



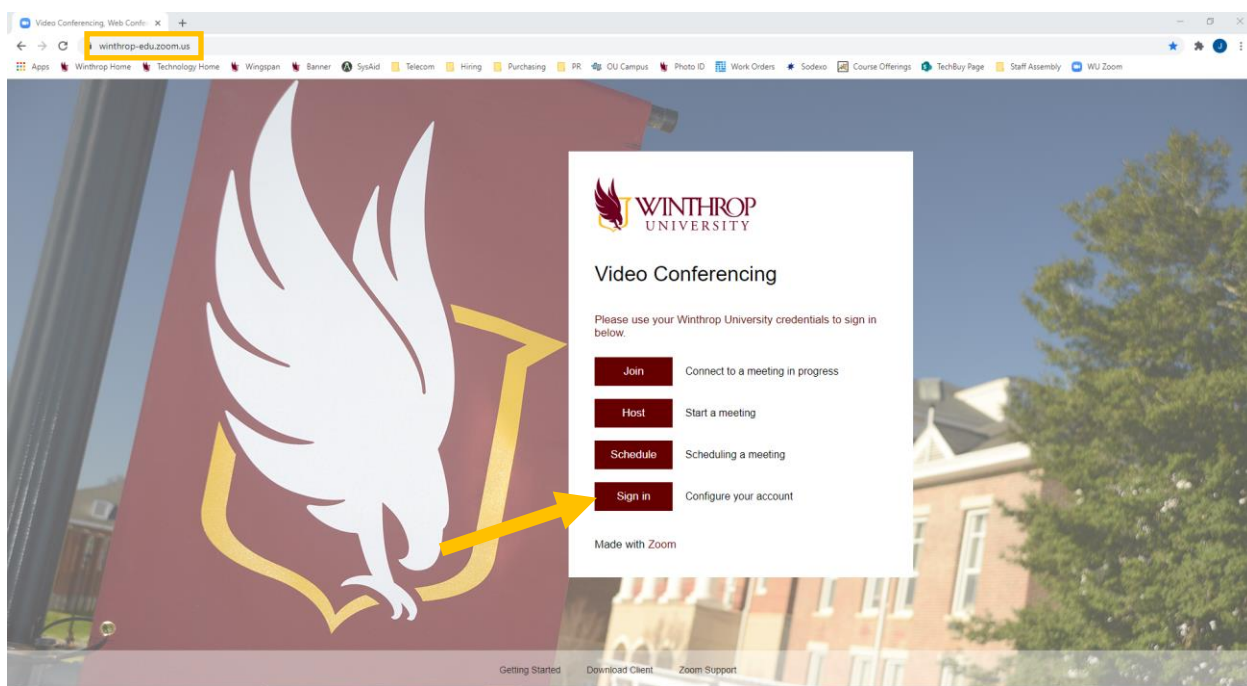
Signing into Zoom

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Web Version

1. Visit **Winthrop-edu.zoom.us** and click “**Sign in.**”



2. Log in using your Winthrop credentials. For the username, use your full Winthrop email address.
3. You will be directed to your Zoom profile page. Here, you can verify your phone number and confirm that the department listed for you is correct. If changes need to be made to your contact information, you can edit them by clicking on the edit link.

The screenshot shows the Zoom user profile for Jayme Charles. The profile includes a 'Verify now' button next to the phone number (+1 8033232148) and an 'Edit' button next to the profile picture. Two yellow arrows highlight these buttons. The profile details are as follows:

Phone	+1 8033232148	Unverified	Verify now	Edit
Department	Computing & Information Technology			
Account No.	7000134049			
Personal Meeting ID	*** ** *471	Show		Edit
Personal Link	https://winthrop-edu.zoom.us/j/*****471?pwd=*****			Show
Personal Link	Not set yet.			Customize
Sign-In Email	cha***@winthrop.edu	Show		Edit
User Type	Licensed			
Capacity	Meeting	100		
Language	English			Edit
Date and Time	Time Zone	(GMT-4:00) Eastern Time (US and Canada)		Edit
	Date Format	mm/dd/yyyy	Example: 08/15/2011	
	Time Format	Use 24-hour time		

ISSUE: Cannot verify phone. It only sends SMS and does not give the option to call the number. Will not work on desk phones.

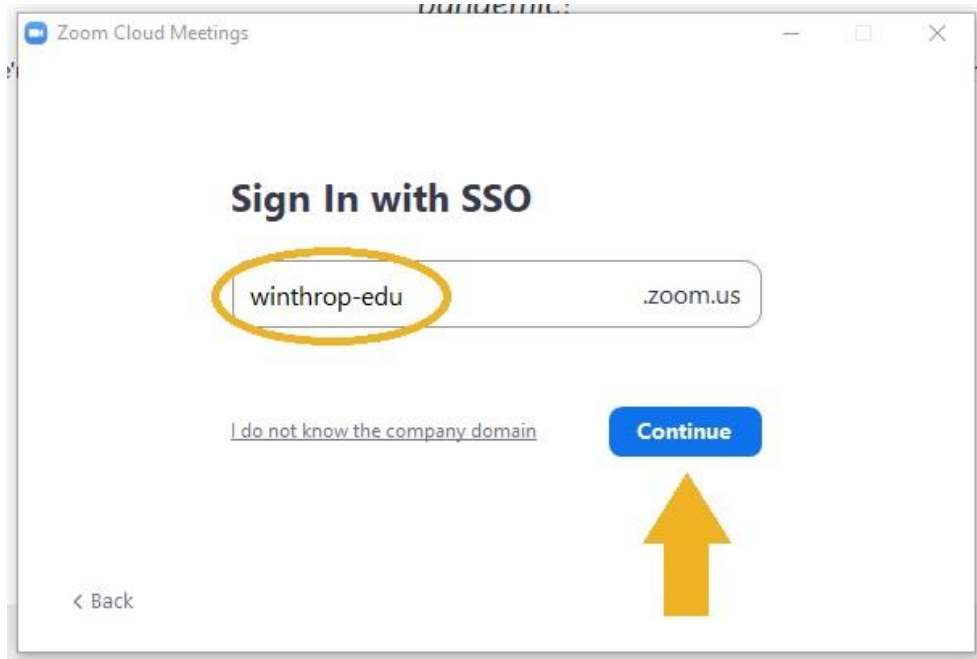
QUESTION: Can I change my phone number or department myself in Zoom or do I need to contact service desk?

Desktop Version

1. Navigate to **Zoom** in your Start menu (for Windows) or on your Desktop.
2. The Zoom Meetings window will appear and ask you to sign in. Choose **"Sign In with SSO"**

The screenshot shows the Zoom Cloud Meetings sign-in window. The window prompts the user to enter their email and password, or to sign in with SSO, Google, or Facebook. A yellow arrow points to the 'Sign In with SSO' button.

3. Type “**winthrop-edu**” in the domain field and then click the blue **Continue** button.



4. You will be directed to your Zoom **Home** screen.