



Sheppard Pratt


Connecting to ZOOM via SSO

Information Technology

May 2022

Introduction

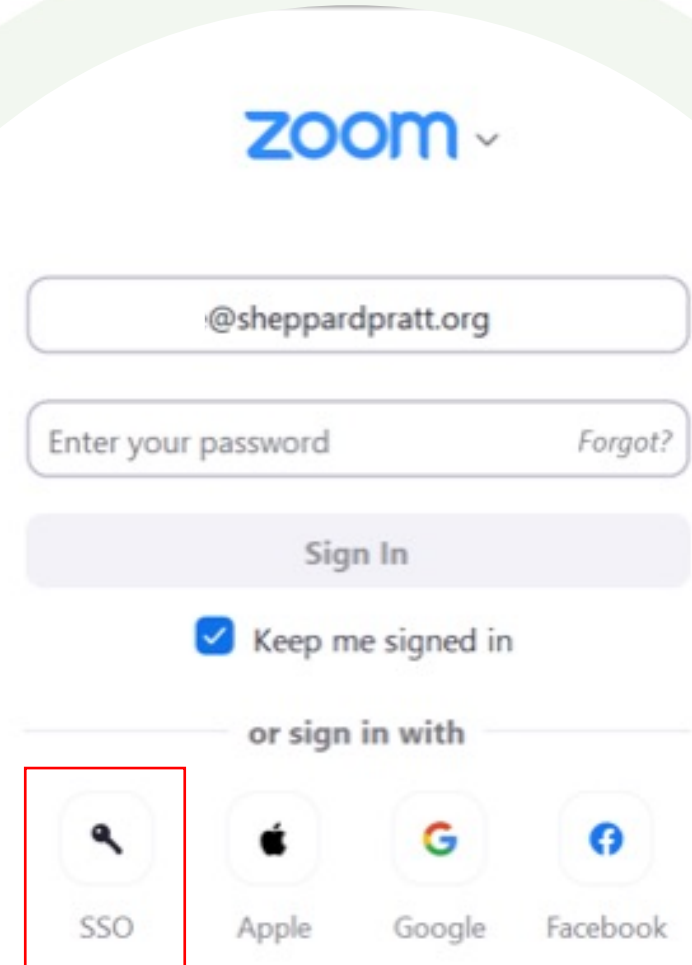
Single Sign-On has been enabled for Sheppard Pratt employees to streamline access Zoom meetings and chat. This new feature will allow our staff to login to the Zoom desktop application, mobile device app, or browser session using the same username/password as used with Office 365.

-  Most users will not have to provide credentials when accessing Zoom from a Sheppard Pratt issued laptop or desktop.

Logging in with SSO from the Zoom application

Launch the Zoom application. If the application automatically logs you in because you set it to remember your password, logout.

Click the SSO login button from the main application screen.



Logging in with SSO from the Zoom application

When prompted to **Sign In with SSO** enter

sheppardpratt.zoom.us

Click **Continue**

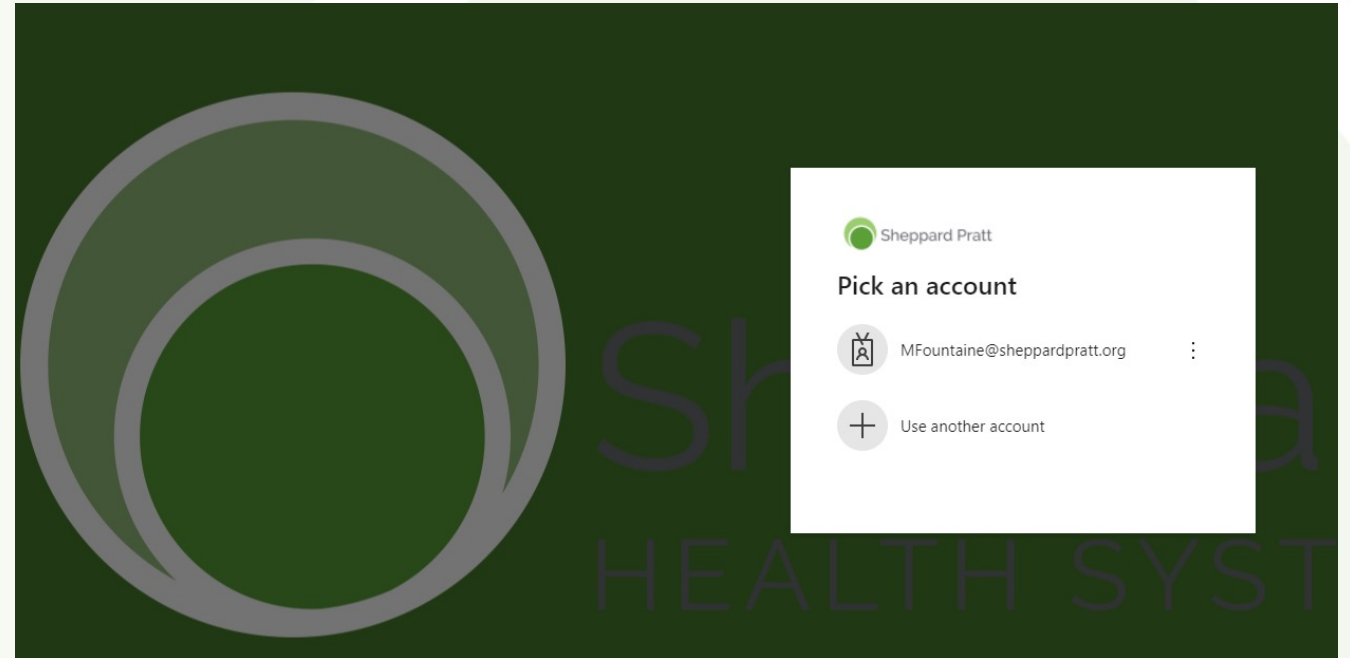
Sign In with SSO

[I do not know the company domain](#)

Continue

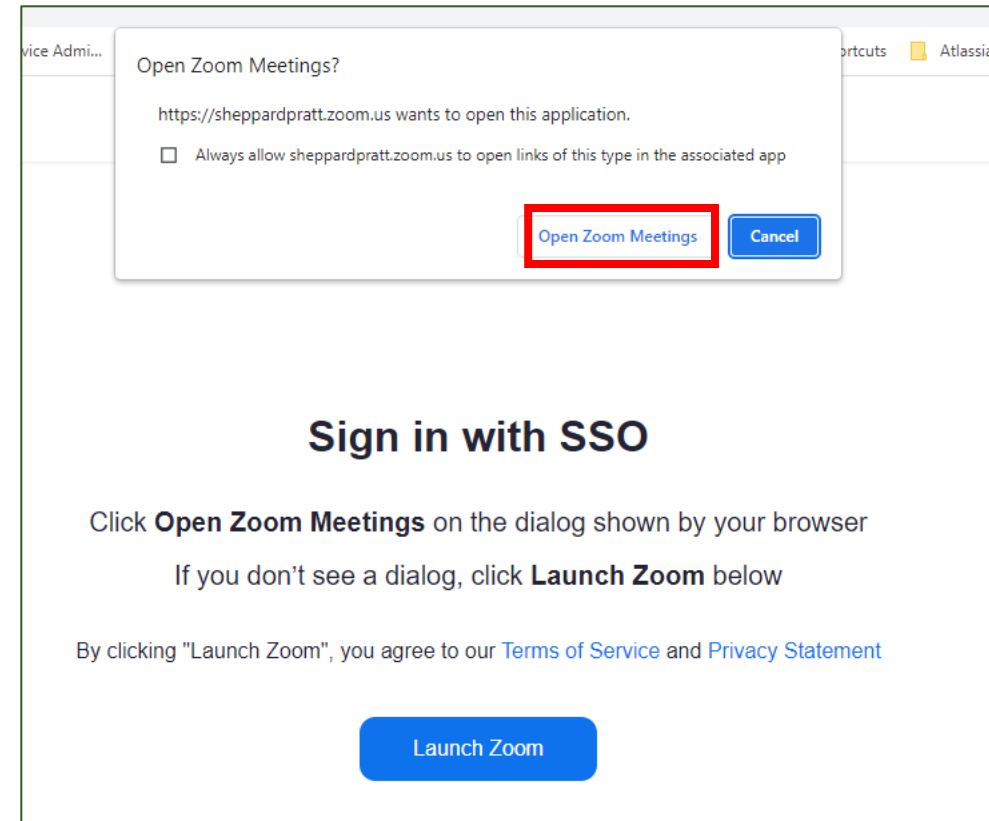
Logging in with SSO from the Zoom application

- Your web browser will open and prompt you to provide Office 365 credentials. If you already logged into Office 365, you will be prompted
- Select your username and provide the associated password. You may be asked for multifactor authentication.



Logging in with SSO from the Zoom application

- You will be prompted to **Open Zoom Meetings**.



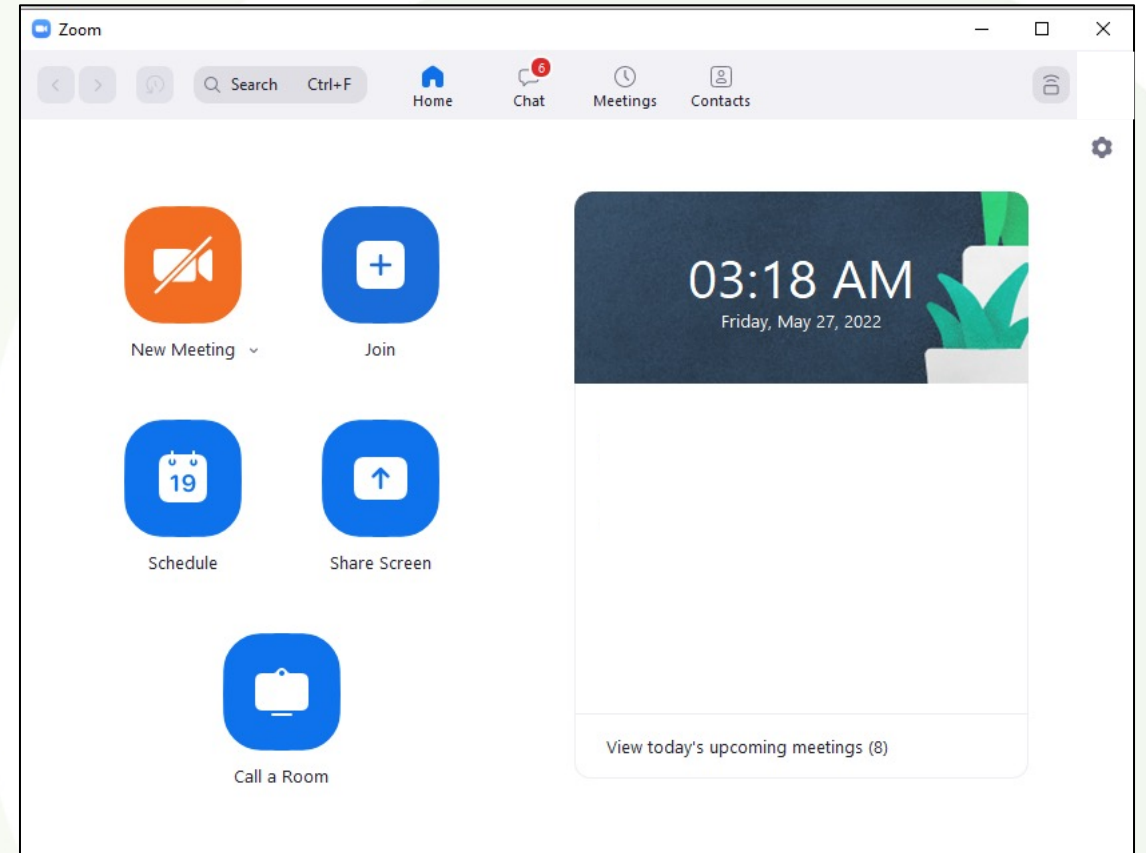
The image shows a browser window with a dialog box open. The dialog box is titled "Open Zoom Meetings?" and contains the text "https://sheppardpratt.zoom.us wants to open this application." Below this text is a checkbox labeled "Always allow sheppardpratt.zoom.us to open links of this type in the associated app". At the bottom of the dialog box are two buttons: "Open Zoom Meetings" (highlighted with a red box) and "Cancel".

Below the dialog box, the page displays the heading "Sign in with SSO". Underneath, it says "Click **Open Zoom Meetings** on the dialog shown by your browser" and "If you don't see a dialog, click **Launch Zoom** below". At the bottom, there is a blue button labeled "Launch Zoom".

By clicking "Launch Zoom", you agree to our [Terms of Service](#) and [Privacy Statement](#)

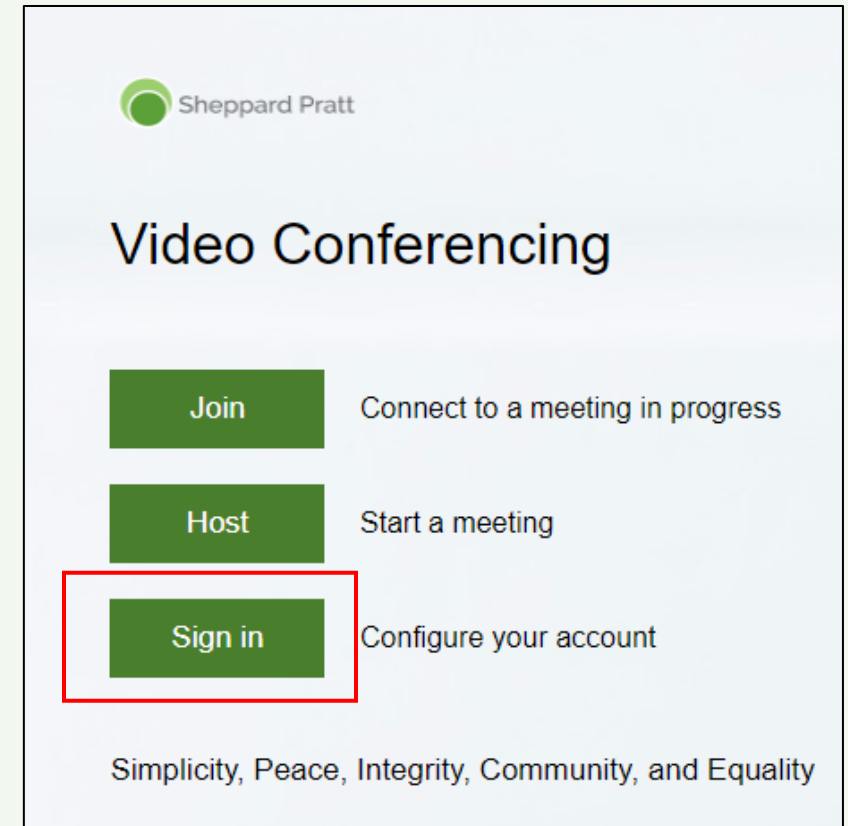
Logging in with SSO from the Zoom application

- Your Zoom application will now present as it normally does to:
 - Start a meeting
 - Join a meeting
 - Join a Chat



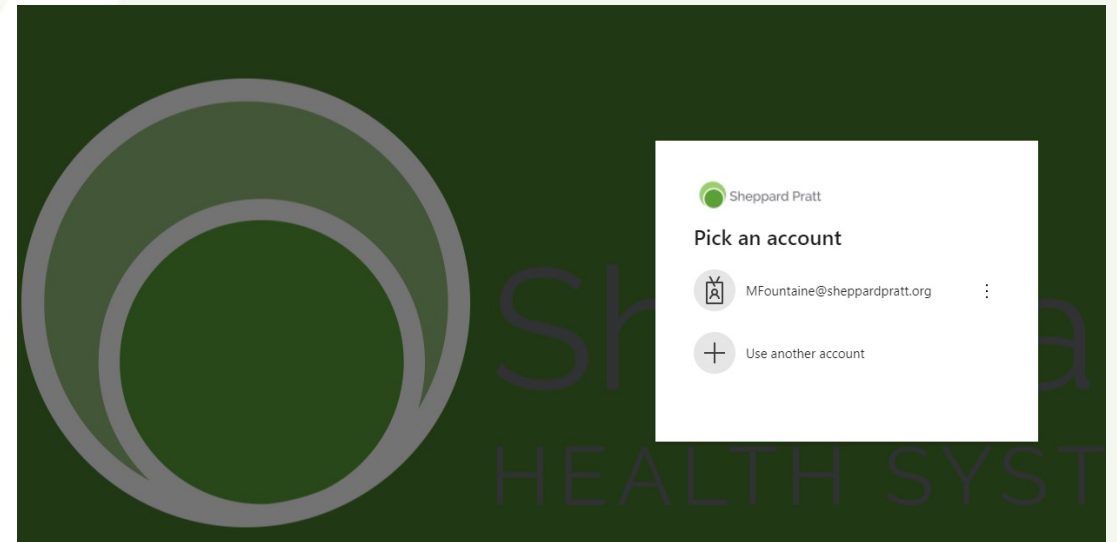
Logging in with SSO from a web browser

- Launch your web browser and visit:
<https://sheppardpratt.zoom.us/>
- Choose the option: **Sign in**



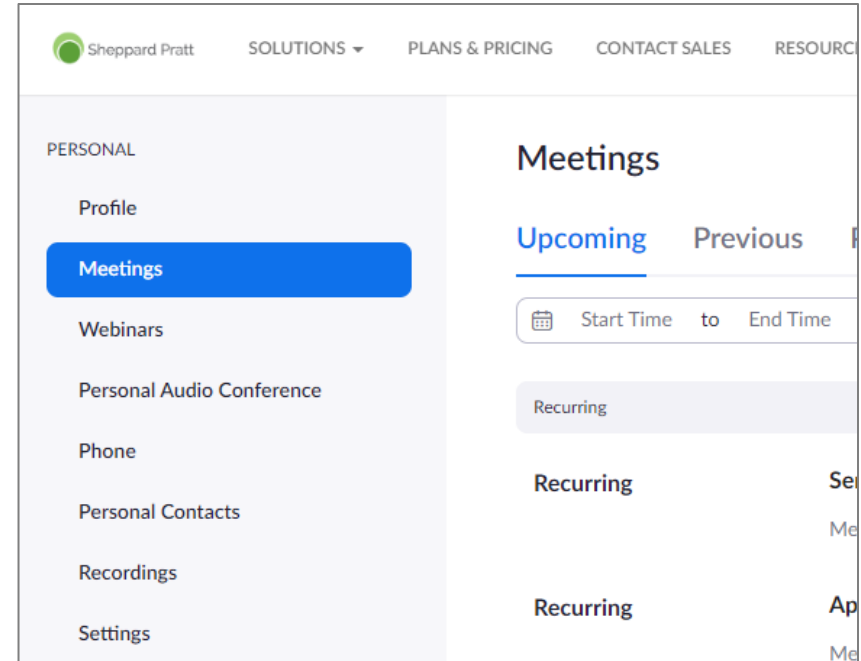
Logging in with SSO from a web browser

- If you have not already logged into Office 365, you will be prompted to login.
- Select your username and provide the associated password. You may be asked for multifactor authentication.



Logging in with SSO from a web browser

- If you have not already logged into Office 365, you will be prompted to login.
- Your browser will be redirected to your Zoom Profile or Meeting page.



The screenshot displays the Zoom web interface. At the top, the navigation bar includes the Sheppard Pratt logo, followed by menu items: SOLUTIONS, PLANS & PRICING, CONTACT SALES, and RESOURCE. Below the navigation bar is a sidebar menu under the heading 'PERSONAL', with options: Profile, Meetings (highlighted in blue), Webinars, Personal Audio Conference, Phone, Personal Contacts, Recordings, and Settings. The main content area is titled 'Meetings' and features tabs for 'Upcoming' and 'Previous'. Below the tabs is a search filter with a calendar icon and the text 'Start Time to End Time'. A section labeled 'Recurring' is visible, containing a list of recurring meeting entries with columns for 'Recurring' and 'Set'.



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