1. Open Zoom from the desktop or start menu



2. Select "Sign in with SSO" and

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- 3. Type "sfis" into Company Domain bar and click "Continue"
- 4. Your web browser will automatically open to the Office 365 portal

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- 5. Enter your sfis.k12.nm.us email (ex. <u>username@sfis.k12.nm.us</u>)
- 6. Click "Next"
- 7. You will be redirected to the SFIS 365 portal

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- 8. Enter password and click "Sign in"
- 9. A new Zoom window will now open



- 10. You are now signed into Zoom!
- 11. From here you can start, join or schedule Zoom meetings



- 12. Lastly you should pin the Zoom app to your taskbar for easier access
- 13. Right-click on the Zoom icon on the taskbar and click "Pin to taskbar"