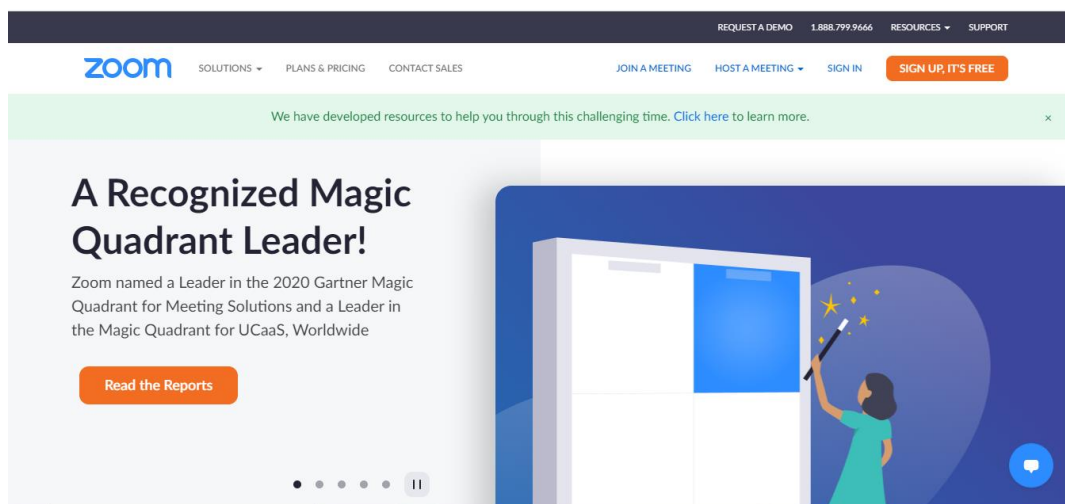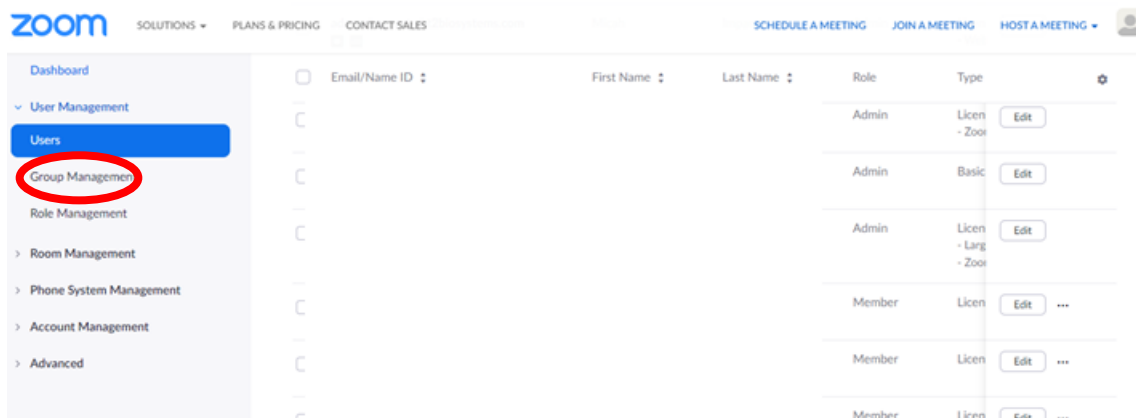# How to Assign a Softphone License for Zoom Desktop Client:

1.   Go to https://zoom.us/ and login to the portal.

2. Scroll down and click on User Management, then **Users.**
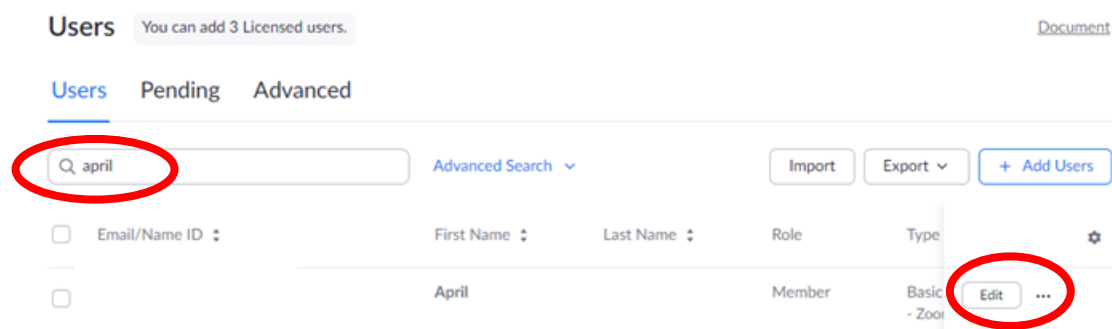
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3. Type the first name of the user you wish to add the Zoom softphone too.

4. Click on the edit button of the users name you just typed. This is right next to button with three dots.

5. Click on **Licensed** to change from Basic to Licensed type of softphone. You will also see the option for selecting Large Meetings and Webinar capabilities for the user. Click **Save.**

Edit User

Emails

User Type ⑦   ● Basic   ○ Licensed   ○ On-Prem ⑦

Meeting Basic and Zoom Phone Basic ⌄

User Role   Member ⌄

Department   e.g. Product
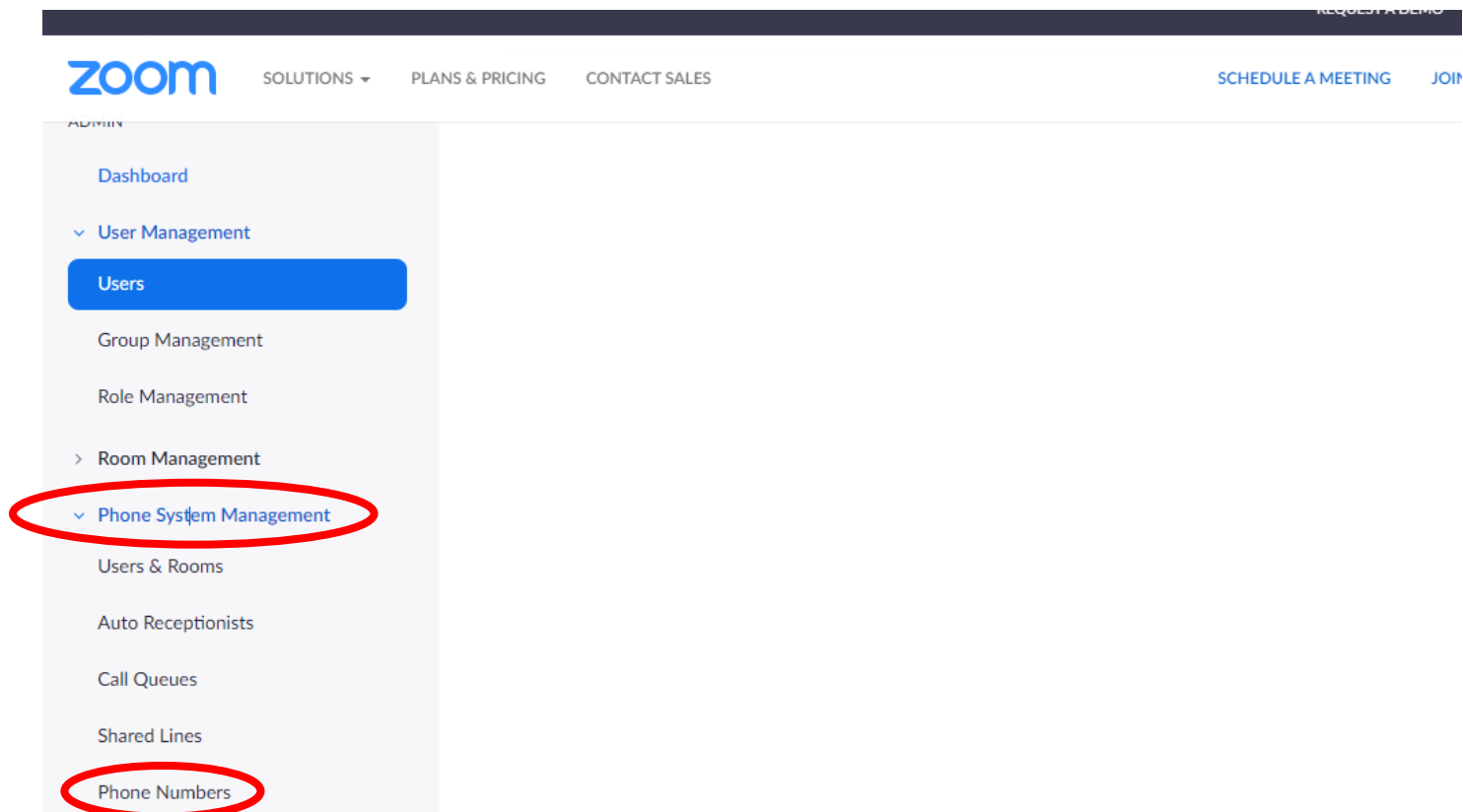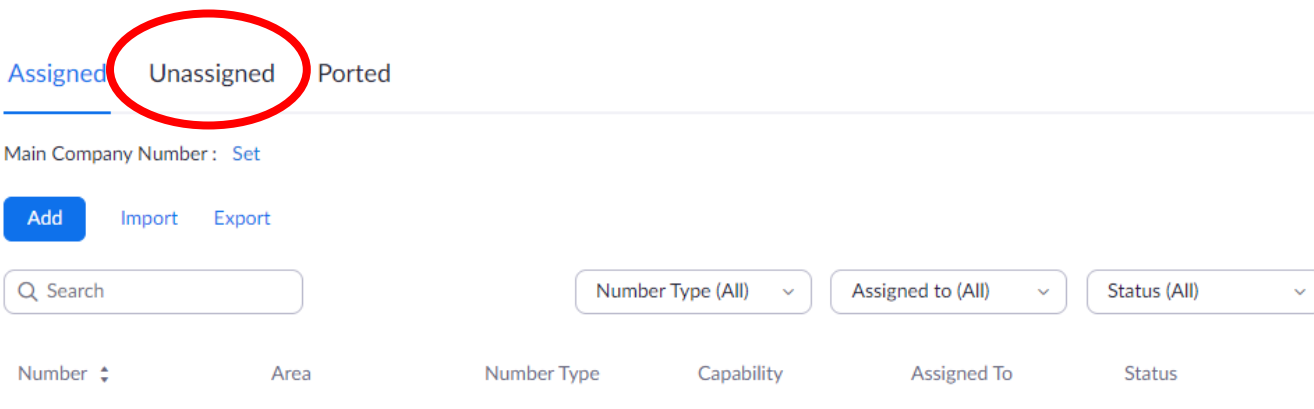
Job Title   e.g. Product Manager

Location   e.g. San Jose

Save   Cancel

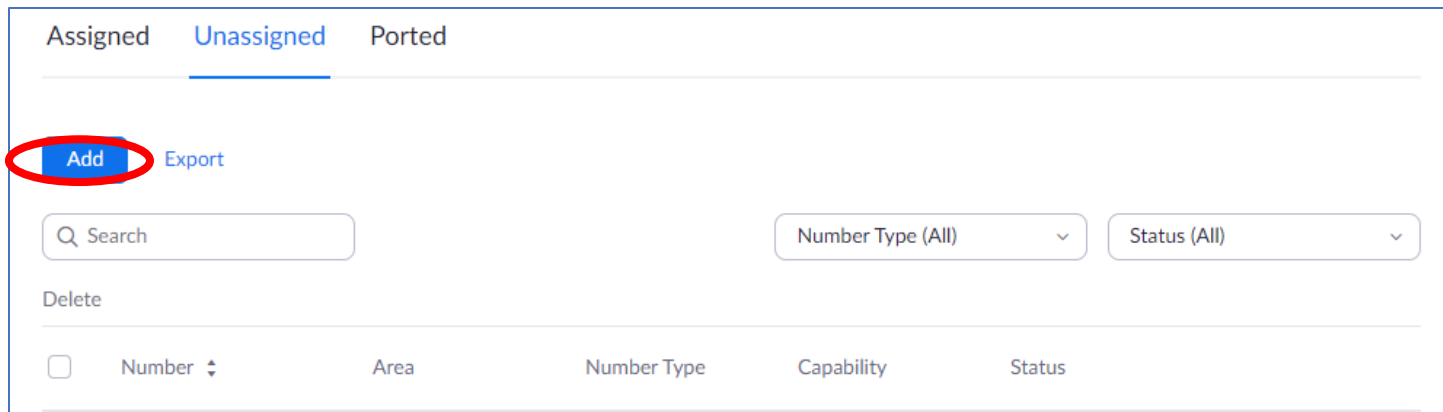6. Now click on **Phone System Management** on the left. Then click on phone **Numbers.**

7. Click on Unassigned.

8. Scroll down to see the full list of available telephone numbers. Once you see a telephone number you would like to assign to a user you can click on **Assign to** on the right-hand side of the page.

9. Click on **Assign to User** which can be already populated for you and then click on **Enter Ext. or Name.**

Assign Number

Number

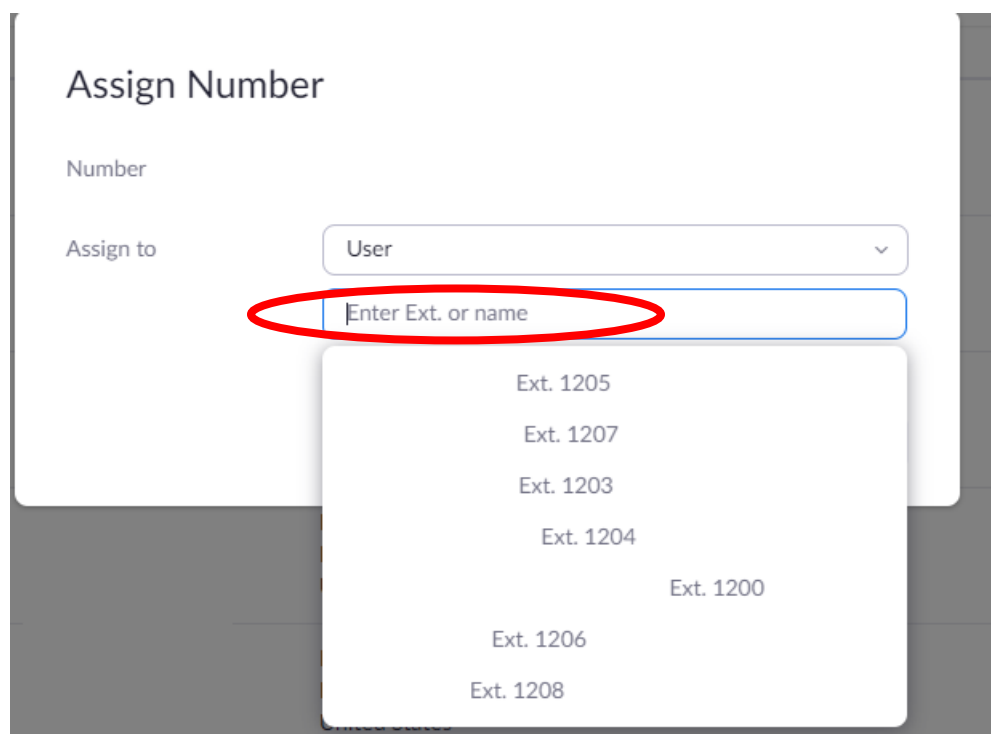Assign to   User

Enter Ext. or name

Cancel   OK

10. You will now be able to click on the name of the user you wish to assign the telephone number you selected in step 8.
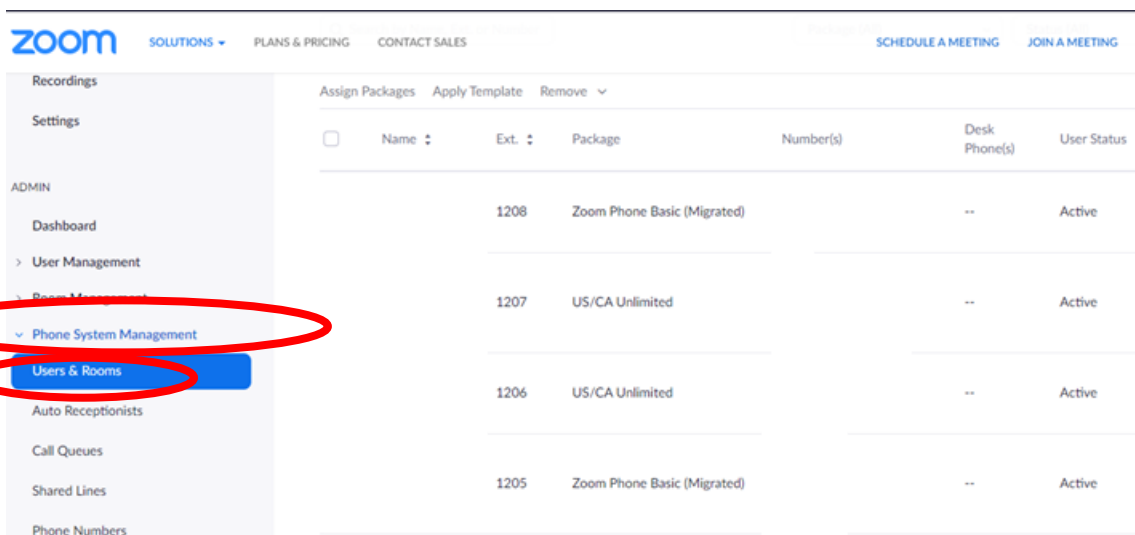
11.   Click **OK** when you are done selecting the user.
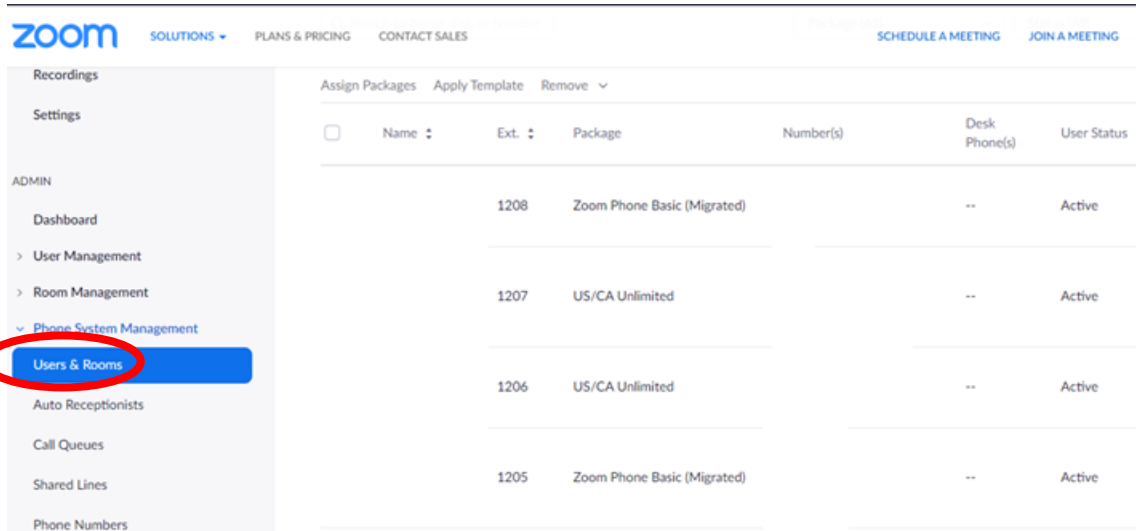
12. Now click on **Phone System Management** on the left. Then click on **Users & Rooms.**

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13. Click on the user that you assigned the phone number to in step 10 next to package.

14. Click on **Assign.**

Users & Rooms > Users >

| Profile | Policy | History | User Settings |

Package   Zoom Phone Basic (Migrated) ⓘ
                                    Assign

Extension Number   1208

15. Click on **Select Package.**

| Profile | Policy | History | User Settings |

Package

Select Package   ⌄

Save   Cancel

Extension Number   1208 Edit

16. Click on US/CA Unlimited Calling Plan and hit **Save.**

17. This completes the License Assignment process.   You may now use the Zoom Softphone on the Zoom Client on a PC or Mobile device.