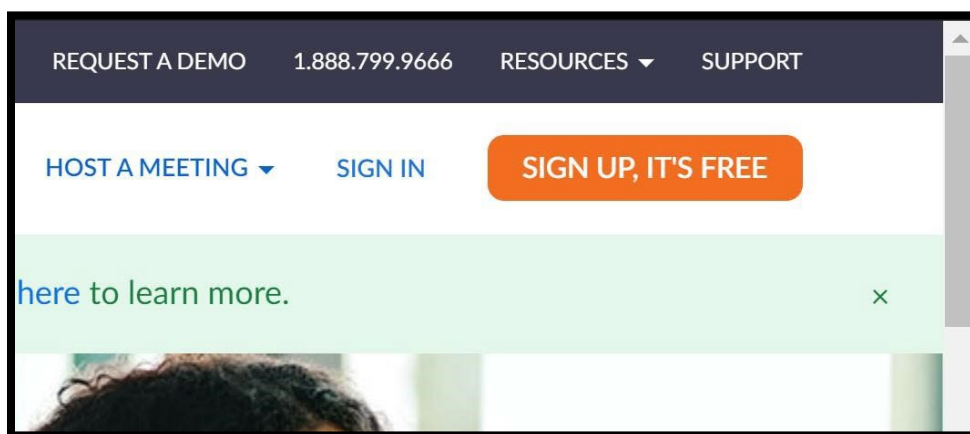# ZOOM PRO ACCOUNT
UPDATED: JANUARY 2023

Setting Up Zoom

1. First, we will need sign-up/create an account Zoom. If you have a Zoom account using your Collin email address, proceed to Step #.7.
2. Go the Zoom website which is Zoom.us.
3. Click on the "Sign up, it's free" button.

4. Follow the prompts and enter your information using your Collin email (@collin.edu).
5. When you prompted to use the account for Collin College. Click to use that account for Collin employees.
6. You may need to verify/confirm your email so check your email. Once all this is done, you are ready to proceed to using Zoom within Canvas.

For Collin Employees

- To request a Zoom Pro account, email Collin Helpdesk at helpdesk@collin.edu (Availability of Zoom Pro accounts is not guaranteed.)

Zoom Account Types: Basic vs. Pro

- **Basic**: A basic user is an account without a paid license. A basic account can host meetings with up to 300 participants. If three or more participants join, **the meeting will time out after 40 minutes.** They cannot utilize user and account add-ons such as large meeting, webinar, or conference room connector.
- **Pro (Licensed)**: **The meeting will not time out after 40 minutes.** A licensed user is a paid account user who can host unlimited meetings on the public cloud. By default, they can host meetings with up to 100 participants and large meeting licenses are available for additional capacity. Licensed users have these additional features available:
  - Customize Personal Meeting ID
  - Record to the Zoom cloud
  - Be an alternative host
  - Assign others to schedule and schedule on behalf of
  - Utilize account add-ons such as conference room connector
  - Be assigned user add-ons such as large meeting, webinar, or personal audio conference
  - Customize Personal Link, if on a business or education account
- [Click here for Information about Zoom account types](#).