## **1.** Signing into the Zoom Client Application

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

Zoom Cloud Meetings		-	×
	zoom		
	Join a Meeting		
	Sign In		
	Variation E 7.0 (500)		
	Version: 5.7.0 (522)		

2. Click the SSO option.

Zoom Cloud Meetings	ZOOM ~	8000		×
	Enter your email			
	Enter your password Forgat?			
	Sign In			
	or sign in with			
	SSO Google Facebook			
< Back			Sign Up	

**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.

File	Home	Send /	Receive F	older View	О Т	'ell me w	what you v	want to do							
			9						+						Search People
		<u> </u>	•									$\leftrightarrow$	•		Address Book
New	New	New	New Skype	Today Next 7	Day	Work \	Week Mo	nth Schedule	Open	Calendar	E-mail	Share	Publish	Calendar	
Appointmen	: Meeting I	ems *	Meeting	Days		Week		View	Calendar	• Groups •	Calendar	Calenda	r Online -	Permissions	
	New		Skype Meeting	Go To 🛛 🖙		A	rrange	Es.	Manage	Calendars		5	ihare		Find

4. Select **Settings** in the Zoom section.

. File	Meeting Insert	Format Text	Review	$\ensuremath{\bigcirc}$ Tell me what you want to do								
Delete	Appointment Scheduling Assistan	nt Skype Meeting	Meeting Notes	Cancel Response Options	Show As: Busy Reminder: 15 minutes	• O Recurrence	Categorize	Meeting Notes	Add a Zoom Meeting	Settings	) nsights	View Templates
Actions	Show	Skype Mee	Meeting N.	. Attendees	Options	G.	Tags	OneNote	Zoor	n	·	My Templates ^

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

Zoom **
Easily add a Zoom meeting to your Outlook Calendar event. Learn more
Sign In Zoom.us ~
Email
Email Address
Password
Password Forgot?
CAPTCHA Code Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply. Keep me signed in
Sign In
Don't have an account? Sign Up
SSO Google
Add-In Settings

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

Zoom	Ŧ	×
Back		
Sign in with SSO		
Enter your company domain		
.zoom.us		
Continue		I
I don't know the company domain		

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

Zoom	* ×
Add Zoom Meetin	ıg
	^
Schedule for	
ITS Zoom Test Account	~
Meeting ID	- 1
O Generate Automatically	
Security	
<ul> <li>Passcode ①</li> <li>Only users who have the invite lin can join the meeting</li> </ul>	nk or passcode
Waiting Room Only users admitted by the host meeting	can join the
Only authenticated users car	n join
Video	
Host	•
Signed in as	Sign Out

**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.



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

- 1. Visit <u>https://outlook.office.com/calendar/</u> and log in using your **OneID credentials**. You can also visit the Calendar application from your mailbox.
- 2. Click New Event

 Outlook	♀ Search	
■ New event	İ Today 个 $\downarrow$ July 2021 $\lor$	

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

				u ×
	Save 📋 Discard 📴 Scheduling Assistant 🔤 Busy 🗸	🖉 Categorize \vee 🛛 🗜 Response options 🗸		
			📮 OneNote	
	● Calendar 🗸		🖸 Zoom 🔷 🗧	Zoom
©♡ +2	Add a title		Insights	\pm Add a Zoom Meeting
0			My Templates	Settings
×	Invite attendees	Optional	🗄 Get Add-ins	
Ŀ	7/7/2021 $$$100~{\rm AM}~{\sim}$$	to 8:30 AM 🗸 🥘 All day 💽		
			2 AM	
C	Repeat: Never 🗸		3 AM	
$\heartsuit$	Search for a room or location	Add online meeting $\smallsetminus$		
63	Remind me: 15 minutes before V		4 AM	
$\sim$				

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

Zoom	* X					
Easily add a Zoom meeting t Calendar event. <mark>Learn more</mark>	o your Outlook					
Sign In	Zoom.us 🗸					
Email						
Email Address						
Password						
Password	Forgot?					
CAPTCHA Code Zoom is protected by reCAPTCHA and Terms of Service apply. Keep me signed in	CAPTCHA Code Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply. Keep me signed in					
Sign In						
Don't have an account? Sign	Up					
sso G	G oogle					
l Add-In Settings						

5. Enter ncat for the Company Domain and select Continue.

Zoom	×				
Back					
Sign in with SSO					
Enter your company domain					
ncat .zoom.us					
Continue					
I don't know the company domain					

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**.

	Please sign in with your OneID.
Zoom wants to display a new window.	oneid or oneid@ncat.edu
	Password
Allow Ignore	Sign in If you have forgotten your OneiD Password, please click han. 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 个 $\downarrow$ July 2021 $\checkmark$

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 As:	sistant 🛛 🚾 Busy	Categorize	🖉 🗜 Response optie	ons 🗸 \cdots			
					41	OneNote		
	🔵 Calendar 🗸 🗸					Zoom	>	Zoom
0	Add a title				١	Insights		\pm Add a Zoom Meetin
2	Invite attendees			Optional	D; ⊟≛	My Templates Get Add-ins		Settings
)	7/7/2021	8:00 AM	$\sim$ to 8:30 AM $\sim$	👰 All day 💽	2.	AM		
2	Repeat: Never $\checkmark$				3.	AM		
9	Search for a room or location		Ac	Id online meeting $\smallsetminus$				
Ð	Remind me: 15 minutes before $\smallsetminus$				4	AM		

- 4. Signing into Zoom via the Web portal (Chrome, Firefox, Edge, etc.)
- 1. Visit <u>https://ncat.zoom.us</u> and select Sign In.

C Video Conferencing Web Cari X +		- 8	×
← → ♂ @ O B http://naitzoomus	☆	0	=
zoom			
Video Conferencing			
Join Connect to a meeling in progress			
Host Start a meeting			
Sign in Configure your account			
Made with Zoom			

2. Enter your OneID credentials and select Sign in.

Please sign in with your OneID.				
oneid or oneid@ncat.edu				
Password				
Sign in				
If you have forgotten your OneID Password, please click hare, If you need to register for Self-Service Password Reset, please click here				

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.

	NS & PRICING CONTACT SALES	SCHEDULE A MEETING JOIN A MEETING HOST A MEETING +
PERSONAL	Meetings	Recently Deleted Get Training
Meetings	Upcoming Previous Personal Room Meeting Templates	
Webinars	🛗 Start Time <b>to</b> End Time	Myself
Recordings		
Settings		