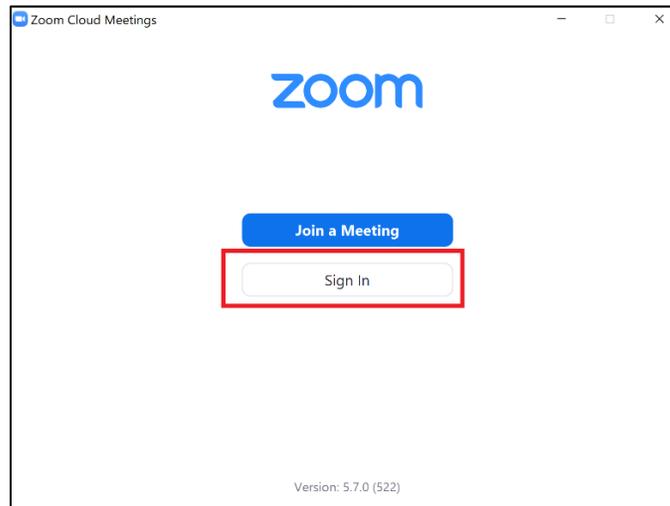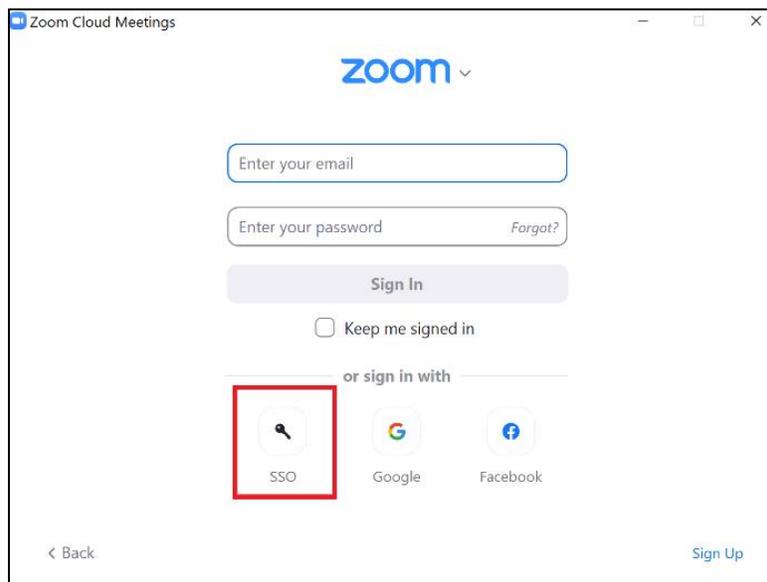# Signing into Zoom via SSO (4 Ways)

1. Signing into the Zoom Client Application

1. Open the Zoom Client Application on your computer and click **Sign In.**
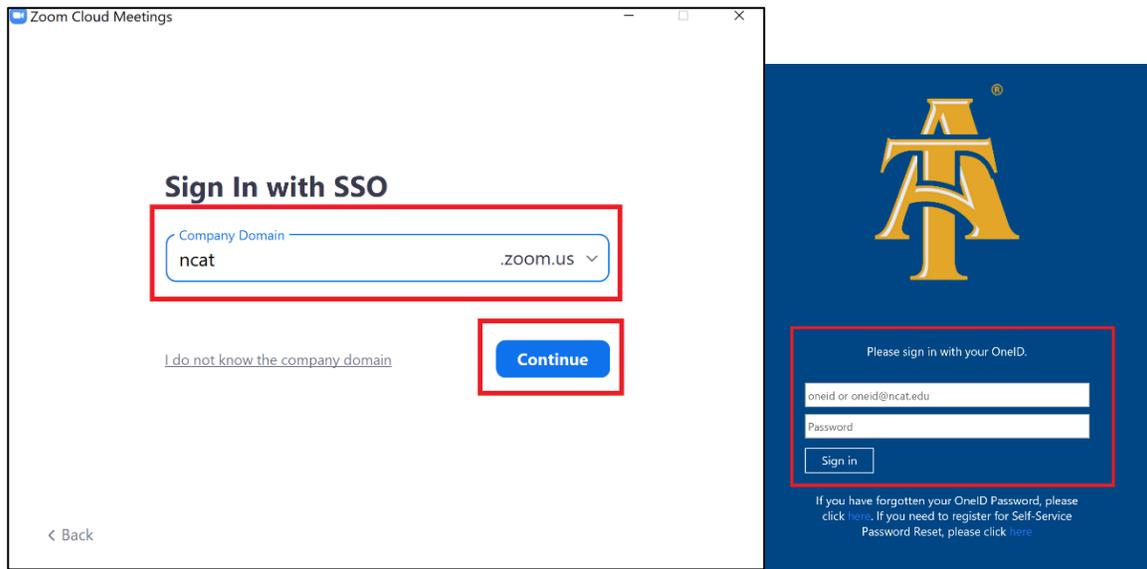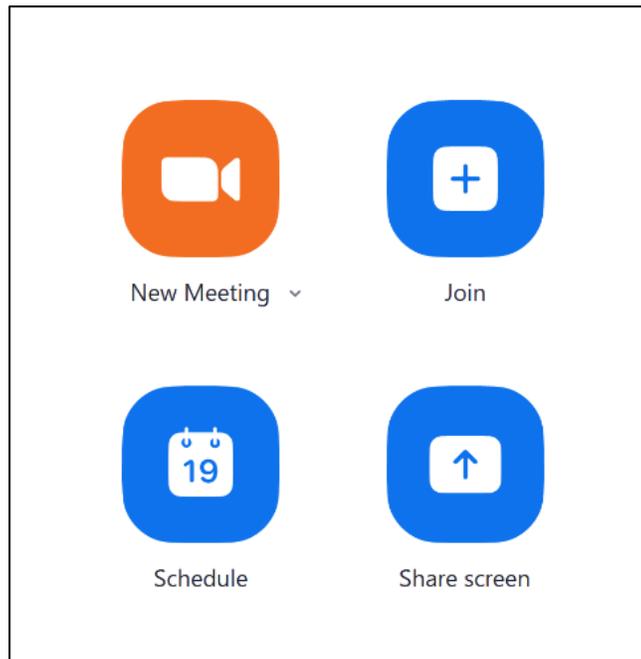

2. Click the **SSO** option.

3. Enter *ncat* for the Company Domain and select **Continue**. This will open a browser and navigate you to a page to enter your **OneID credentials**.
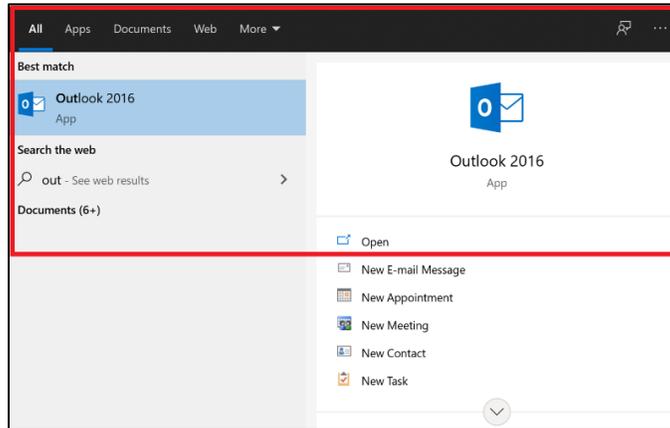

4. After entering your credentials, you will be presented the screen as shown below.
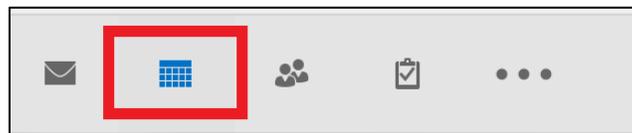
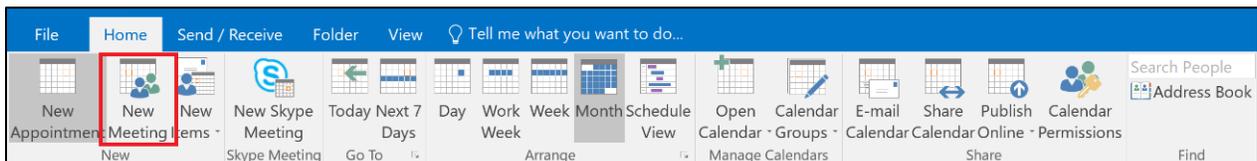## 2. Signing into the Zoom Add-On in Outlook

1. Open the **Outlook Application** on your computer.

2. Open the **Calendar.**

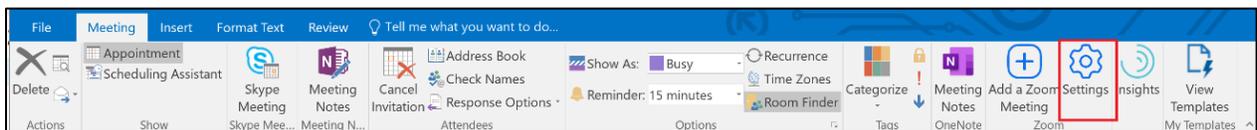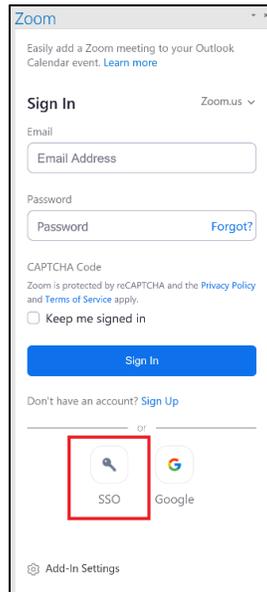

3. Select **New Meeting** in the Home Ribbon.

4. Select **Settings** in the Zoom section.
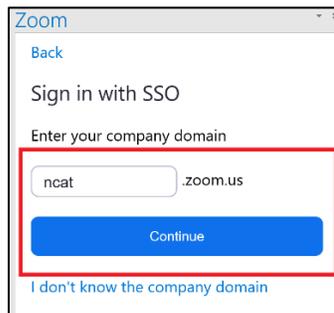
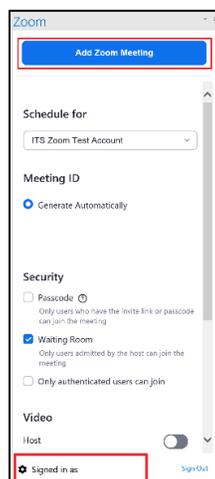**5.** A window like the one below will open. Select the **SSO** option.

6. Enter **ncat** for the Company Domain and select **Continue.**

7. You are now signed in and have the ability to add a Zoom Meeting to your calendar.

8. Your meeting information will populate in the calendar invitation. You can then fill in the desired meeting information and send a calendar invite with the Zoom invitation information attached.

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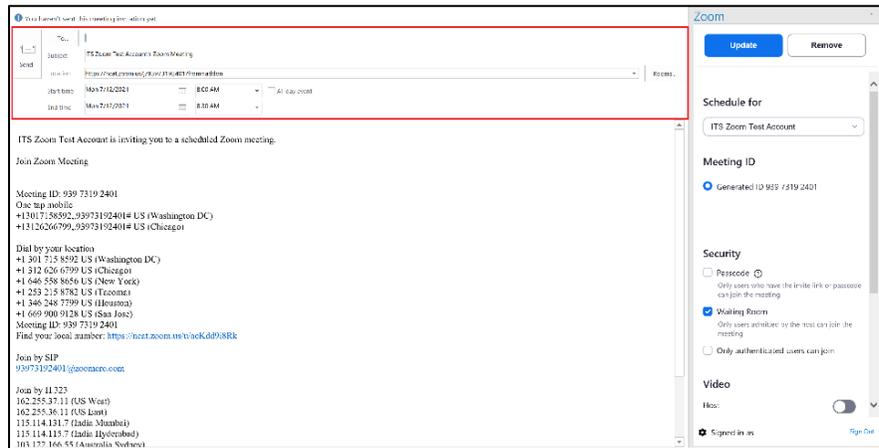
3. Signing into the Zoom Add-On in Outlook Web App (OWA)

1. Visit https://outlook.office.com/calendar/ and log in using your **OneID credentials**. You can also visit the Calendar application from your mailbox.

2. Click **New Event**

3. Click the **ellipses (…)** to the right of Response Options, then click **Zoom**, and then **Settings**.

4. A window like the one below will open. Select the **SSO** option.

5. Enter **ncat** for the Company Domain and select **Continue.**
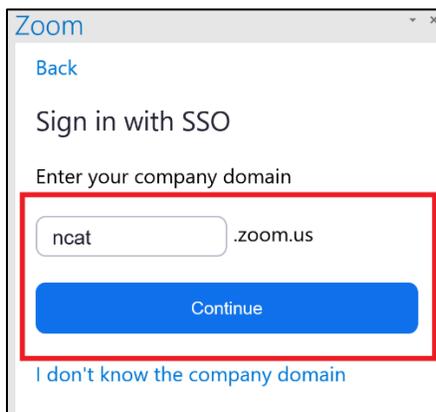
6. Click **Allow** when prompted to allow Zoom to open a new window**.** This will open a browser and navigate you to a page to enter your **OneID credentials**.

Zoom wants to display a new window.

Allow   Ignore

Please sign in with your OneID.

oneid or oneid@ncat.edu

Password

Sign in

If you have forgotten your OneID Password, please click here. If you need to register for Self-Service Password Reset, please click here

7. Navigate back to your **Calendar** Click **New Event**

Outlook   Search

New event   Today ↑ ↓ July 2021 ∨

8. Click the **ellipses**, click **Zoom**, and then click **Add a Zoom Meeting**. You can alter the settings of the meeting by choosing **Settings**.

💾 Save   🗑 Discard   📇 Scheduling Assistant   Busy ∨   ⬦ Categorize ∨   Response options ∨   ...

● Calendar ∨
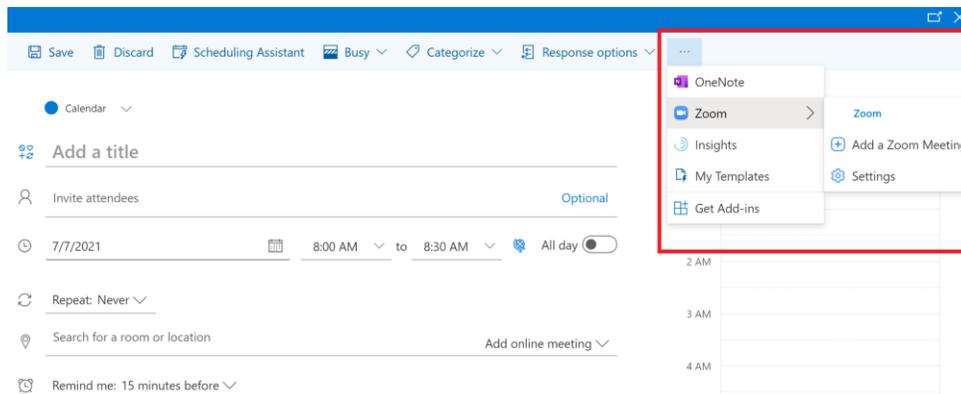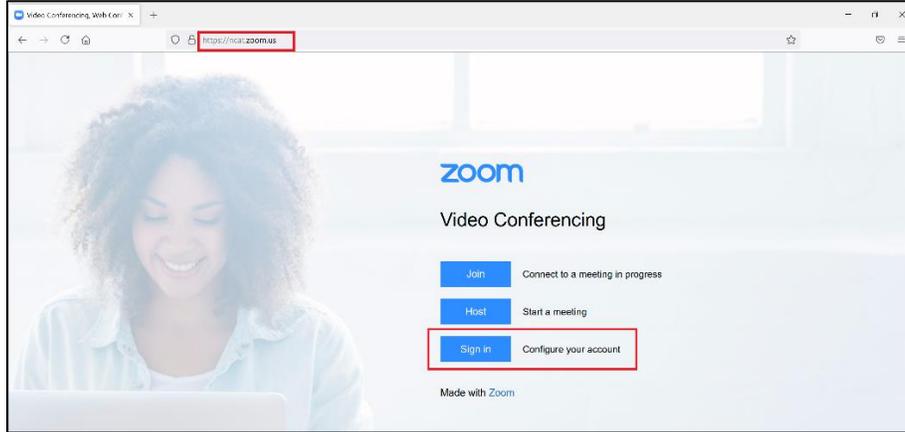
Add a title

Invite attendees   Optional

7/7/2021   8:00 AM ∨ to 8:30 AM ∨   All day ⬤

Repeat: Never ∨

Search for a room or location   Add online meeting ∨

Remind me: 15 minutes before ∨

OneNote
Zoom   >   Zoom
Insights   ⊕ Add a Zoom Meeting
My Templates   ⚙ Settings
Get Add-ins

2 AM

3 AM

4 AM

4. Signing into Zoom via the Web portal (Chrome, Firefox, Edge, etc.)

1. Visit https://ncat.zoom.us and select **Sign In.**

2. Enter your **OneID credentials** and select **Sign in.**
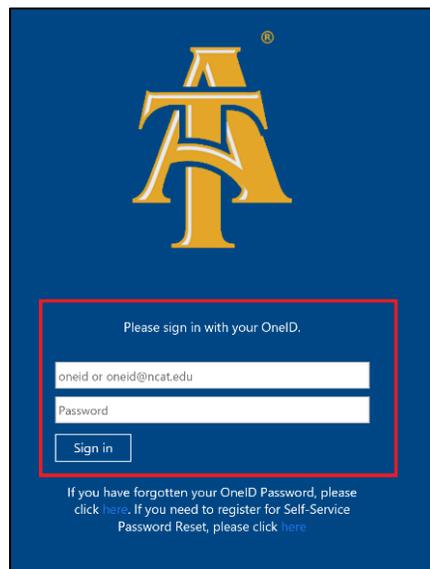
3. A screen like the one below will load and you will be able to access all settings of your Zoom account. You will be able to see and manage your profile, meeting information, recordings on your account, and the settings of your account.