

SIGNING IN TO YOUR ZOOM PROFILE

NUIT AV & Digital Media Services



Newcastle University's Zoom account has been configured to allow users to log on using **Single Sign On** (SSO), which essentially allows you to create and log into your Zoom account using your standard University login credentials. We recommend this is how you log into Zoom at all times.

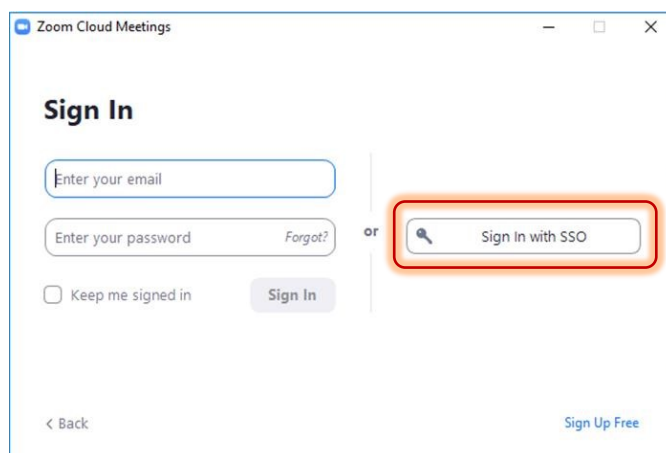
Signing into the Zoom App

Before you start, if you have previously signed into the Zoom App via another method (e.g. at Zoom.us) then you should **Sign Out**.

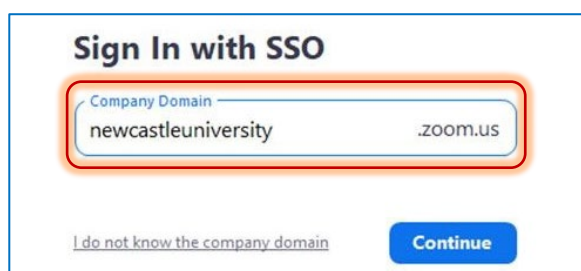
1. Launch the Zoom app from your Start Menu/ task bar and select Sign In



2. Select **Sign in With SSO** (on the right-hand side)



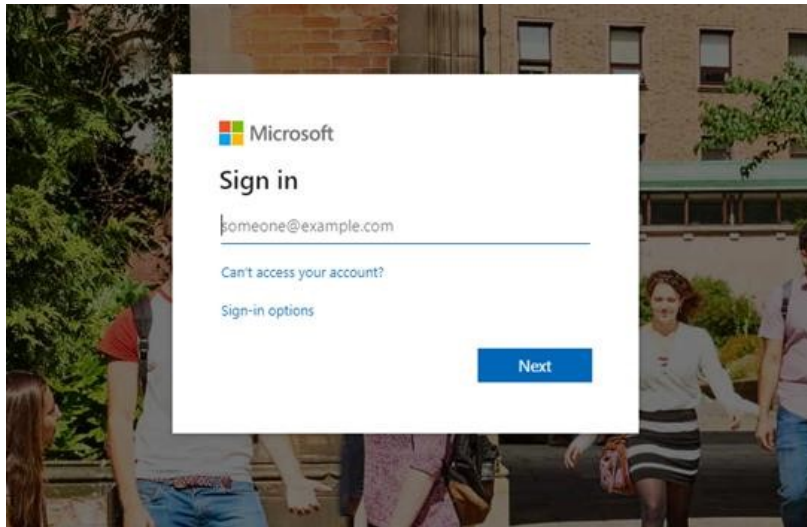
3. Enter **newcastleuniversity** as the Company Domain and click **Continue**



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4. A web browser will open, and you will be asked to Sign In (just like when you open Office365). Enter your **Newcastle University email address** here (using the format user@newcastle.ac.uk)



5. When prompted enter your **University n-id** and **usual password**. The Zoom App will then show you as signed in, and you will be using SSO!

Further information

- If you predominantly log in via the Zoom web interface, rather than the App, you can still sign in using SSO. Just navigate to <https://newcastleuniversity.zoom.us/> and select **Sign in** and follow the same steps above
- If, in your meeting, you notice attendees in the **Participants** list with (guest) next to their name it either means they are from **outside of the university** (i.e. not using a University email address) or **not signed in** to their Newcastle University Zoom account.
- We recommend against using role accounts within Zoom where at all possible, as this can potentially cause disruption to meetings in-progress, due to the one concurrent meeting per user rule. We therefore suggest using your personal University Zoom account and logging in via SSO, and using **Scheduling Privilege** where you have a requirement to schedule Zoom meetings on behalf of colleagues