

# Checklist for Migrating Staff and Faculty Wharton Zoom Accounts

Last Modified on 09/16/2020 5:02 pm EDT

Faculty and Staff who created a Wharton Zoom account will need to migrate their accounts to Penn's Zoom account.

Faculty must use a Penn Zoom account to **schedule their class in Canvas**.

## Migrate your Wharton Zoom Account to Penn's Zoom

If you currently have a Wharton Zoom account, follow these steps to make sure your settings and data migrate over correctly.

### Step 1

**Review** your account and meeting settings in your Wharton Zoom account.

Your account settings and profile will migrate to Penn Zoom, along with your Outlook add-in. Meeting links for your already scheduled Wharton Zoom meetings will be changed to **upenn.zoom.us** once meeting details are edited.

#### What changes?

- Calendar and Contacts Integration (e.g. connecting your Zoom account to your Office 365 or Google Calendar) will need to be recreated.
- If you have set Alternative Hosts for your meetings, make sure your Alternative Hosts have Penn Zoom accounts.
- If you have someone able to schedule Zoom meetings on your behalf, make sure they also have Penn Zoom account. Their scheduling privileges will need to be re-added in Penn Zoom.

### Step 2

**Create** your new Penn Zoom account with the help of your **IT representative**. Follow the steps below:

### Step 3

**Recreate** your settings, meetings, integrations, and profile photo.

Make sure your attendees are notified of the new Penn Zoom link.

### Step 4

**Notify** your IT rep that you have finished your move, so your Wharton Zoom account can be deactivated.

- If your Delegates or Alternate Hosts don't have Penn Zoom accounts, let your IT rep know.

## Next Steps

Please refer to [this support article](#) for instructions on logging into Penn Zoom on your devices.

## Questions?

If you have any questions or experience any issues, please e-mail the following addresses for support:

- Students: [support@wharton.upenn.edu](mailto:support@wharton.upenn.edu)
  - Faculty, Staff, and PhD Students: [acs-support@wharton.upenn.edu](mailto:acs-support@wharton.upenn.edu)
  - Administrative Departments: [admin-support@wharton.upenn.edu](mailto:admin-support@wharton.upenn.edu)
-