

Zoom Guide: Signing In with SSO

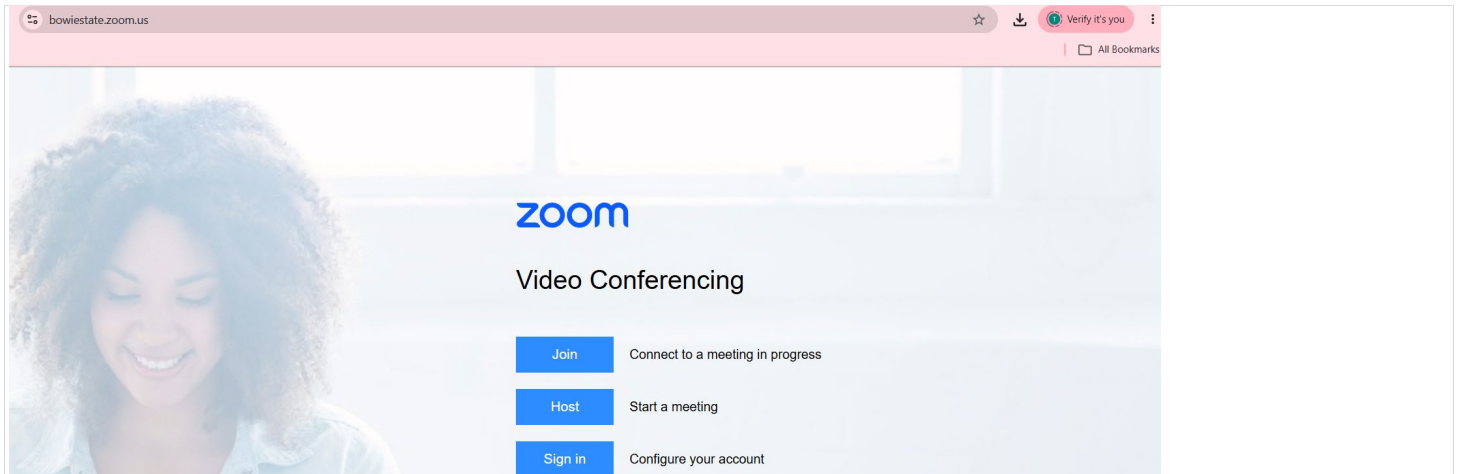
Bowie State University

Always start at bowiestate.zoom.us, not zoom.us. Single Sign-On (SSO) links your Zoom account to your BSU username and password, so there is no separate Zoom password to remember.

Important: Schedule Through Blackboard

For instructional purposes, always schedule your Zoom meetings through Blackboard, not through the SSO sign-in process described below. Scheduling via SSO is an alternative, but it is not recommended. If you do schedule via SSO, you will need to manually copy the meeting link and embed it in your Blackboard course yourself.

Step 1: Go to the Bowie State Zoom Page: bowiestate.zoom.us



bowiestate.zoom.us: select Sign in to configure your account (Join and Host don't require sign-in).

1. **Open your browser** and go to bowiestate.zoom.us (or open the Zoom desktop app).
2. **Select Sign in**, not Join or Host. Do not create a separate account with a personal email address.

Step 2: Log In with Your BSU Username & Password

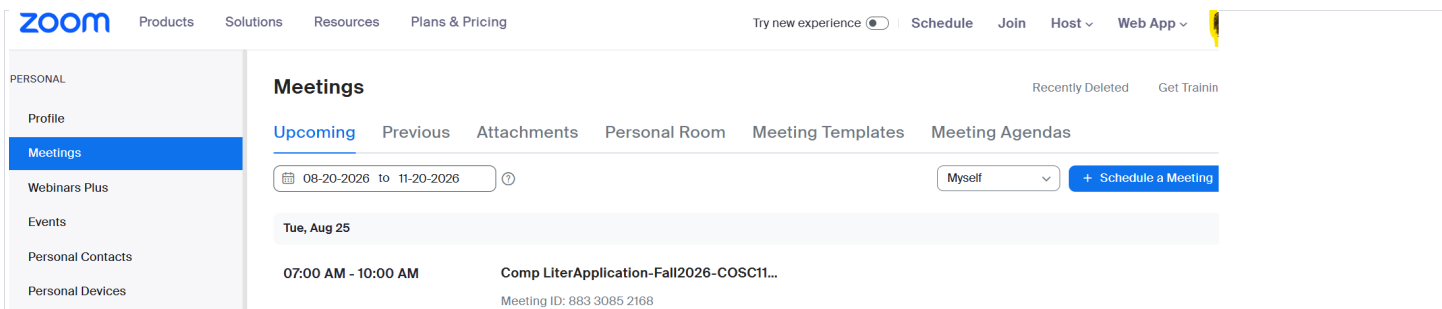
Bowie State's Secure Logon page (idp.bowiestate.edu): this is where SSO sends you.

3. **Choose Sign In with SSO** if it's not automatic: type your company/school domain: bowiestate.
4. **Enter your Username** exactly like the example shown: e.g. UltraM (not the full @bowiestate.edu email address).
5. **Enter your Password** and select Logon. You'll be returned to Zoom, fully signed in.

Reminder

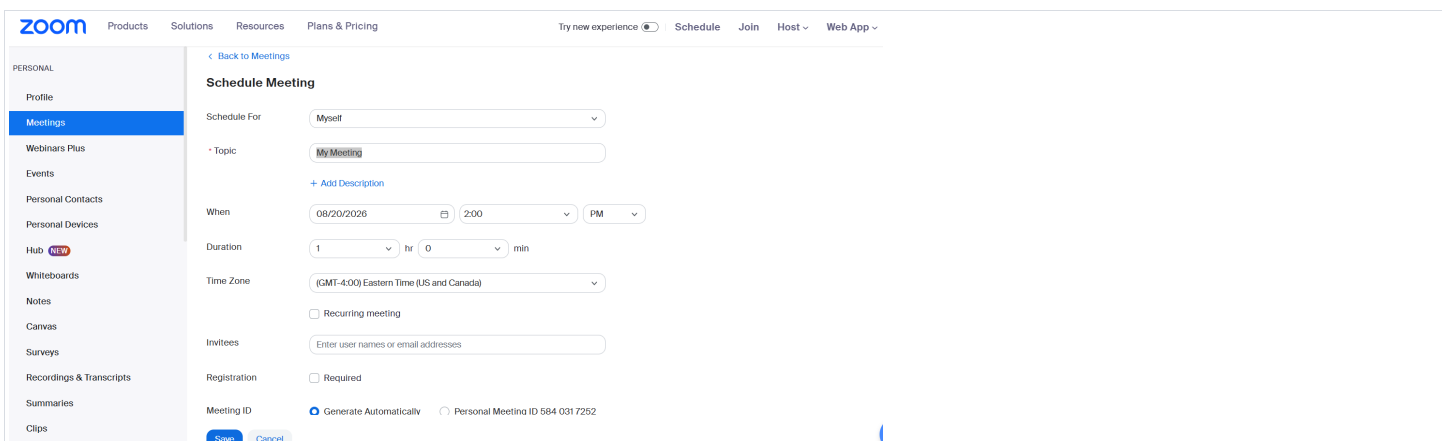
This SSO method is the alternative, not the recommended path. For your courses, schedule through Blackboard so the meeting link is added for students automatically.

Step 3: Schedule a Meeting



The Meetings tab on the web portal, showing upcoming meetings and the Schedule a Meeting button.

1. **Go to the Home or Meetings tab** in the Zoom app, or Meetings on the web portal.
2. **Select Schedule**, or the + Schedule a Meeting button.



The Schedule Meeting form: Topic, When, Duration, Time Zone, Recurring meeting, Invitees, and Meeting ID.

3. **Type a Topic**, a clear name for the meeting, for example “Week 3 Office Hours.”
4. **Set the Date, Time, and Duration**, and check the Time Zone if you teach across zones.
5. **Choose security options**, such as Registration or a Personal Meeting ID, based on the meeting.
6. **Select Save** to finish. Copy the invite link to share in Blackboard, email, or your syllabus.

Quick Tips

Right URL Matters Signing in at plain zoom.us creates a separate personal account without your BSU license and cloud storage.	Username, Not Email SSO wants your short username (e.g. Ultram), not the full @bowiestate.edu address.	Locked Out? If SSO sign-in fails, it's almost always your BSU password. Contact helpdesk@bowiestate.edu.
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Bring It Into Blackboard If Zoom isn't listed under Books & Tools in your course, add it from the Content Market so students can join from Course Content.	One Account, Any Device SSO works the same way on desktop, mobile, and browser. Always choose Sign In with SSO.	Recurring Meetings Check “Recurring meeting” when scheduling to reuse the same link for every class session.
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More Help

► **Scheduling meetings (Zoom Support):**

https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0064248

► **Meeting settings & options (Zoom Support):**

https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0060700

► **Signing in with SSO (Zoom Support):**

https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0061749

Questions: Contact Helpdesk@bowiestate.edu