Configuring Convo

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

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

- 1. In a browser, type the URL, <u>https://www.convo.com/</u> and press **Enter**.
- 2. On the Landing page, click **Log In**.

CONVO		Features	Pricing	Videos	Downloads	Log in
	In-context [*] Work Collaboration, done right!					
	'A news organization quickly organizing around breaking news, a chip company collaborating around design, an ER sharing customer conditions with remote experts to	TRY IT OUT Switch to clear, crisp te thats gets the	FOR FREE am communicatio	e c n 1u	。 louble check mbers?	

3. Type the credentials, and click **Sign In**.

CONVO
EMAIL ADDRESS
PASSWORD Forgot password?
☑ Remember me on this computer Sign in
Sign in with your company ID (SSO)

4. On the Home page, click the Settings icon. From the drop-down list, click **Network Settings**.



- 5. In the left pane, under Administration, click Single sign on.
- 6. On the Single Sign-On page, specify the following details:

Single Sign-On (SSO) Authe	ntication via SAML 2.0									
As an administrator, you can enable a account by signing in to a central ider Identity Provider (IdP). SSO authentic	nd configure single sign-on (SSO) authenticatior tity provider without requiring a separate passw ation is not applicable on guest users.	n for your team on Convo. This allows users to vord. Their passwords can remain within your								
For more information, follow your identity provider's instructions to properly configure these settings.										
Enable SSO	⊙Yes ○No 1									
Choose whether SSO is optional or required	Optional	Required								
	Users will be able to sign in with either their Convo or SSO credentials.	Users will be required to sign in with their SSO credentials. Only admins can sign in with a Convo password.								
	Note: SSO authentication does not apply to guests. They will be able to sign in with their Convo password.									
SET UP SINGLE SIGN-ON										
STEP 1: Add your identity provider SAML 2.0 metadata xml	<pre><code a="" con<="" contract="" of="" td=""></code></pre>									

- **Enable SSO:** Select **Yes** to enable SSO. i.
- Add your identity provider SAML 2.0 metadata xml: Enter the IDP SAML 2.0 metadata xml. ii.

STEP 2: Provider SAML 2.0 metadata XML to your identity provider.	Download metadata If your identity provider supports metadata, you can automatically configure their settings. OR Copy these URLs that you will paste in your identity p SAML Consumer URL/Postback URL https://	upload this provider Copy	XML configu	ration file to	
	SAML Addrence	Сору	4		
	https://	Сору]		
	SLO Service URL https://	Сору			
	Download certificate for SLO Configurations in Okta Download Certificate Download certificate for SLO Configurations in Okta Download Certificate				
SAML identity location	Oldentity is in the Nameldentifier element				
			Cancel	Save	Changes

- **SAML Consumer URL/Postback URL:** Copy the SAML Consumer URL/Postback iii. URL.
- iv.
- **SAML Audience**: Copy the SAML Audience URL **SAML identity location**: Select **Identity is in the NameIdentifier element**. v.
- 7. Click Save Changes.

The SSO configuration is saved.