Providing support for Zoom for Healthcare to:

Signing in with SSO

Purpose

Single sign-on (SSO) allows users to login to Zoom using health authority (e.g. PHSA) credentials. To sign in to Zoom using SSO, users must be connected to a corporate network, (i.e. on site) or use the Microsoft Authenticator app (i.e. used to log in to VPN) when working off site.

The sign in process will take about a minute or less.

Requirements

- If you haven't used SSO to sign in before, first make sure you are signed out of Zoom.
- If working off-site:
  - o Microsoft Authenticator app on your device – see instructions.

How to access Zoom

There are 3 ways to access Zoom – **web browser** (https://zoom.us/), **desktop client** (i.e. application), or **mobile** (i.e. phone or tablet) application. SSO allows users to quickly and securely login to any of these 3 platforms using their PHSA credentials.
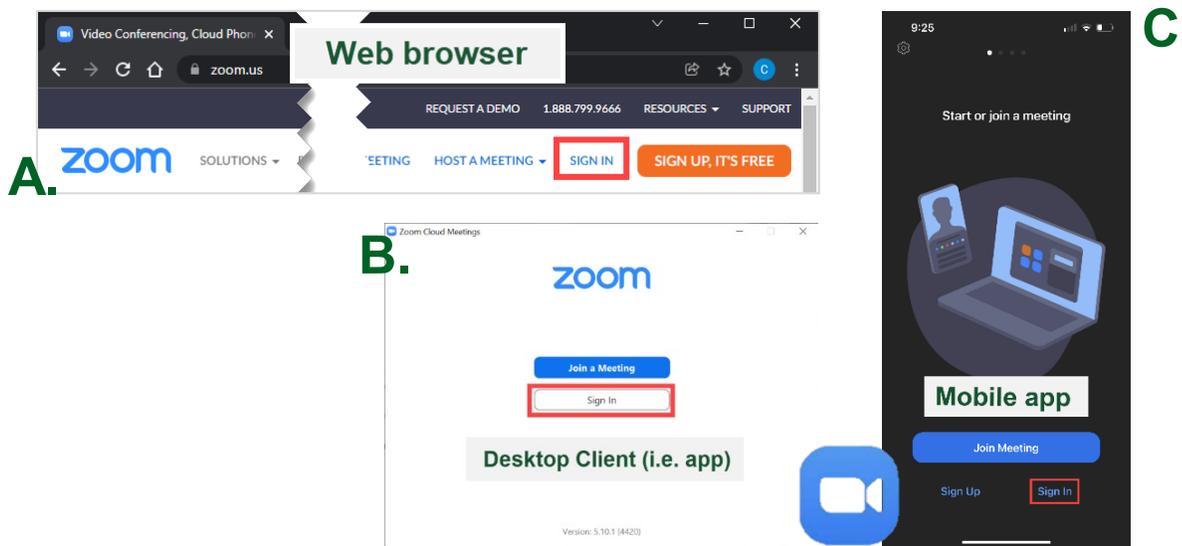
*Note that signing in to one of the above platforms does not automatically sign you in to the others – you will need to sign in to each individually.

Depending how you access Zoom, and whether you are logging in **on-site** or **remotely**, the process of signing in using SSO may vary slightly. Users on the desktop or mobile apps will remain signed in unless you choose to log out or restart your device.

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If you are on-site

1. If you haven't used SSO to sign in before, first make sure you are signed out of Zoom.

2. Click **Sign In** on your chosen platform (i.e. web browser, desktop app, or mobile app).

3. Click **SSO** or **Sign In with SSO**.

4. All users type **phsa** into the *Company Domain* textbox and click **Continue.**
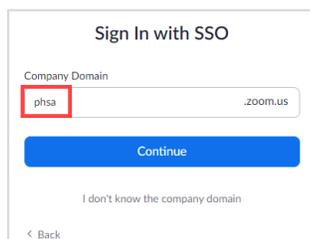
5. If prompted, type in your organizational email (e.g. @phsa.ca, @bccancer.bc.ca) OR select your profile and click **Next.**
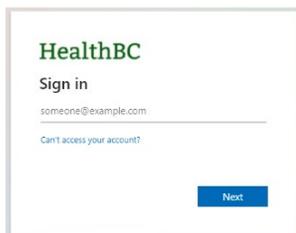
6. Depending on your chosen platform:
   a. **Web browser**
      i. You will be signed in and taken to your **Profile** page.

   b. **Desktop app**
      i. Your default browser will open up. Check the box *'Always allow phsa.zoom.us…'* and click **Open Zoom Meetings** or **Launch Zoom.**
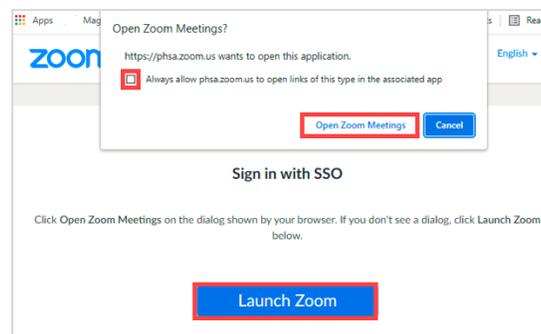
   c. **Mobile app**
      i. Follow steps 4 – 9 under 'If you are off-site'.

7. You will now be signed in to Zoom.

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If you are off-site

1. If you haven't used SSO to sign in before, first make sure you are signed out of Zoom.

2. Click **Sign In** on your chosen platform (i.e. web browser, desktop app, or mobile app).

3. Click **SSO** or **Sign In with SSO**.
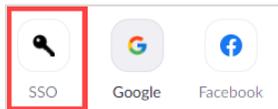
4. All users type **phsa** into the *Company Domain* textbox and click **Continue.**
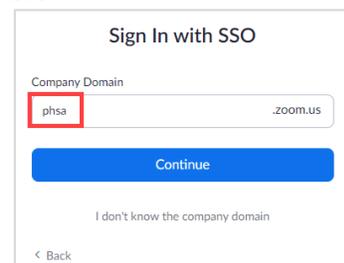
> 📌 **Note:** You may not see the following prompts in steps 5 - 8 if you have already followed these steps to sign in to the PHSA network, or have checked 'Remember Me' when first signing in to Zoom.

5. If prompted, type in your organizational email (e.g. @phsa.ca, @bccancer.bc.ca) OR select your profile and click **Next.**

6. Login using your network password connected to the email.
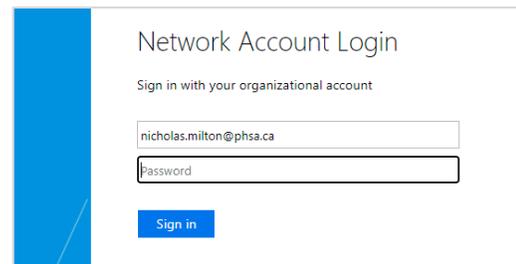
7. Approve the login on your Microsoft Authenticator app.

8. Check the box '*Don't show this again*' and click **Yes** to complete sign in.

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9. Depending on your chosen platform:
    a. **Web browser**
        i. You will be signed in and taken to your **Profile** page.

    b. **Desktop app**
        i. Your default browser will open up. Check the box *'Always allow phsa.zoom.us…'* and click **Open Zoom Meetings** or **Launch Zoom.**
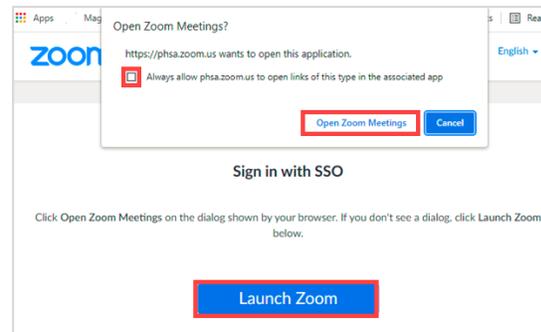
    c. **Mobile app**
        i. A launch page in your web browser will briefly appear and then you will be automatically taken to the Zoom app.

10. You will now be signed in to Zoom.

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