

NOTE: Users that have a TMSLAW domain primary account will have a different way their sign in issue is resolved. Such users won't be able to simply follow the instructions below. Therefore, such users are asked to email <u>Michael.Fearon@tsu.edu</u> to help resolve this issue.

Instructions for tsu.edu users to Sign In (Desktop Version)

1. Click Sign In



2. Select SSO



3. Company Domain: tsu-edu







4. A tab window will pop up through your browser asking to confirm your email address.



Click to Confirm your email address.

5. The browser tab will change to show that an email was sent.



- 6. At this time go to your email and open the email sent from Zoom.
- 7. Your email will look like this: Activate account for first time users.



 TEXAS SOUTHERN UNIVERSITY
 Texas Southern University
 The IT Service Center is open 24/7/365 for your convenience.

 Office of Information Technology
 Email: ITServiceCenter@tsu.edu

 Self-Service: http://ITServiceCenter.tsu.edu
 Call: 713-313-4357 or 713-313-HELP



8. Confirm switch of the account.



9. Click to activate the account or switch the account.

[EXT]: Please activate your Zoom account		
① Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from no-reply@zoom.us. Show blocked content		
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	[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.	
	Helic You are currently a member of the Zoom account, and you are trying to sign into the new Zoom account Texas Southern University (tsu-edu.zoom.us). If you want to sudkt to become a member of the account Texas Southern University , click the button below within 24 hours. Switch to the new account	
	TEXAS SOUTHERN UNIVERSITY Office of Information Technology Email: ITSe Self-Service: http://ITS Call: 713-313-4	CET IT HELP Inter is open 24/7/365 or your convenience. InviceCenter@tsu.edu erviceCenter.tsu.edu 357 or 713-313-HELP



10.A new browser tab will open once again to Activate the Zoom account or Switch the Account. For first time activate, click to Sign in with SSO.



11. For Switch the Account, click 'I Accept My Account Change'.



12.After the account change, it will show a window that the account is being switched over. You will get an email confirming the account was switched over as well.





13. After activating the account , the browser tab will change to ask to you connect your Microsoft 365 account (TSU account) to Zoom. If you switched over the account, going back to sign into Zoom will also bring you to this point to connect your Microsoft 365 account.



14. Zoom should then proceed to be launched or open up into the Zoom application with your account signed in.

