

## How to Configure Zoom to Use Your Drexel Account

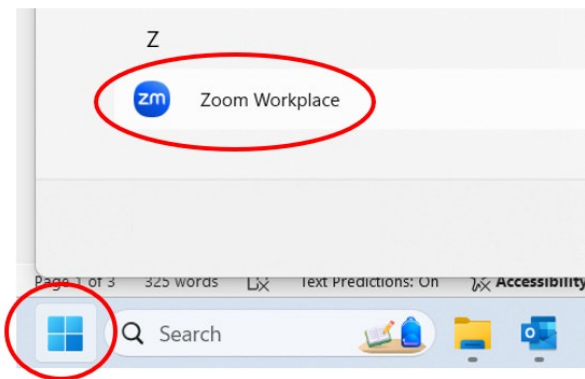
When you use Zoom for official Drexel University College of Medicine activities, you must follow these steps.

### One-Time Sign In Configuration

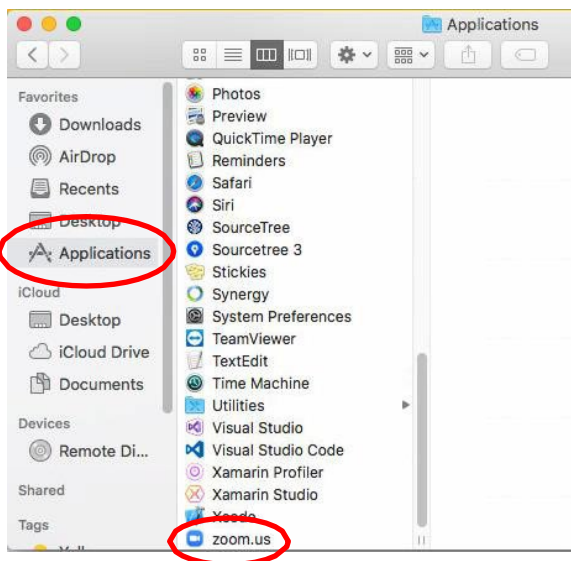
1. Be sure that the Zoom App is installed on your computer, iPad and any other device that you use to connect to Zoom sessions.

You can install Zoom manually by navigating to the Zoom Download Center (<https://zoom.us/download>) and download the **Zoom Client for Meetings** or the iOS or Android version of the **Zoom Mobile Apps**

2. Open the Zoom Workplace app (**NOT the Zoom website**) on each of the devices that you use to connect to Zoom sessions
  - a. **Windows PC** - click the Windows logo at the bottom left of the screen and EITHER select Zoom Workplace from the list of programs OR type “Zoom” and then click “Zoom Workplace”



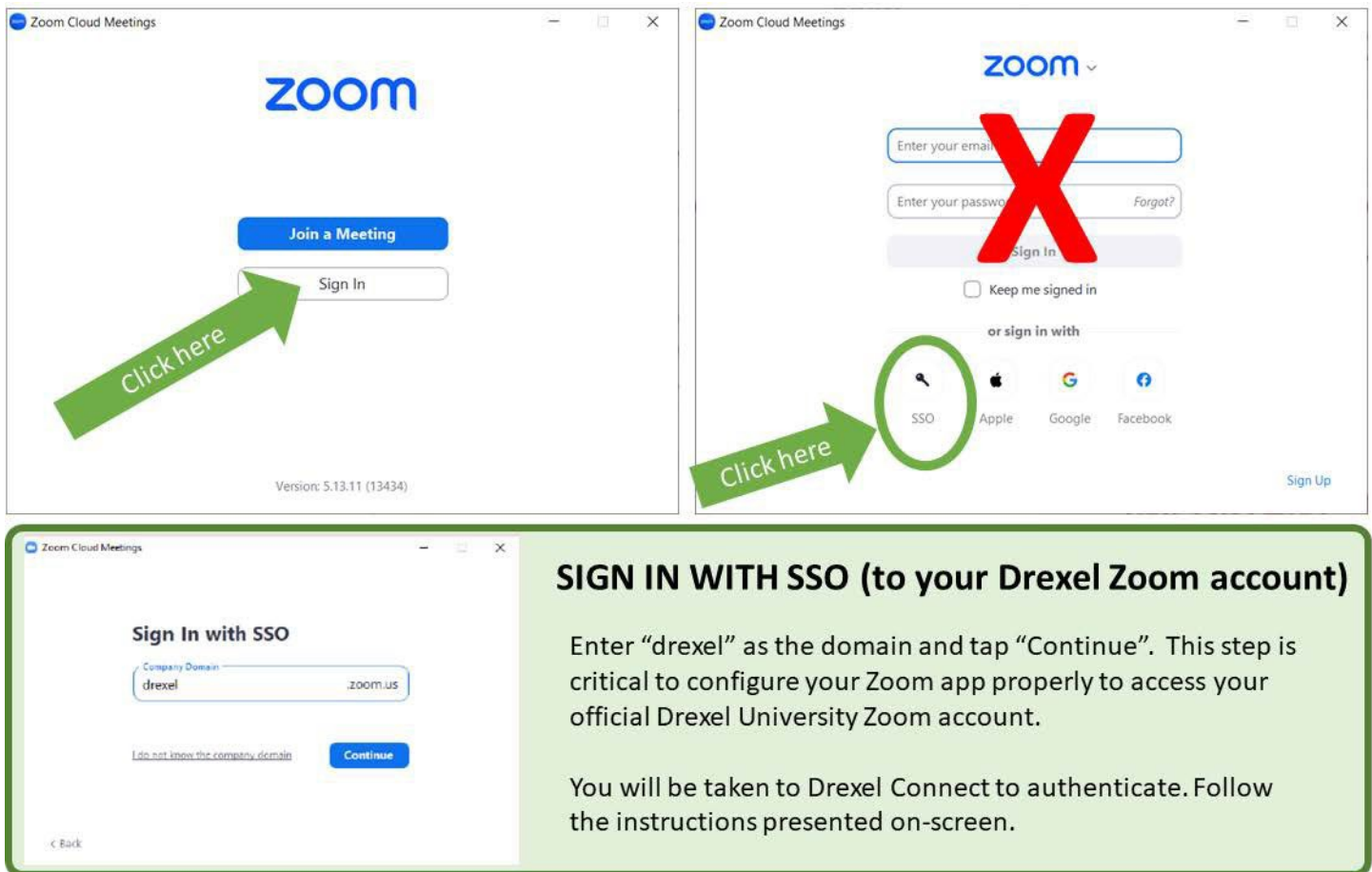
- b. **Mac** – click Finder, select “Applications” and click “zoom.us”



- c. **iOS and Android** – tap the Zoom App icon



3. **DO NOT** enter your email address and password in the top box. Tap or click “Sign In”. Then tap or click on “SSO” (it stands for Single Sign On) which will prompt you to enter a company domain. Type “drexel” (in the box as pictured below) and continue.

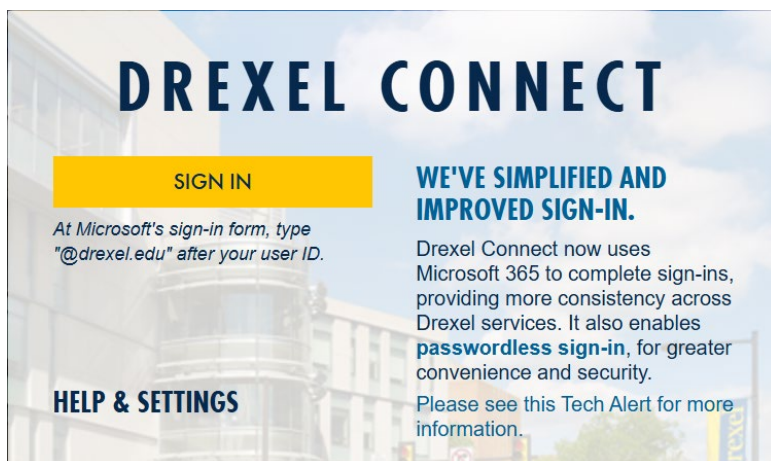


**SIGN IN WITH SSO (to your Drexel Zoom account)**

Enter “drexel” as the domain and tap “Continue”. This step is critical to configure your Zoom app properly to access your official Drexel University Zoom account.

You will be taken to Drexel Connect to authenticate. Follow the instructions presented on-screen.

4. The Drexel Connect web page will open in your browser. Click on SIGN IN, then follow the directions to enter your Drexel email (e.g., [xyz123@drexel.edu](mailto:xyz123@drexel.edu)) and password. Tap or click “Open Zoom” when the popup window appears.



**DREXEL CONNECT**

**SIGN IN**

At Microsoft's sign-in form, type "[xyz123@drexel.edu](mailto:xyz123@drexel.edu)" after your user ID.

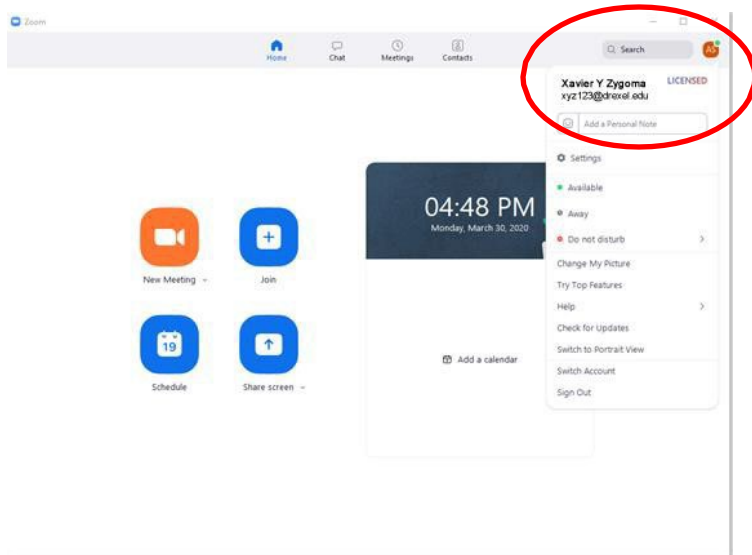
**WE'VE SIMPLIFIED AND IMPROVED SIGN-IN.**

Drexel Connect now uses Microsoft 365 to complete sign-ins, providing more consistency across Drexel services. It also enables **passwordless sign-in**, for greater convenience and security.

Please see this [Tech Alert](#) for more information.

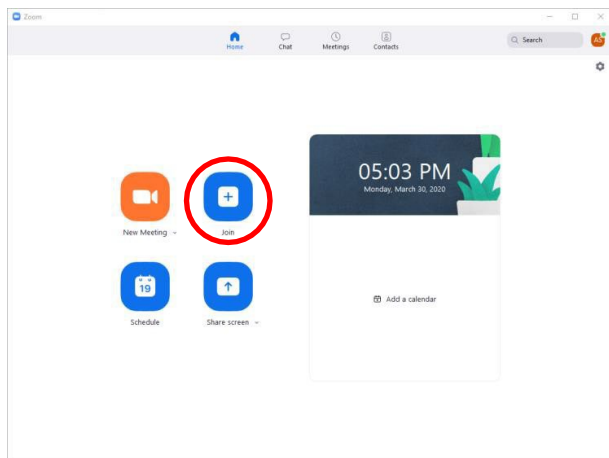
**HELP & SETTINGS**

5. Your Zoom App is now configured to use your Drexel email address (e.g., xyz123@drexel.edu). You can verify this by tapping or clicking on your initials at the top right of the Zoom App. Your name and Drexel email address will appear. You will also see the word “LICENSED” next to your name and email address.



### How to Connect to Zoom Meeting in the app

1. Open the Zoom App as described in Step 2 above.
2. Be on the HOME tab at the top.
3. Tap or click “Join”



4. Enter the meeting ID (your name should appear in the box below the meeting ID) and tap or click “Join”

