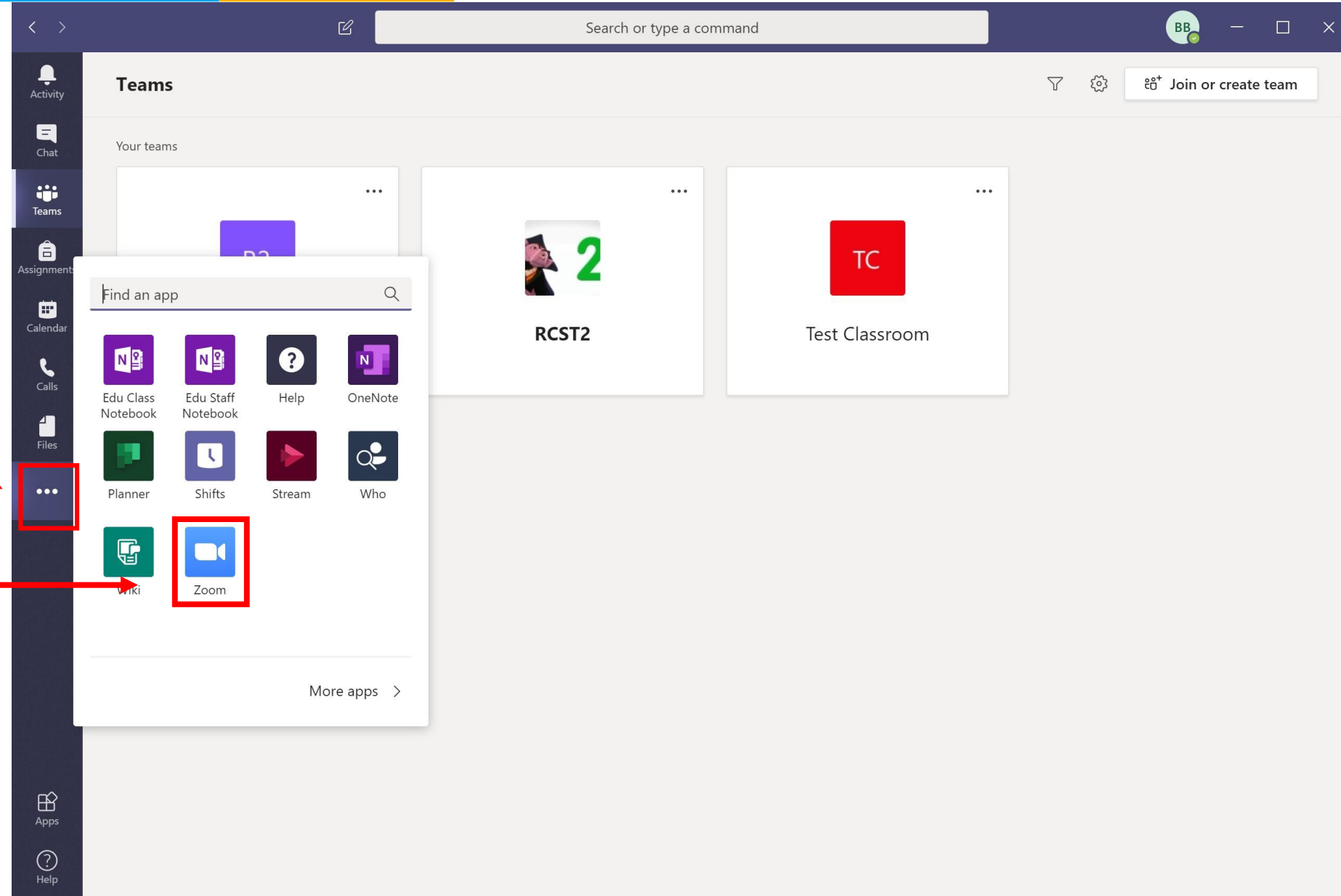
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# Checking Your Zoom Version: *Pro* or *Basic*

1. Open your Microsoft Teams App

2. Click on **3 dots**.

3. Click on **Zoom**.



# Checking Your Zoom Version: *Pro* or *Basic*

Zoom Chat **My Meetings** About

Search or type a command

Activity  
Chat  
Teams  
Assignments  
Calendar  
Calls  
Files  
Zoom  
Apps  
Help

zoom

Personal Meeting ID  
575-708-1076

Sign out

Start a Meeting

Schedule a Meeting

Share Screen

Basic

4. Click *My Meetings*.

5. Hover over the *Icon*.

6. If you see **PRO** you don't need to make any changes and you are done. If you see **Basic** in your account profile you are signed into the wrong version.

7. If you see **Basic** in your account Click on *Sign out*

# Checking Your Zoom Version: *Logging out of Basic*

The screenshot shows the Zoom web interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Zoom, Apps, and Help. The main content area has a top navigation bar with 'Zoom', 'Chat', 'My Meetings', and 'About'. Below this is the Zoom logo and a user profile icon. A 'Basic' account settings card is displayed, showing the 'Personal Meeting ID' as 575-708-1076 and a 'Sign out' button. Below the card are three buttons: 'Start a Meeting' (blue), 'Schedule a Meeting', and 'Share Screen'. A confirmation dialog box is open, asking 'Are you sure you want to log out from Zoom?' with the subtext 'You will need to sign in again to access Zoom in Teams.' The dialog has 'Cancel' and 'Yes' buttons. A red box highlights the 'Yes' button, and a red arrow points from a text box above to it. The text box contains the instruction '8. Click on **Yes**.'

8. Click on **Yes**.

**Note:** Once you log out, if you are still signed into Zoom on any other Zoom App or Zoom website please log out of those as well. If not, the switch to Pro may not be completed.

# Checking Your Zoom Version: *Signing into Pro*

The screenshot shows the Zoom application interface. At the top, there is a search bar with the text "Search or type a command". Below this, the Zoom logo is displayed. The main content area features the text "Sign in to Zoom and Microsoft Teams" and "To start using Zoom in Microsoft Teams". A blue "Sign in" button is highlighted with a red rectangular box. A red arrow points from a callout box containing the text "10. Click *Sign in*." to the "Sign in" button. The left sidebar contains various navigation icons: Activity, Chat (with a red notification badge), Teams, Assignments, Calendar, Calls, Files, Zoom (highlighted), and a menu icon. The bottom of the sidebar shows "Apps" and "Help" icons.

Zoom Chat My Meetings About

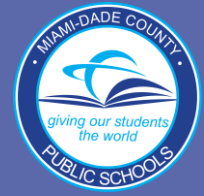
zoom

Sign in to Zoom and Microsoft Teams

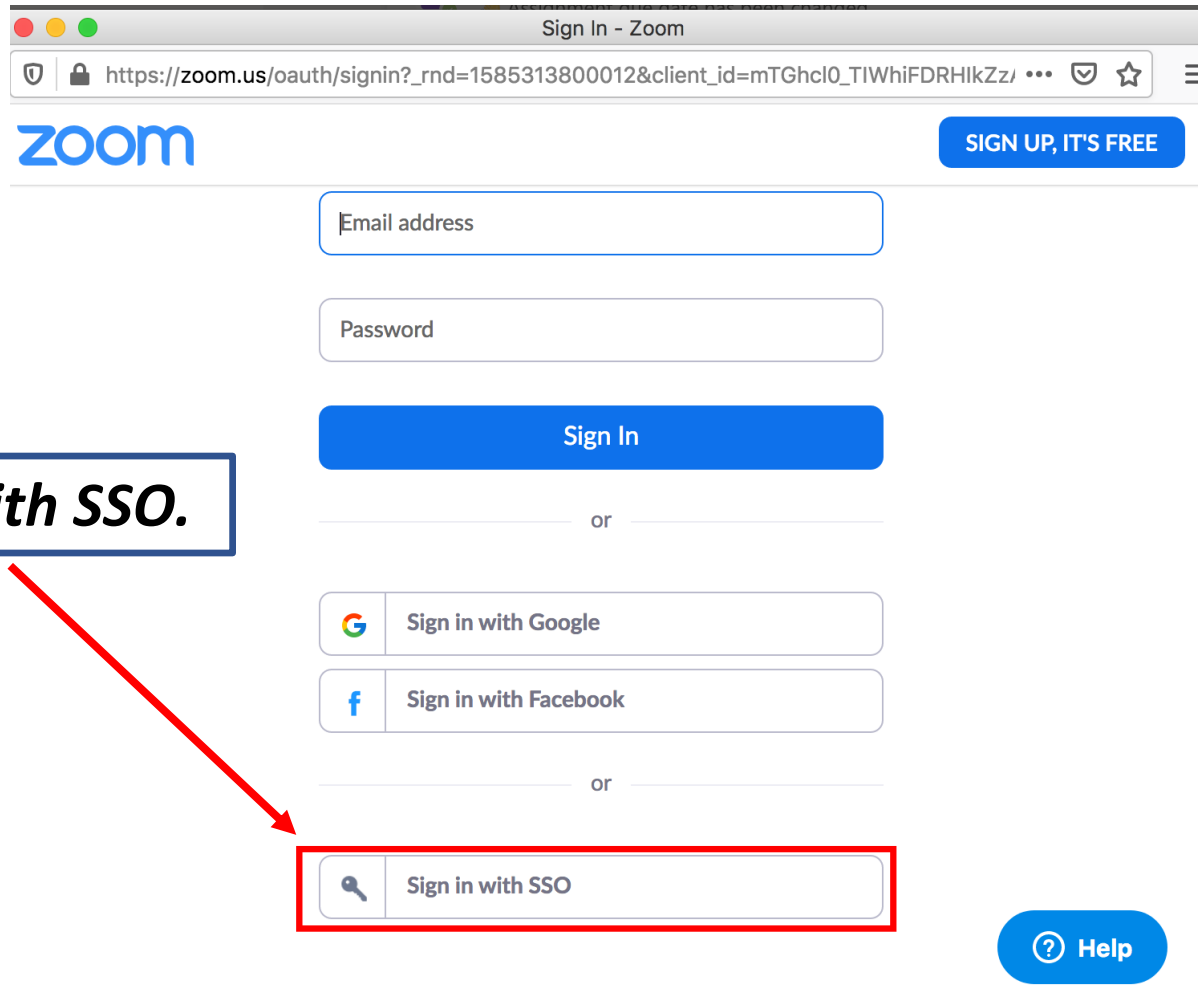
To start using Zoom in Microsoft Teams

Sign in

10. Click *Sign in*.



## Signing into *Zoom Pro*

A screenshot of the Zoom sign-in page in a web browser. The browser title is "Sign In - Zoom" and the URL is "https://zoom.us/oauth/signin?\_rnd=1585313800012&client\_id=mTGhcl0\_TIWHiFDRHIkZz/". The page features the Zoom logo, a "SIGN UP, IT'S FREE" button, and a sign-in form with fields for "Email address" and "Password", a "Sign In" button, and social login options for Google and Facebook. A "Sign in with SSO" option is highlighted with a red box, and a red arrow points from a text box to it. A "Help" button is visible in the bottom right corner.

Sign In - Zoom

https://zoom.us/oauth/signin?\_rnd=1585313800012&client\_id=mTGhcl0\_TIWHiFDRHIkZz/

zoom SIGN UP, IT'S FREE

Email address

Password

Sign In

or

Sign in with Google

Sign in with Facebook

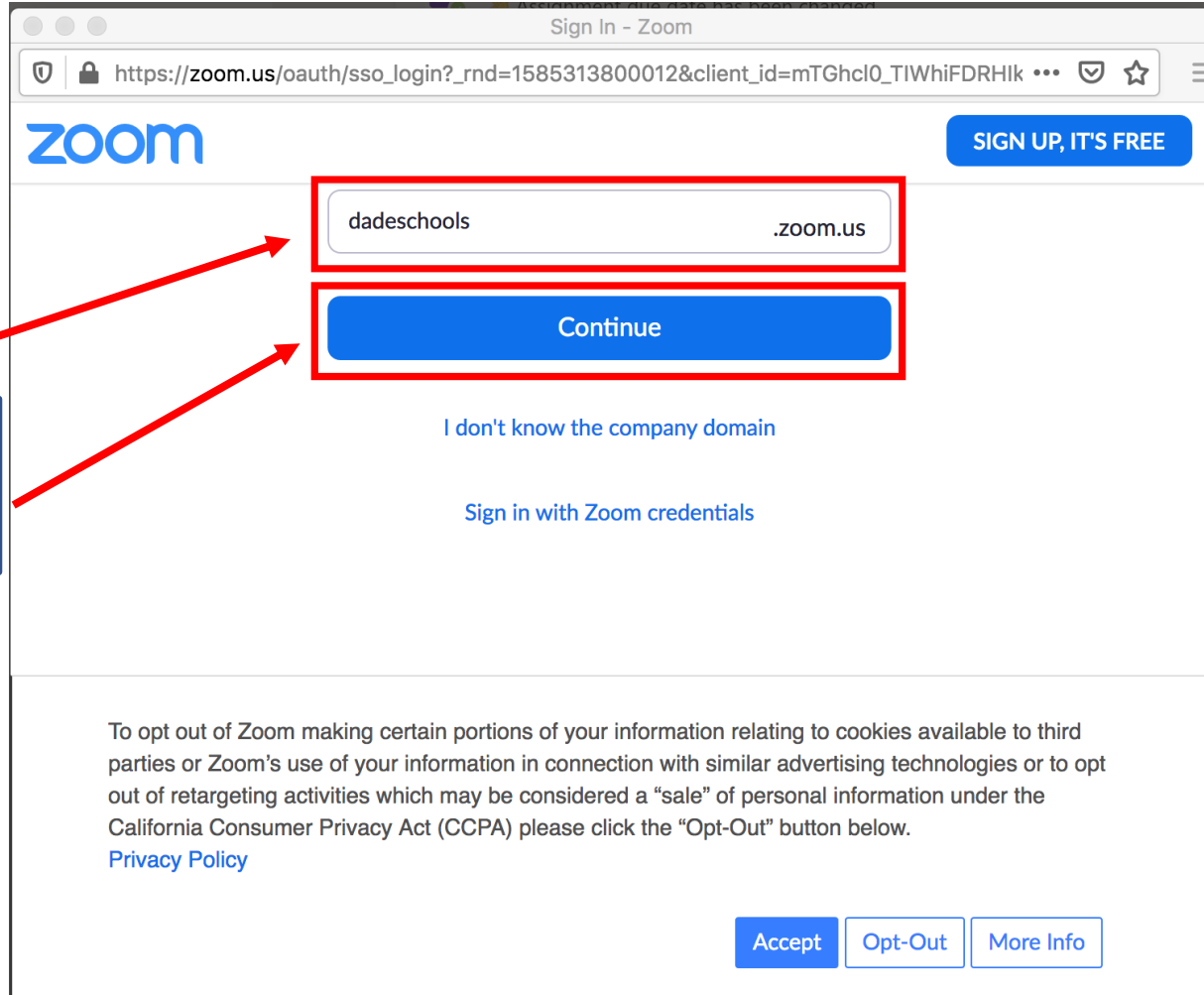
or

Sign in with SSO

Help

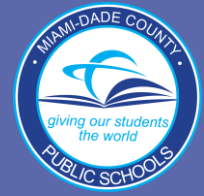
11. Select *Sign in with SSO*.

## Signing into *Zoom Pro*



The screenshot shows the Zoom sign-in page in a web browser. The address bar displays the URL: [https://zoom.us/oauth/sso\\_login?\\_rnd=1585313800012&client\\_id=mTGhcl0\\_TIWhiFDRHik](https://zoom.us/oauth/sso_login?_rnd=1585313800012&client_id=mTGhcl0_TIWhiFDRHik). The Zoom logo is in the top left, and a "SIGN UP, IT'S FREE" button is in the top right. The main form contains a text input field with "dadeschools" and ".zoom.us" entered, and a blue "Continue" button below it. Both the input field and the "Continue" button are highlighted with red boxes. Below the "Continue" button are two links: "I don't know the company domain" and "Sign in with Zoom credentials". At the bottom of the page, there is a privacy notice and three buttons: "Accept", "Opt-Out", and "More Info".

12. Type **dadeschools**  
and click ***Continue***.

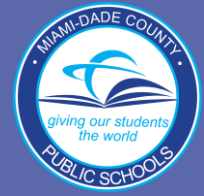


## Adding Zoom to Teams

A screenshot of a web browser window showing the Zoom authorization page. The browser's address bar displays the URL: https://dadeschools.zoom.us/oauth/signin?\_rnd=1585314048199&amp;client\_id=mTGhcl0\_TIV. The page features the Zoom logo in the top left and a "SIGN OUT" link in the top right. The main heading reads "Microsoft Teams is requesting access to your Zoom account". Below this, there are three permission boxes: "View and manage current user's meetings", "View current user's information", and "View current user's recordings". A warning message states: "You may be sharing sensitive info with this site or app. By clicking Authorize, you authorize this app to use your information in accordance with their Privacy Policy. At any time you can revoke access for Microsoft Teams or any other app by visiting your Installed Apps page." At the bottom, there are three buttons: "Authorize" (highlighted with a red box and a red arrow from the instruction box), "Decline", and "Help".

13. Click **Authorize** to allow Microsoft to access your Zoom account.





## Adding Zoom to Teams

The screenshot shows a Microsoft Teams permissions dialog for the Zoom application. At the top, it displays the Microsoft logo and the user's email address, 011111@dadeschools.net. Below this, the section "Permissions requested" is shown, featuring the Zoom logo and a link to "App info". A warning message states: "This application is not published by Microsoft or your organization." Underneath, a list of permissions is provided, each with a checkmark icon: "Sign you in and read your profile", "Read all users' basic profiles", "Read and write to your and shared calendars", "Read your calendars", and "Maintain access to data you have given it access to". At the bottom, there is a disclaimer: "Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. You can change these permissions at https://myapps.microsoft.com. Show details". Two buttons are at the bottom: a grey "Cancel" button and a blue "Accept" button, which is highlighted with a red box.

14. Click **Accept** to allow Microsoft to access your Zoom account.

**Note:** *This will only appear for those who have not added Zoom to Teams previously. If you have already added Zoom to Teams, your screen will look like the following slide.*

# Recheck Your Zoom Version

Zoom Chat **My Meetings** About

15. Click **My Meetings**.

16. Hover over the **Icon**.

17. If you see **Pro** you have successfully changed over and you are done.

**Note:** If you still see **Basic** it could be that you are still logged into Zoom on another Zoom App or Zoom website. You will have to go to **www.zoom.us** and log in to view your profile. Look for "Signed-In Device" and click on **Sign Me Out From All Devices** so you can sign-out of all your devices. Then you will need to complete steps 1-17 again.