

**02**

# Accessing Zoom through the Desktop App



## Step 1:

**Click** on the **Zoom icon** at the **bottom** or **right hand corner** of your screen.





**Step 2:**

**Click** on **'Sign In'**.

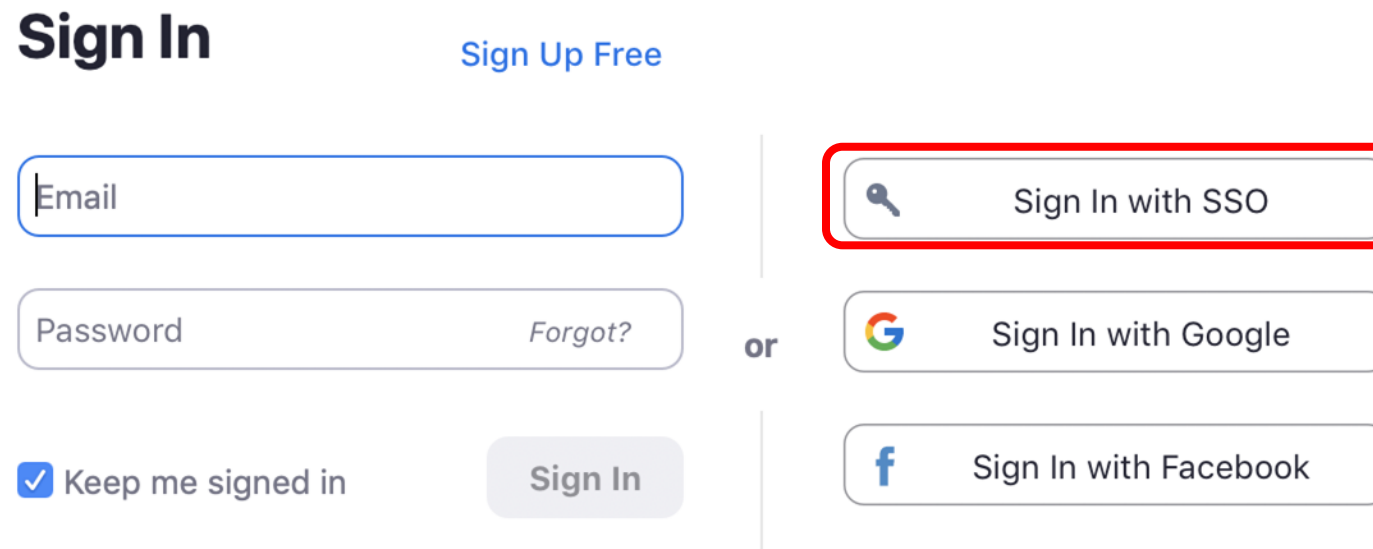
zoom

Join a Meeting

Sign In

## Step 3:

**Click** on **'Sign In with SSO'**.



The image shows a sign-in interface. On the left, there is a 'Sign In' section with a 'Sign Up Free' link. It includes an email input field, a password input field with a 'Forgot?' link, a checked 'Keep me signed in' checkbox, and a 'Sign In' button. On the right, there is an 'or' separator and three social sign-in options: 'Sign In with SSO' (highlighted with a red box), 'Sign In with Google', and 'Sign In with Facebook'.


**Sign In** [Sign Up Free](#)


Email


Password [Forgot?](#)

Keep me signed in [Sign In](#)

or

 [Sign In with SSO](#)

 [Sign In with Google](#)

 [Sign In with Facebook](#)



# Step 4:

**Type** in `'students-edu-sg'` and **Click** on `'Continue'`.

## Sign In with SSO

a

Your company domain  .zoom.us

[I don't know the company domain](#)

**Continue**

b



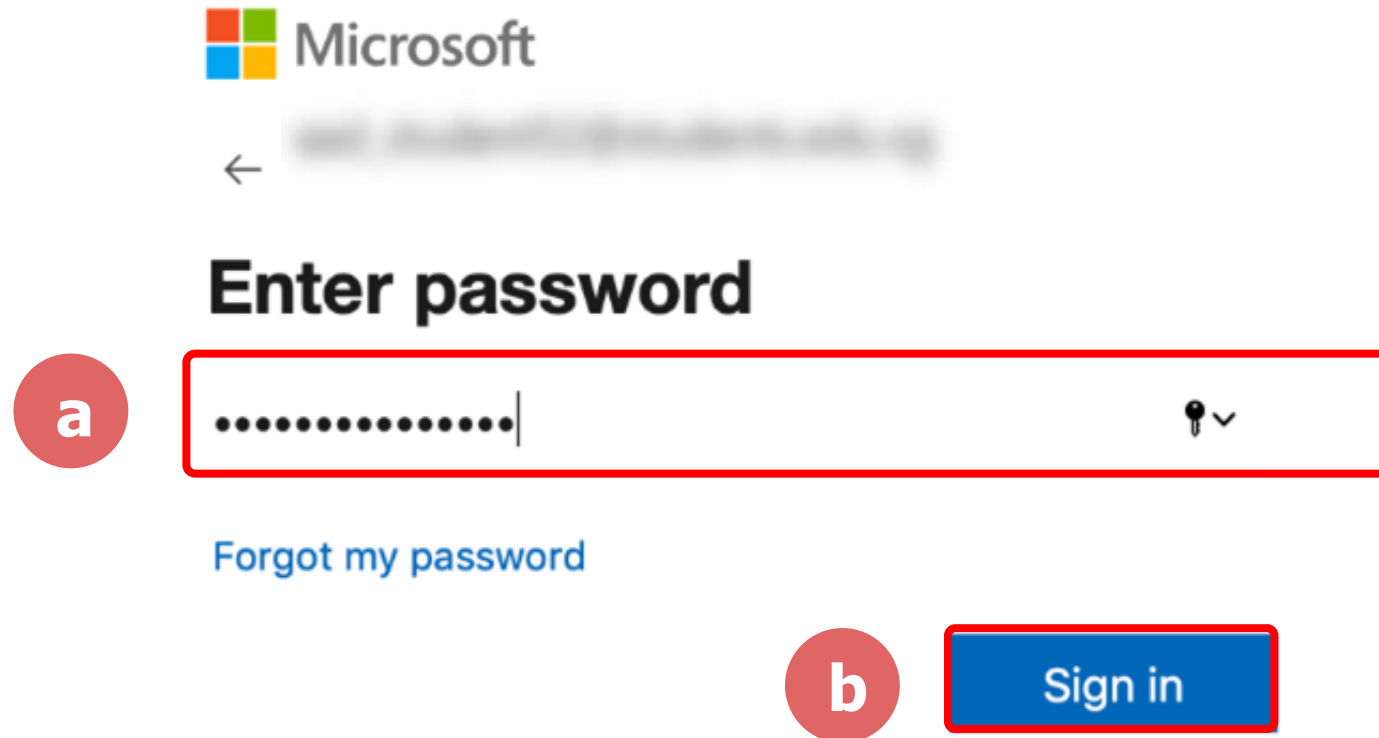
## Step 5a:

**Type** in your **Student iCON email address** and **Click** on **'Next'**.

The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". A red circle labeled "a" points to a text input field containing a blurred email address. Below the input field is a link that says "Can't access your account?". At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button. A red circle labeled "b" points to the "Next" button.

Step 5b:

**Type** in your **password** and **Click** on **'Sign in'**.





## Step 5c:

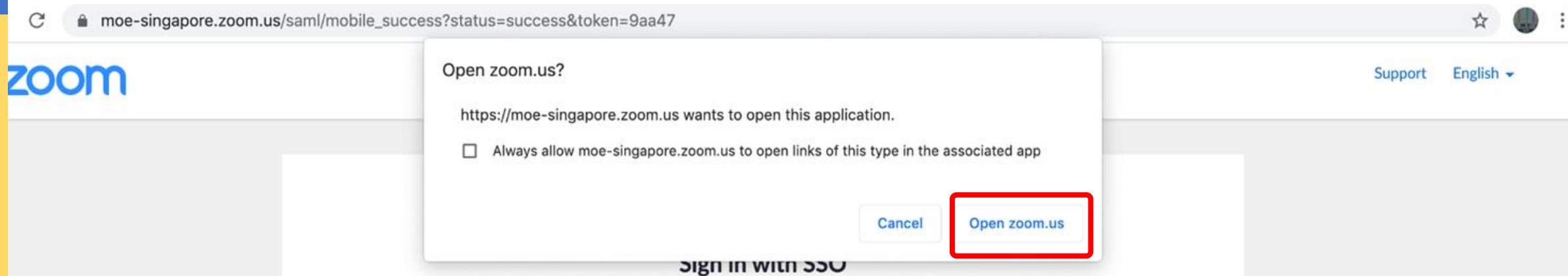
**Check** the box 'Don't show this again' and **Click** on 'Yes'.

The screenshot shows a Microsoft sign-in dialog box. At the top left is the Microsoft logo. Below it, the text "Stay signed in?" is displayed in a large, bold font. Underneath, a smaller line of text reads: "Do this to reduce the number of times you are asked to sign in." There are two main interactive elements: a checkbox labeled "Don't show this again" and two buttons labeled "No" and "Yes". A red circle with the letter "a" is positioned to the left of the checkbox, and a red circle with the letter "b" is positioned to the right of the "Yes" button. Both the checkbox and the "Yes" button are enclosed in red rectangular boxes.



## Step 6:

**Click** on **'Open zoom.us'**.



The screenshot shows a browser window with the address bar containing the URL: `moe-singapore.zoom.us/saml/mobile_success?status=success&token=9aa47`. The page header includes the Zoom logo on the left and "Support English" on the right. A modal dialog box is centered on the screen, titled "Open zoom.us?". The dialog contains the text "https://moe-singapore.zoom.us wants to open this application." and a checkbox labeled "Always allow moe-singapore.zoom.us to open links of this type in the associated app", which is currently unchecked. At the bottom of the dialog are two buttons: "Cancel" and "Open zoom.us". The "Open zoom.us" button is highlighted with a red rectangular border. Below the dialog, the text "Sign in with SSO" is partially visible.

Click Open zoom.us on the dialog shown by your browser. If you don't see a dialog, click Launch Zoom below.

Launch Zoom



# Step 7:

Zoom

Home Chat Meetings Contacts

SEARCH Search Ctrl+F

Home Chat Meetings Contacts

Set a Personal Note

LICENSED

Settings

Available

Away

Do not disturb

My Profile

Try Top Features

Help

Switch to Portrait View

Switch Account

Sign Out

No upcoming meetings today

New Meeting

Schedule

Share screen

12:00 PM

February 7, 2022

Click here and choose "My Profile"



# Step 8:



SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

JOIN A MEETING

HOST A MEETING ▾

SIGN IN

The screenshot shows the Zoom sign-in interface. On the left, a grey panel contains the text "SIGN IN" and "Welcome back!". Below this is a link for "New to Zoom? Sign Up Free". On the right, the sign-in form includes fields for "Email Address" and "Password", a "Forgot password?" link, a "Sign In" button, and a checked "Stay signed in" option. Below the form, there is a section for "Or sign in with" featuring icons for "SSO", "Google", and "Facebook". A yellow callout box with the text "Click on 'SSO'" has a pointer directed at the SSO icon, which is also highlighted with a red square.

Step 9:

Type in 'students-edu-sg' and Click on 'Continue'.

Sign In with SSO

a

Your company domain  .zoom.us

[I don't know the company domain](#)

Continue

b



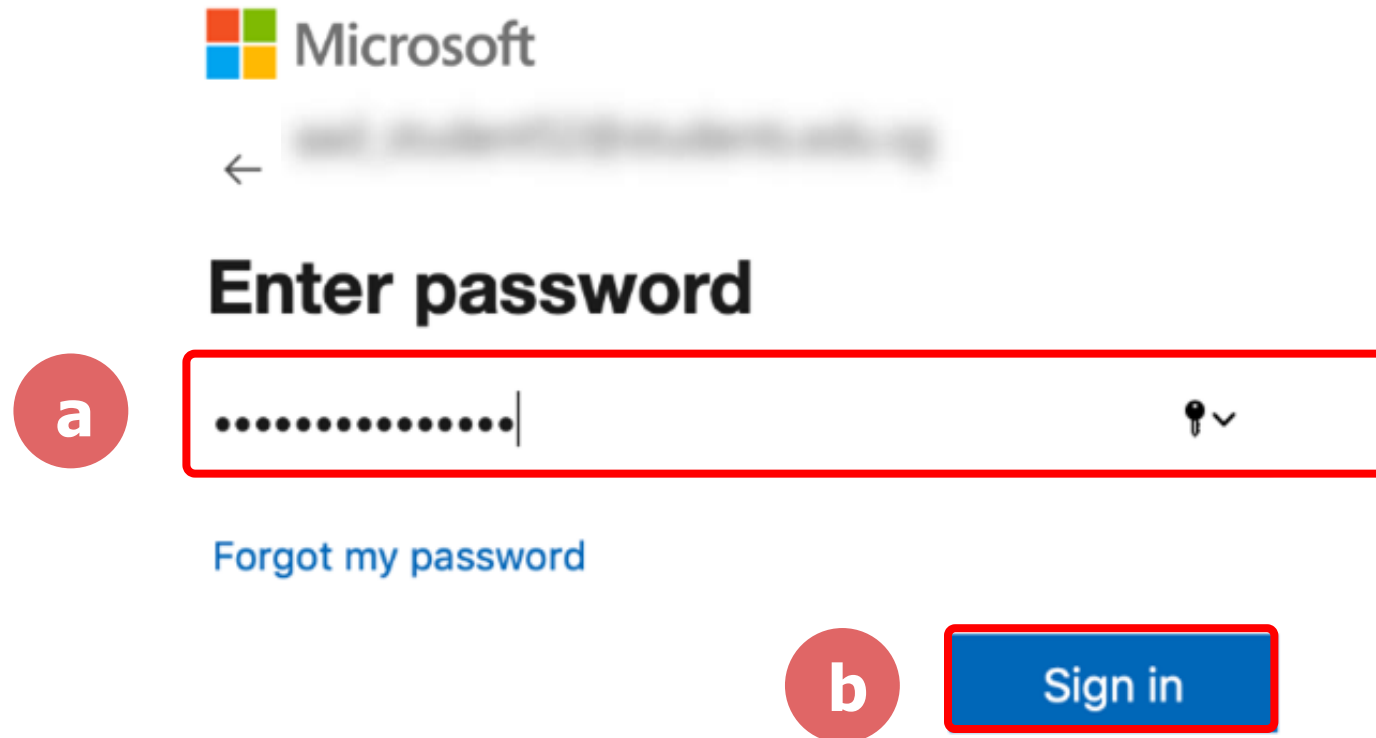
## Step 10a:

**Type** in your **Student iCON email address** and **Click** on **'Next'**.

The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". A red circle labeled "a" points to a text input field containing a blurred email address. Below the input field is a link that says "Can't access your account?". At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button. A red circle labeled "b" points to the "Next" button.

Step 10b:

**Type** in your **password** and **Click** on **'Sign in'**.





## Step 10c:

**Check** the box 'Don't show this again' and **Click** on 'Yes'.

The screenshot shows a Microsoft sign-in dialog box. At the top is the Microsoft logo. Below it is a blurred text field. The main heading is "Stay signed in?". Below the heading is the text "Do this to reduce the number of times you are asked to sign in." There are two options: a checkbox labeled "Don't show this again" and two buttons: "No" and "Yes". A red circle with the letter "a" is next to the checkbox, and a red circle with the letter "b" is next to the "Yes" button. Both the checkbox and the "Yes" button are highlighted with a red rectangular border.

Microsoft

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes



## Step 11:

The screenshot shows the Zoom profile page for 'moe-singapore.zoom.us'. The left sidebar contains navigation options: Profile (highlighted), Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. Below these are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area has a warning message about profile visibility. Below that is a profile picture placeholder with an 'Edit' link. The 'Personal' section is expanded, showing fields for Phone, Language (English), Time Zone ((GMT+8:00) Singapore), Date Format (mm/dd/yyyy), and Time Format (Use 12-hour time). Each field has an 'Edit' link. A yellow callout box points to the 'Edit' link for the profile picture, containing the text: 'Click edit then change the “Display Name” to this format [Class] [Index No] Full Name then click Save'. The 'Add Phone Number' link is also visible.





**Form Teachers please schedule a Zoom meeting now with students by enabling “Only authenticated users can join” to test.**