

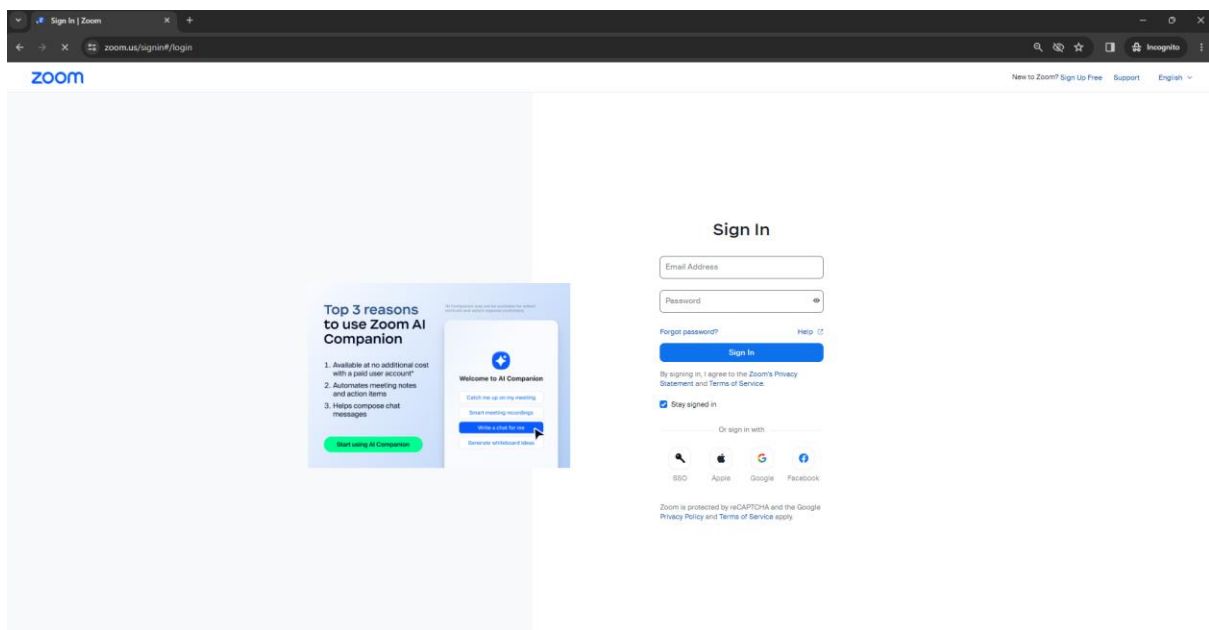
Open Google Chrome:

Launch the Google Chrome web browser on your computer.

Go to the Zoom Sign-In Page:

Type the Zoom sign-in page URL into the address bar and press Enter:

<https://zoom.us/signin>



Enter Your Zoom Admin Email:

On the Zoom sign-in page, you will see a field to enter your email address. Enter the email address associated with your Zoom admin account.

Enter Your Password:

Below the email field, there is a password field. Enter the password for your Zoom admin account.

Click "Sign In":

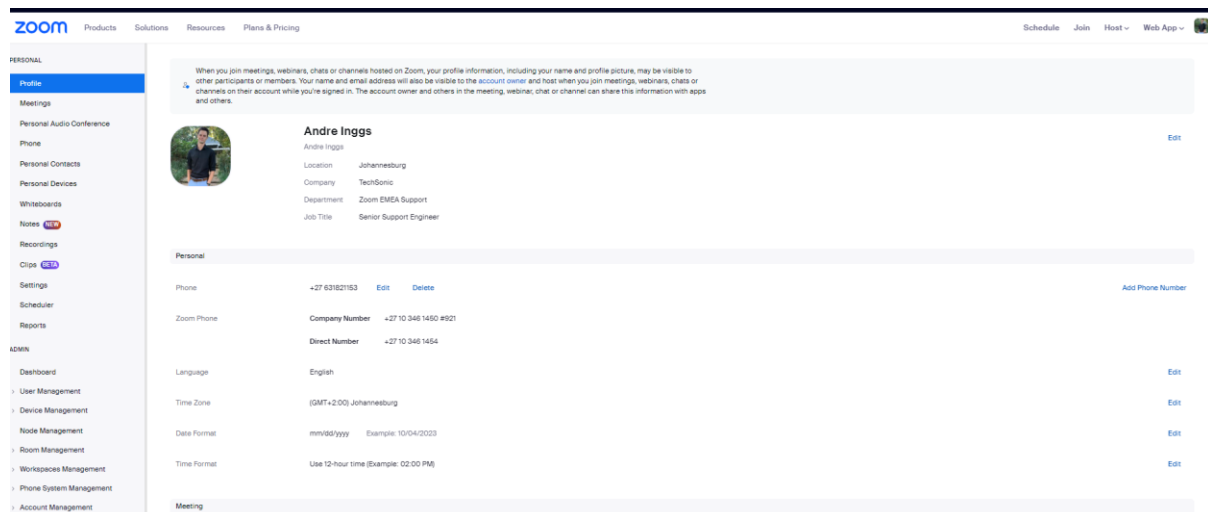
Once you have entered your email and password, click the "Sign In" button.

Complete Two-Factor Authentication (if enabled):

If your Zoom admin account has two-factor authentication (2FA) enabled, you will be prompted to complete the 2FA process. This typically involves receiving a verification code on your registered device (e.g., smartphone) and entering it on the Zoom website.

Access Your Zoom Admin Account:

After successful authentication, you will be logged into your Zoom admin account. You will have access to the admin dashboard and its associated features for managing Zoom settings and users.



The screenshot shows the Zoom Admin Dashboard profile page for Andre Inggis. The page is divided into several sections:

- PERSONAL** (Left sidebar menu): Profile, Meetings, Personal Audio Conference, Phone, Personal Contacts, Personal Devices, Whiteboards, Notes, Recordings, Clips, Settings, Scheduler, Reports, Admin, Dashboard, User Management, Device Management, Node Management, Room Management, Workspaces Management, Phone System Management, Account Management.
- Profile Information**: A warning message about profile visibility, a profile picture, and details for Andre Inggis (Location: Johannesburg, Company: TechSonic, Department: Zoom EMEA Support, Job Title: Senior Support Engineer).
- Personal** (Table):

Field	Value	Actions
Phone	+27 631821153	Edit Delete
Zoom Phone	Company Number: +27 10 348 1450 #921 Direct Number: +27 10 348 1454	Add Phone Number
Language	English	Edit
Time Zone	(GMT+2:00) Johannesburg	Edit
Date Format	mm/dd/yyyy Example: 10/04/2023	Edit
Time Format	Use 12-hour time (Example: 02:00 PM)	Edit
- Meeting** (Section header):

Make sure that you have the correct email address and password for your Zoom admin account. If you forget your password, you can use the "Forgot Password" or "Reset Password" option on the sign-in page to reset it.

Remember to keep your login credentials secure, as they provide access to sensitive administrative settings within Zoom.