How to use Zoom at Sophia

ICT Office Sophia University

February 2026

Contents

1. **Introduction**

Sophia University has a site license agreement for Zoom.
This section describes the registration procedures and precautions for using Zoom at Sophia University.

Since Zoom is a cloud service, it is subject to change at any time. For more information on how to use it, please visit Zoom's official website or other sources.

1-1 **Rules of Use**

1-1-1 **Licensing of Zoom**

It is assumed that you must comply with the following Zoom license when using this service.
https://zoom.us/terms

Ultimately, Sophia University is responsible for everything done with the Sophia University account.
If the license is abused or the use is against public order, the university may be held liable first, and then Sophia University may pursue the user's responsibility.
Please refrain from misuse, as it may cause problems due to the contract with Sophia University.

1-1-2 **Use of Sophia University's Zoom account for purposes other than class and research**

The ICT Office does not provide support or troubleshooting services.
We do not provide account hosting for webinar licenses or issue licenses to outsiders.

1. **Non-commercial Use**

   It is not a problem to use "private non-commercial use" and "non-private but non-commercial use" within the scope of the Zoom account and license assigned to an individual.
   Examples: Calls with families living far away, online meetings of academic conferences, and scientific research project meetings

2. **Commercial Use (Educational and Research Purposes)**
   Use at other universities and educational institutions: It is permissible to use Zoom for educational and research purposes only. However, please ensure that you obtain permission from the respective university.

3. Commercial Use (other than for Educational and Research Purposes)

Using it for profit-making activities, such as side jobs or economic activities by companies outside their contract, is prohibited.

Please use an account contracted individually.

1-1-3 Use of accounts of other universities and organizations at Sophia University (Sophia University, Sophia University Junior College) for education, research, and clerical work

Please avoid using accounts issued by other organizations for education, research, and clerical work at Sophia University (Sophia University, Sophia University Junior College).

ICT Support refuses to provide any support or troubleshooting (technically impossible).

1-2 Contract Details and License Allocation

1-2-1 Faculty and Staff Licenses

Faculty members and staff with a primary status of 'faculty' or 'staff' in the personnel data, who have been assigned a 'sophia.ac.jp' email address, will be granted a license to host meetings for up to 500 participants. Cloud recording is available. A webinar license for up to 500 participants will be granted. By signing in using the steps in Section 2-1, you will be licensed.

*Only personal Sophia email addresses can be used. Accounts cannot be created with job accounts, shared mailbox addresses, etc.

1-2-2 Student Licenses

It allows meetings for up to 300 participants. However, the cloud recording feature is not available. By signing in using the steps in Section 2-1, you will be licensed.

1-2-3 Regarding Eagle Mail Holders (Graduates, Retirees, etc.)

If a Zoom account has been created for Sophia Mail, it will not be available. You cannot apply for a personal Zoom contract with a Sophia Mail address. Please use a different email address to apply.

2. **Sign in to Zoom Account**

2-1 **Sign in with a Web browser**

Access Zoom at this URL: **https://sophia-ac-jp.zoom.us/saml/login**

1. Access the Zoom sign-in page (https://sophia-ac-jp.zoom.us/saml/login). The following login screen will appear. Enter your ID and password and click [Login].
   Login ID: Student Number or Faculty ID Number
   Password: The one for the Sophia ICT account （Same as Moodle, Sophia Mail, etc.)
   For detailed login procedures to the Integrated Authentication System, please refer to the following page:
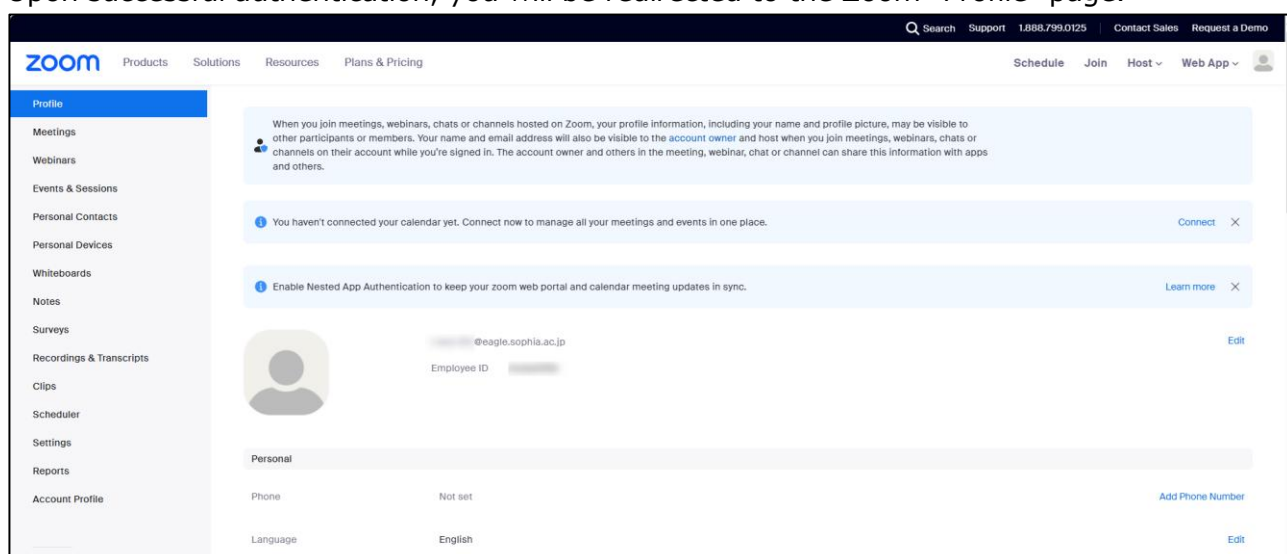   https://ccweb.cc.sophia.ac.jp/en/userguide/newuser/sso2024/
   (February 26, 2026- *Multi-factor Authentication/MFA is required)
   Multi-factor authentication is not required when using the campus network (such as sophiawifi2019).
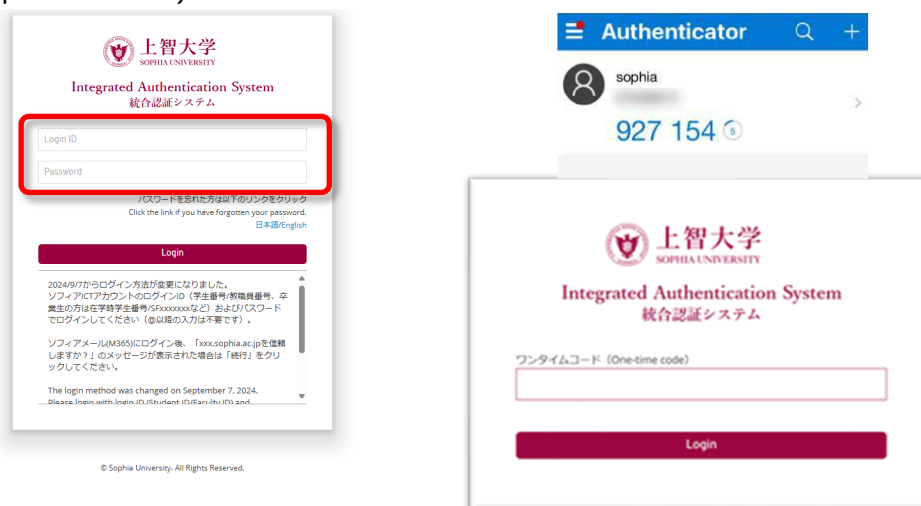

2. Upon successful authentication, you will be redirected to the Zoom "Profile" page.

2-2 **Registration of Name**

Enter the name correctly. It may be used to confirm attendance, especially for students, so please strictly adhere to the same registration as in the student registration. To register your name, click "Edit" on your profile after signing in to Zoom.

1. After signing in to Zoom, go to your profile page and click [Edit].
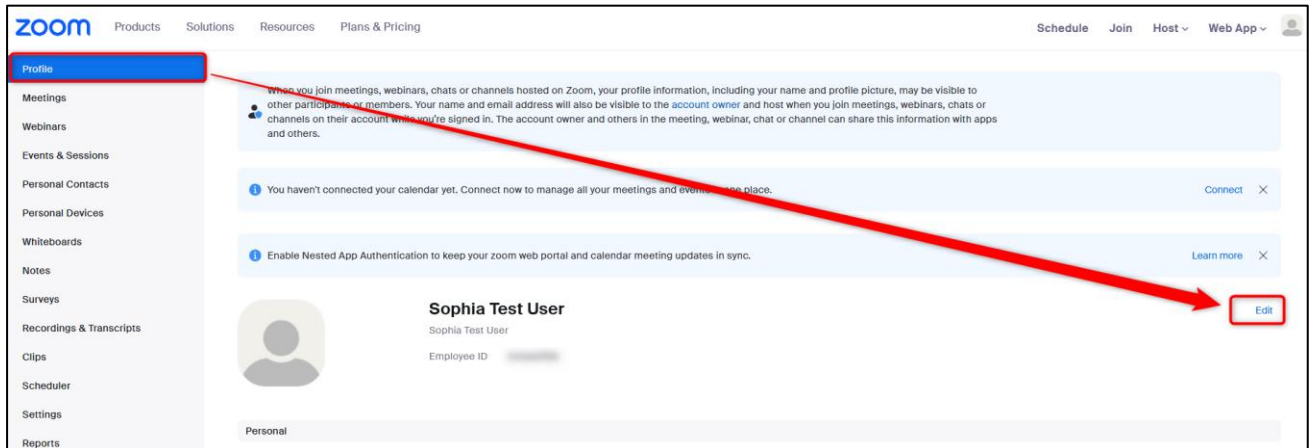
2. Enter the "First Name," "Last Name," and "Display Name" and click [Save].

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2-3 **Do not use Gmail or Facebook to sign in to Zoom**

Suppose you signed in with Gmail or Facebook; your account may be unintentionally registered with a different email address, resulting in a sign-in that is not your Sophia University email address, and you may not be able to participate in a meeting successfully. Please sign out and sign in again using your Sophia University email address.

3. **Installation and Updating of Zoom Software and Apps**

3-1 **Signing in and using the browser**

You can access the Zoom web page (https://sophia-ac-jp.zoom.us/saml/login) with various browsers (Firefox, Edge, Chrome, and Safari) and join Zoom meetings. However, we strongly recommend that you install the software application described below before using it.

When using Zoom with various browsers, SSO login is required each time the browser is launched.
For the sign-in procedure in your browser, please refer to "2-1 Sign in with a Web browser".

3-2 **Installation of Software and Apps**

Please follow the procedure below to install it on the device to be used.

We recommend that you use a PC and software, such as Windows or Mac, if you are hosting Zoom meetings or presenting materials.

Downloading the Zoom Workplace desktop or mobile app

https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0060928

3-3 **Updating of Software and Apps**

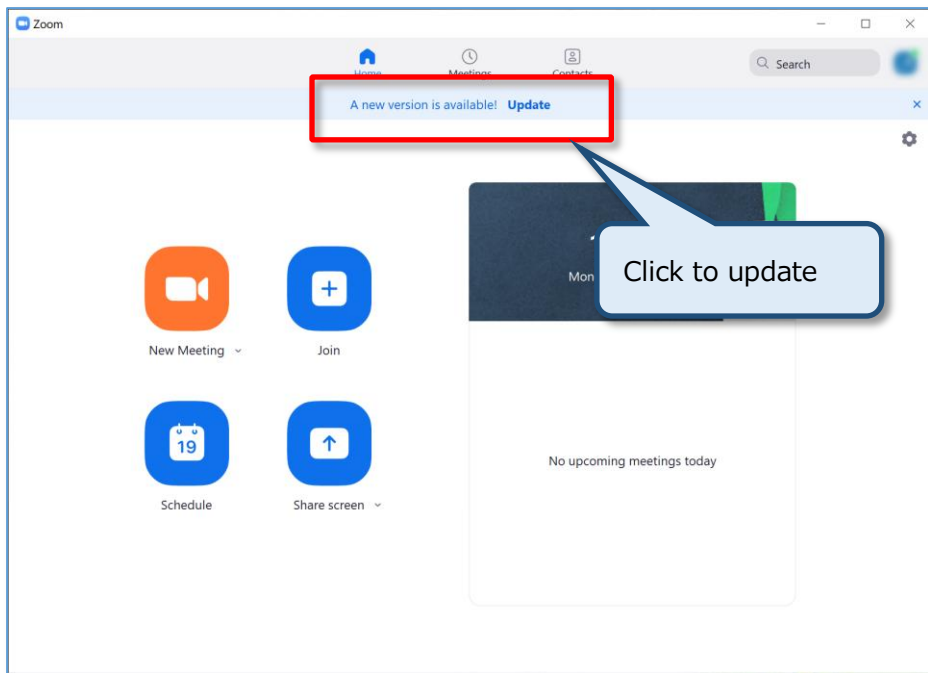Please update the Zoom software/apps consciously and regularly.
As a security measure, it seems to be updated frequently.
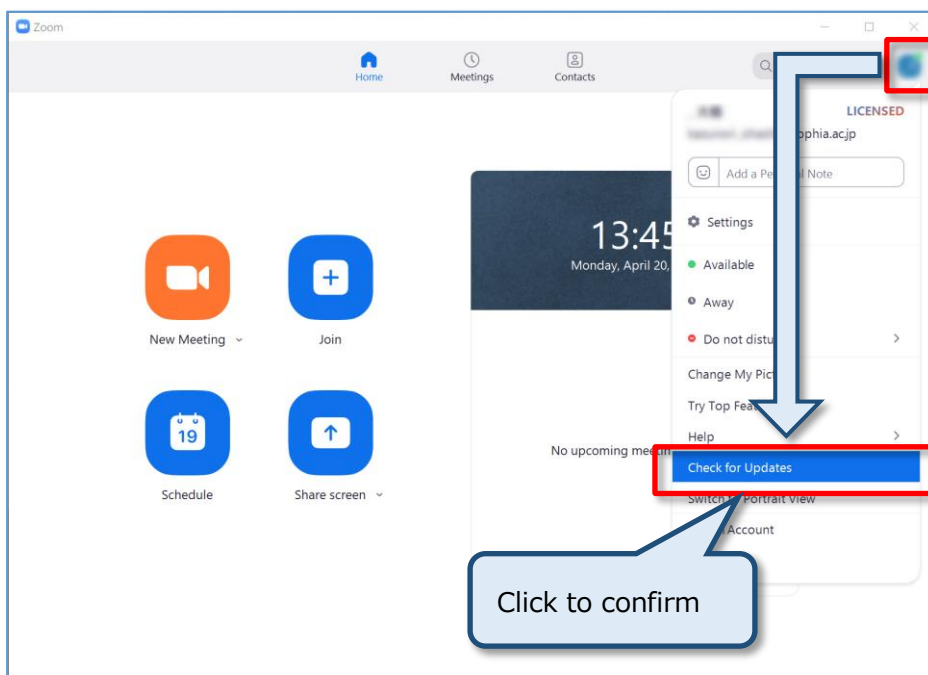
Updating Zoom to the latest version
https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0060716

3-3-1 **Automatic Update Notification**

You will be notified when there is an update to your Zoom software.
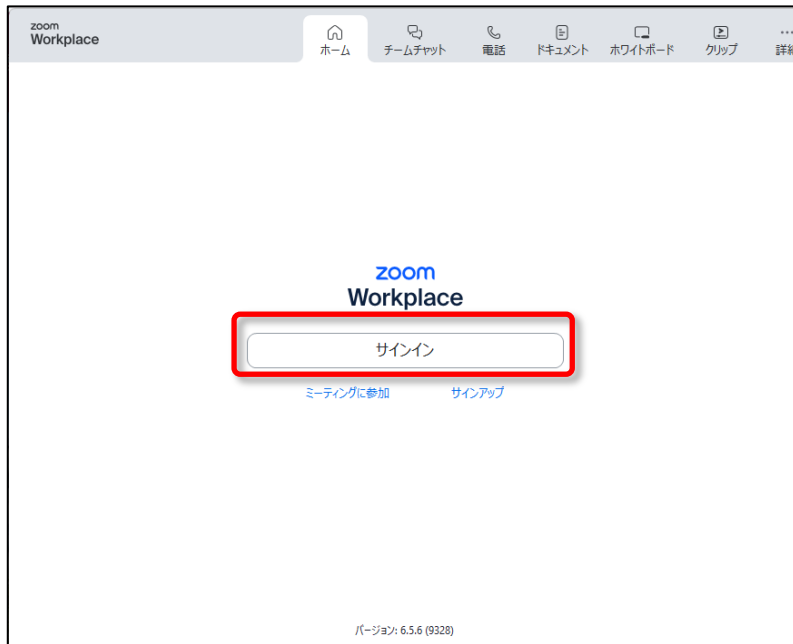

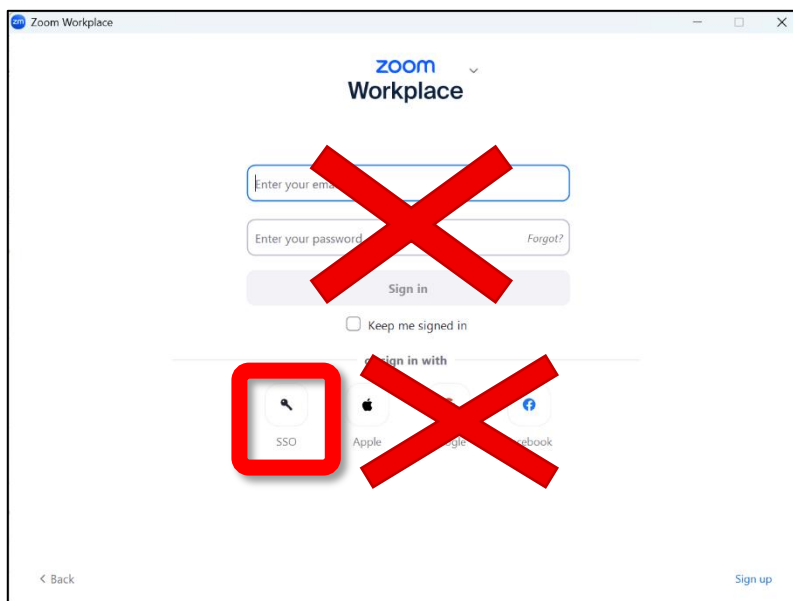Manual Update Confirmation

3-4 Sign in to your Zoom account on the PC application

1. Launch the Zoom application. Click [Sign in].

2. Click [SSO].

3. Please do either Method 1 or Method 2.

Method 1) Enter "sophia-ac-jp" in the Company Domain and click [Continue]
(Please note that the hyphens are used before and after "ac", not a period.)

There is a **hyphen** before and after **"ac"**, not a **period**

Method 2) Click on "I don't know the company domain"; the 'Search Company Domain' screen will be displayed. Enter your Sophia email address and click [Continue].

Enter your Sophia Mail address.
Faculty and staff: ●●●@sophia.ac.jp
Students: ●●●@eagle.sophia.ac.jp

4. The following login screen will appear in the browser. Enter your ID and password and click [Login].

    Login ID: Student Number or Faculty ID Number
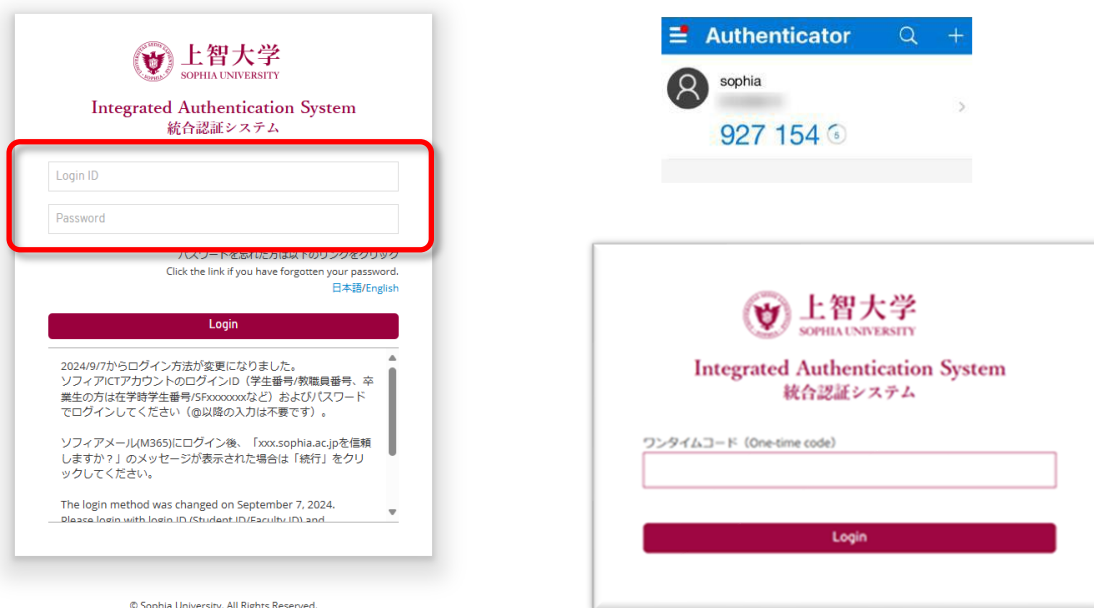
    Password: Sophia ICT account password（Same as Moodle, Sophia Mail, etc.）

    For detailed login procedures to the Integrated Authentication System, please refer to the following page:

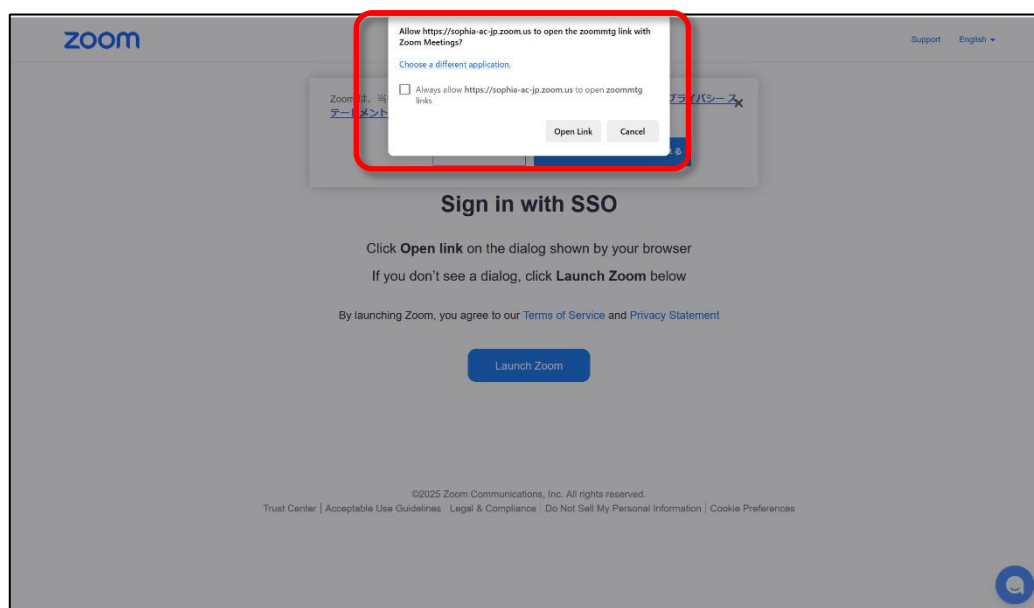   https://ccweb.cc.sophia.ac.jp/en/userguide/newuser/sso2024/

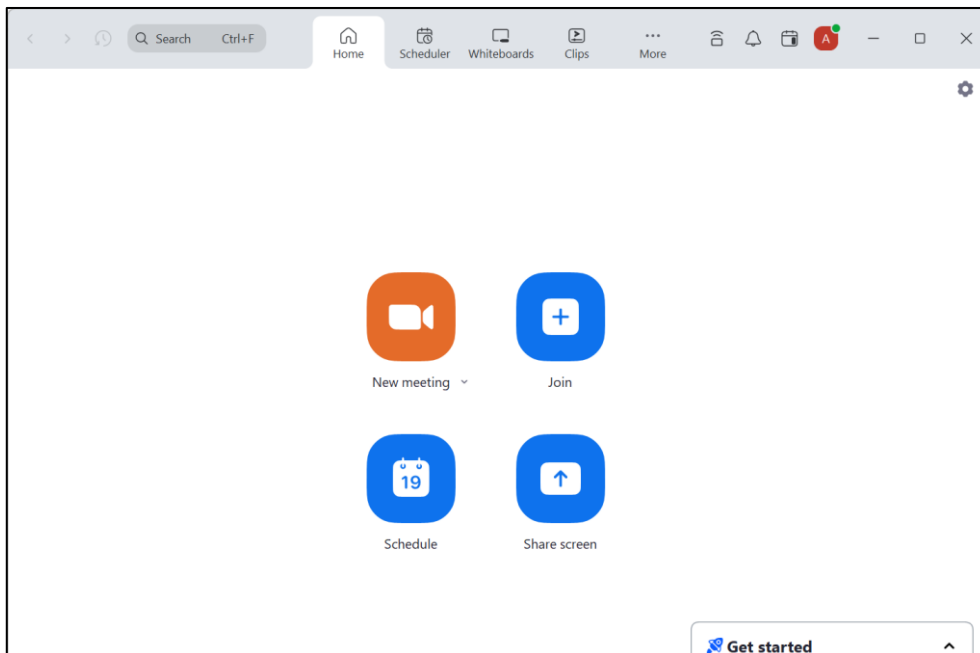   (February 26, 2026- *Multi-factor Authentication/MFA is required)

    Multi-factor authentication is not required when using the campus network (such as sophiawifi2019).

5. When the login authentication is successful, a dialog box will appear in your browser. Click on [Open Link]
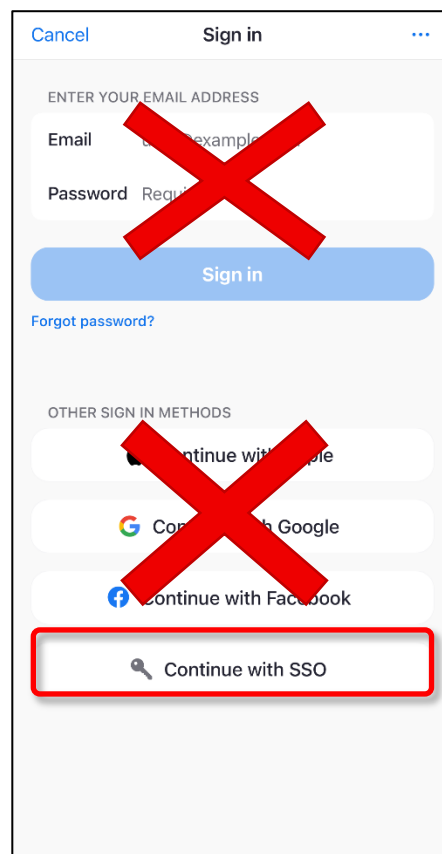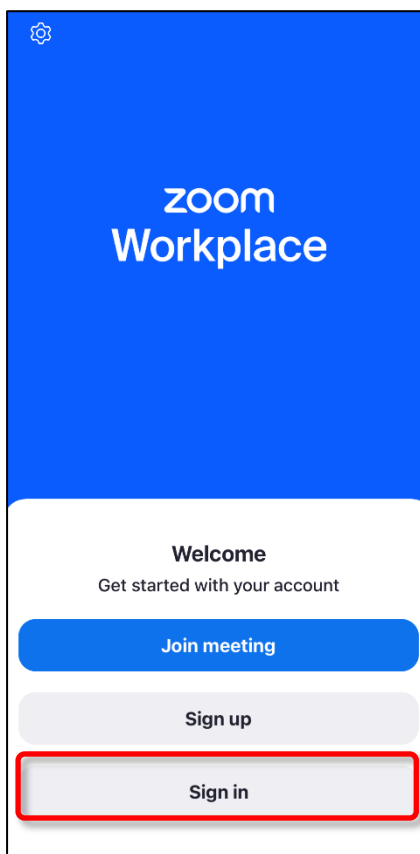

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6. The screen will return to the Zoom app, and Zoom will be available on the app. Thereafter, you will remain logged in.

3-5 <u>Sign in to your Zoom account on your smartphone app</u>

1. Launch the Zoom app. Tap [Sign in]. And Tap [Continue with SSO].

2. Please do either Method 1 or Method 2.

Method 1) Enter "sophia-ac-jp" in the Company Domain and tap [Continue]

(Please note that the hyphens are used before and after "ac", not a period.)

There is a **hyphen** before and after **"ac"**, not a period

Method 2) Click on "I don't know the company domain"; the 'Search Company Domain' screen will be displayed. Enter your Sophia email address and click [Continue].

Enter your Sophia email address.
Faculty and staff: ●●●@sophia.ac.jp
Students: ●●●@eagle.sophia.ac.jp

The following login screen will appear in the browser. Enter your ID and password and tap [Login].

Login ID: Student Number or Faculty ID Number

Password: Sophia ICT account （Same as Moodle, Sophia Mail, etc.）

For detailed login procedures to the Integrated Authentication System, please refer to the following page:

https://ccweb.cc.sophia.ac.jp/en/userguide/newuser/sso2024/
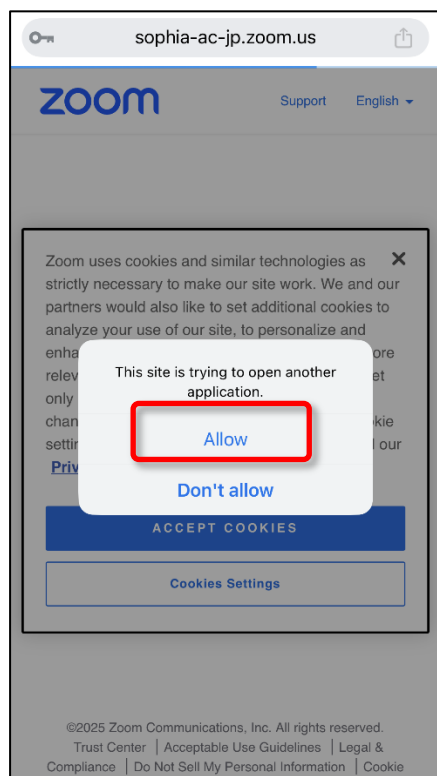
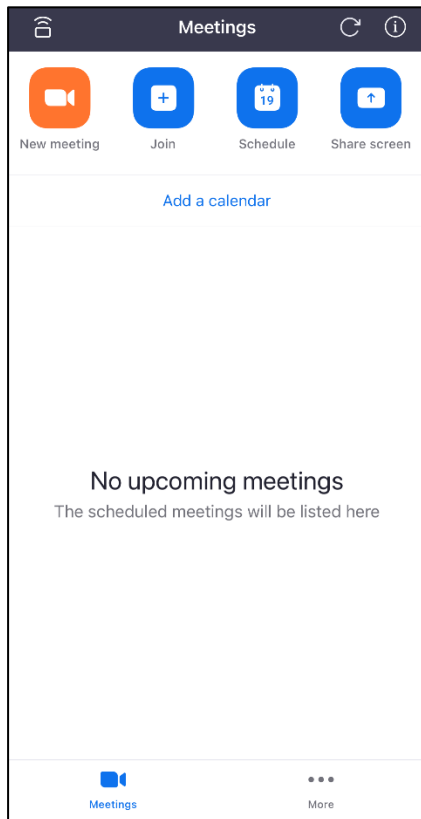(February 26, 2026- *Multi-factor Authentication/MFA is required)

Multi-factor authentication is not required when using the campus network (such as sophiawifi2019).
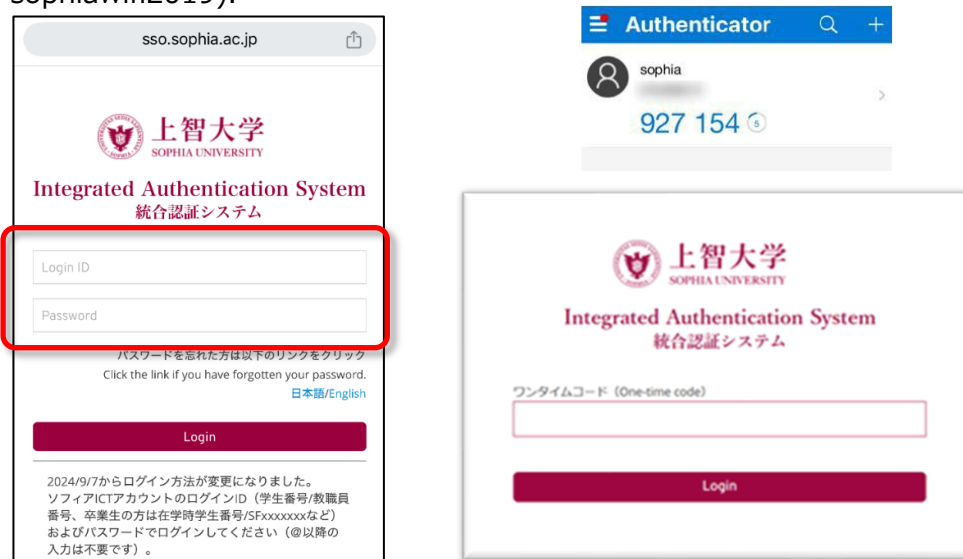
3. When a confirmation dialog box appears, tap [Allow] and open Zoom.

4. The screen will return to the Zoom app, and Zoom will be available on the app. Thereafter, you will remain logged in.

4. **How to Join a Zoom Meeting**

An Invite Link, meeting ID, and passcode are required to join a Zoom meeting.

For information on how to join, teachers will instruct you through My Sophia, Moodle, Sophia Mail, etc.

4-1 **Sign in to Zoom**

Important: Please check that you have signed in correctly by following the steps in "2-1 Sign in with a Web browser" and "3-4 Sign in to your Zoom account on the PC application".

If you have not signed in with Sophia Mail, you cannot properly join a meeting if it is a "Sophia Zoom account is required to join" meeting.

4-2 **Enter meeting information and join**

There are three main ways to join a Zoom meeting.

- Join by entering your Meeting ID from the Zoom app
- Join by entering your Meeting ID from the Zoom website
- Join by clicking on the link in the invitation URL
    - If the organizer has set up a "You must have a Sophia Zoom account to participate" requirement, you may need to sign in using the following steps when you click the invite URL link.

1. Click [SSO].
   ※**You are unable to sign in via [Microsoft].**
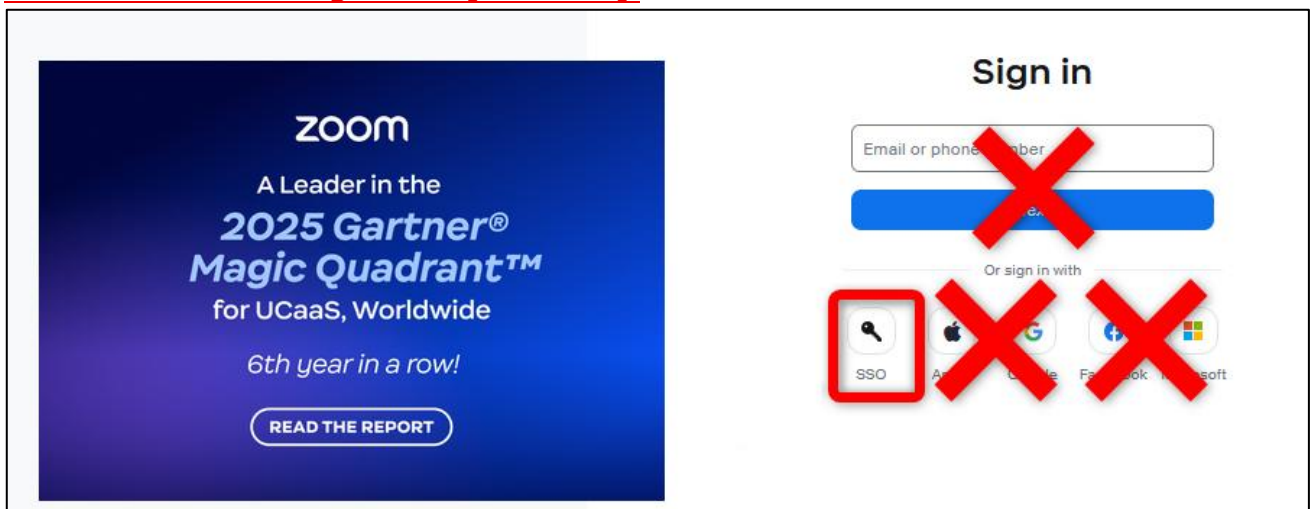
2. Please do either Method 1 or Method 2.

Method 1) Enter "sophia-ac-jp" in the Company Domain and click [Continue]
(Please note that the hyphens are used before and after "ac", not a period.)

Sign In With SSO

Enter your company domain.

Company Domain
sophia-ac-jp   .zoom.us

> There is a **hyphen** before and after **"ac"**, not a **period**

Help

Continue

I don't know the company domain

Method 2) Click on "I don't know the company domain"; the 'Search Company Domain' screen will be displayed. Enter your Sophia email address and click [Continue].

Search Company Domain

Email Address
                @sophia.ac.jp

> Enter your Sophia mail address.
> Faculty/Staff: ●●●@sophia.ac.jp
> Students: ●●●@eagle.sophia.ac.jp

Help

Continue

I know the company domain

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

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Access the Zoom sign-in page (https://sophia-ac-jp.zoom.us/saml/login). The following login screen will appear. Enter your Login ID and Password and click [Login].

Login ID: Student Number or Faculty ID Number

Password: Sophia ICT account password（Same as Moodle, Sophia Mail, etc.）

For detailed login procedures to the Integrated Authentication System, please refer to the following page:

https://ccweb.cc.sophia.ac.jp/en/userguide/newuser/sso2024/

(February 26, 2026- *Multi-factor Authentication/MFA is required)

Multi-factor authentication is not required when using the campus network (such as sophiawifi2019).
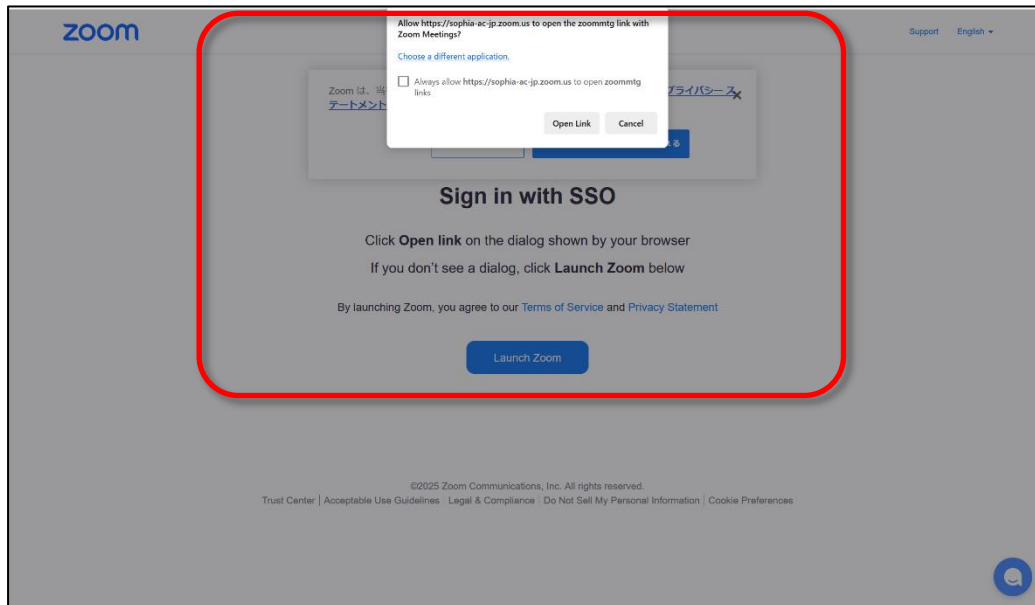

※CAUTION※

If this screen appears,

please return to Zoom sign-in page and try again.

This is the screen that appears
when you select "Microsoft" on the sign-in screen.

3. When the login authentication is successful, a dialog box will appear in your browser. Click on [Open Link]

More information on the support site:

https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0060732

5. **Host a Meeting**

Since Zoom is a cloud service, changes can be made occasionally. Please refer to the Zoom support page for general information, excluding items set by Sophia University.

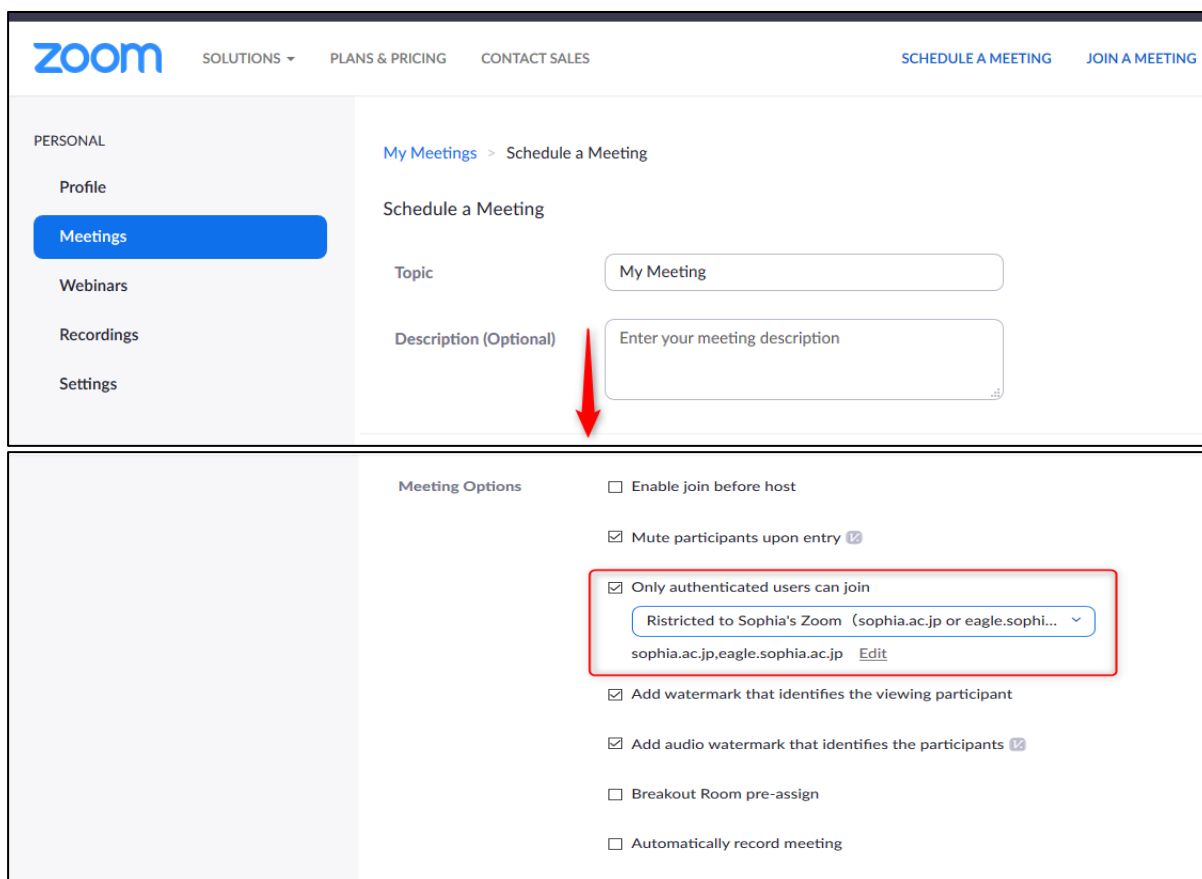The points to note at the meeting at Sophia University and the original operation are listed below.

5-1 **Setting of "Only authorized users can join"**

If the box is checked when the meeting is held, only users who have logged in with "sophia.ac.jp" or "eagle.sophia.ac.jp" can join the meeting.
This feature is useful when taking attendance.
However, if you want to lower the threshold for guests from outside the university or for participants on campus who are not familiar with the operation, please uncheck the box.

Scheduling a Meeting from a Browser

Scheduling a Meeting from the App

5-2 **Cloud Recording**

Only faculty members with a license allocation can record in Zoom's cloud area.
By "Sharing Work", it is possible to access it by providing the URL to the students who could not connect to the Zoom meeting for some reason.

However, the recording capacity is shared among all users and is set to be deleted in 30 days. Please download and store the necessary data individually.

The estimated usage capacity is 2GB (about 4 hours) per person. The exact contract is 0.5GB (about 1 hour) x 2200 (the number of contracted users at Sophia University). However, we assume that not all faculty members covered by the contract will use it.

Since the operation is a provisional rule, it is subject to reconsideration, but **there is no exception to any request for an extension of the storage period for individual recordings.**

Please refer to the following for more information on cloud recording functions and usage.
https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0062627
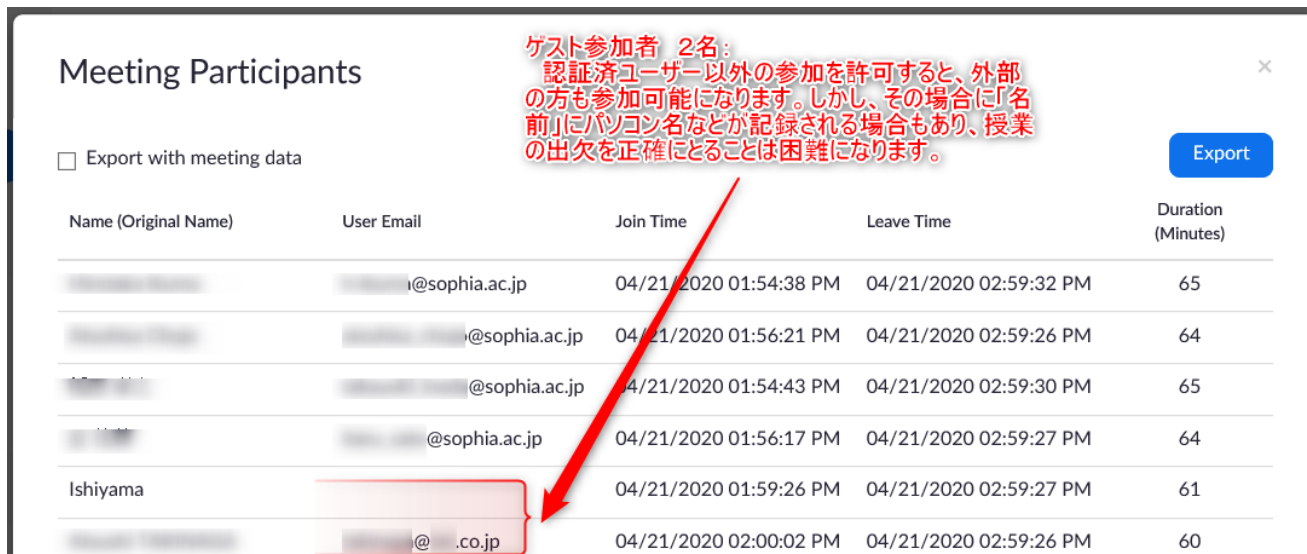
5-3 **Output of participant log**

Log in to Zoom's WEB page, display "Usage" in the "Reports" section, and click the number of "Participants" of the target meeting.

A list of participants is displayed and can be downloaded.

If "Only authenticated users can join" is not set, then outside participants will be able to join, but it will be difficult to accurately track class attendance if a computer name is entered in the "Name" field or the [User Email] field is left blank.

5-4 **Captions and translation**

Zoom Captions and translations are available for meetings held under a faculty/staff license. For example, if a meeting participant is speaking in English, other participants can see captions in languages such as German, Italian, and Japanese. Participants can turn the closed captioning on and off and switch between languages.

Host-side Preparation

Log in to the Zoom Web Portal > [Settings] > [In Meetings (Advanced)] tab and make sure "Automated captions" and "Translated captions" are enabled.
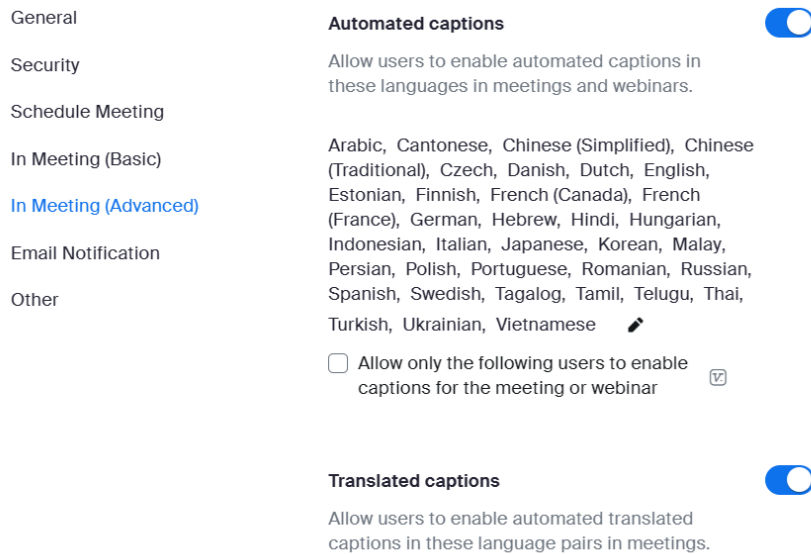
Operation during meetings

1. Join a Zoom meeting and click [More] > [Captions] at the bottom of the window.
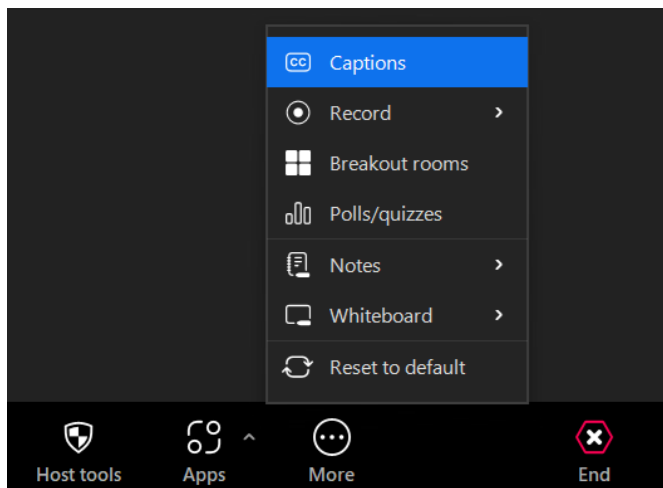
2. When the following window appears, select the language and click "Save".

3. Participants' comments are translated and displayed with captions.
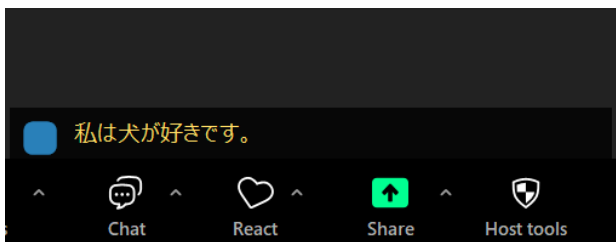
4. Captions and translations are set from [^] to the right of [Captions].
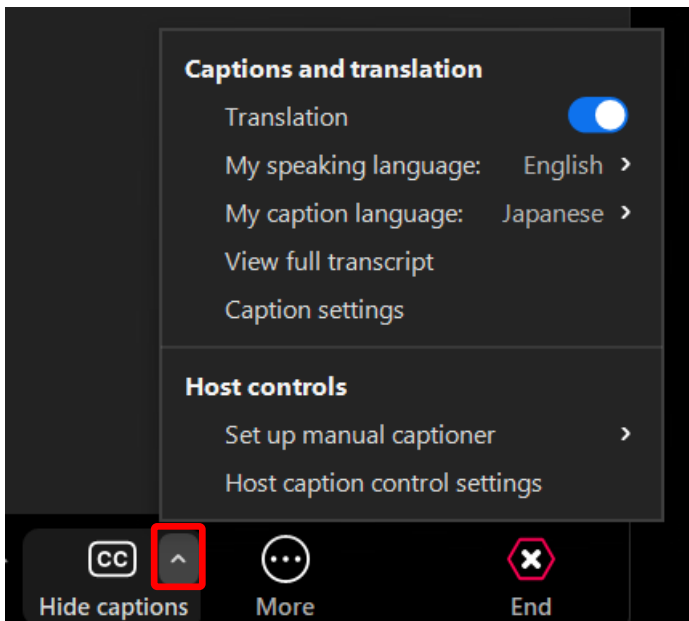
6. Zoom Settings

There are two types of Zoom settings: those that can be set on the web and those that can be set on the app or the web. Here are the recommended settings. Options are added or changed constantly, so please adjust accordingly.

6-1 "Meeting" tab

1. Waiting room: ON

When ON, participants must enter the waiting room once and be authorized by the host or co-hosts to join the meeting. This is secure, but it requires time and effort to allow.

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.
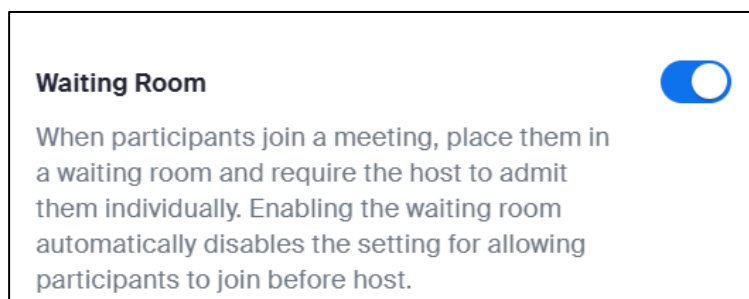
2. Allow participants to join before the host : OFF

When ON, participants may start conversations with each other.

Allow participants to join before host

Allow participants to join before the host arrives. If participants are not allowed to join before the host, or the host has another meeting running, participants will see a dialog that notifies them that the meeting has not started. This dialog can be customized through the Customize Waiting Room setting.
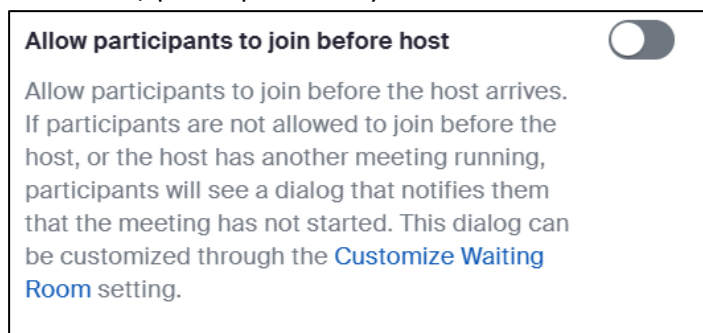
3. Use Personal Meeting ID(PMI) when scheduling a meeting : OFF

Personal meetings are not recommended. Because the same ID and password are always assigned, participants can join the meeting on different days.

Use Personal Meeting ID (PMI) when scheduling a meeting

You can visit Personal Meeting Room to change your Personal Meeting settings.

4. Mute all participants when they join a meeting :　ON

Reduce noise at the start of the meeting.

Mute all participants when they join a
meeting

Automatically mute all participants when they
join the meeting. The host controls whether
participants can unmute themselves.
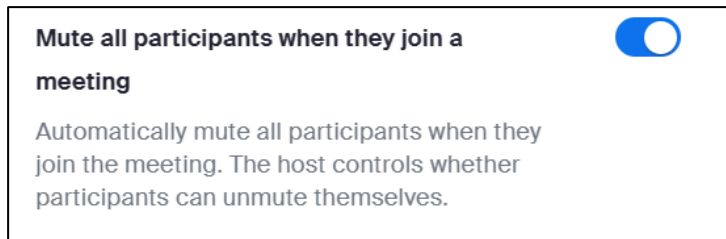
5. Meeting chat – Direct messages :　OFF

When ON, participants can send chats to each other individually without including the host. Usually, it is not necessary to allow this.

Meeting chat - Direct messages

Allow meeting participants to send direct
messages to other participants
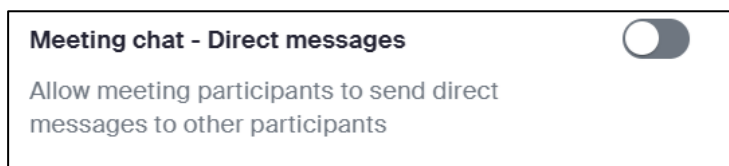
6. Meeting chat – Auto-save :　ON

If not turned ON, chat content will be lost at the end of the meeting.

Meeting chat - Auto-save

Automatically save chat messages to a local file
on the host's computer when the meeting ends
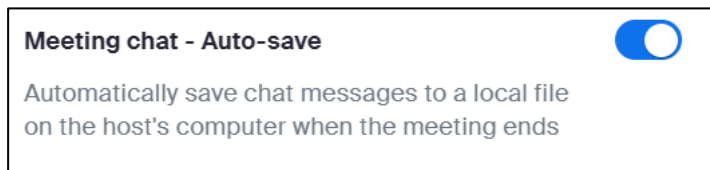
7. Co-host :　ON

When ON, co-hosts can be designated.
The co-host can enter the room from the waiting room, manage breakout rooms, and more.

Co-host

Allow the host to add co-hosts. Co-hosts have
the same in-meeting controls as the host.
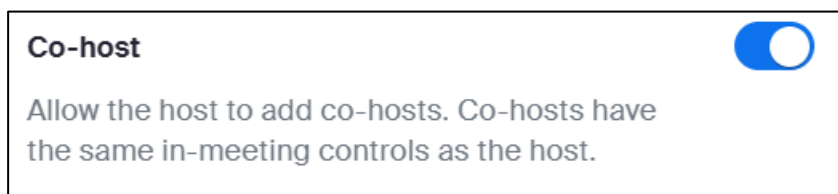
8. **Meeting Polls/Quizzes：ON**

   Polling features. Questions can only be created after the meeting has started. It is used for very simple purposes.
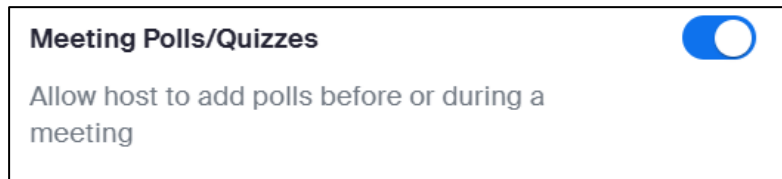
9. **Screen sharing：ON　Who can share?：Host Only**

   Only the host should be allowed to share the screen. If participants can share screens without the host's permission, Zoom Bombing will occur.
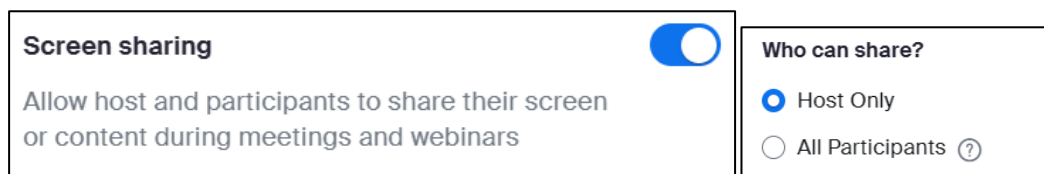
10. **Annotation：ON**

    It can be OFF, but it is useful when commenting on the material presented by others in seminars, meetings, etc. However, if it is ON, please be careful after the meeting starts.
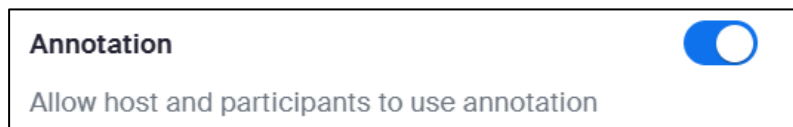
11. **Whiteboard(Classic)：ON Allow to save the whiteboard content：ON**

    Automatic saving of the whiteboard should be ON.
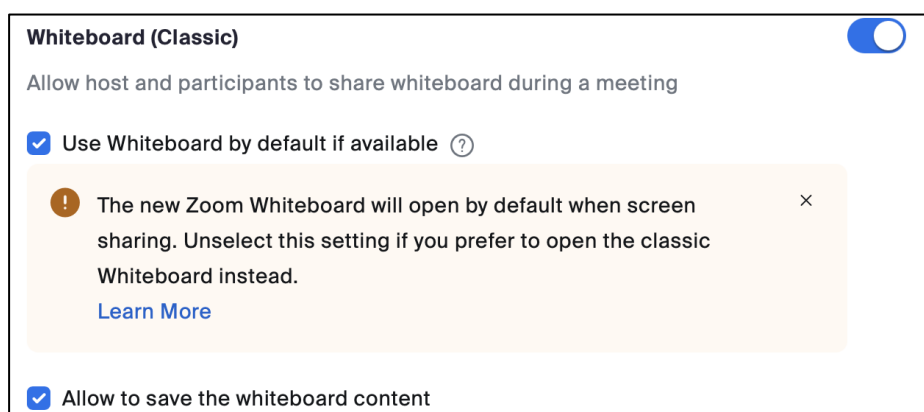
12.Remote control：　OFF

When ON, during screen sharing, the person sharing can allow others to control the shared content.

> **Remote control**
>
> During screen sharing, the person who is sharing can allow others to control the shared content

13.Breakout room - Meetings：　ON

This feature splits participants into small rooms so that everyone can hold meetings. Hosts and co-hosts can move to any room.

> **Breakout room - Meetings**
>
> Allow host to split meeting participants into separate, smaller rooms

About the breakout room

Meeting breakout rooms allow you to split your Zoom meeting into up to 100 separate sessions. The meeting host or co-host can choose to split the participants of the meeting into these separate sessions automatically or manually, or they can allow participants to select and enter breakout sessions as they please. Yo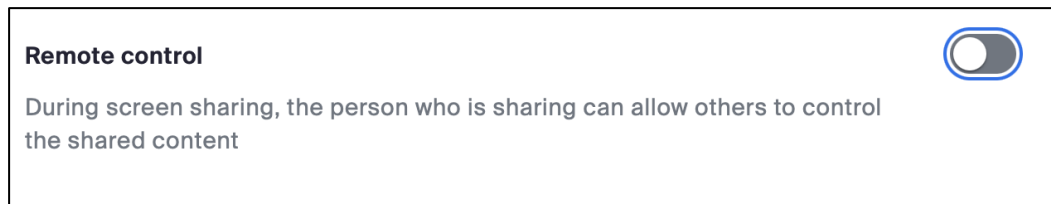u can also pre-assign participants to breakout rooms when you schedule the meeting instead of managing them during the meeting. The host or co-host can switch between sessions at any time and monitor the level of activity in each room. Breakout room participants will have the same audio, video, and screen share capabilities as allowed in the main session.

14.Focus Mode：　ON

Focus mode is a feature that allows meeting participants to see Myself, Host, Co-host, Shared Screen, and Other Participants' Names Only. It can be turned ON/OFF during a meeting.

> **Focus Mode**
>
> A mode that shows only hosts and co-hosts' videos and profile pictures during a meeting. Focus Mode can be found in the "More" menu in the in-meeting toolbar.
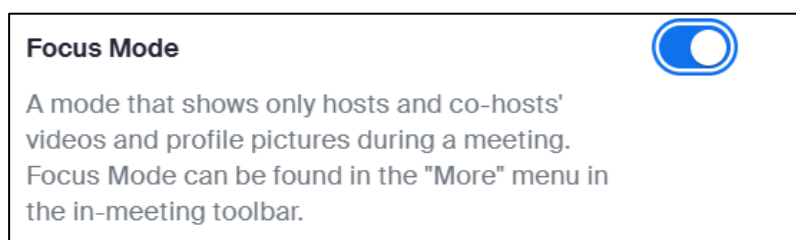
6-2 **"Recording" tab**

1. **Local recording :　ON**

   When ON, recordings can be stored in the device.

Local recording	
Allow hosts and participants to record the meeting to a local file. The content will include video and shared content with user's own view, and audio only file.	

2. **Cloud recording :　ON**

   Cloud recording is only available to faculty and staff. Please read the separate section "Cloud recording" for more information on how to use Cloud recording

Cloud recording	
Allow hosts to record and save the meeting / webinar in the cloud	

3. **Delete cloud recordings after a specified number of days :　ON * unchangeable**

   The settings ensure that data is automatically deleted after a specified number of days. You cannot individually exclude items or change the number of days because it incurs costs for the entire university.

Delete cloud recordings after a specified number of days		Locked by admin
Specify a time range (days): 60		

7. **Zoom Security（Supplementary Information）**

Here is supplemental information regarding reports of meetings being disrupted even within the university. Zoom security is often discussed as a single topic, but there are two types.

There are the following two types of Zoom security.

A： Since it is a simple setting, there may be security concerns depending on how it is used.

B： There are security issues with Zoom software and the construction method.

Regarding A, there is no problem if you are careful about changing settings and using them; the same can be said for other tools. However, as a trade-off, it is no longer easy to use, and the settings and operations become more difficult, requiring more skill.

For example, a Zoom meeting can be held just by sending a "URL link for participation" to the meeting, but if you share this URL with a third party (or if it is spread on SNS), anybody can participate. As a countermeasure, there are measures such as setting a password for the meeting and creating a waiting room. Sophia University applies such a setting by default.

For even stronger security, if it is an on-campus event, it is sure to have participants "Sophia-bound", but there is a possibility that some participants will not be able to sign in properly.

The latest clients have improved countermeasures to deal with problems that arise. A "Suspend participant activity" feature has been implemented that disables all participants with a single action. An action has also been taken to report the problem to Zoom, Inc.

Regarding B, it can be largely avoided by keeping the software up to date. Zoom is also easier to understand, more convenient, and more stable than other tools. It would be more difficult to "have students or users who have never used Skype or Google Meet before using such tools" than to have them use Zoom because of the time and effort required to collect email addresses and IDs. Therefore, we recommend the use of Zoom, except for seminars where another communication tool has already been established.

For online meetings and calls between faculty and staff, Teams can also be used, although it is difficult to make a simple comparison, as Teams is more secure, and Zoom is superior in terms of video and call quality. In addition, Zoom is not compatible with Office Infrastructure (VDI) and is not recommended currently due to its disadvantages for staff use.

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