

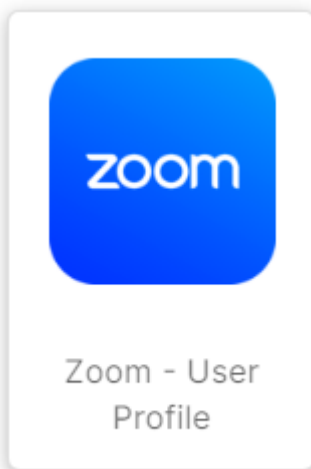
Zoom

- [How to Login to Zoom](#)
- [How to Allow External Participants in Zoom Meetings](#)

How to Login to Zoom

From the Web

1. Log in to [RapidIdentity](#)
2. Click the Zoom application on the Dashboard



If you don't see Zoom bookmarked on your RapidIdentity dashboard, open the Applications module and select it from the list of available apps

3. Click the **Sign In** button



Video Conferencing

Join

Connect to a meeting in progress

Host

Start a meeting

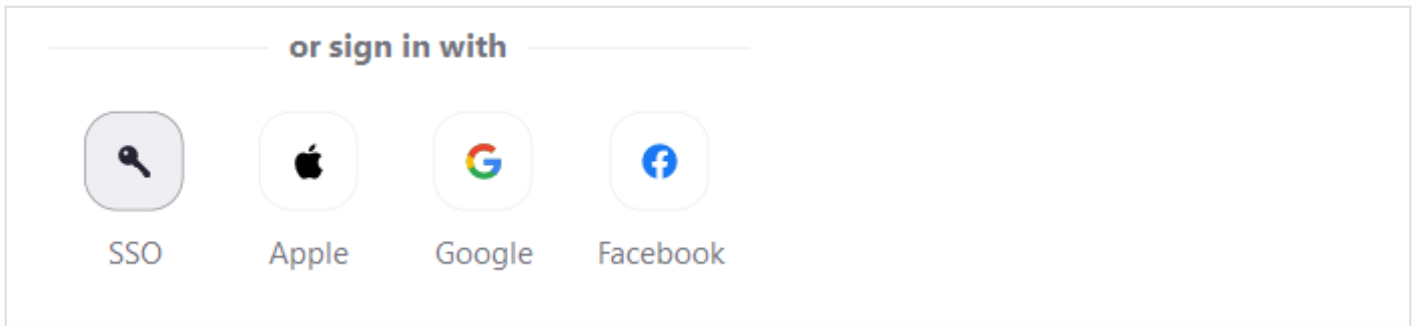
Sign in

Configure your account

Made with [Zoom](#)

From the Zoom App

1. Open the Zoom application
2. Click the **Sign In** button
3. Click the **SSO** button under the "or sign in with" section



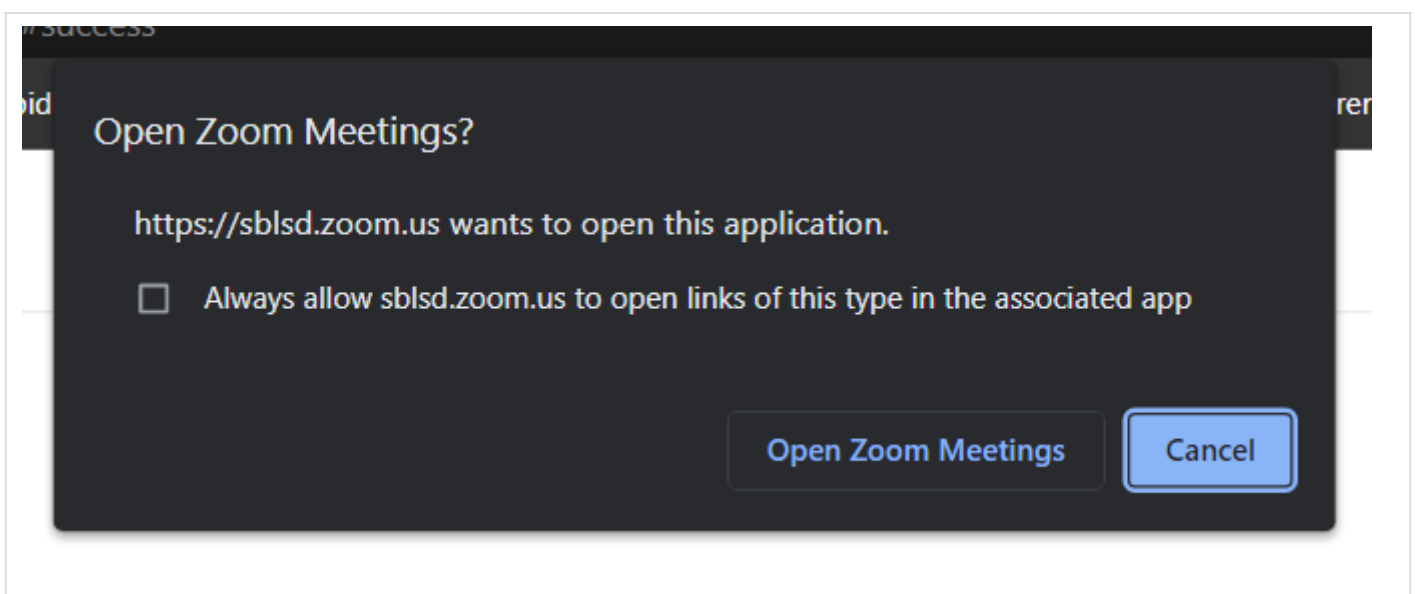
4. Enter `sblsd` in the **Company Domain** field

A screenshot of the "Sign In with SSO" form. The title "Sign In with SSO" is at the top. Below it is a "Company Domain" input field with a blue border. The text "sblsd" is entered in the field, and ".zoom.us" is selected from a dropdown menu on the right. Below the input field is a link that says "I do not know the company domain". To the right of the link is a blue "Continue" button.

5. Click the **Continue** button

6. Your browser will launch in order to authenticate using SSO. If you are not already logged in to RapidIdentity, you will be prompted to log in.

7. When prompted by your browser, click the **Open Zoom Meetings** button



How to Allow External Participants in Zoom Meetings

Overview

Staff members may disable the setting which restricts their Zoom meeting such that any participants must be logged in to Zoom in order to join. The SBLSD Technology Services department recommends keeping this setting enabled in most situations for security purposes, however there are valid use cases where temporarily disabling this restriction may be necessary, such as when hosting remote parent-teacher conferences.

Steps 1-4 covers the process of adjusting the Zoom account-level setting which requires participants of your meetings to have a Zoom account when joining your meeting via the web.

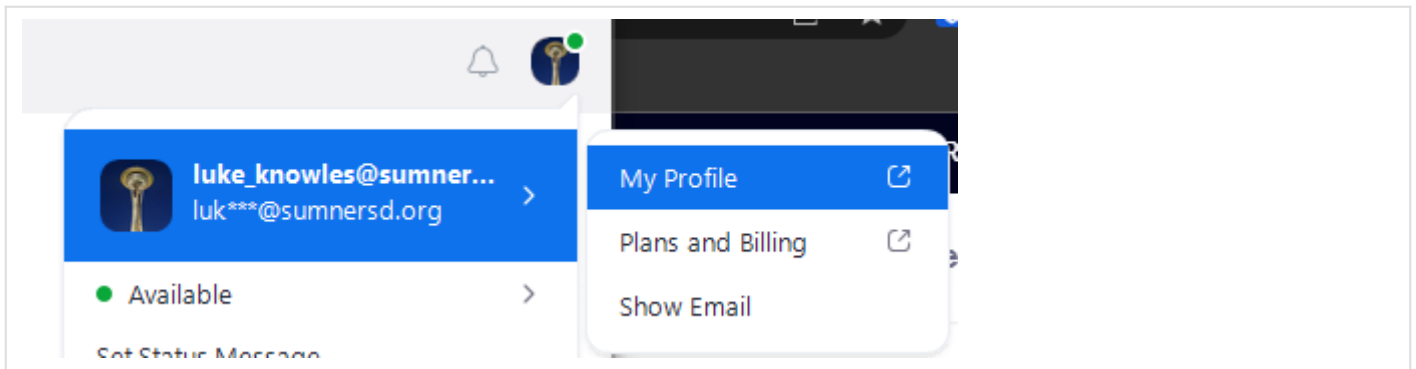
Steps 5-6 addresses changing the meeting-level setting which requires the participants to use a SBLSD Zoom account.

Changing both settings is necessary to allow external users to join your Zoom meeting without a Zoom account.

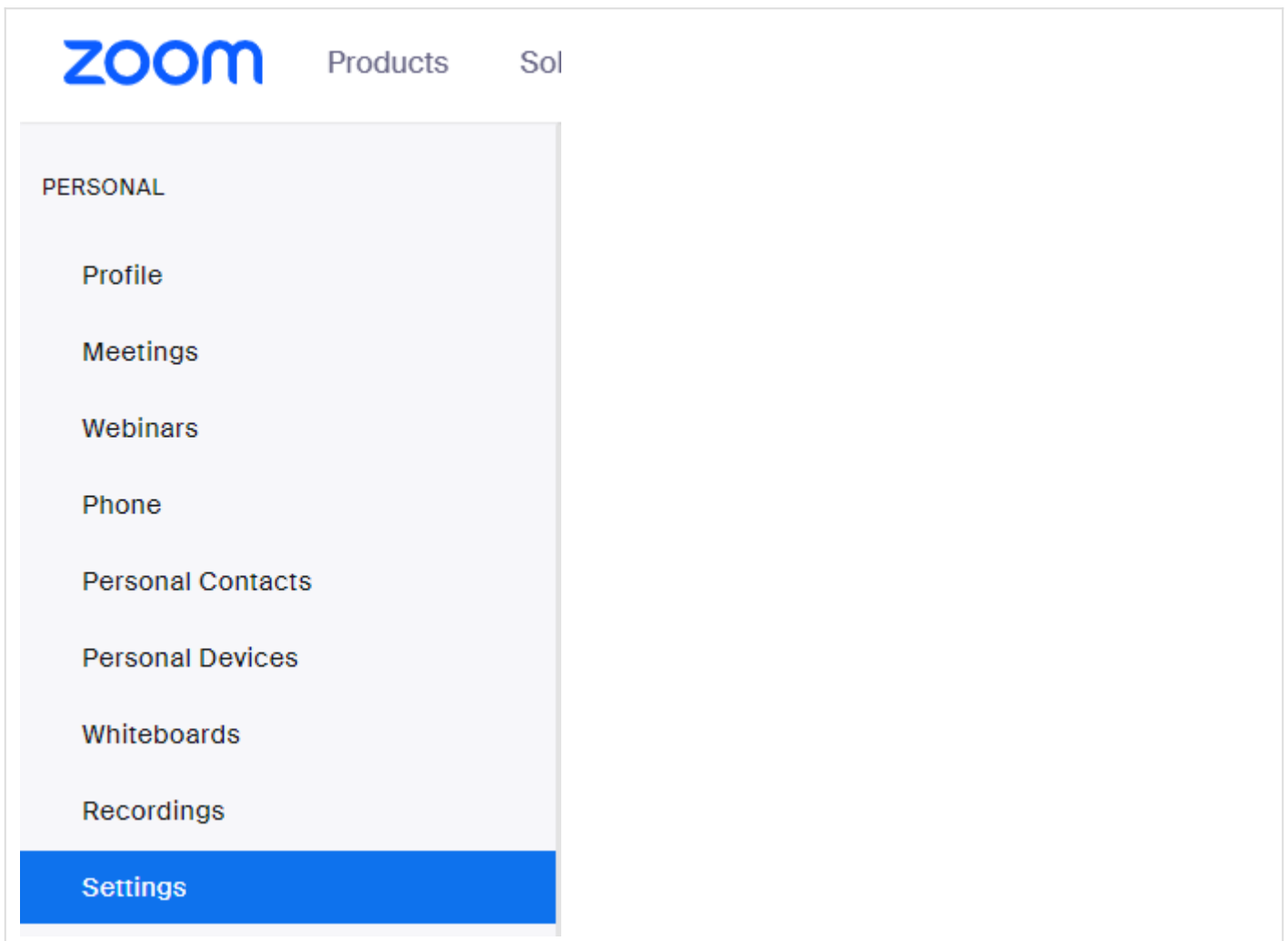
Steps

1. [Log in to your SBLSD Zoom account](#) on the web

*If you're already logged in to the Zoom app, you can launch the web interface by clicking on your profile picture in the top-right corner and selecting **My Profile***

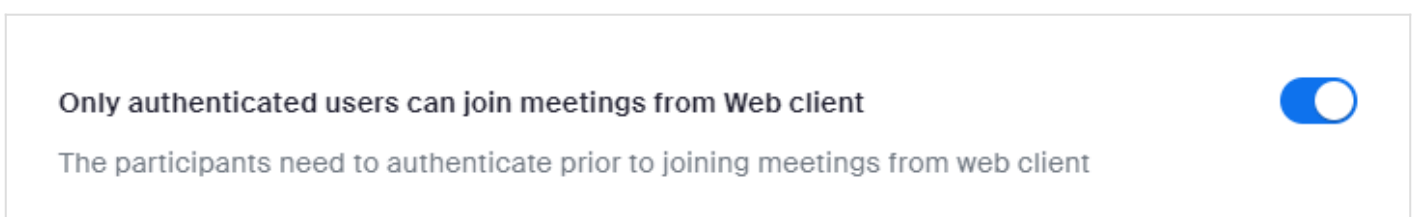


2. Navigate to **Personal > Settings**

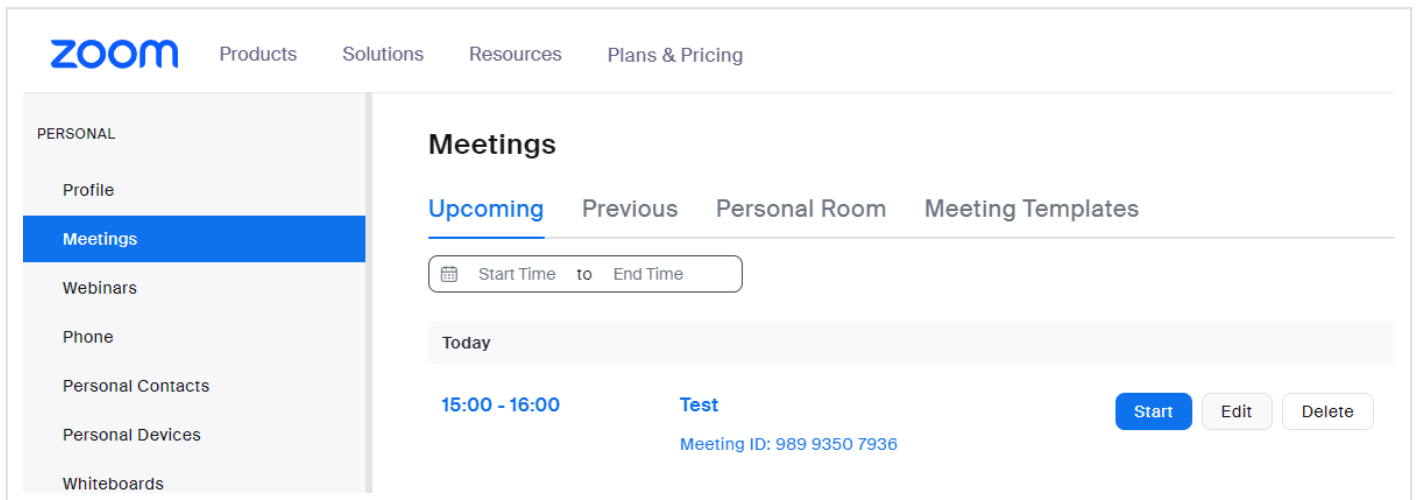


3. Select the **Meeting** tab

4. In the Security section, toggle the **Only authenticated users can join meetings from Web client** setting as needed

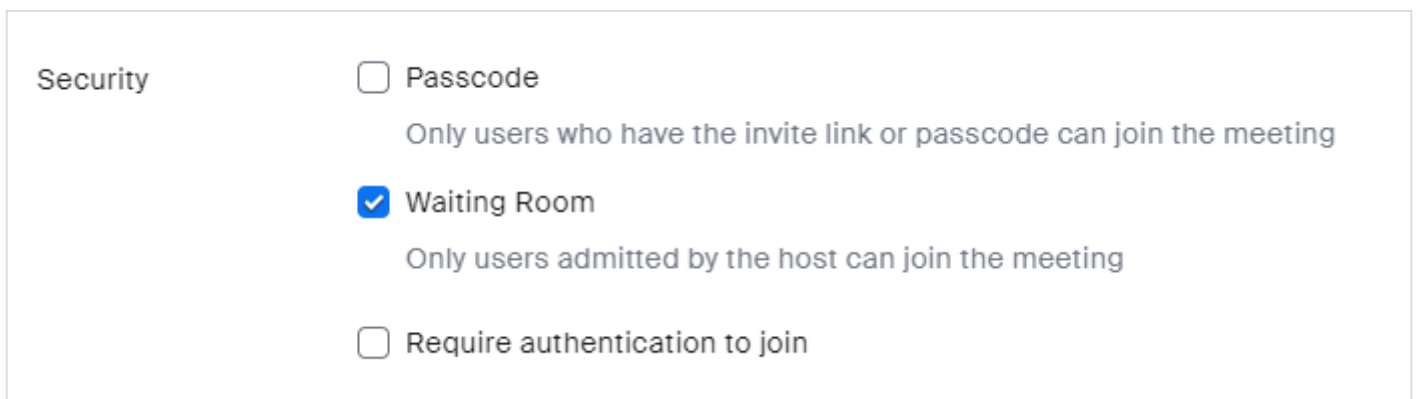


5. Navigate to **Personal > Meetings**, then click the **Edit** button on your meeting



The screenshot shows the Zoom web interface. On the left is a sidebar with the 'PERSONAL' section expanded, showing options like Profile, Meetings (highlighted), Webinars, Phone, Personal Contacts, Personal Devices, and Whiteboards. The main content area is titled 'Meetings' and has tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. Below the tabs is a filter bar with a calendar icon, 'Start Time', 'to', and 'End Time'. A section labeled 'Today' contains a meeting entry for '15:00 - 16:00' titled 'Test'. Below the title is the 'Meeting ID: 989 9350 7936'. To the right of the meeting entry are three buttons: 'Start' (blue), 'Edit' (light blue), and 'Delete' (light blue).

6. Scroll down to the **Security** section and disable the **Require authentication to join** option



The screenshot shows the 'Security' section of the Zoom settings. It contains three options, each with a checkbox and a description: 'Passcode' (unchecked), 'Waiting Room' (checked), and 'Require authentication to join' (unchecked). The descriptions for each option are: 'Only users who have the invite link or passcode can join the meeting' for Passcode, 'Only users admitted by the host can join the meeting' for Waiting Room, and 'Only users who have the invite link or passcode can join the meeting' for Require authentication to join.