Instructions for TAs on how to activate employee accounts and Zoom licences

**Important: sign both your TA workload form and contract in MyConcordia before setting up your Zoom account. Sign into Zoom using your employee netname and NOT your student netname.

Step 1.
To retrieve your MyConcordia Employee Portal account information please follow these instructions:

- Visit: http://www.myconcordia.ca/- Click on 'Forgot Password' underneath the log in button

- Click on Employee Account- Fill out the requested information on the next page- From there you will be able to change your password

If the system does not accept your personal information, please contact Human Resources at (514) 848-2424 ext. 3666 to confirm/correct your information.

Step 2.
Please follow the instructions below in order to activate your Employee Exchange email account: - Log into MyConcordia and click on Accounts and Settings   - Then click on Concordia Email   - Follow the prompts and you'll be able to create the accountTo access your Exchange e-mail:- Visit https://owa.concordia.ca
  to sign in- Enter your MyConcordia netname for the User Name- Enter your MyConcordia password for the Password

Alternatively your email account can be set up using an email client. For instructions, please visit:
http://www.concordia.ca/it/services/faculty-staff-email.html

Step 3.
Please sign here https://concordia-ca.zoom.us/ with your Concordia employee portal account

By following all those steps and activating your employee account you should have access to Zoom.