Logging into and Updating Zoom Desktop Application

This tutorial describes how to log in to the Zoom desktop application (app) and how to keep your Zoom desktop app updated with the newest versions.

For further information or assistance, please visit our [Team Dynamix Support portal](#) and select the appropriate Category to submit a ticket.

Steps for Logging into Zoom Desktop App

Zoom requires that you re-log in to the system periodically if your application has been active for an extended period or if you have deliberately signed out of your desktop app.

As this is a Camosun supported application, you will login using our Single-Sign-On (SSO) process.

1. Select the Zoom icon on your Windows taskbar to open the Zoom desktop app. Select the **Sign In** button.

   Note: If the Zoom icon isn't displayed in your Windows taskbar, search for "Zoom" using the Windows search box (typically located beside the Windows Start icon ⊞).
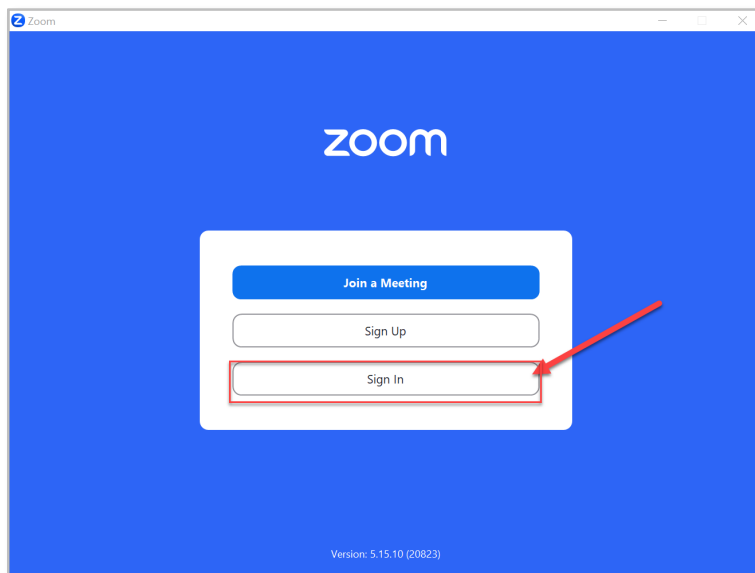
2. From the Zoom sign in screen, select the **SSO** button – do not enter you email or password credentials in this Zoom sign in screen.
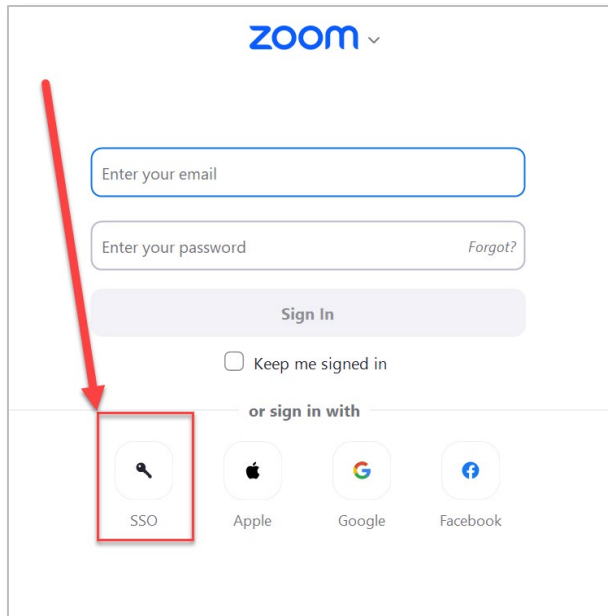
3. Two Windows will open – **Zoom Sign In with SSO** window and **Camosun's SSO Log in** webpage, which will open in a new default internet browser window.
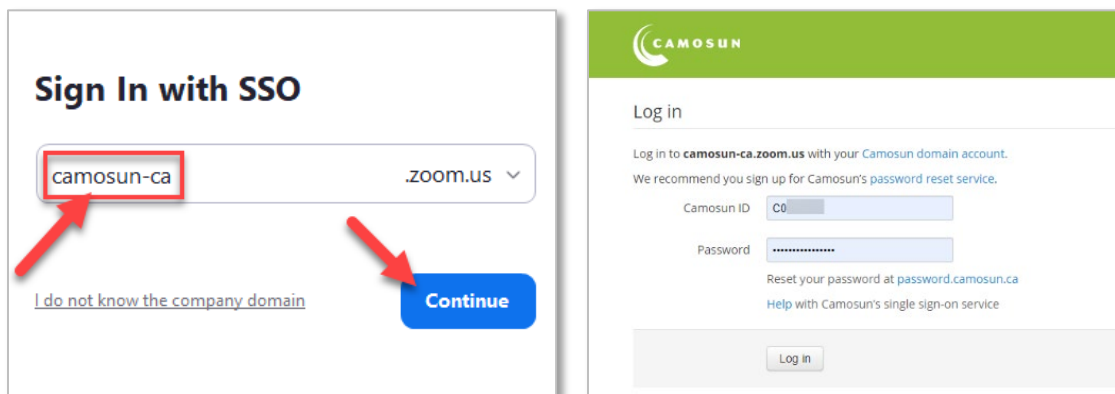

4. Minimize the Sign In with SSO window and enter your **Camosun ID** (C#) and **Password** into the designated text fields on the Camosun Log in webpage.

   NOTE: If the Camosun log in webpage does not open, make sure that "**camosun-ca**" is entered as the domain name, then select the **Continue** button on the Zoom Sign In with SSO window to open the Camosun log in webpage.

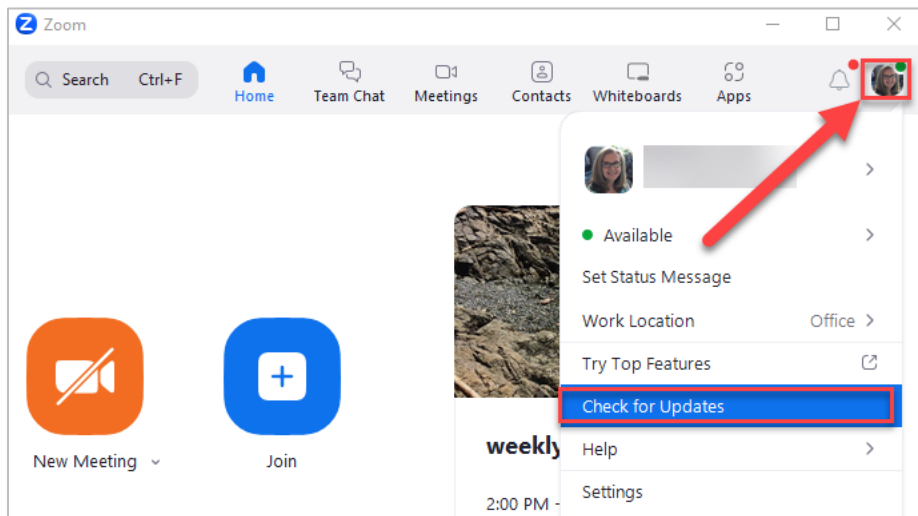5. The Zoom should open in the desktop application.

   Note: If the Zoom desktop application does not open automatically, select the **Launch Zoom** button.
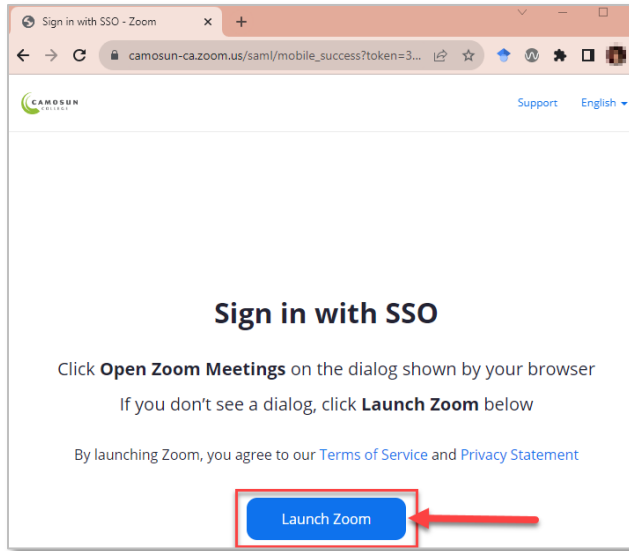
6. Close your internet browser window.

Steps for Updating Zoom Desktop App

1. Open your Zoom desktop app.

2. Select your profile picture located in the top right of the window, and then select **Check for Updates**.

3. A window will appear indicating that your app is up to date, or provide information on the newest release and allow you to update your app by installing the latest version.

4. Close the Zoom Update window when you are finished updating your desktop app.

Things to Remember

- We recommend checking for updates regularly, especially before you run a meeting. If you attempt to start a meeting and an update is needed, the update will happen automatically, and you may be late for your meeting.