

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 My Account interface. The left sidebar has 'Profile' selected under 'PERSONAL' and 'Users' selected under 'ADMIN'. The main content area displays the profile for 'Erin Conwell'. A notice at the top states: 'When you join meetings and webinars hosted on Zoom, your profile information, including your name and profile picture, may be visible to other participants. Your name and email address will also be visible to the account owner and host when you join meetings or webinars on their account while you're signed in. The account owner and others in the meeting can share this information with apps and others.' Below this is a profile picture placeholder and the name 'Erin Conwell'. A 'Personal' section contains the following details:

Field	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

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

The screenshot shows the Zoom My Account interface with 'Users' selected in the sidebar. A yellow banner at the top of the main content area says 'Users You can add 9 Licensed users.' Below this are tabs for 'Users', 'Pending', and 'Advanced'. The main content area contains a search bar, 'Advanced Search', 'Import', 'Export', and '+ Add Users' buttons. A table lists the following 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

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](#) ▾

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

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: e.g. Product

Manager: Enter manager's name or email

Job Title: e.g. Product Manager

Location: e.g. San Jose

User Group: No Group ▾

Add Cancel