

How to enroll and log in using Single Sign-On (SSO)

1. Open a browser and log in to your user phone portal. For steps on how to do it, follow: "How to log in to your web phone portal extension" guide.
2. In the top right corner, click on your name/extension to reveal dropdown menu. Then click on "Profile"

Click on your name/extension then select "Profile"

Apps

Your name (extension)

Profile

Log Out

Sussex County
COMMUNITY COLLEGE

Home Messages Contacts Answering Rules Time Frames Music on Hold Call History

Home

NEW VOICEMAIL MESSAGES »

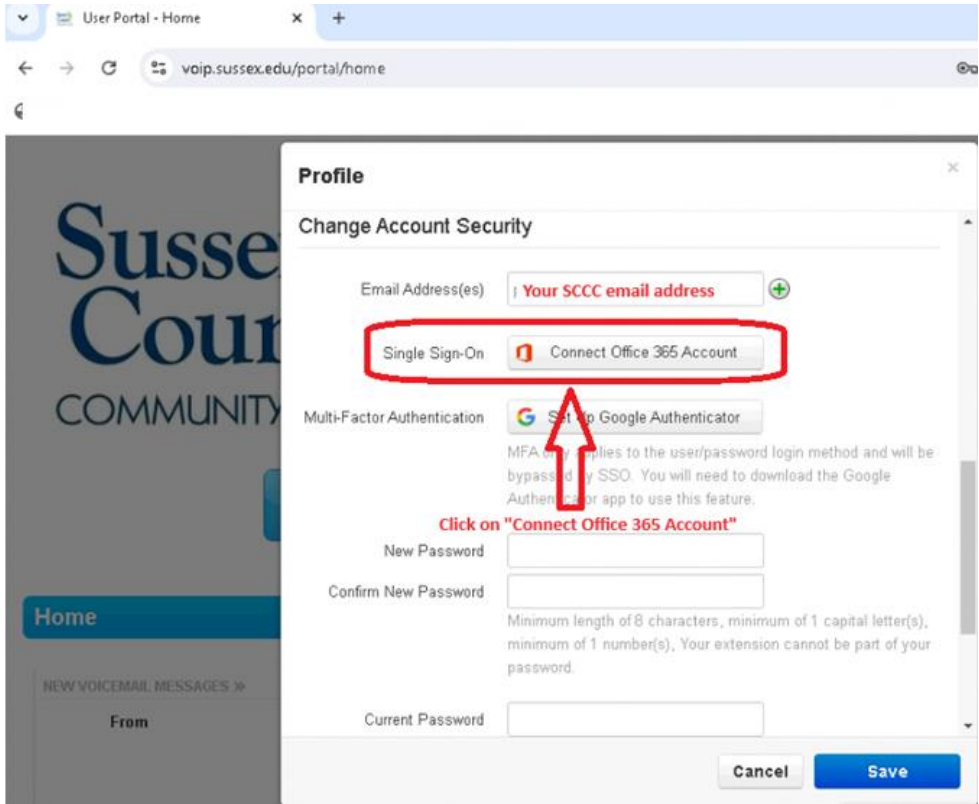
From	Date	Duration
------	------	----------

ACTIVE ANSWERING RULE »

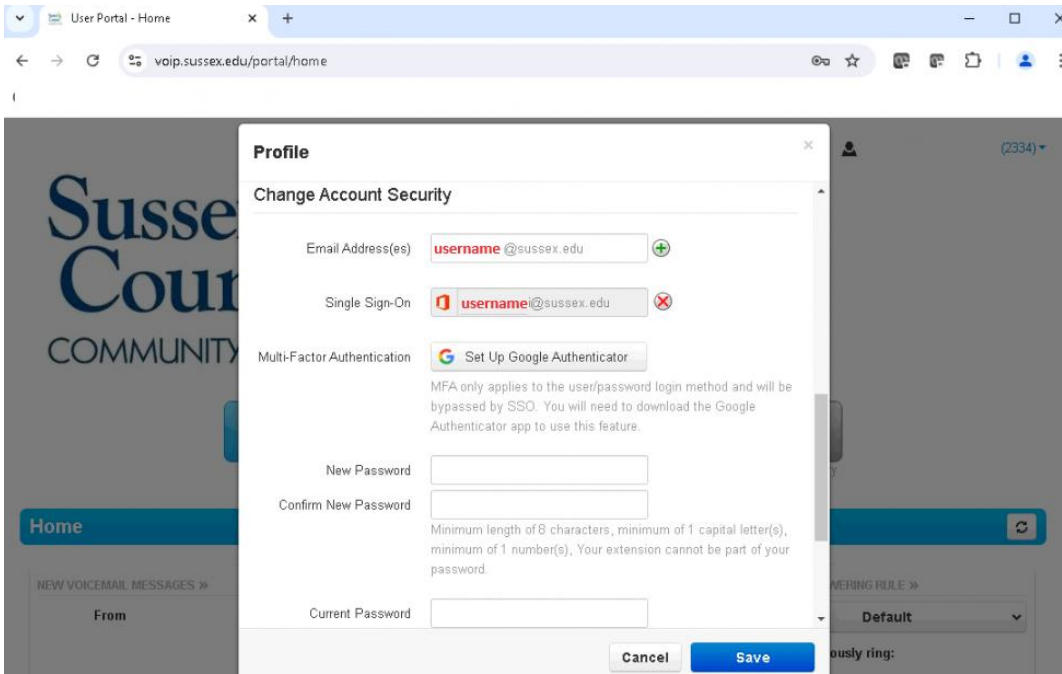
Default

Simultaneously ring:

3. In the Profile page, scroll down to “Change Account Security” and click on “Connect Office 365 Account.” Confirm that your email address is correct.



4. You will get a Microsoft login prompt to sign in. Follow the prompts to allow and connect the extension to your Microsoft account. Once completed, you will notice your email address instead of “Connect Office 365 Account”



5. Once enrolled, you will be able to utilize “Log in with Office 365” SSO option when logging in.

Manager Portal

voip.sussex.edu/portal/

Sussex County

COMMUNITY COLLEGE


Login Name

Password

Log In

[Forgot Login Name](#) | [Forgot Password](#)

OR

 **Log in with Office 365**

[Are you a new user?](#)

Copyright © 2008-2022 by APOLLO
Manager Portal: Version 43.4.3