

USF Zoom Enabling—how to authenticate into USF Zoom

As a faculty member, full-time or adjunct, you have access to your own USF Zoom account. These are the procedures for authentication.

First of all, if you have an existing professional Zoom account of your own, sign out of it.

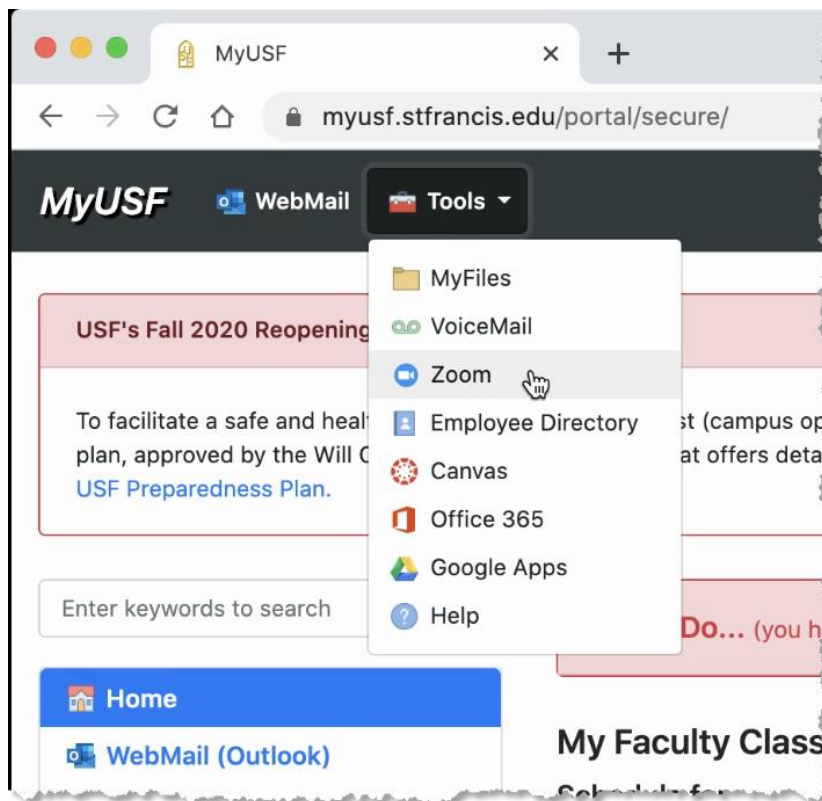
Do NOT click “Zoom” in your Canvas course until you have done these steps.

Create the conditions for success by doing the following steps.

1. Log into your MyUSF portal.
2. If you have already been signed into the MyUSF portal for a while, close your browser. **Re-open** your browser, and **sign-in again** to the MyUSF Portal.

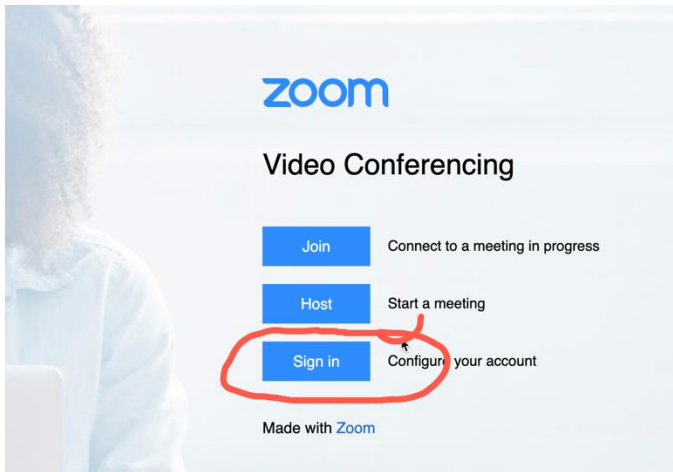
TIP: CLEAR THE HISTORY IN YOUR BROWSER (for the past 24 hours should work).

3. Within the MyUSF portal, select “Tools,” and then choose “Zoom”

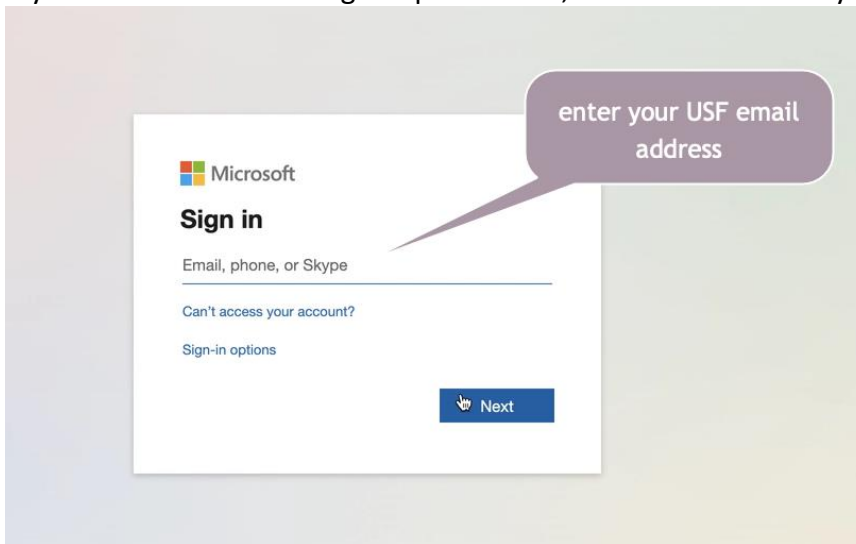


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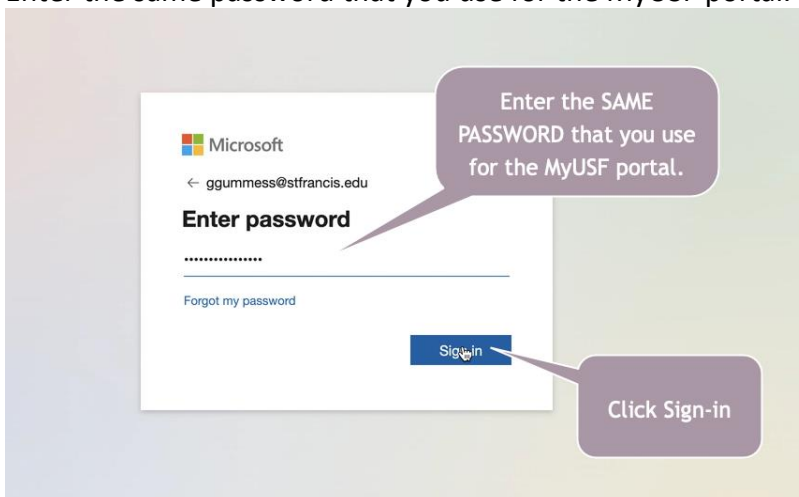
- Next, choose the blue “sign-in” button when the Zoom landing page appears



- If you see the Microsoft sign-in procedures, follow them. Enter your USF email address.



- Enter the same password that you use for the MyUSF portal.



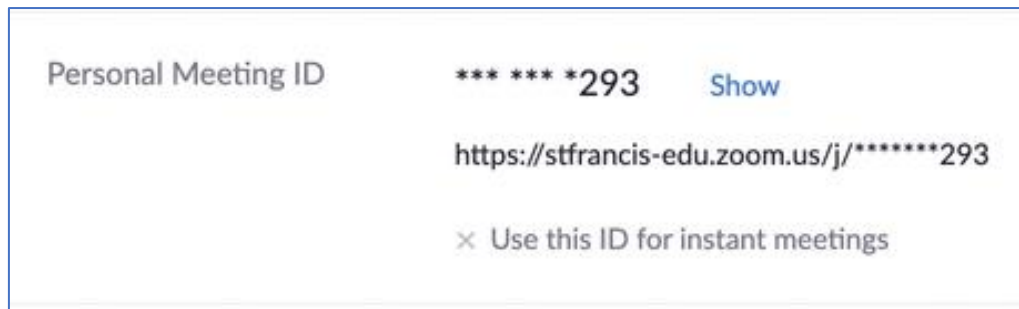
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7. Choose whatever option you prefer for staying sign-in.



So far so good, the next thing you should see is your Zoom account's landing page.

8. **Confirm** that the URL for your Personal Meeting ID **begins with** "https://stfrancis-edu.zoom.us"



If the URL does not read "stfrancis-edu..." contact Tech Support at techsupport.stfrancis.edu to straighten it out.

DO ALL THESE STEPS **BEFORE YOU USE ZOOM FROM THE COURSE MENU OF A CANVAS COURSE.**

Moving forward, if you are successful (see step 8), you can log in directly to USF Zoom by going to *https://stfrancis-edu.zoom.us*, or by returning to Zoom from Portal Tools.