

Rev. 02/09/2024

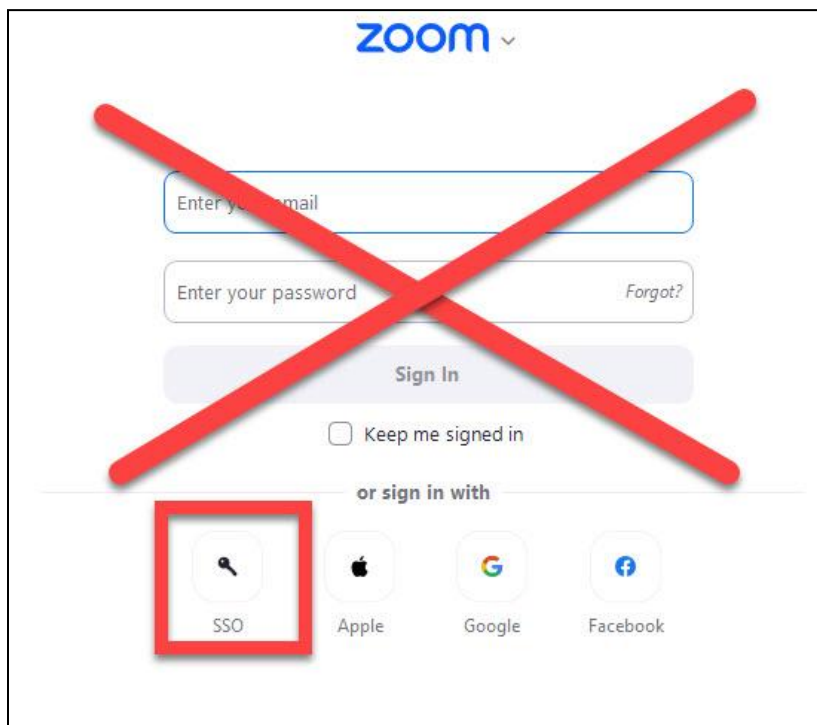
Zoom: Log in to your Reynolds Zoom Account

[\[Video Tutorial\]](#)

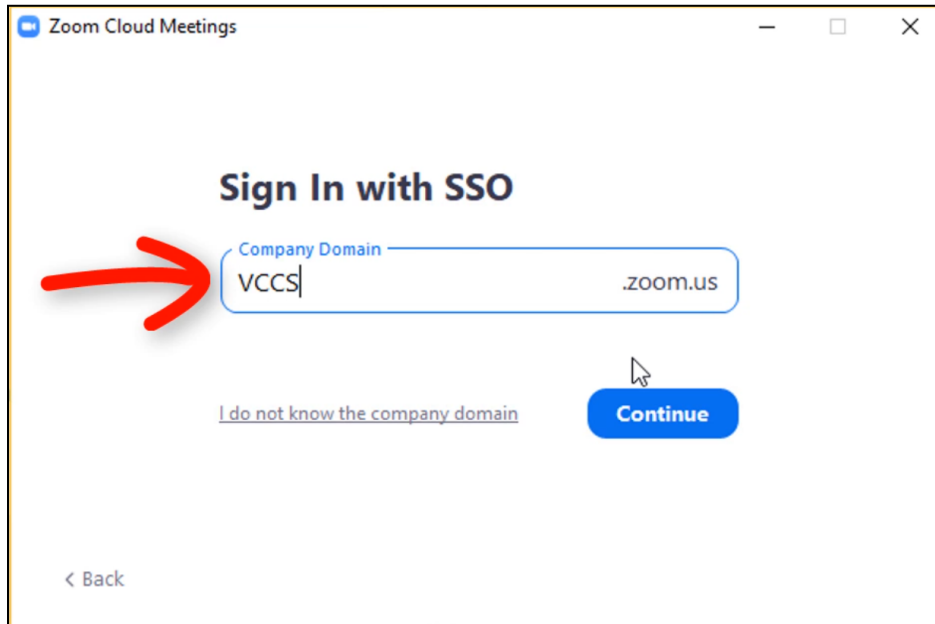
This tutorial will walk you through how to log in to your Reynolds Zoom Account. It is important to be logged in to your Reynolds Zoom account in the Zoom app on your computer/laptop. This assures you will join your own or other's Zoom room with proper credentials, displaying your name based on your Reynolds account. More importantly, it assures you will join your own scheduled Zoom room with host privileges. Otherwise, you risk joining your own Zoom room as a guest, where you will not have host privileges that allow you to disable the waiting room, enable share screen, lock the room, or other important Zoom security settings.

Instructions

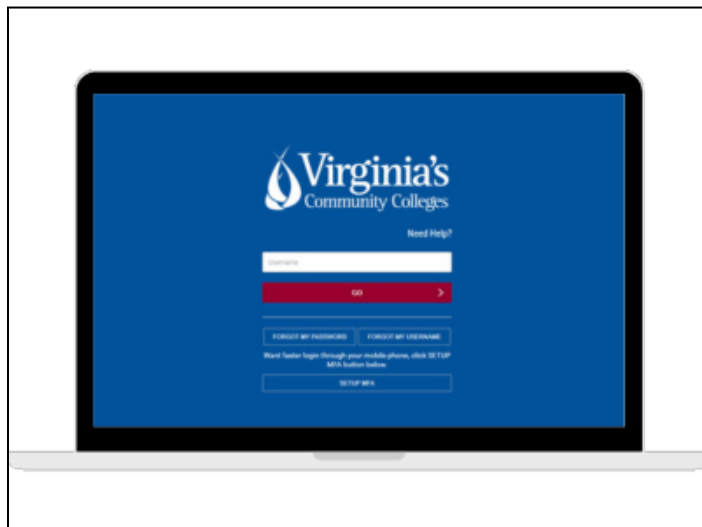
1. After launching the Zoom app on a computer, click the Single Sign-On (SSO) icon. Do not sign in with your Reynolds or VCCS email accounts in the top text box fields.



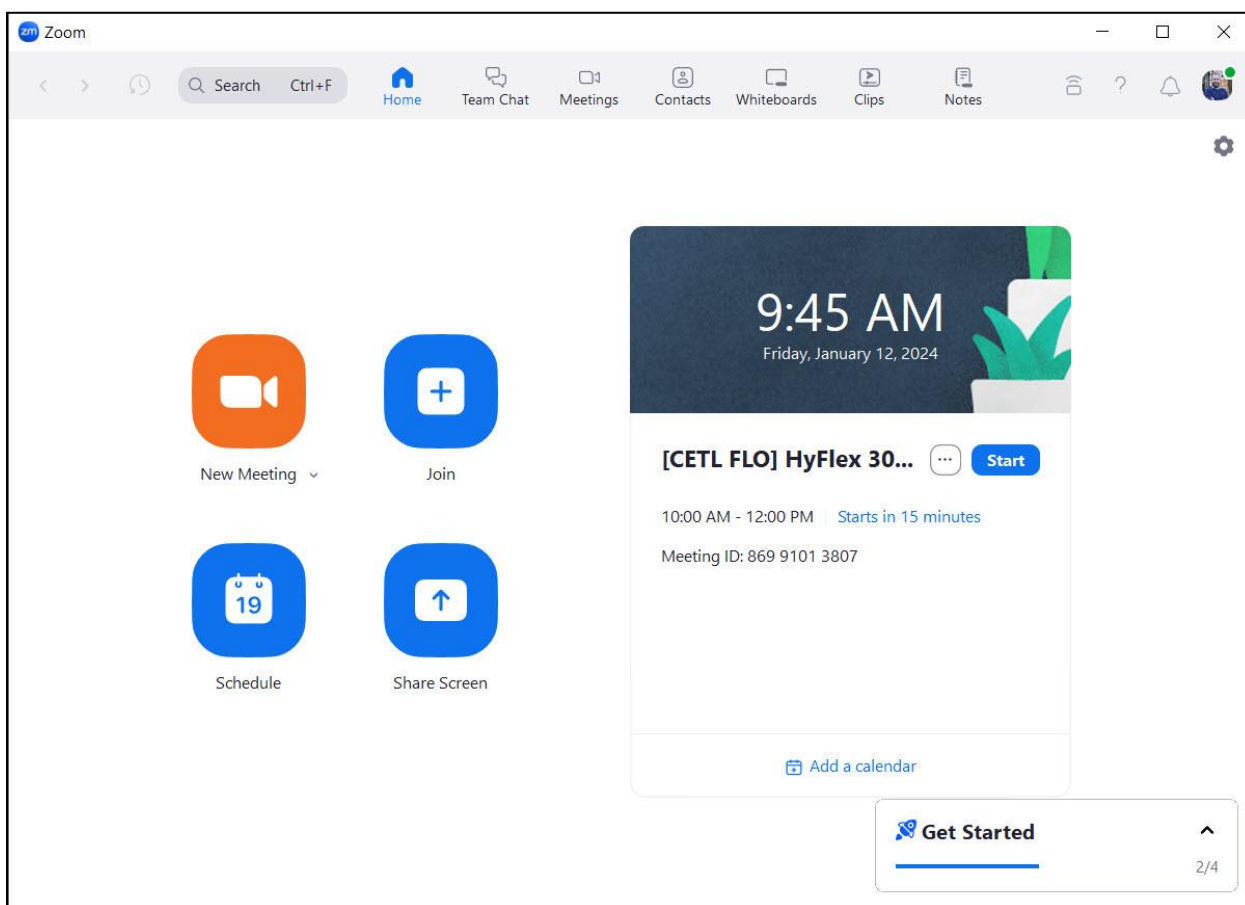
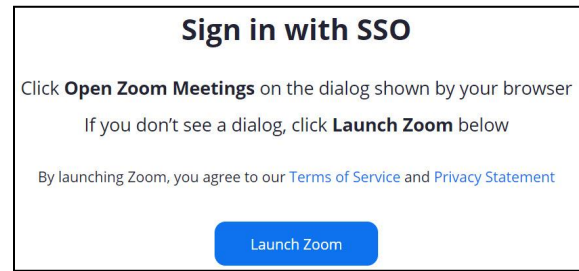
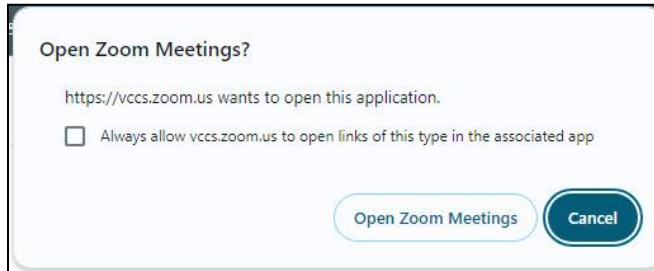
2. On the *Sign In with SSO* screen, enter 'VCCS' in the Company Domain field. If it asks for your company email click the '*I know the company domain*' link below, then enter 'VCCS' and click the blue 'Continue' button.



3. Enter your VCCS account username (leave off the '[@email.vccs.edu](mailto:email.vccs.edu)') in the field and click Go.



4. An *Open Zoom Meetings?* dialog box will open in your browser. Click 'Open Zoom Meetings' to continue. If the dialog box fails to open, click the blue 'Launch Zoom' button.



5. The Zoom app will launch with your Reynolds Zoom account logged in.