Configuring Zoho One

Configuring Zoho One for SSO enables administrators to manage their users using Citrix Gateway. Users can securely log on to Zoho One using their enterprise credentials.

To configure Zoho One for SSO through SAML, follow the steps below:

1. In a browser, type the URL, <u>https://www.zoho.com/one/</u> and press Enter.



2. On the Landing page, click Login. Type the credentials, and click Sign In.

ZQHO		
One account. Access all services		
Sign In to access Zoho One		
Email / Phone		
Password		
Keep me signed in Forgot Password?		
Sign In		

The Home page appears.

Citrix Gateway

Don One	My Apps	🔆 Admin Panel	Trial expires in 22 days.	Jpgrade Refer a friend	0 Å
E					
Inventory					

3. On the Home page, click **Admin Panel**.

	III My Apps 🔅 Admin Panel	Trial expires in 19 o
		2
Organization Info	Applications	Users
.	20	www.
Admins	Groups	Domains
.	*	
Active Directory	Security Policies	

4. Click **Admins**. On the Admins page, click **Users** in the left pane.



5. On the Users page, click 2 icon to add a new user.



The Add User page appears.

6. On the Add User page, type the following information:

Add User		
Name		
First Name	Last Name	
Email Address		
This user will be added once invitation accepted by this user.		
Application		
Application not yet assigned. Add Applications		
Add Cancel Z Send Notification Mail		
Send Noti		

- a) In the **Name** field, type the first and last name of the user to be added.
- b) In the **Email Address** field, type the email address of the user.
- c) Click Add.

The user gets added.

Click Admins in the left pane. Click + icon to assign the user as admin. The Assign Admin dialog box appears. Click icon and choose the appropriate user. Click Assign.

Assign Admin	×
Choose from User Directory	
	▲
Assign Cancel	

8. Click icon in the top right corner. Click **My Account**.

20110 One			My Apps 🏠 Admin Panel		Nilkanth Narkhede
Organization	Admins	Service Admins			nilkanth@ctxnsqa.com User ID: 673189530 ? My Account
Applications	+ NN	Nilkanth Narkhede nilkanth@ctxnsqa.com (Owner)	PL Persi L pstnc@ctxnsqa.com	Cancel Trial	Sign Out

9. On the Accounts page, click **Preferences**.

Acco	ounts		
	My Profile Info	Security	Two Factor Authentication
	Preferences	Nilkanth Narkhede	Groups

10. On the Preferences page, click **SAML Authentication**. On the SAML Authentication page, click **Setup Now**.

0
SAML Authentication SAML is an XML-based framework for exchanging user authentication, entitlement, and attribute information.
You are an administrator of the organization "ctxnsqa". To configure and use SAML authentication for your organization, you need to provide SAML URLs and the public key provided by the SAML/IDP service you have chosen.
Setup Now

11. On the SAML Authentication page, type the following information:

SAML Authentication SAML is an XML-based framework for exchanging user authentication, entitlement, and attribute information.		
Login URL	https://u_^/saml/login	
Logout URL	https:///cgi/logout	
	Do you need Logout Response?	
Change Password URL	https://	
PublicKey	Browse 4	
	Cancel	
Algorithm	RSA 🗸	
	□ Just In Time Provisioning	
Zoho Service	Zoho One 5	
	Add Cancel	

- i. **Login URL**: Enter the IdP URL, SAML 2.0 endpoint, for example, https://example.com/saml/login
- ii. **Logout URL:** Enter the IdP Log off URL, for example, https://example.com/ cgi/tmlogout
- iii. **Change Password URL:** Enter the change password URL, for example, https://example.com/saml/login
- iv. **Public Key:** Click **Get key from file.** Click **Choose File**, and browse to the folder where you saved the Identity provider certificate in.pem format. Add the IdP certificate.
- v. Zoho One Service: Select Zoho One One from the drop-down list.

12. Click Add.

The SAML authentication is complete.