

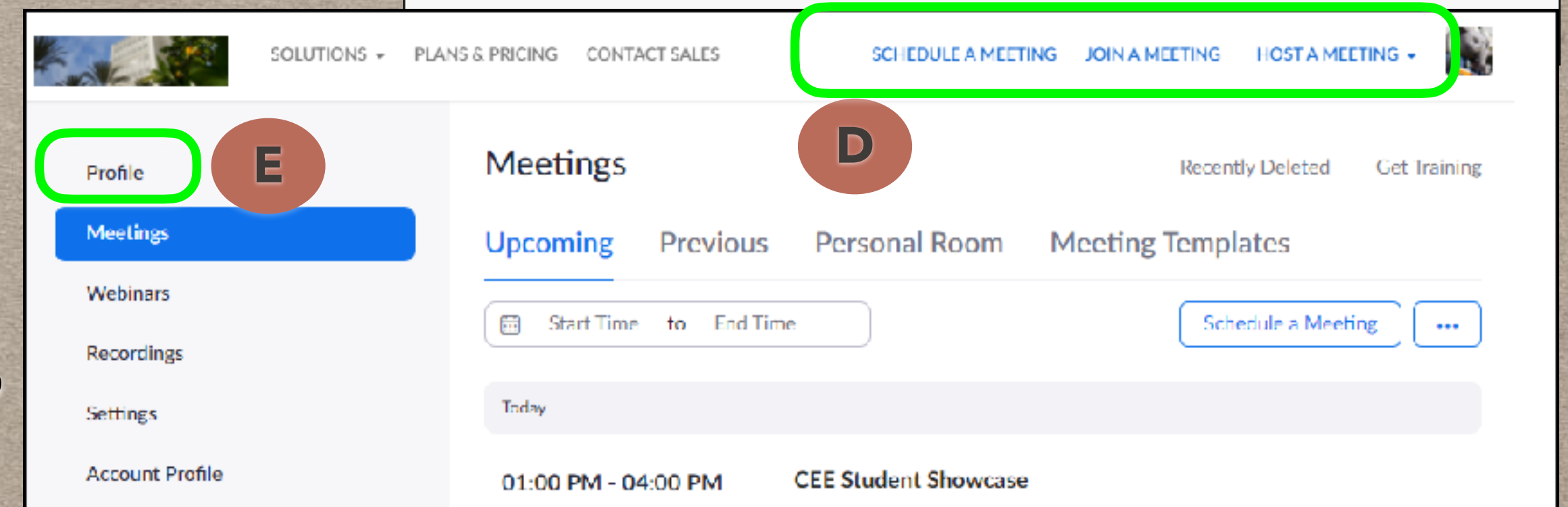
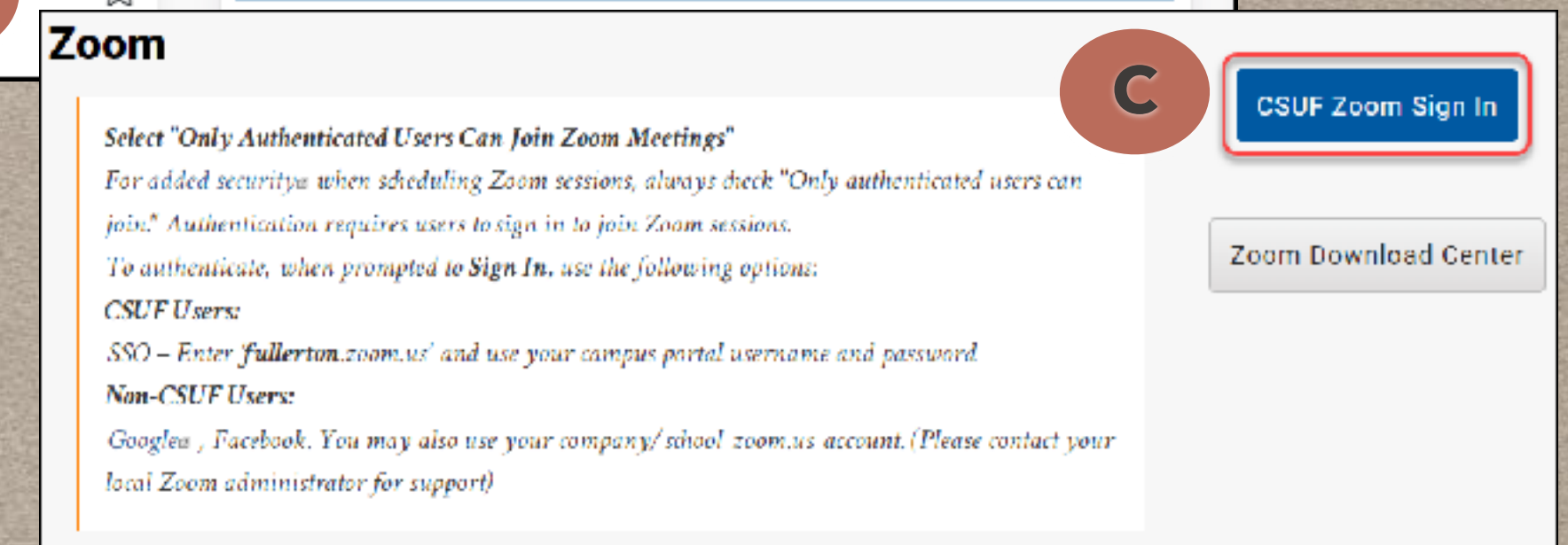
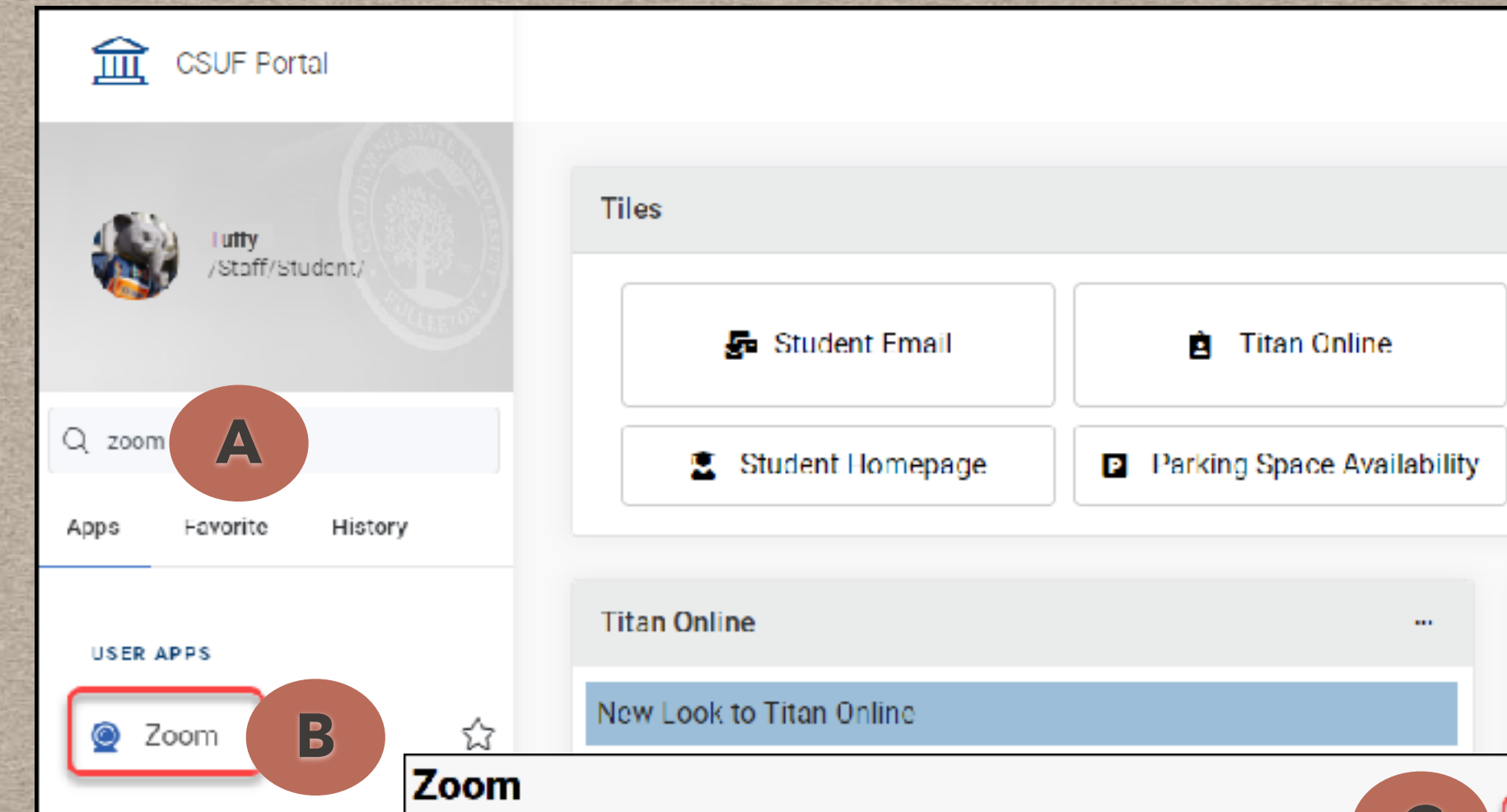


HOW TO LOGIN TO ZOOM AND BE A LICENSED USER

Tom La Casa
September 2023

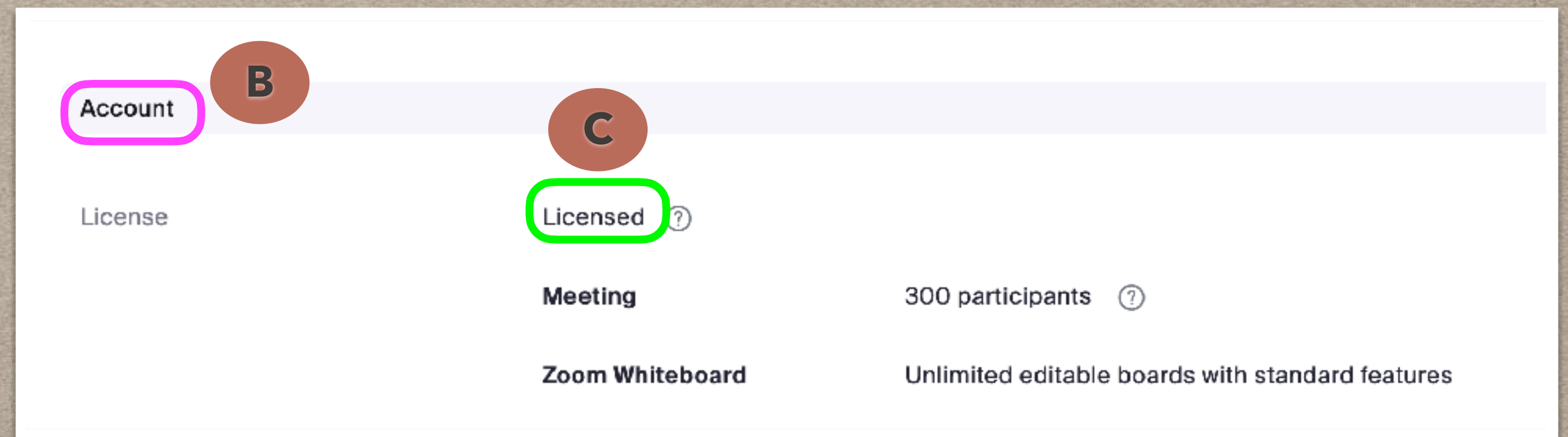
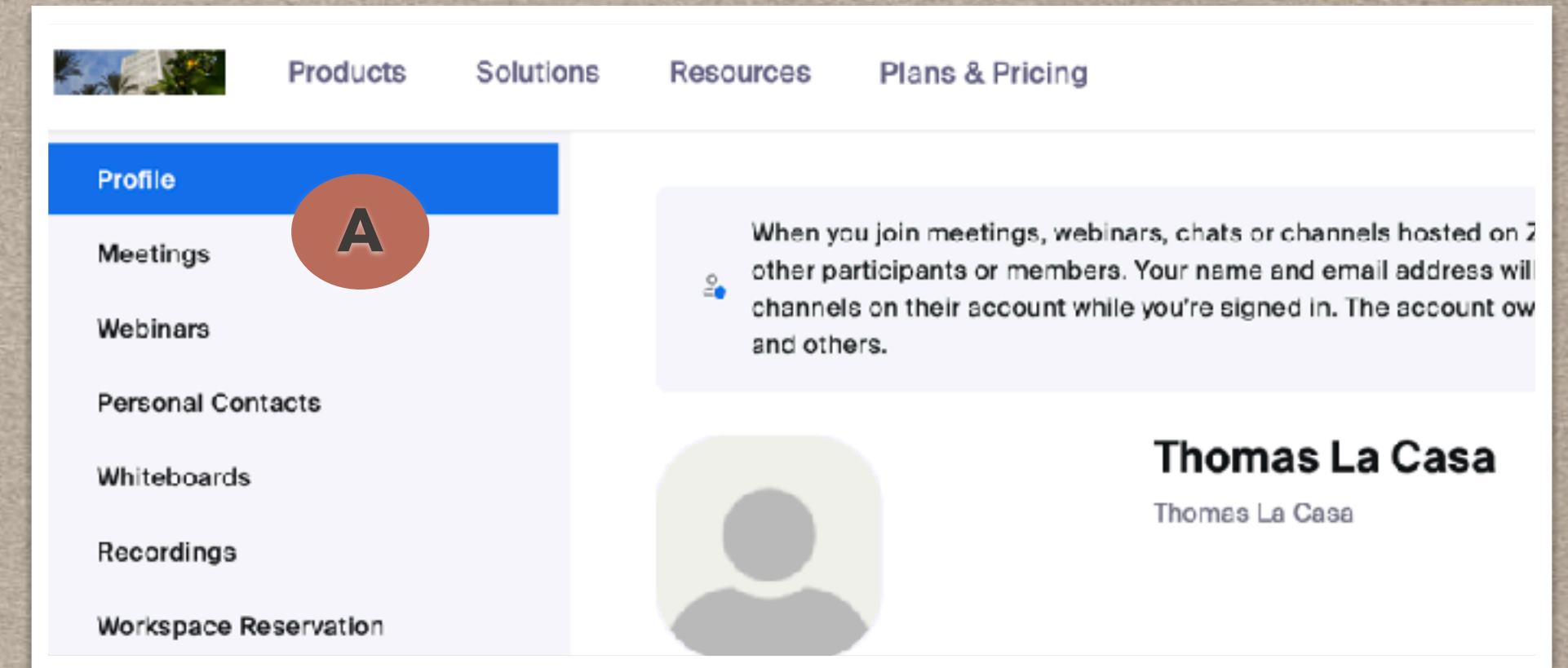
LICENSING ZOOM VIA THE WEB APPLICATION

- Explains how OLLI members can activate their Zoom account and license their access to Zoom on the web
- Log in to CSUF campus portal
 - Search for the Zoom app using the search bar on the left side of the page **A**
 - Click on the 'Zoom' app **B**
- Click on the 'CSUF Zoom Sign In' button **C**
- Your Zoom account is now activated and you are signed in to your CSUF Zoom account
- You can now Schedule a Meeting, Join a Meeting, or Host a Meeting - The difference is you're starting with the "Zoom web application" which accesses the Zoom Client application on your computer **D**
- Also provides access to your Profile in case you wish to update settings or confirm licensed status **E**



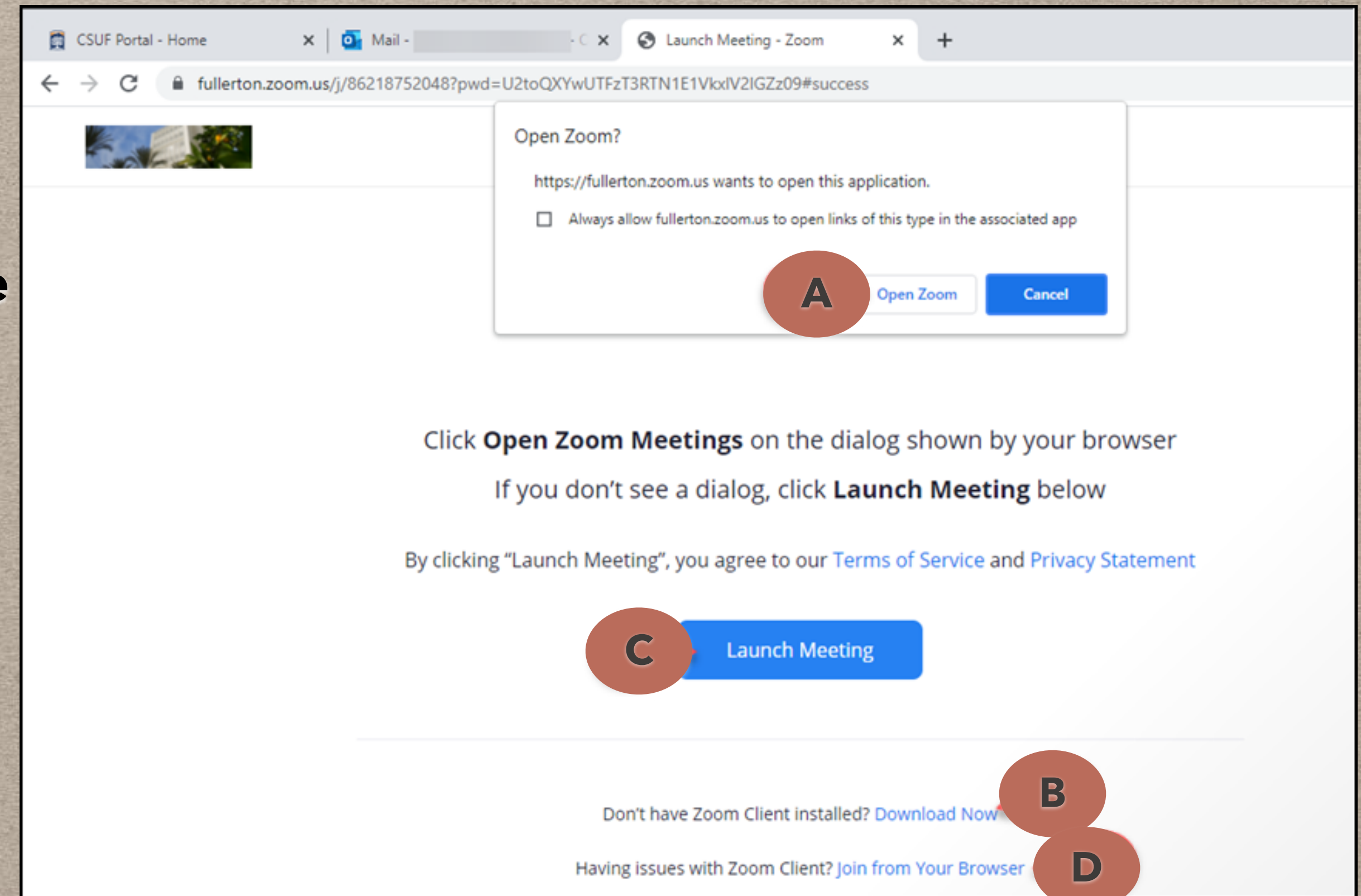
CONFIRM LICENSED STATUS

- Use this web based application to confirm you are properly “licensed”
- A Licensed account...
 - Allows for scheduling meetings in excess of 40 minutes
 - Makes you eligible to be an Alternative Host (your Host will luv you for it)
 - Eliminates the “Guest” beside your name when you join OLLI Zoom meetings/ classes
- Click on ‘Profile’ **A**
- Scroll down to ‘Account’ **B**
- Note the ‘License’ status as “Licensed” **C**



JOIN A MEETING VIA THE WEB APPLICATION

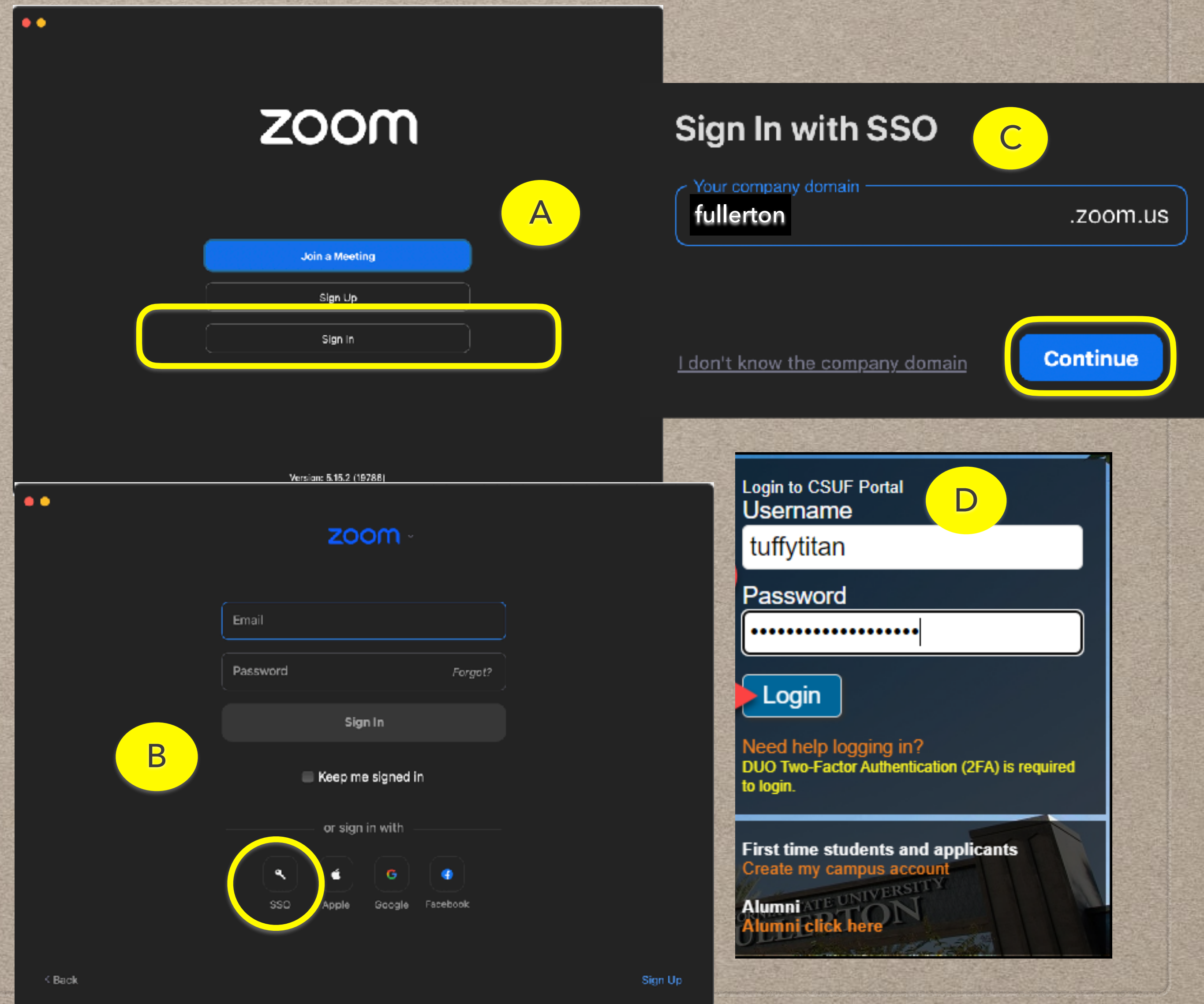
- You can now Join a Meeting - The difference is you're starting with the "Zoom web application" which accesses the Zoom Client application on your computer
 - Locate the link/URL you were given, click on the link; or, copy and paste the link into a new browser window/tab
 - If you already have Zoom Desktop Client installed, click 'Open Zoom' **A**
 - If not, click 'Download Now' and then install Zoom **B**
 - If you don't see the 'Open Zoom' option, click 'Launch Meeting' **C**
 - If you experience issues in installing Zoom, you can click 'Join from Your Browser' **D**



LOGIN TO ZOOM USING SINGLE SIGN ON (SSO) - DESKTOP CLIENT

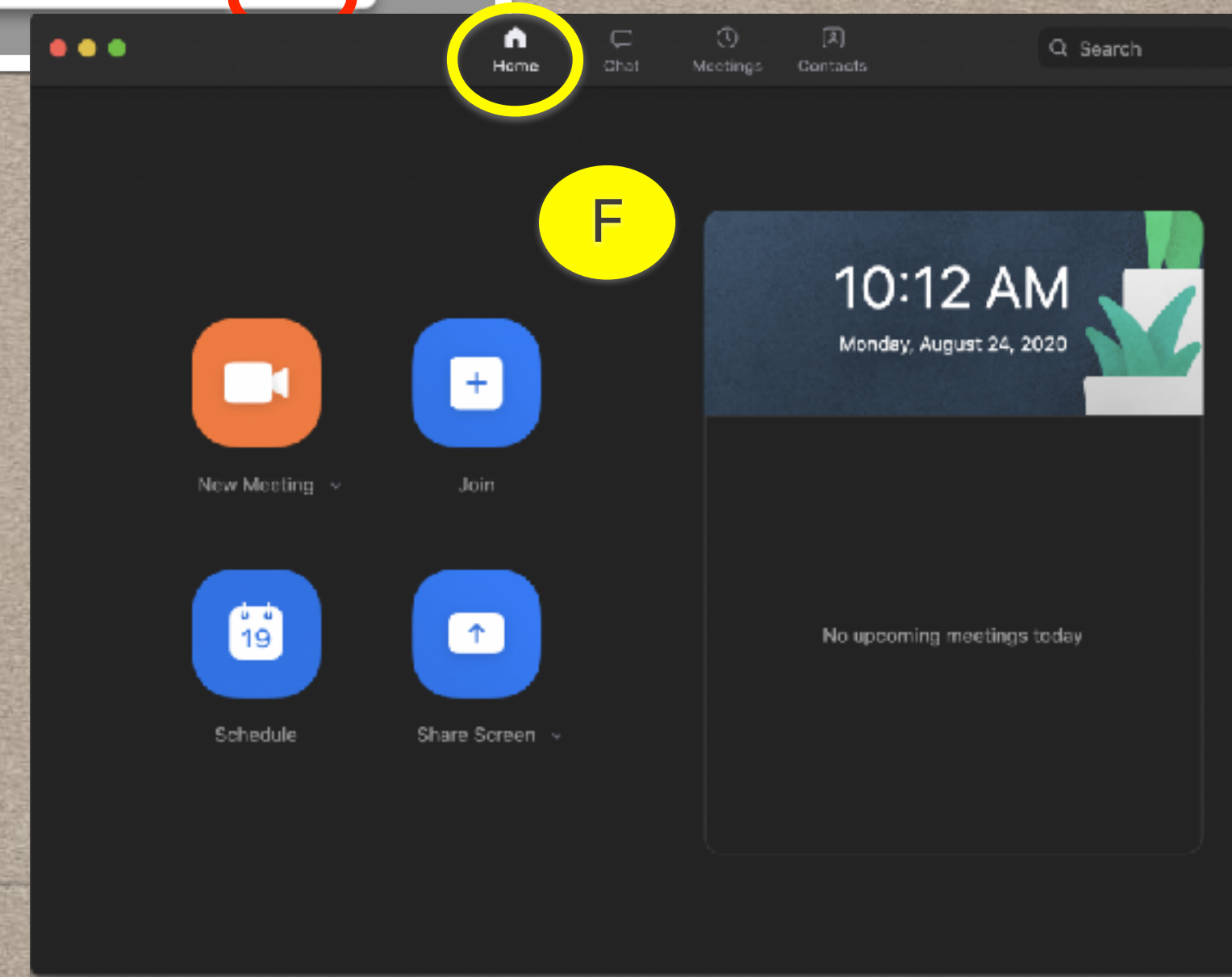
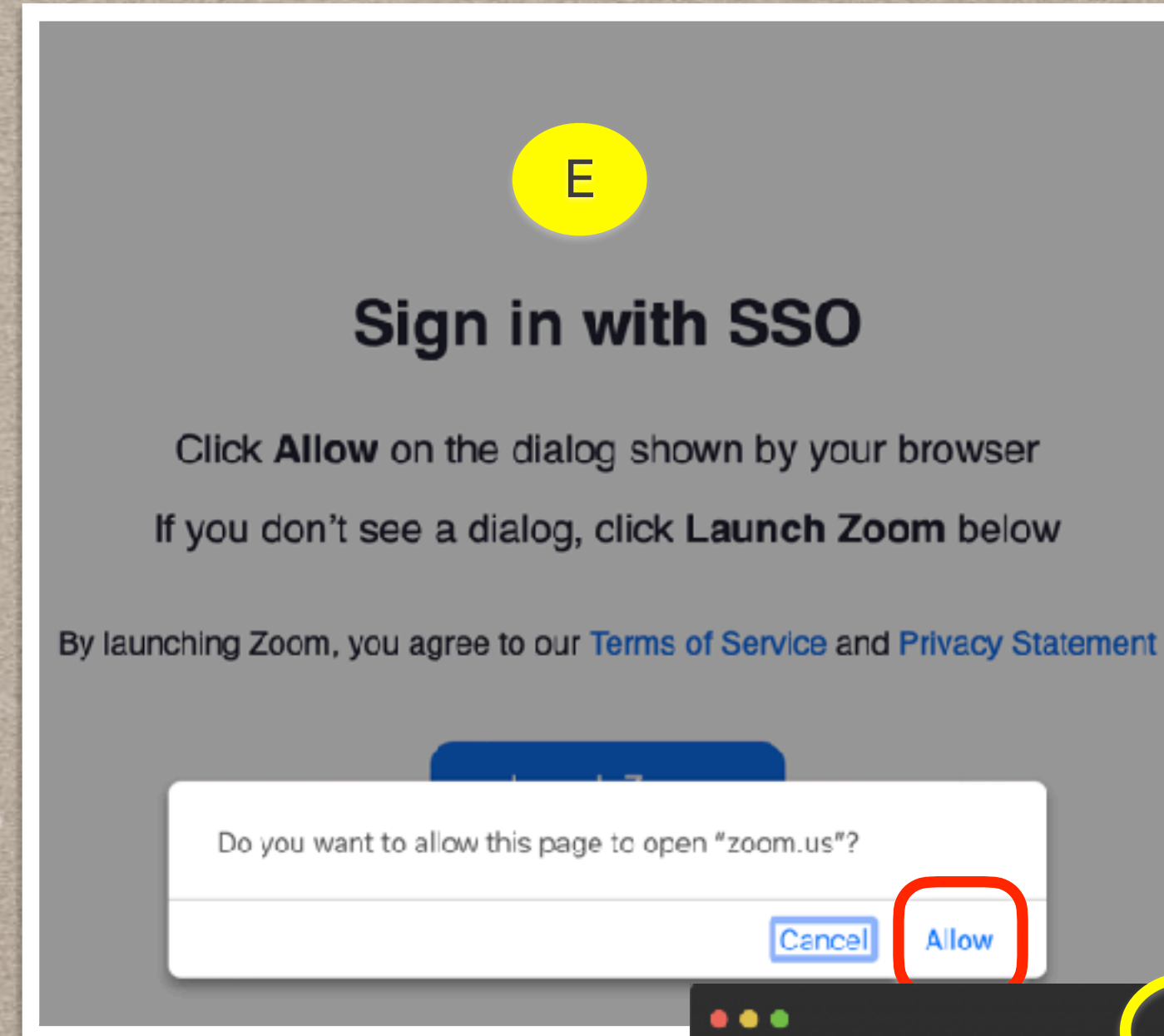
- Explains how OLLI members can license their Zoom account and access Zoom using the Zoom Desktop Client and/or Zoom Mobile app (resides on your device, not via the web)
- Open the Zoom Desktop Client - NOTE
 - Click 'Sign in' **A**
 - Click 'Sign In with SSO' **B**
 - Enter 'fullerton' as the company domain, then click 'Continue' **C**
- You will be redirected to the CSUF login page to sign in (and also 2FA with Duo) **D**

NOTE: If you are currently signed in to Zoom, you need to 'Sign Out' and then proceed



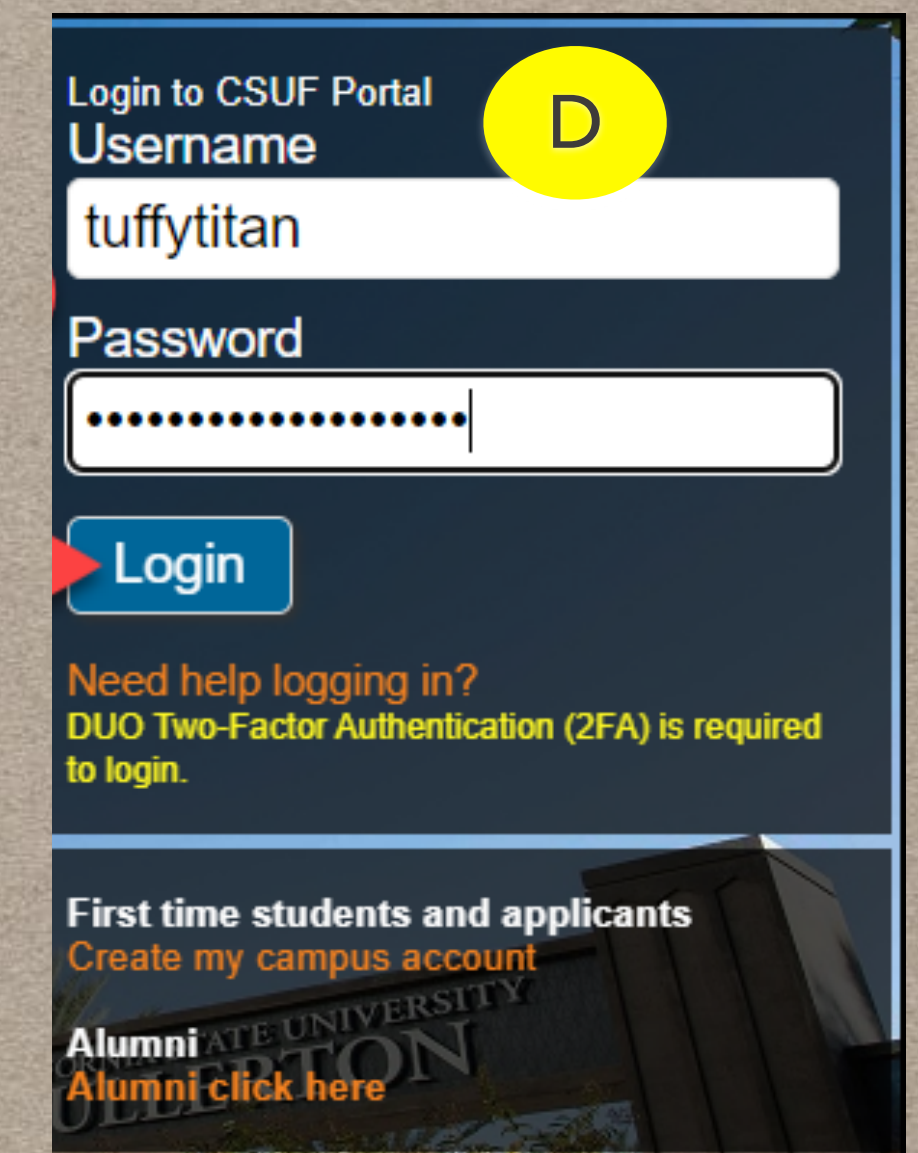
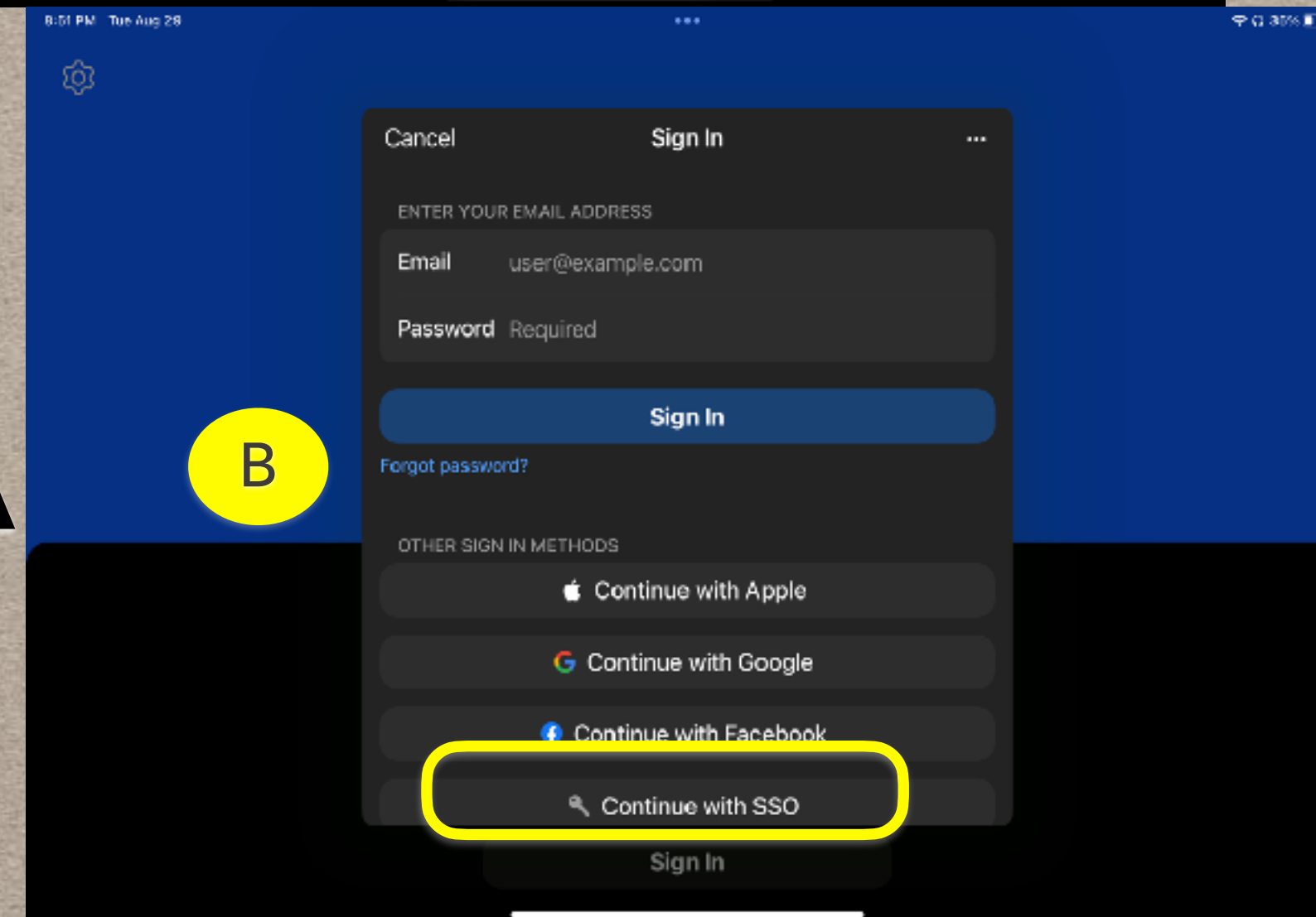
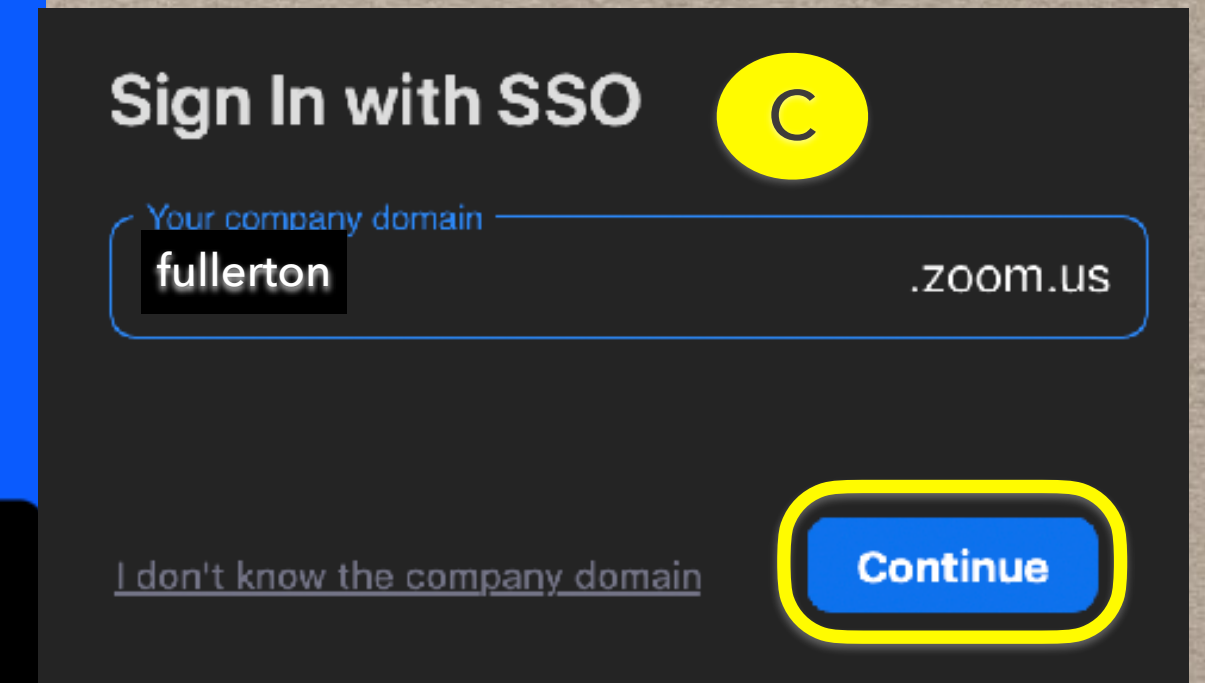
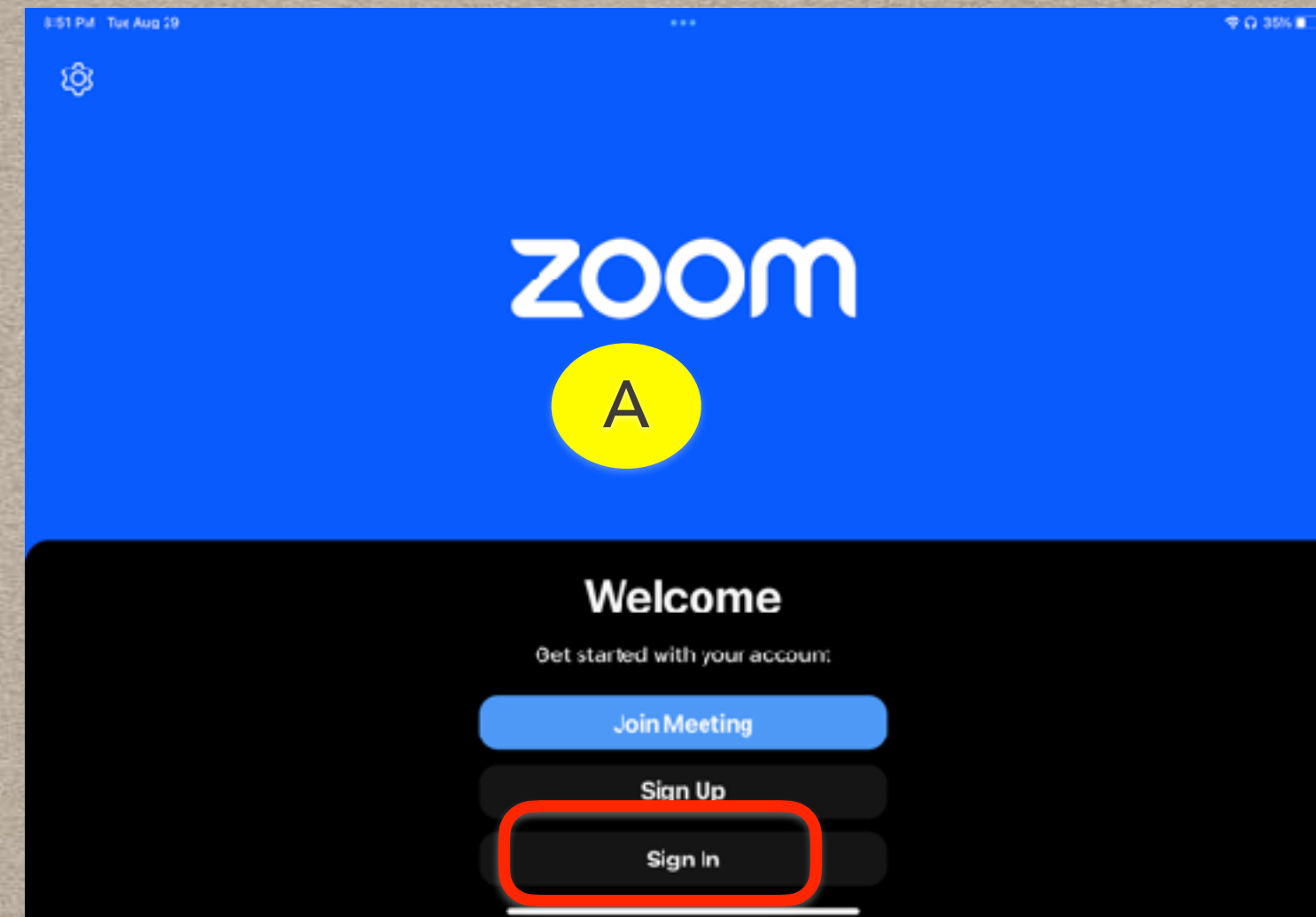
LOGIN TO ZOOM USING SSO - DESKTOP CLIENT

- A browser window will open "Sign in with SSO", click 'Allow' **E**
- The Zoom Desktop Client will open to the Zoom Home screen **F**
- To confirm your licensed status, login to CSUF campus portal (see slide 2)
 - Search for the Zoom app using the search bar on the left side of the page, click on the 'Zoom' app
 - Click on the 'CSUF Zoom Sign In' button
- Confirm licensing status (see slide 3)
 - Click on 'Profile'
 - Scroll down to 'Account'
 - Note the 'License' status as "Licensed"



LOGIN TO ZOOM USING SSO - MOBILE APP

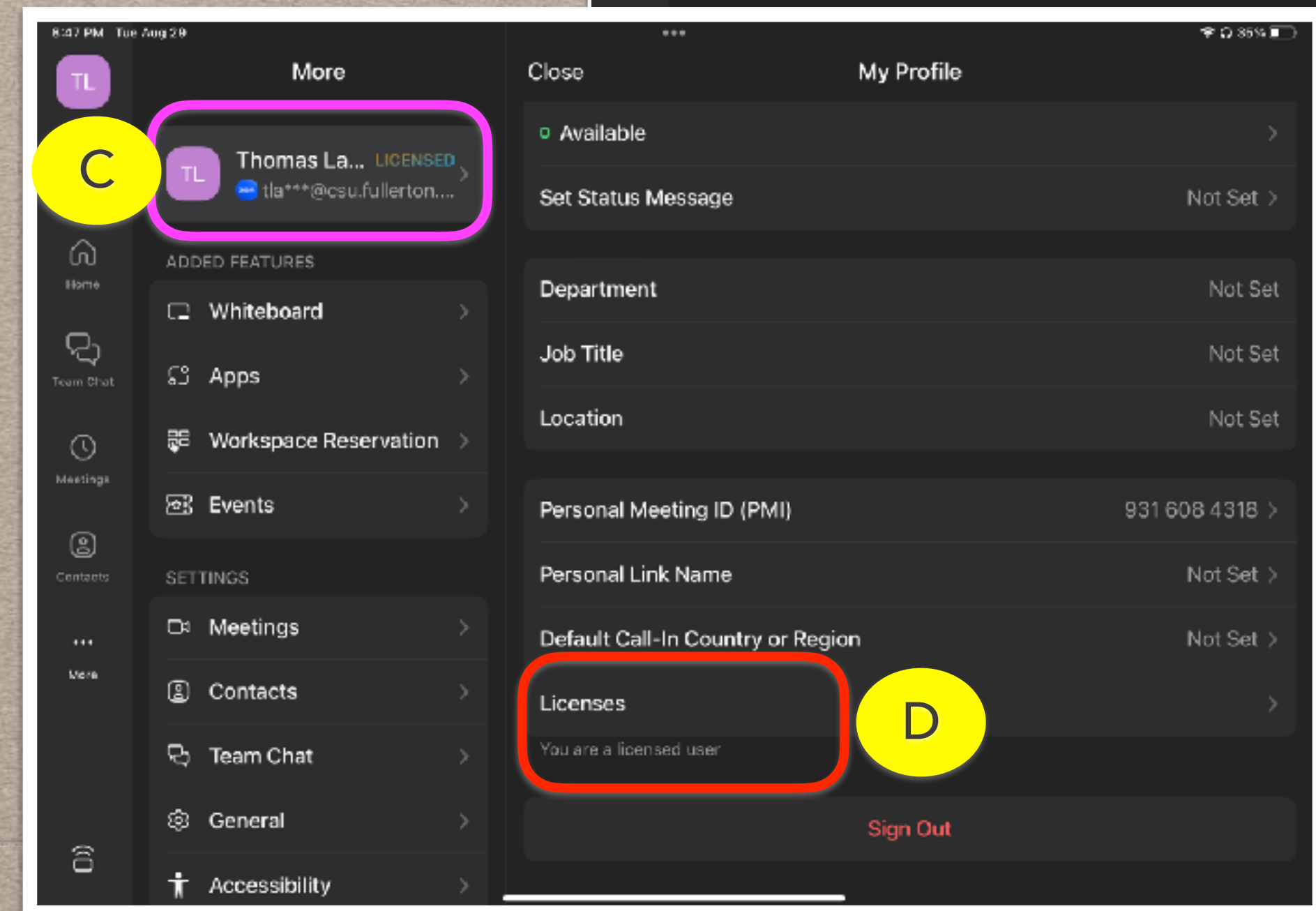
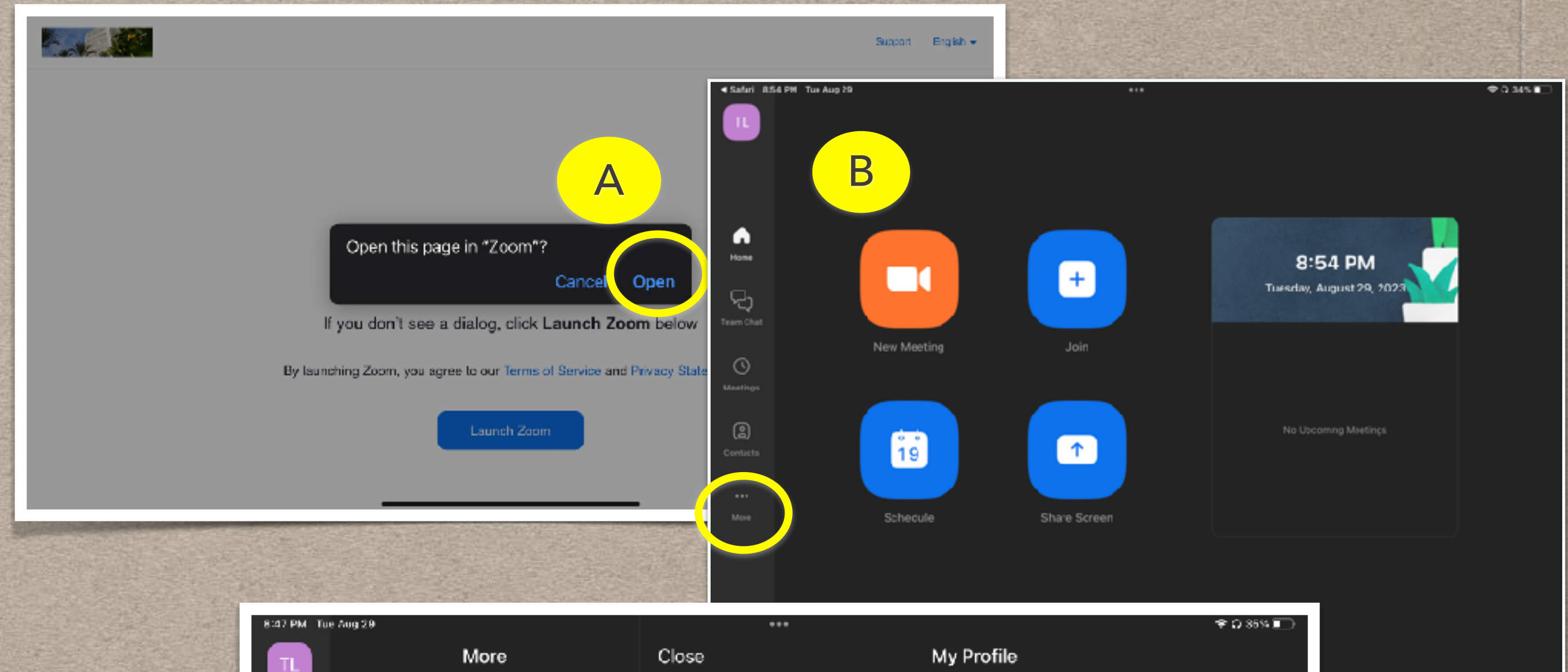
- Open the Zoom Mobile App -
NOTE
- Click 'Sign in' **A**
- Click 'Continue with SSO' **B**
- Enter 'fullerton' as the company domain, then click 'Continue' **C**
- You will be redirected to the CSUF login page to sign in (and also 2FA with Duo) **D**



NOTE: If you are currently signed in to Zoom, you need to 'Sign Out' and then proceed

LOGIN TO ZOOM USING SSO - MOBILE APP

- A browser window will open "Open this page in Zoom", click 'Open' **A**
- The Zoom Mobile app will open to the Zoom Home screen, from the Home tab, select 'More' **B**
- Select your name at the top of the list of options...it should say "Licensed" - NOTE **C**
- In the right side pane, scroll down to 'Licenses' and ensure you're a licensed user **D**



NOTE: If this ever says "Basic" then you will need to Sign Out and then Sign In and follow the previous sign in steps. Be sure to confirm you are "Licensed"