

Once you purchase the licenses, you will need to assign them.

To do this go to My Account > User Management > Users

The screenshot shows the Zoom User Management interface. On the left is a sidebar with 'PERSONAL' and 'ADMIN' sections. The 'PERSONAL' section includes 'Profile', 'Meetings', 'Webinars', 'Recordings', and 'Settings'. The 'ADMIN' section includes 'Dashboard', 'User Management' (highlighted with a checkmark), 'Users' (highlighted with a yellow box), 'Group Management', 'Device Management', 'Room Management', 'Account Management', and 'Advanced'. The main content area shows a profile for 'Erin Conwell' with a placeholder profile picture and an 'Edit' link. Below the profile is a 'Personal' tab with a table of settings:

Setting	Value	Action
Phone	Not set	Add Phone Number
Language	English	Edit
Time Zone	(GMT-6:00) Mountain Time (US and Canada)	Edit
Date Format	mm/dd/yyyy Example: 06/17/2021	Edit

At the bottom right of the main content area is a blue chat bubble icon.


You will then be able to see how many licenses are available to add below


The screenshot shows the Zoom User Management interface with the 'Users' tab selected. The sidebar is the same as in the previous screenshot. The main content area shows a 'Users' tab with a yellow banner that says 'You can add 9 Licensed users...'. Below the banner are tabs for 'Users', 'Pending', and 'Advanced'. The 'Users' tab is active, showing a search bar, 'Advanced Search' dropdown, 'Import', 'Export', and '+ Add Users' buttons. Below these is a table of users:

<input type="checkbox"/>	Email/Name ID	First Name	Last Name	Role	Action
<input type="checkbox"/>	myamamoto@toastmasters.org	John	Bond	Owner	Edit
<input type="checkbox"/>	dd@dist8tm.org	District 8 Toast...		Admin	Edit
<input type="checkbox"/>	econwell@toastmasters.org	Erin	Conwell	Admin	Edit

At the top right of the main content area is a 'Document' link.

To add users, click Add Users

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Important Notice: On July 1st, we will be introducing a newly re-designed IM Dashboard tab, with updated data definitions, to provide more complete Zoom Chat metrics. [Click here to learn more.](#) ✕

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

Dashboard

▾ User Management

Users

Group Management

> Device Management

> Room Management

> Account Management

> Advanced

Users

You can add 9 Licensed users.

[Document](#)

Users

Pending






Advanced


Advanced Search ▾

Import

Export ▾

+ Add Users

<input type="checkbox"/>	Email/Name ID ▾	First Name ▾	Last Name ▾	Role	⚙
<input type="checkbox"/>	myamamoto@toastmasters.org 	John	Bond	Owner	<div>Edit</div>
<input type="checkbox"/>	dd@dist8tm.org 	District 8 Toast...		Admin	<div>Edit</div>
<input type="checkbox"/>	econwell@toastmasters.org 	Erin	Conwell	Admin	<div>Edit</div>
<input type="checkbox"/>	gwingrove@toastmasters.org 	Greg	Wingrove	Admin	<div>Edit</div>
<input type="checkbox"/>	jbond@toastmasters.org 	John	Bond	Admin	<div>Edit</div>



This will bring up the following screen where you will enter the related email addresses for the accounts and click Add. This should assign the related licenses to the emails.

Add Users

Add users with their email addresses

You can add users of all types to your account. If you enter the email address of account owners, all users on their accounts will be added to this account.

Use comma to separate multiple email addresses.

User Type [?] ☐ Basic ☒ Licensed ☐ On-Prem [?]

☒ Meeting (9 available) ☐ Large Meeting ☐ Webinar

Department

Manager

Job Title

Location

User Group

Add Cancel