Basic Apps Step-by-Step

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Outlook

1. Use the search bar to look for **Outlook** then open the Outlook App.
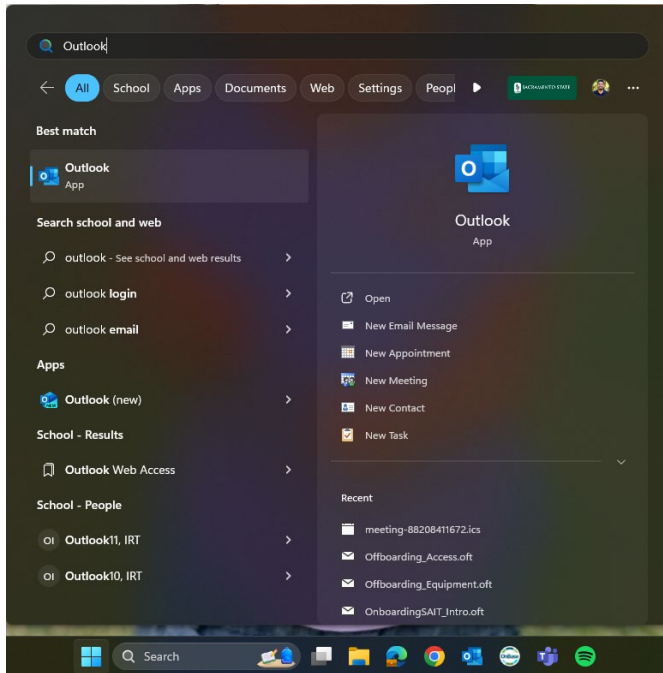
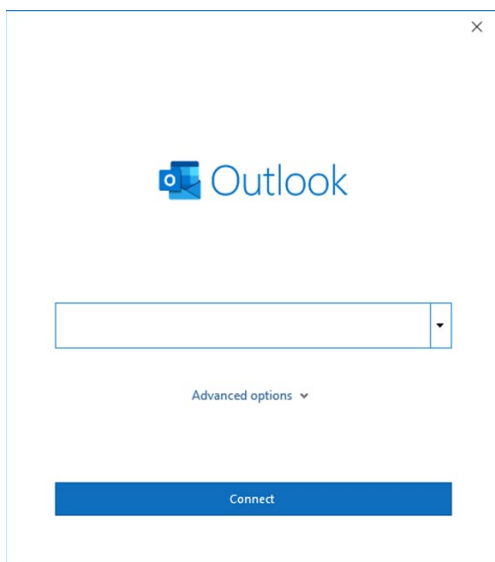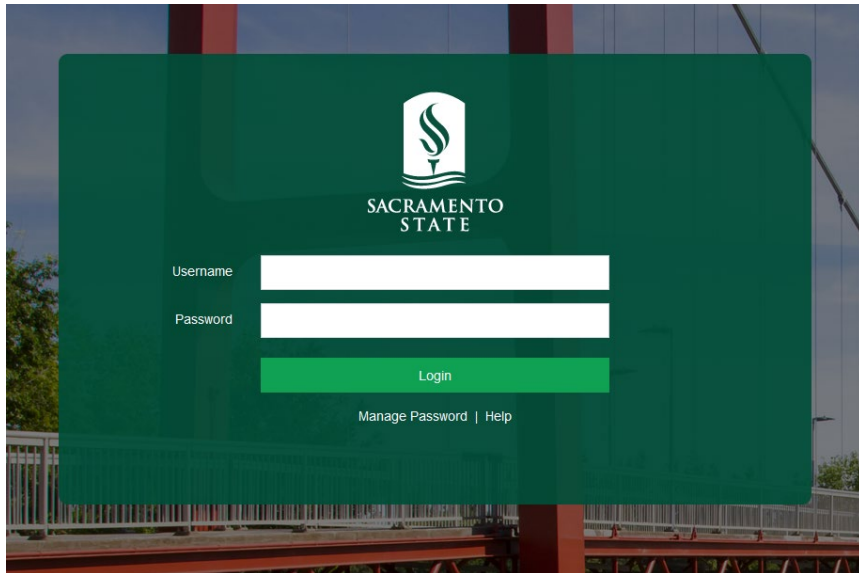2. Once you click on **Outlook**, you should see the setup screen. If it does not automatically populate your email type in your **@csus.edu** email into the box.
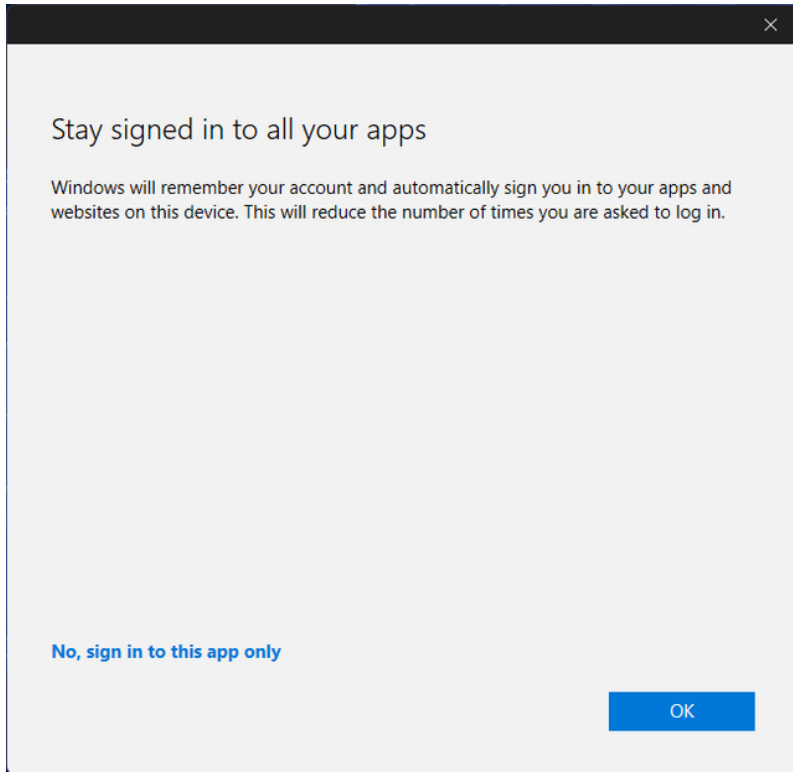
3. After clicking continue, you will be redirected to the Single-Sign On page where it will prompt for your Sac State credentials.


4. Next you will choose your method of authentication as shown below

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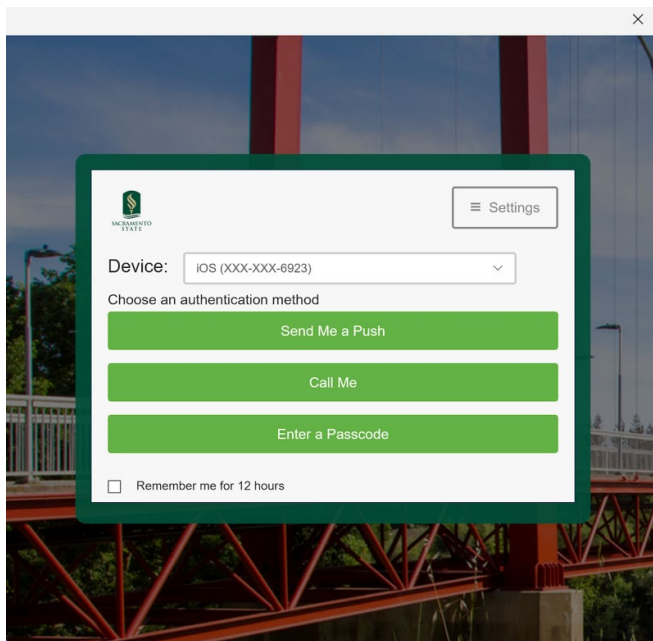
5. Once signed in, it will ask if you want to sign in to all apps. Press the blue box that says "OK".

6. You will see the **You're all set!** Screen, click on Done to complete your account setup. On the following screen, you can deselect the box next to **Set up Outlook Mobile on my phone too** if you don't wish to download the app at this time. Click **OK** to continue.
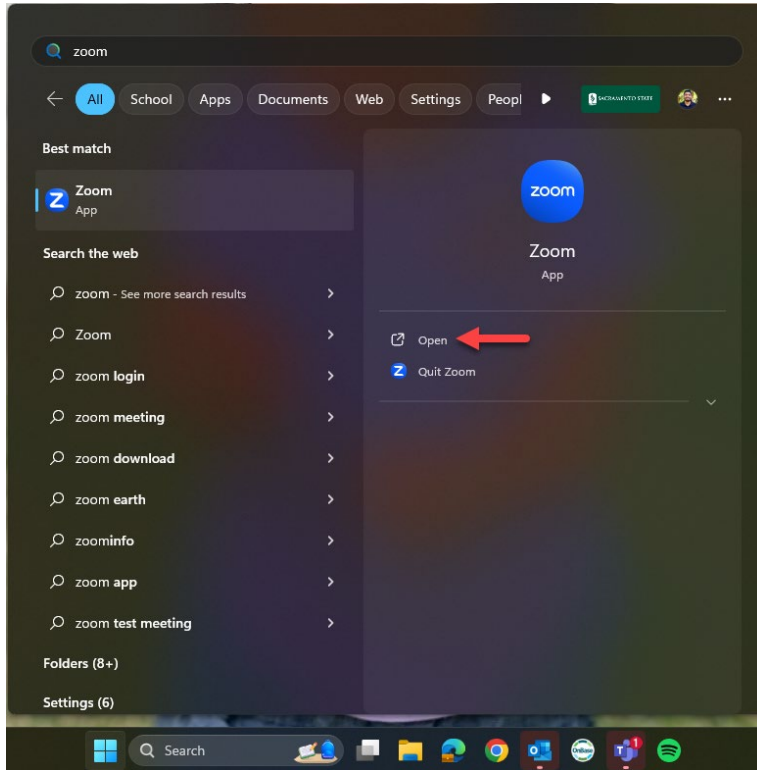

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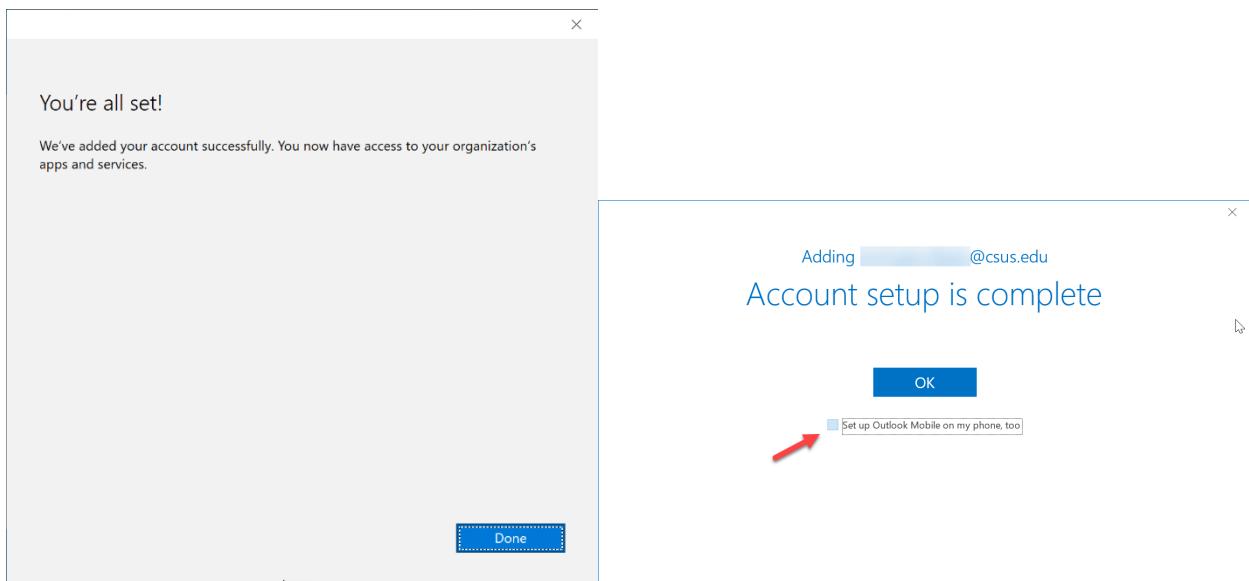
7. You will see a **Preparing Outlook for first use** screen and then be taken to your Inbox. You have now logged into Outlook!
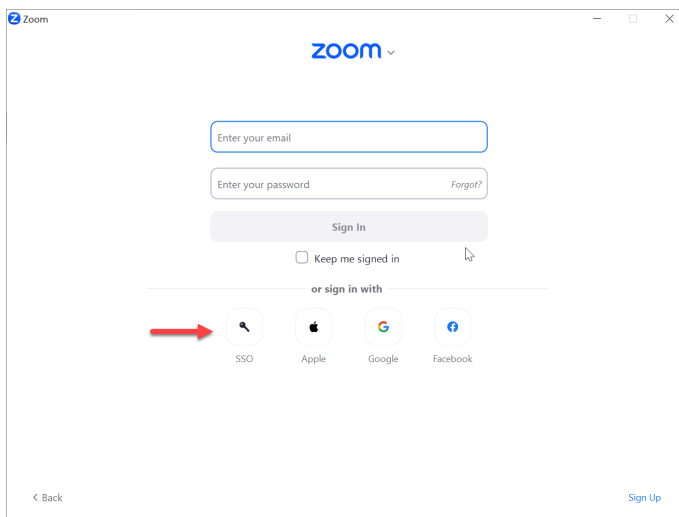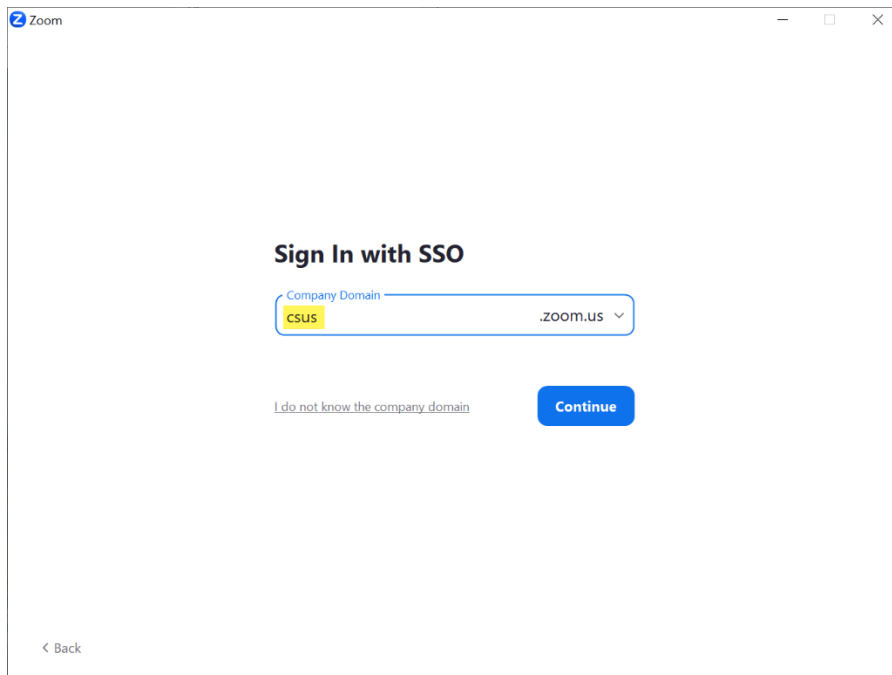
Zoom

1. Use the search bar to look for **Zoom** then open the Zoom App.

2. Your default browser will open and redirect you to the Sac State Single-Sign On page. Go back to the Zoom app to complete your login. Click on **SSO.**
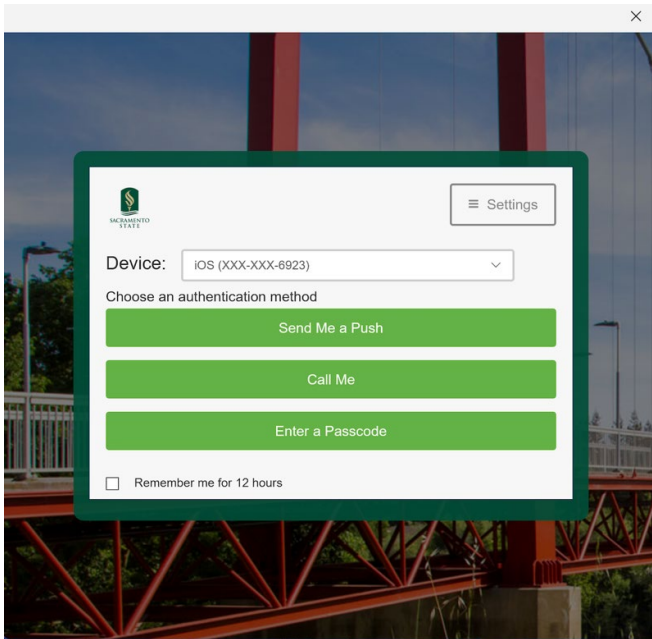

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3. Enter "csus" when prompted for the Company Domain.


4. You will be redirected to the Single-Sign On page again, this time proceed to enter your Sac State credentials.

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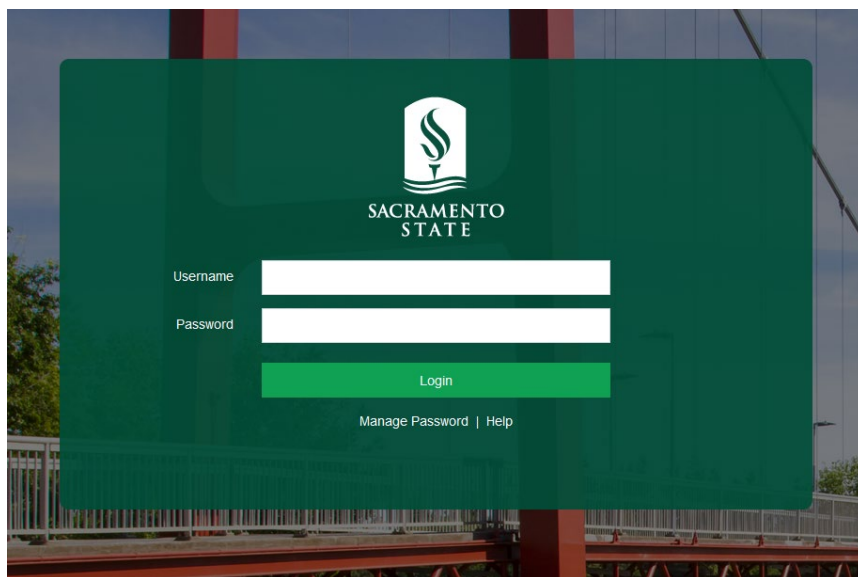
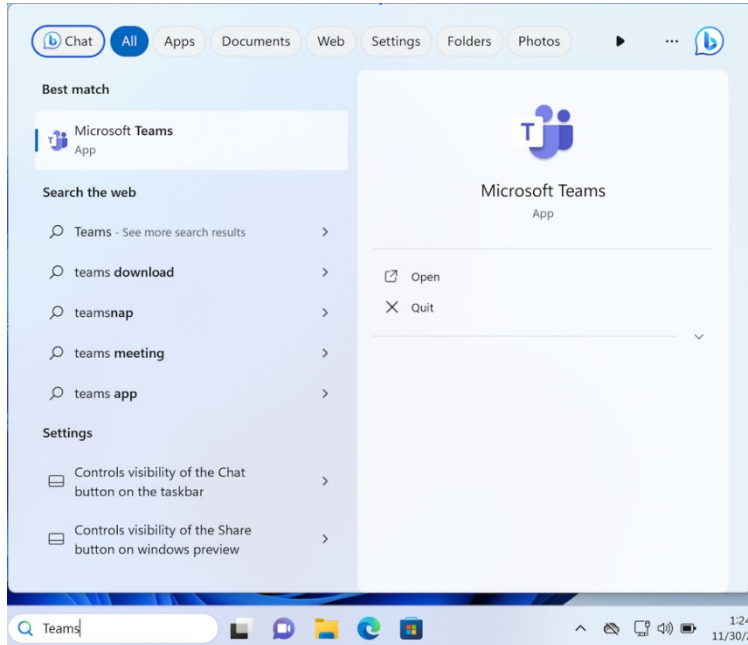5. Next you will choose your method of authentication as shown below:

6. After authenticating you will be prompted to open a link, proceed to click **Open**. We recommend selecting "Allow all…" to bypass this prompt when opening future Zoom links.
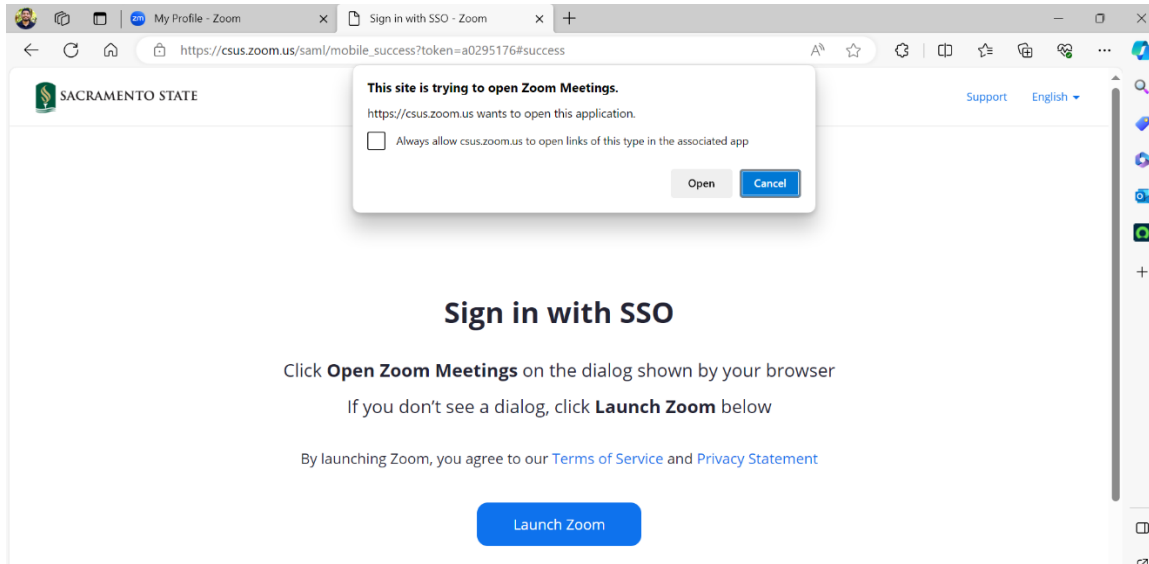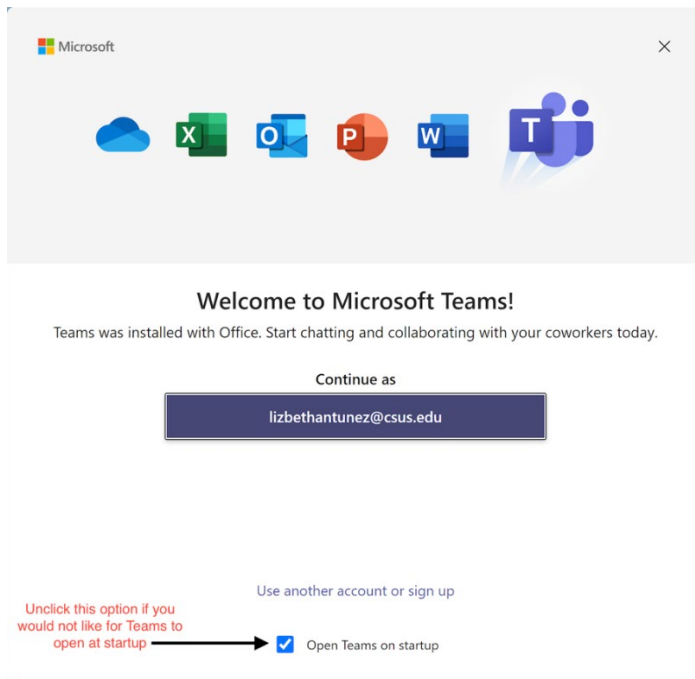

7. You have successfully signed into **Zoom**!

Microsoft Teams

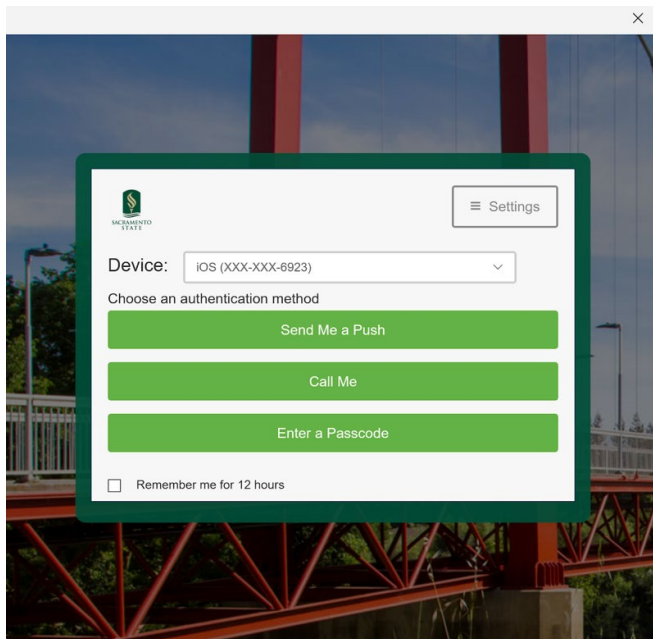1. Use the search bar to look for **Teams** then open the Microsoft Teams App.

2. Next click **Continue As** if the listed account is correct, if not select **Use another account or sign up** and log in with your correct credentials**.**

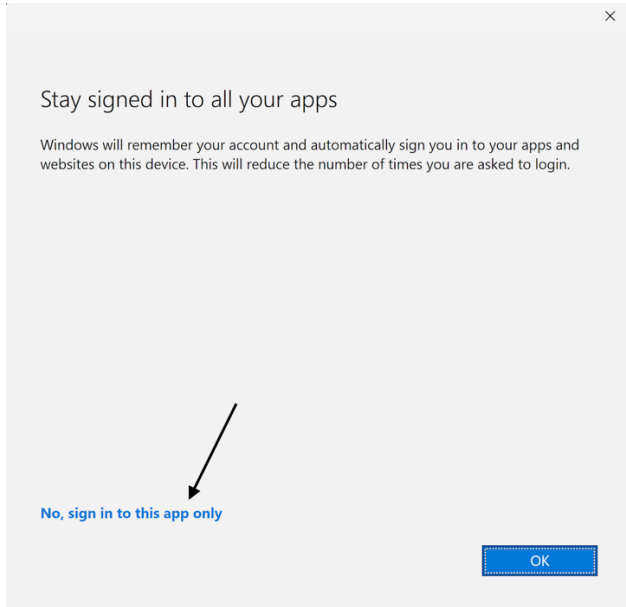STUDENT AFFAIRS IT |BASIC APPS STEP-BY-STEP | Rev. December 2023

3. You will get a DUO prompt make sure to input the credentials for the account that you are logging into and have your phone or token as well.
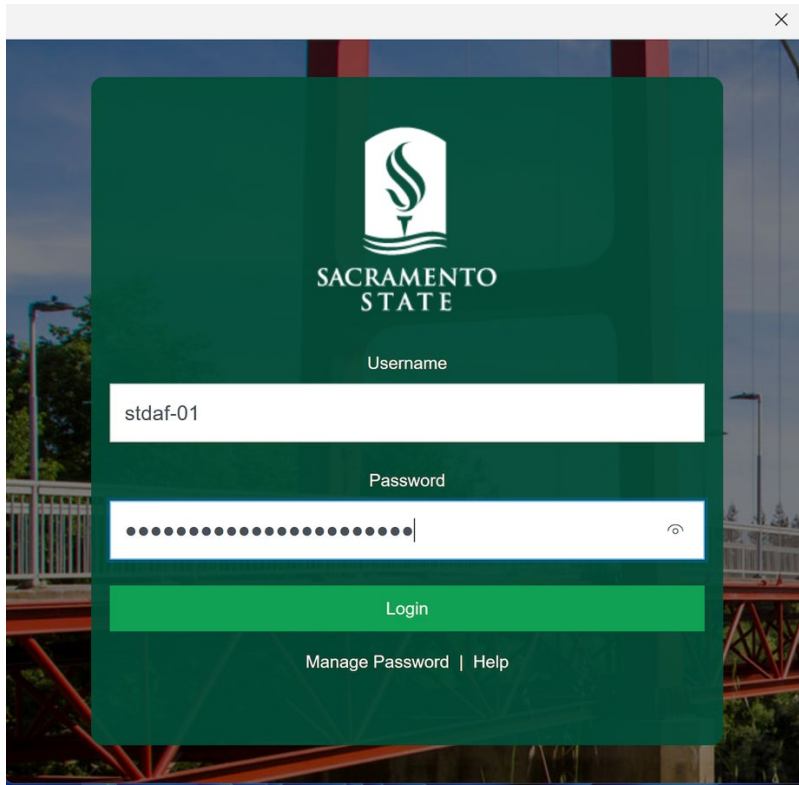
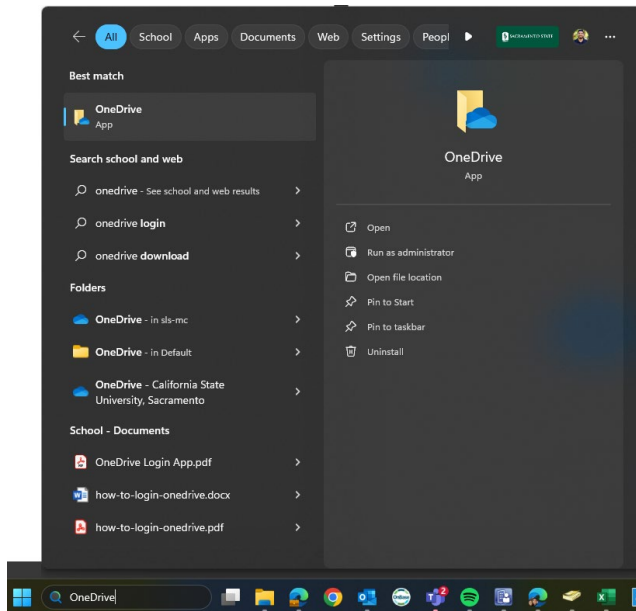4. Next you will choose your method of authentication as shown below:

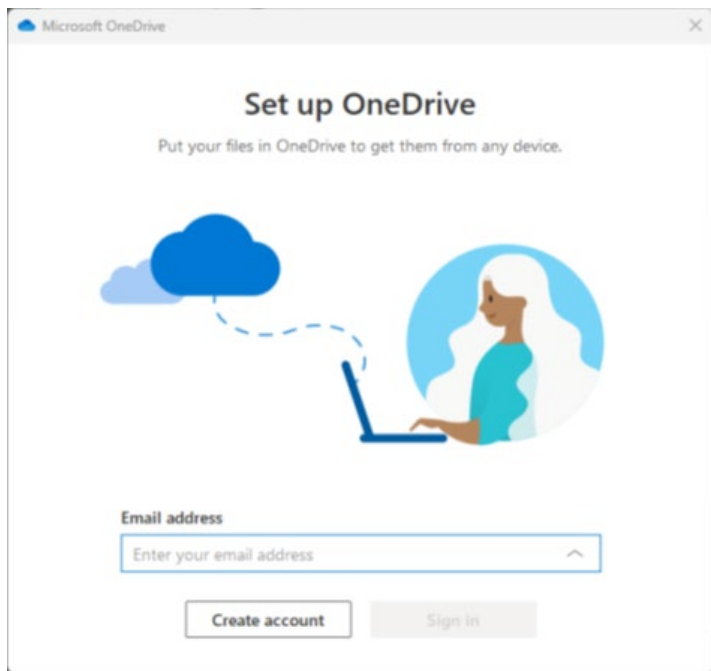5. Once you log in you will get this prompt make sure to click **"No, Sign in to this app only"**

6. Then you will be directed to the **Teams** app and can now use it.

 OneDrive

1. Use the search bar to look for **OneDrive** then open the OneDrive App.


2. Once you click on OneDrive, you should see the setup screen. If it does not automatically sign you in, enter your **@csus.edu** email into the box.
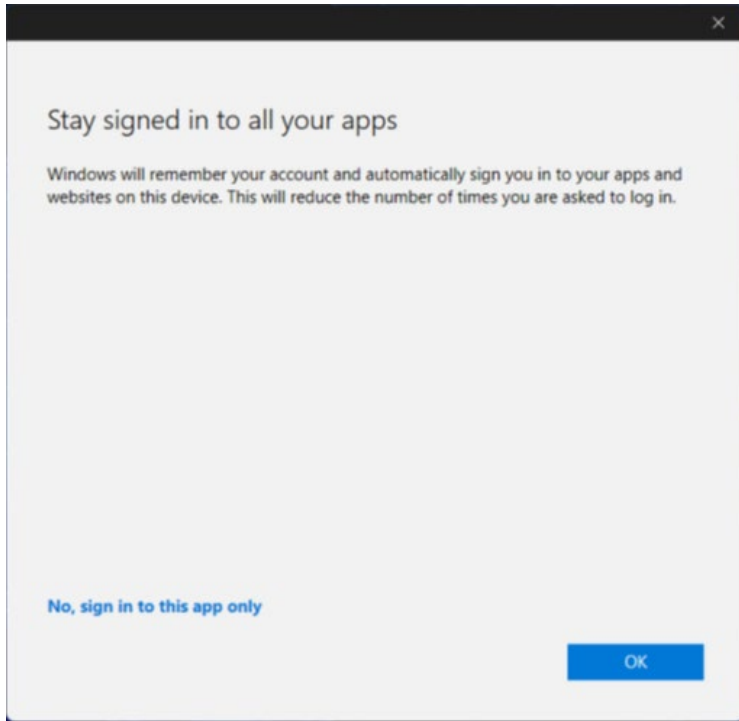
3. After clicking continue, you will be redirected to the Single-Sign On page where it will prompt for your Sac State credentials.
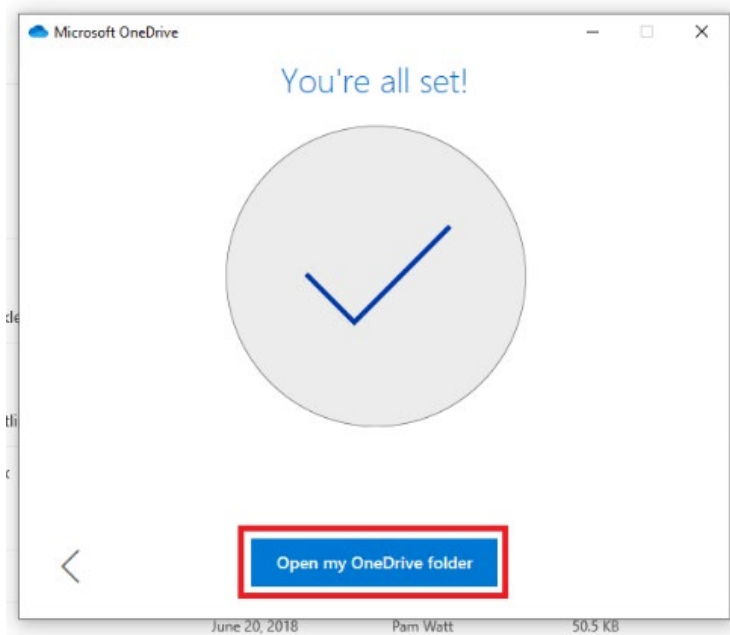

4. Next you will choose your method of authentication as shown below:

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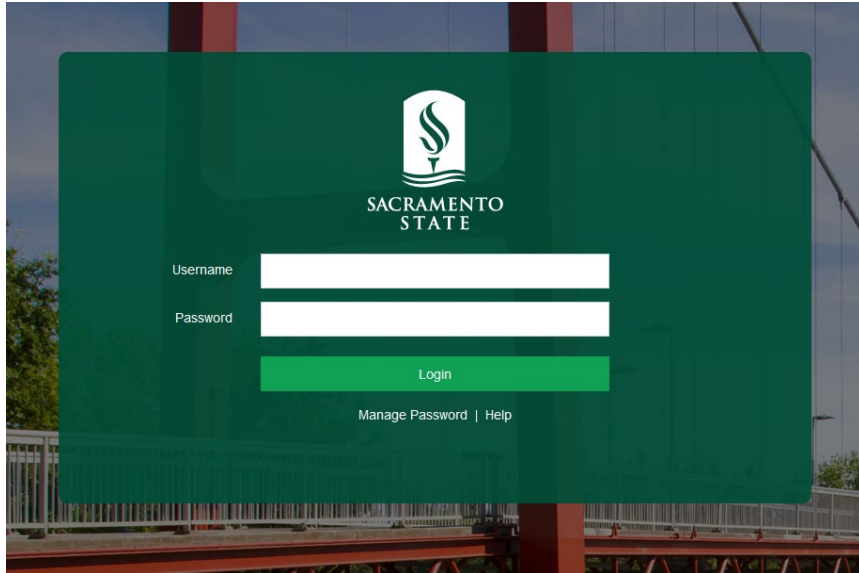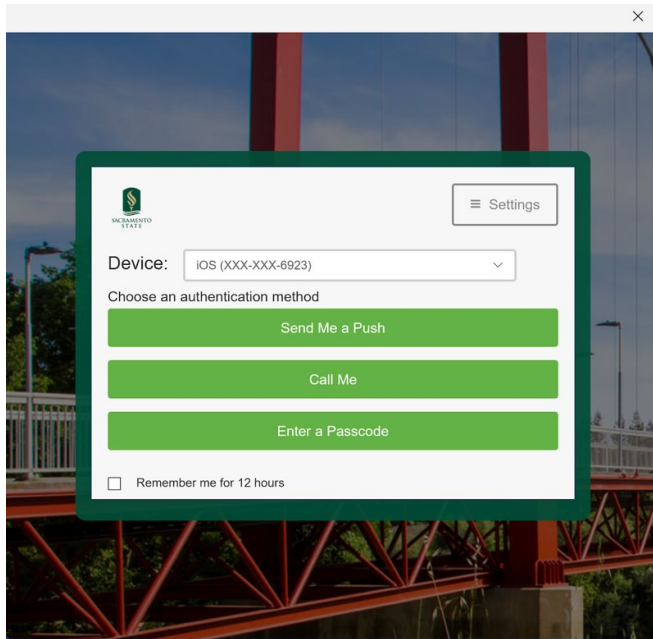
5. Once signed in, it will ask if you want to sign into all apps. Press the blue box that says **OK**.


6. Once done, it will lead you to another screen saying you are all set. Press the blue box that says **Done**.

7. A window showing you that the account is being logged in should pop up and then go away once finished. It will proceed with your OneDrive folder location. Press **Next**.


8. A popup asking to back up your folders will appear. Check the ones that you wish to back up and then press "Start backup". If you do not need to back up any folders currently, press "I'll do it later"

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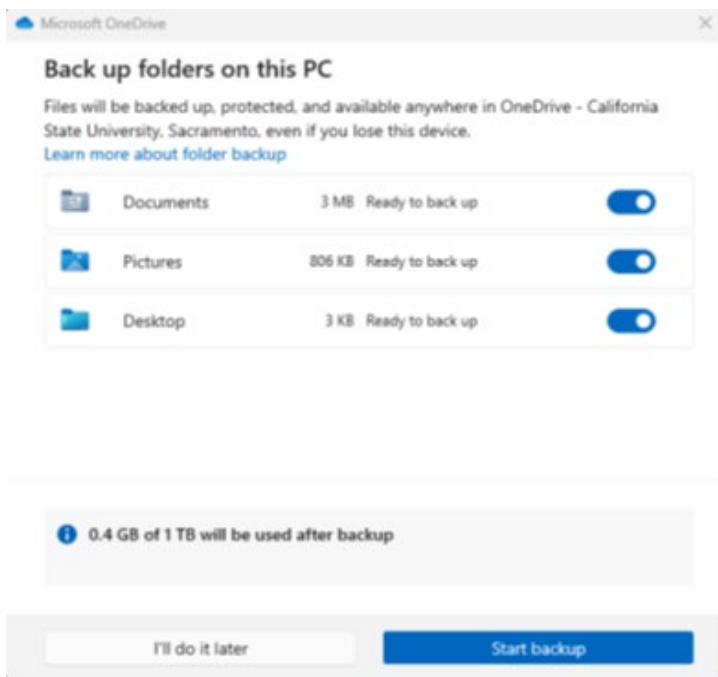
9. Once done, it will give you details of what OneDrive can do, ending with it being ready for you. Proceed by pressing "Open My OneDrive folder."
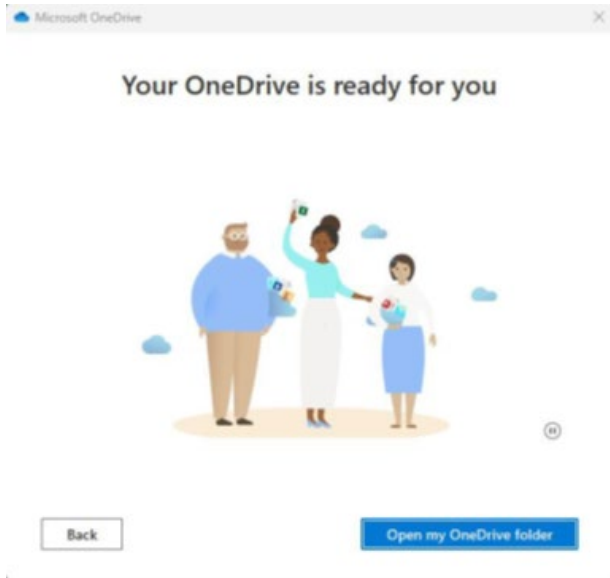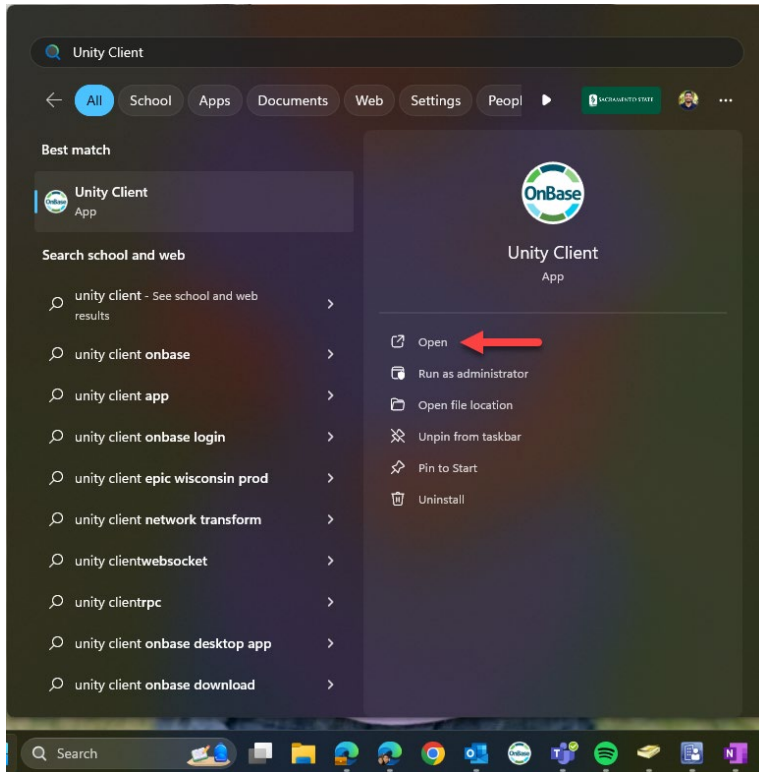

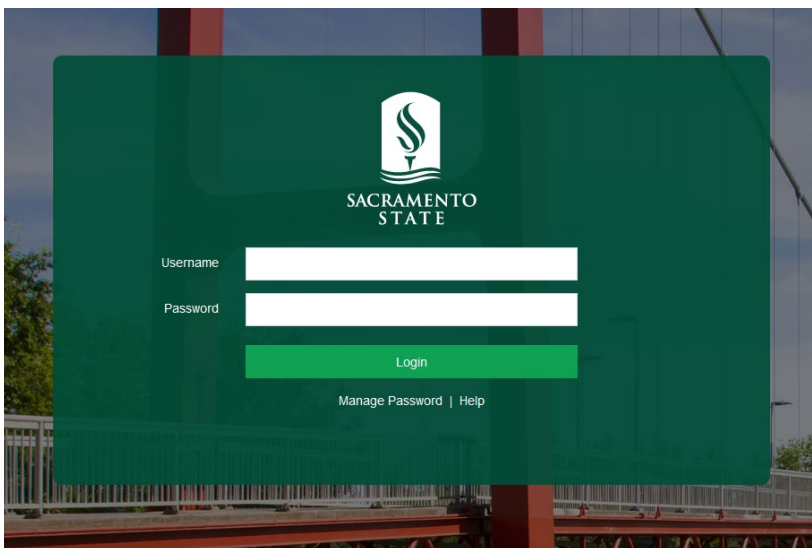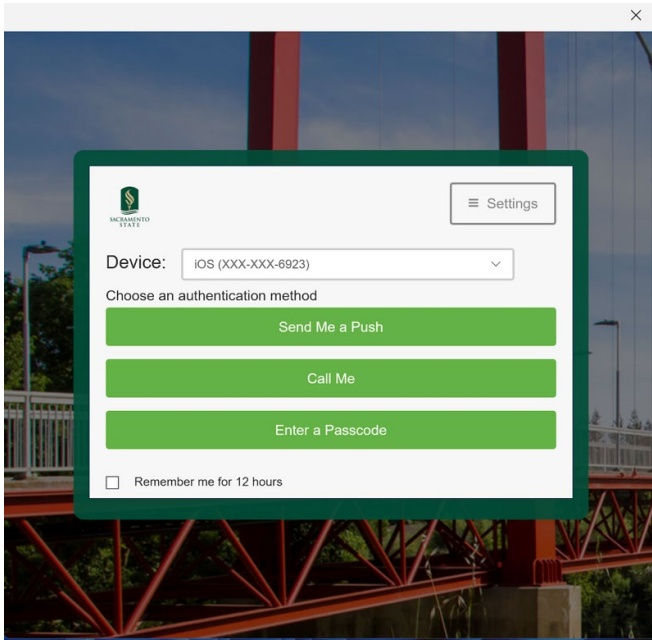10. You are now signed into OneDrive.

OnBase
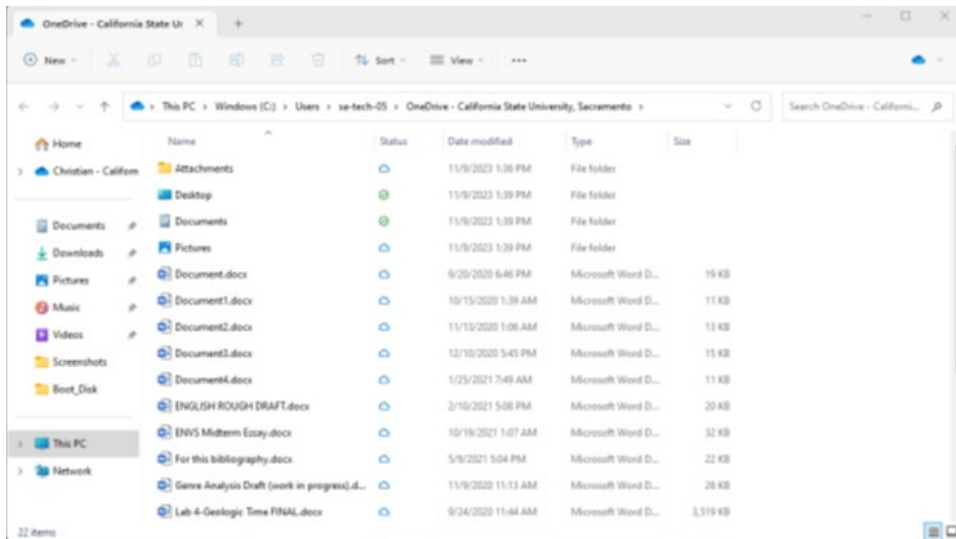
1. Use the search bar to look for **"Unity Client"** then open the Unity Client App.

2. A Single-Sign On prompt will appear where you will need to enter your Sac State credentials

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3. Next you will choose your method of authentication as shown below

4. Once authenticated you will be taken to the **OnBase** home page.

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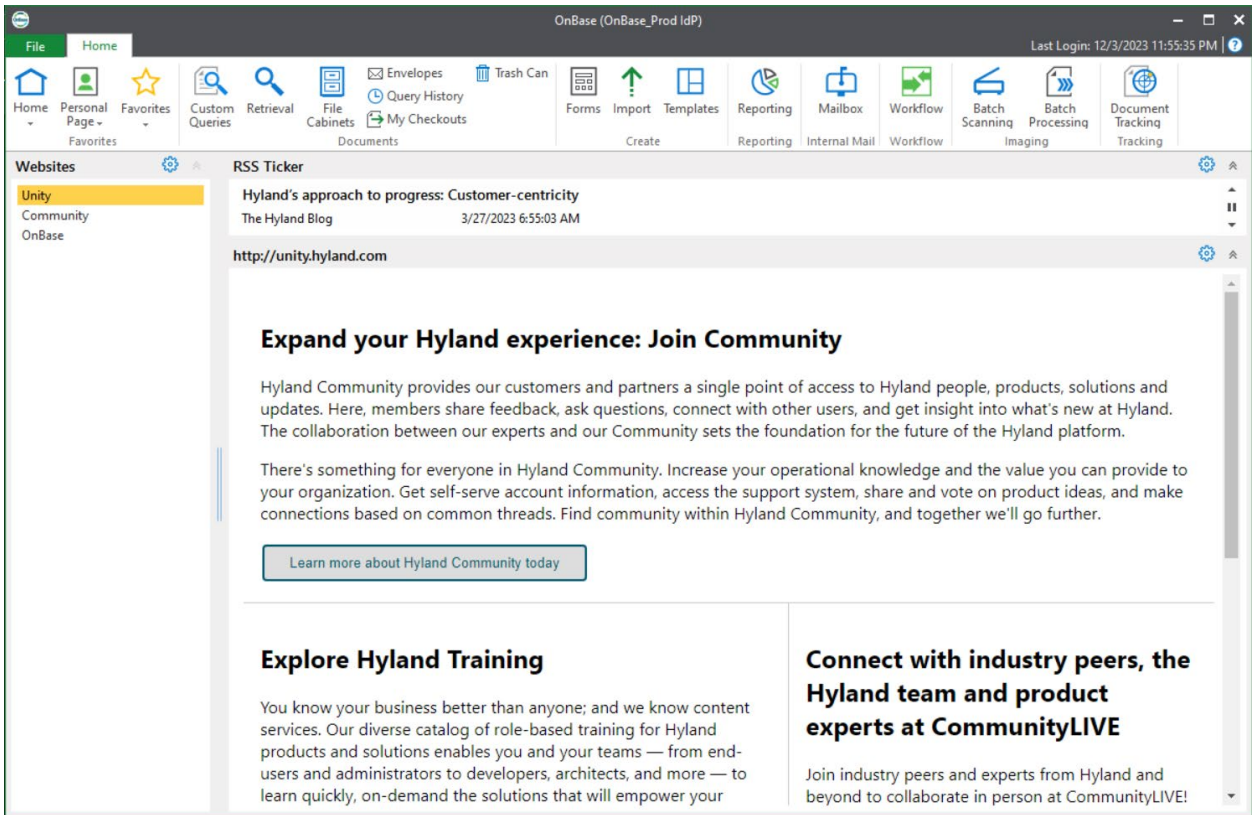
Adobe Acrobat

1. Use the search bar to look for **"Adobe Acrobat"** then open the Adobe Acrobat App.

2. Adobe will open and bring up a login screen after a few seconds. Enter "@csus.edu" and click on **Continue** to be redirected to the Single-Sign On page.

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3. A Single-Sign On prompt will appear where you will need to enter your Sac State credentials.

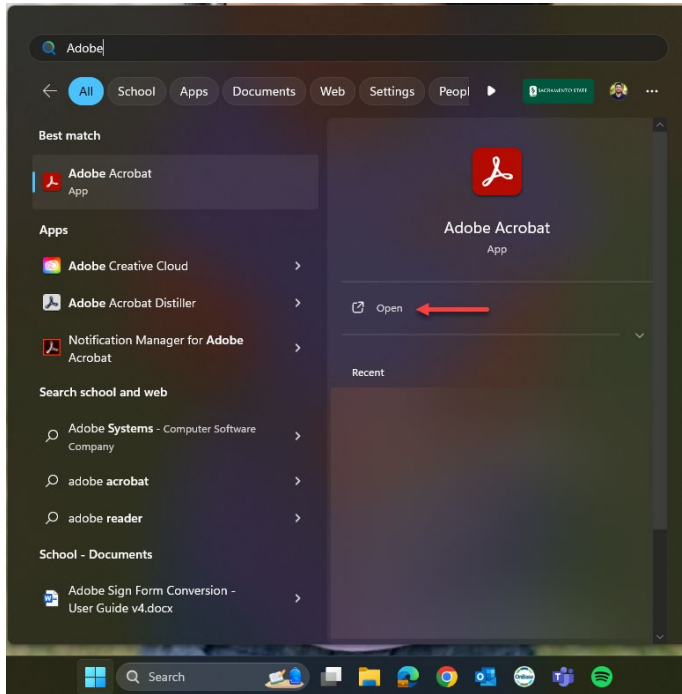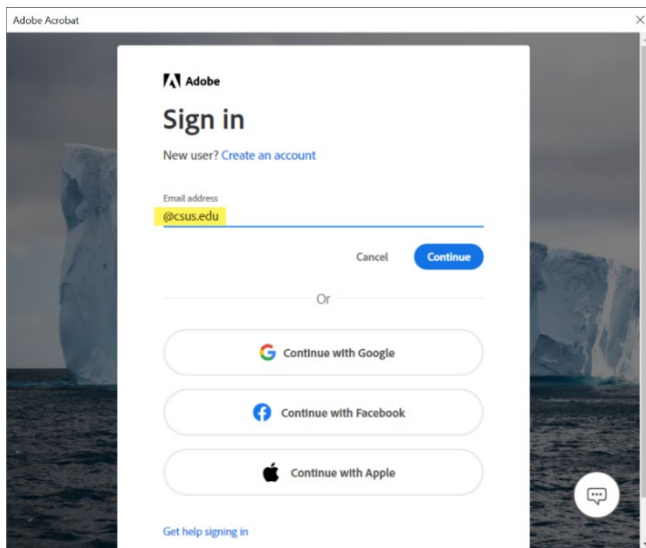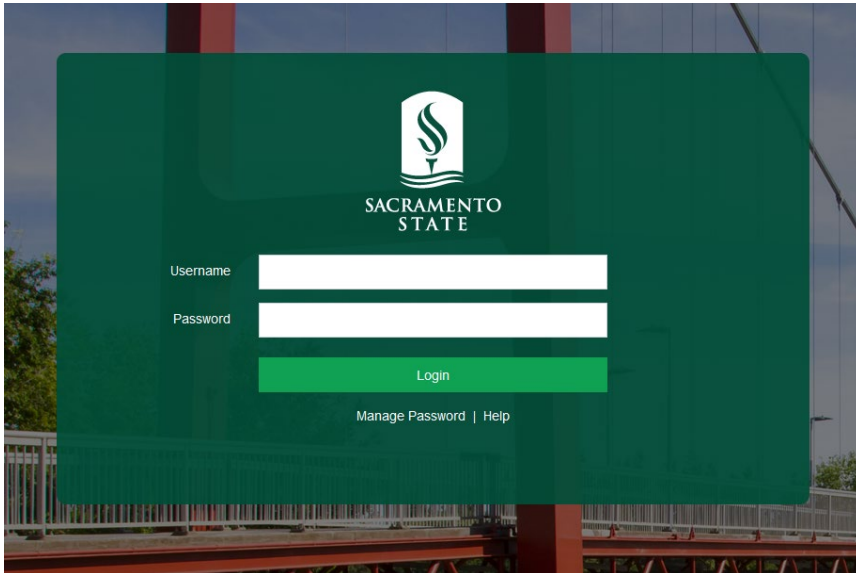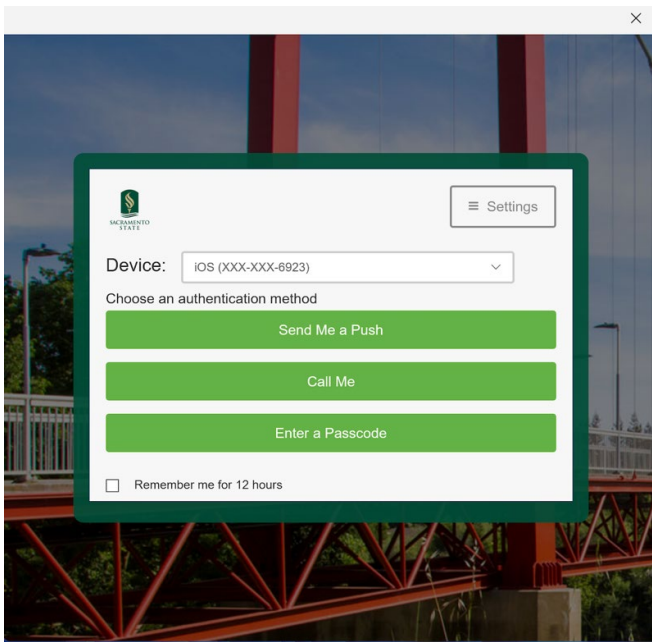4. Next you will choose your method of authentication as shown below.

5. Once authenticated you will have successfully logged into Adobe Acrobat. You will be prompted to Start a Tour, feel free to dismiss this prompt if not needed.