

**Zoom account Setup for
Southeast Community College
Faculty and Staff**

**Southeast Community
College Help Desk
402-437-2447**

Zoom accounts are tied to our *Hub Single Sign On* for SCC Employees.

Zoom accounts will be set up with this format:

Jdoe@southeast.edu

This is done automatically when first signing into Zoom using SSO

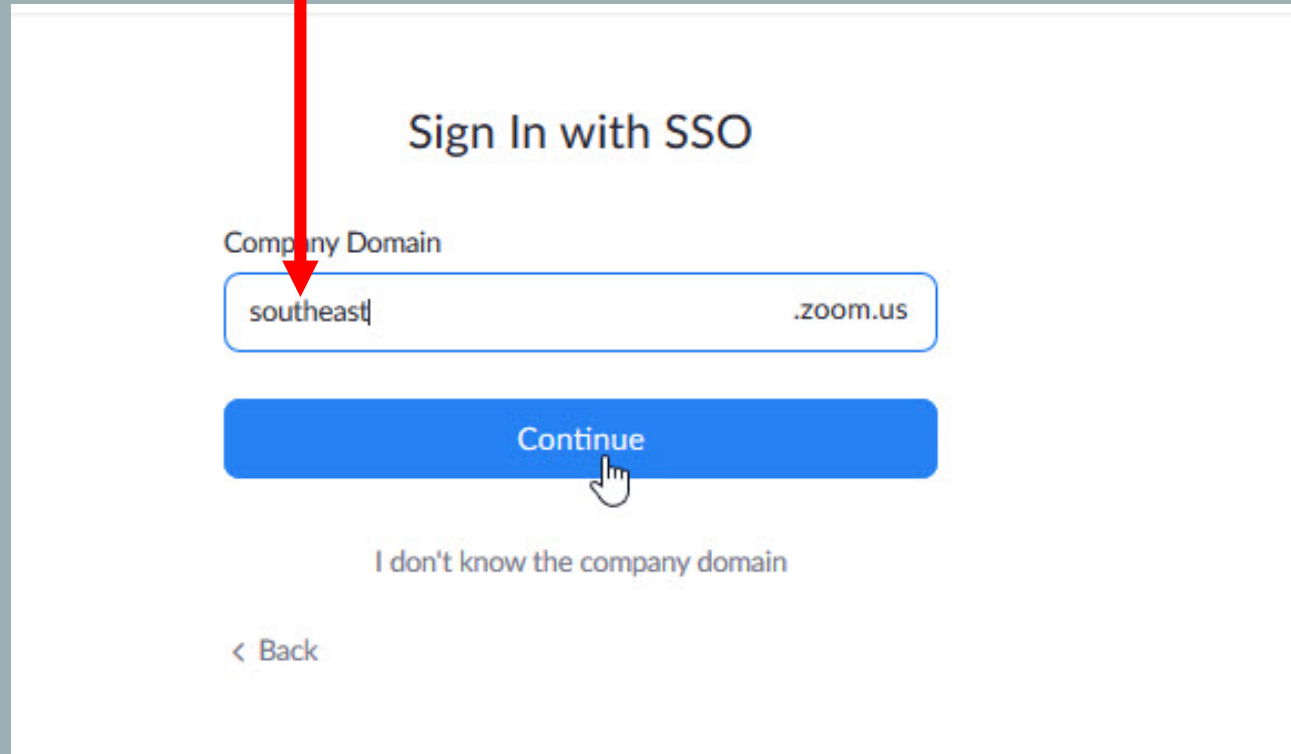
Zoom Log In must be done with your SCC username in **fl123456@southeast.edu** format

Examples of Zoom SSO Sign in:

@ <https://zoom.us/> sign in

Click on SSO

Enter "southeast" in the Company Domain box,
press Continue



Sign In with SSO

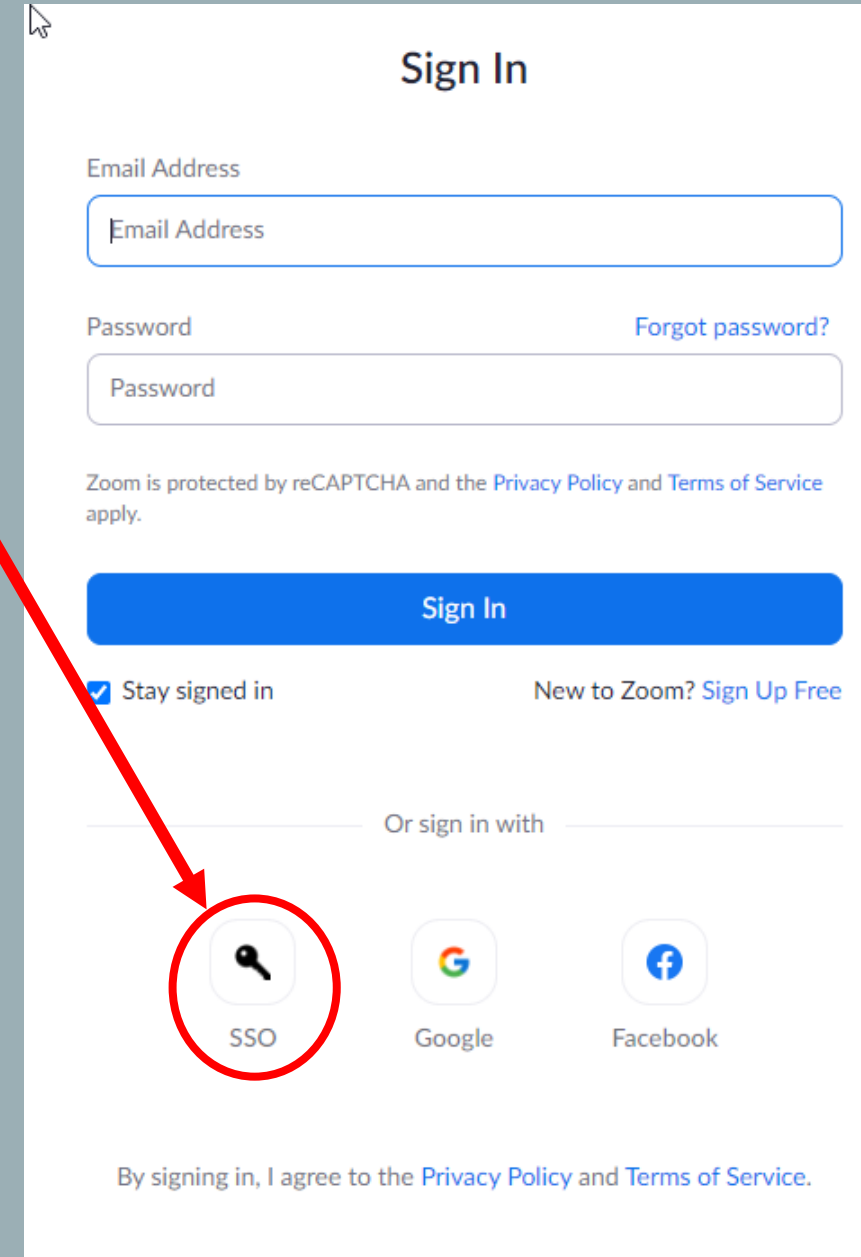
Company Domain

southeast .zoom.us

Continue

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

[< Back](#)



Sign In

Email Address

Email Address

Password [Forgot password?](#)

Password

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign In

Stay signed in [New to Zoom? Sign Up Free](#)

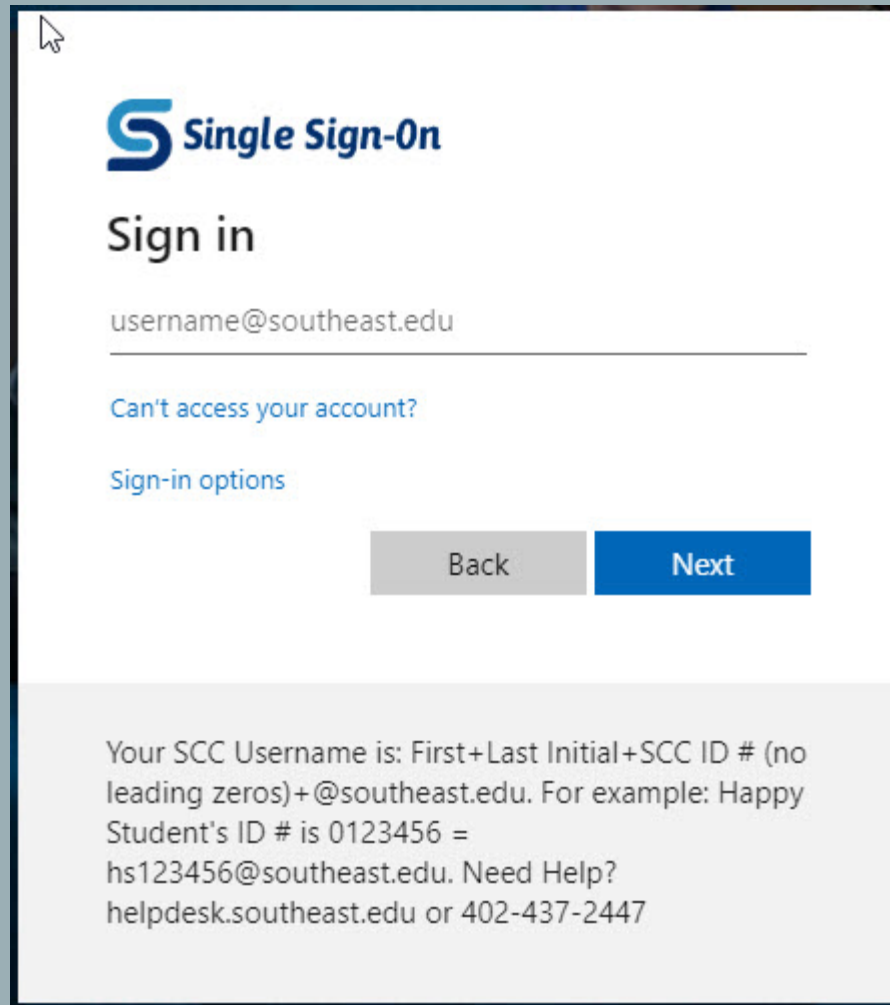
Or sign in with

SSO Google Facebook

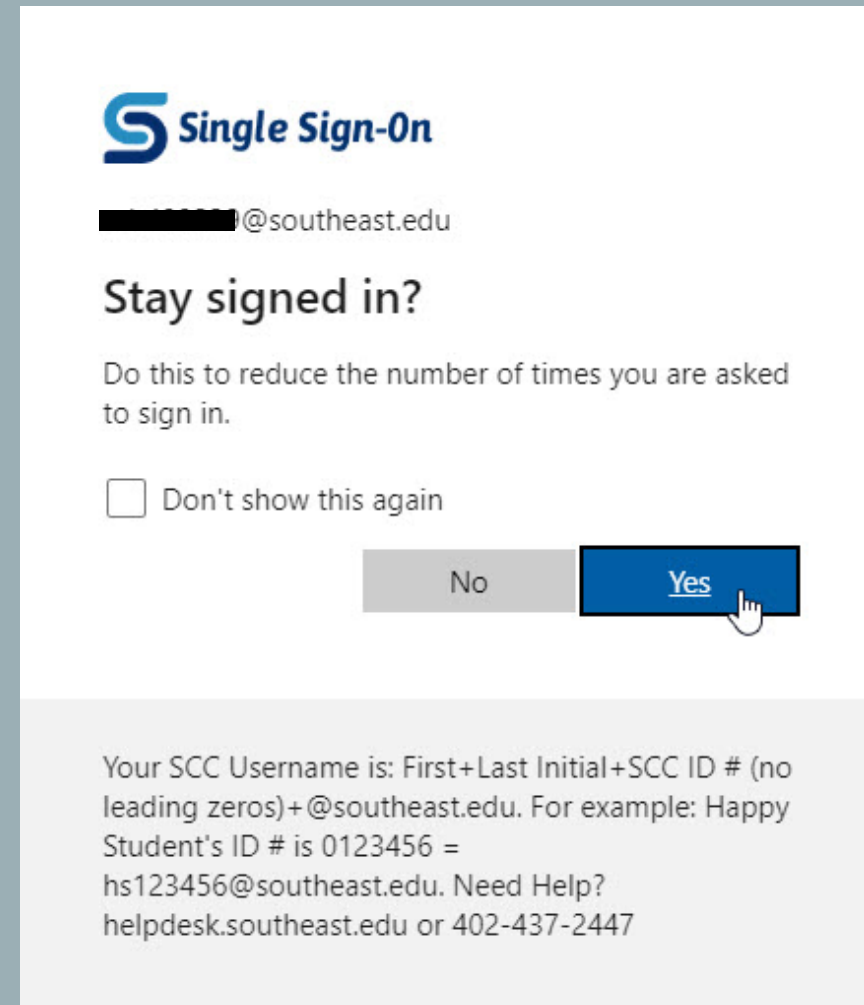
By signing in, I agree to the [Privacy Policy](#) and [Terms of Service](#).

If you are not signed in to the SCC Hub, you will be prompted for a log in.

Enter SCC Hub credentials and choose to Stay Signed if not on a public computer.



The screenshot shows the 'Single Sign-On' login page. At the top left is the 'Single Sign-On' logo. Below it is the text 'Sign in'. A text input field contains 'username@southeast.edu'. Below the input field are two links: 'Can't access your account?' and 'Sign-in options'. At the bottom of the form are two buttons: 'Back' (grey) and 'Next' (blue). At the bottom of the page is a footer with the text: 'Your SCC Username is: First+Last Initial+SCC ID # (no leading zeros)+@southeast.edu. For example: Happy Student's ID # is 0123456 = hs123456@southeast.edu. Need Help? helpdesk.southeast.edu or 402-437-2447'.



The screenshot shows the 'Single Sign-On' 'Stay signed in?' prompt. At the top left is the 'Single Sign-On' logo. Below it is the text 'Stay signed in?'. A text input field contains a redacted email address '@southeast.edu'. Below the input field is the text: 'Do this to reduce the number of times you are asked to sign in.' Below this text is a checkbox labeled 'Don't show this again'. At the bottom of the form are two buttons: 'No' (grey) and 'Yes' (blue). A mouse cursor is hovering over the 'Yes' button. At the bottom of the page is a footer with the text: 'Your SCC Username is: First+Last Initial+SCC ID # (no leading zeros)+@southeast.edu. For example: Happy Student's ID # is 0123456 = hs123456@southeast.edu. Need Help? helpdesk.southeast.edu or 402-437-2447'.

Zoom.us Profile page

You can view profile, manage meetings, recordings and settings from this page

Your status should be set up as Licensed. If it is set to Basic, please email the helpdesk at helpdesk@southeast.edu

ZOOM Support 1.888.799.9666

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

Attend Live Training

Knowledge Base

SOUTHEAST COMMUNITY COLLEGE
Global Education

Change Delete

Department Information Technology

Job Title Helpdesk Technician

Employee ID [REDACTED]

Account No. 112666

Personal Meeting ID *** ** *558 [Show](#)

https://Southeast.zoom.us/j/*****558 [Show](#)

× Use this ID for instant meetings

Personal Link Not set yet.

Sign-In Email Mho***@southeast.edu [Show](#)

Linked accounts:

License Type Licensed ⓘ

Meeting 300 participants ⓘ

User Group IT

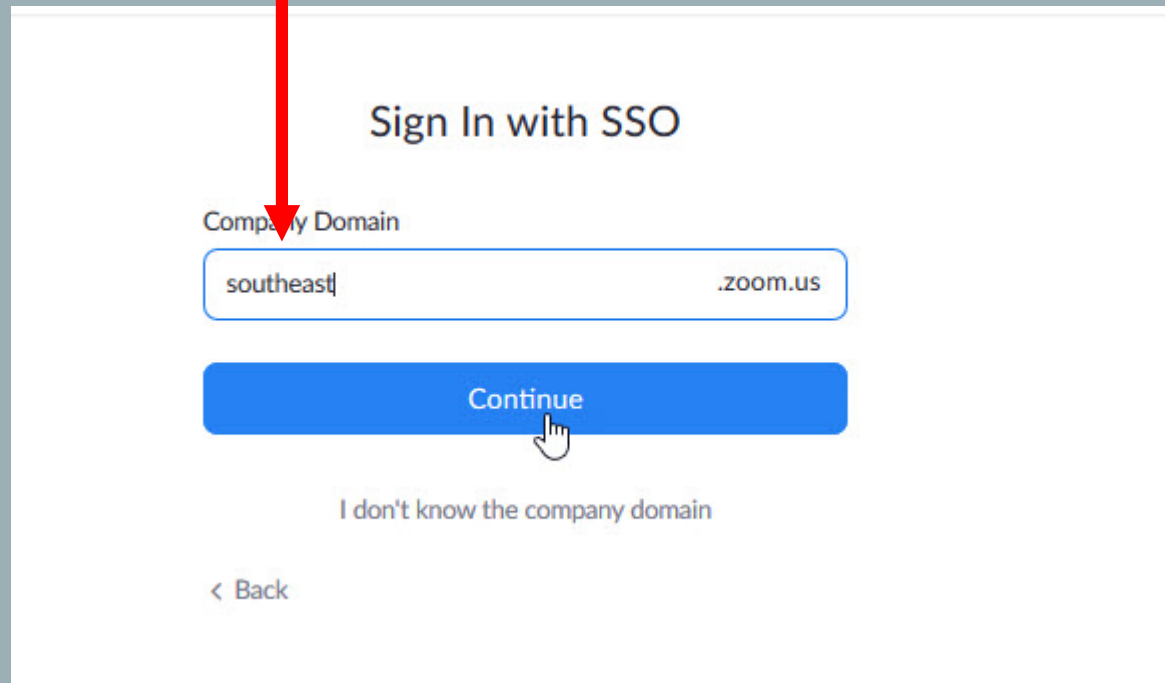
SSO is also used to sign into the Zoom App

From the **Zoom App**

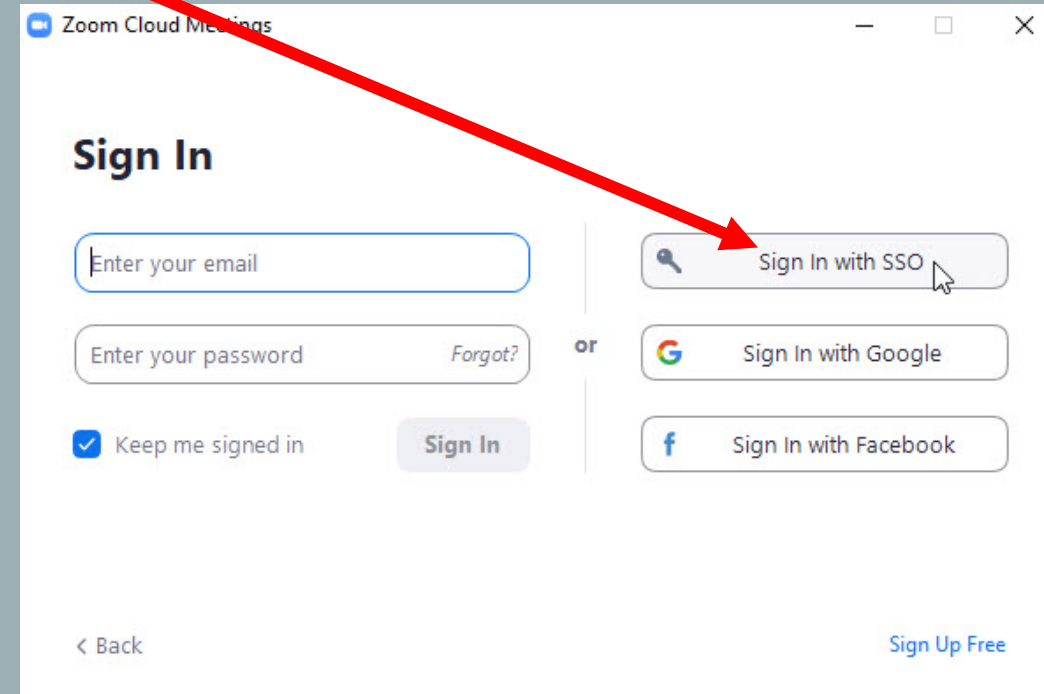


Click on **Sign in with SSO**

Then just enter **“southeast”** in the Company Domain box



The screenshot shows the 'Sign In with SSO' screen in the Zoom app. At the top, it says 'Sign In with SSO'. Below that is a 'Company Domain' input field containing the text 'southeast' and '.zoom.us'. A red arrow points from the text 'southeast' in the main text above to the 'southeast' part of the input field. Below the input field is a blue 'Continue' button with a hand cursor over it. At the bottom, there is a link that says 'I don't know the company domain' and a '< Back' link.



The screenshot shows the 'Sign In' screen in the Zoom Cloud Meetings app. It has a title 'Sign In'. On the left, there are two input fields: 'Enter your email' and 'Enter your password' with a 'Forgot?' link. Below these is a checked 'Keep me signed in' checkbox and a 'Sign In' button. On the right, there are three buttons: 'Sign In with SSO' (with a key icon), 'Sign In with Google' (with the Google logo), and 'Sign In with Facebook' (with the Facebook logo). A red arrow points from the text 'Click on Sign in with SSO' above to the 'Sign In with SSO' button. At the bottom, there is a '< Back' link and a 'Sign Up Free' link.

Licensed **Zoom** accounts

Your Zoom account is set to Licensed status automatically
when first logging in with SSO

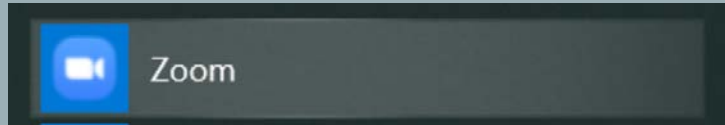
If this is not set automatically or you have an older Basic account:

Faculty and staff can request an upgrade to a Licensed account by contacting
Helpdesk@southeast.edu by email or calling us at 402-437-2447

Licensed accounts can host unlimited length meetings for up to 300
Participants.

Basic accounts will time out after 40 minutes for any meeting larger
than 2 people.

the Zoom App

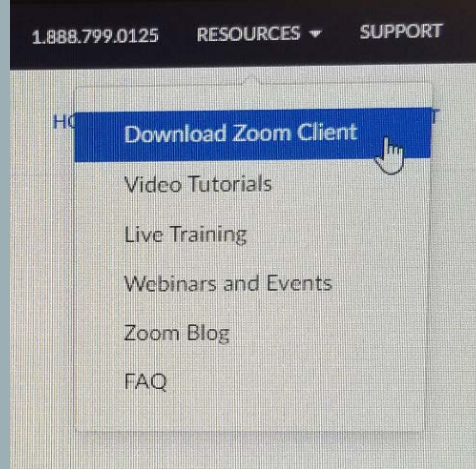


On SCC Staff Computers and Mobile Media Carts, the Zoom App is pre-installed by IT so if you do not see it in the start menu, please email us at Helpdesk@southeast.edu

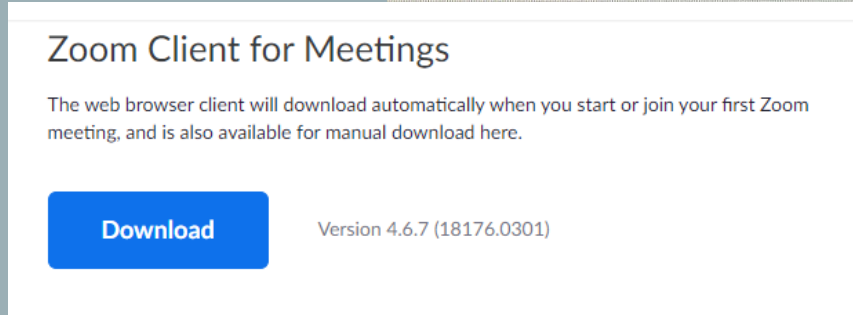
For your home PC, please install the Zoom app using the instructions on the next page

ON HOME PC INSTALL ZOOM APP

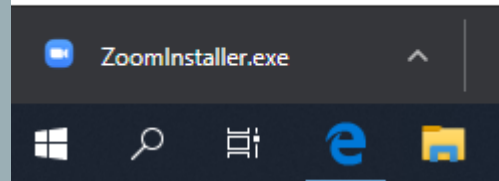
Navigate to: <https://zoom.us/>
Download Zoom Client from
the Resources Tab in the top
Right of the screen



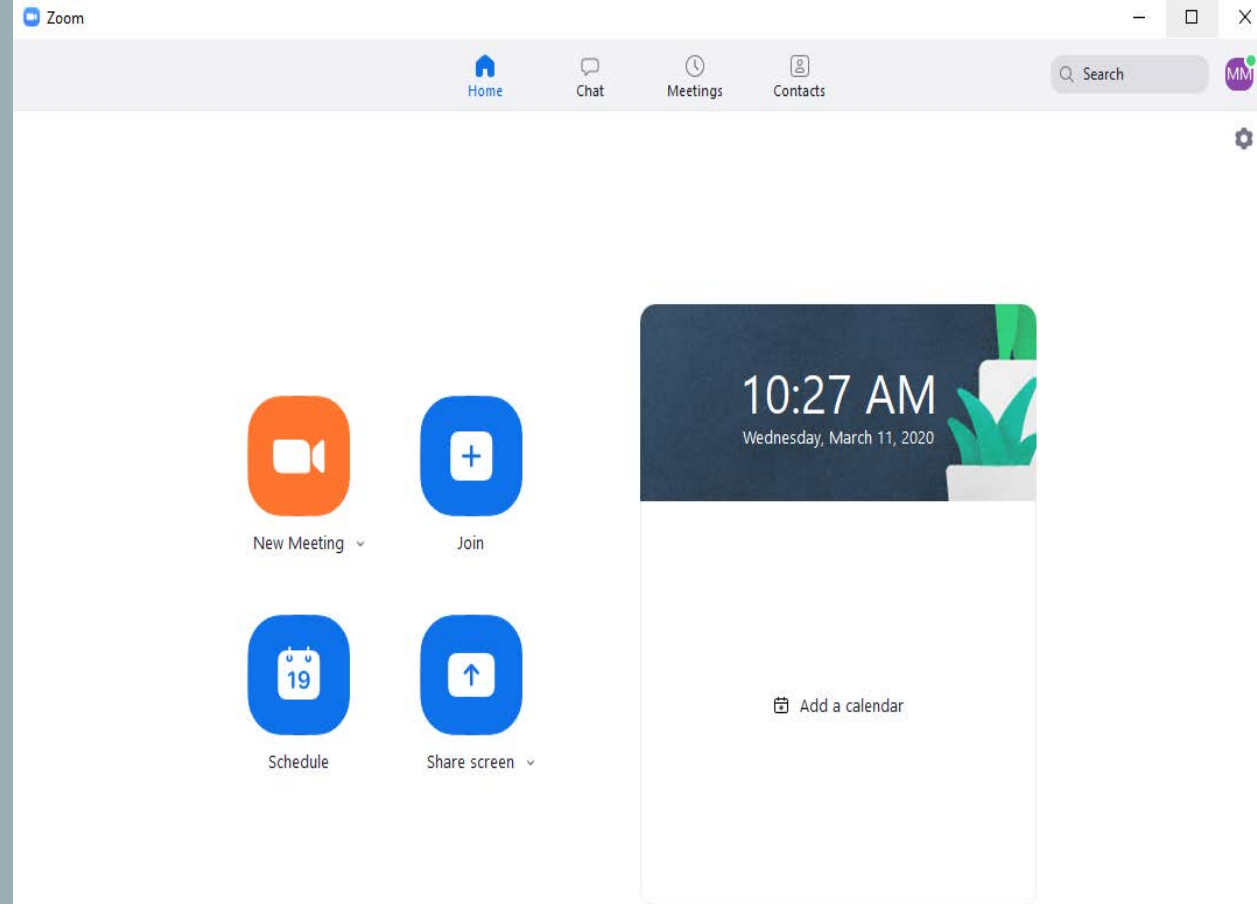
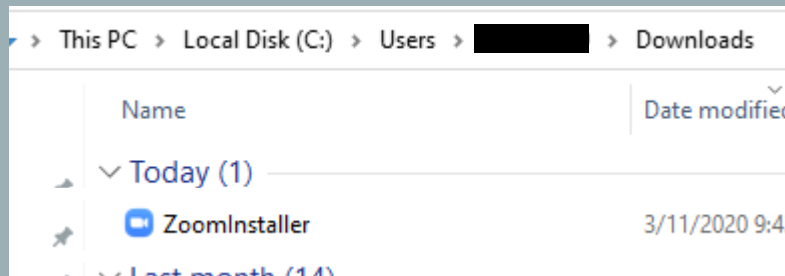
Choose Zoom Client for Meetings



Click on the **ZoomInstaller**
download or choose to Run file.



If the Download
doesn't appear in your
browser or above Start
button, check your
Downloads Folder for:
ZoomInstaller or
Zoom related .EXE file



You are now in the Zoom App,
which can be accessed through
the Start button or pinned to the
taskbar. It is your preferred
interface for Zoom meetings.

SCC Help Desk

The SCC Help Desk is here for you. If you have questions regarding Zoom or any IT related matter, please contact us!

Call at: **402-437-2447**

Email us at: **helpdesk@southeast.edu**

OR

Visit the Help Desk website at: **<https://helpdesk.southeast.edu/>**