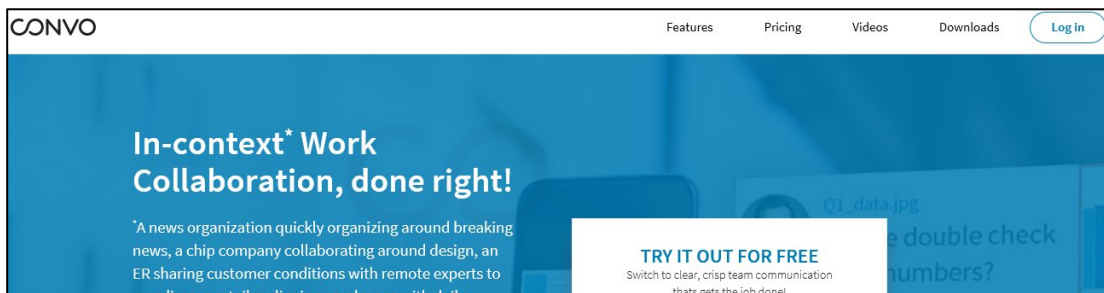# Configuring Convo

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

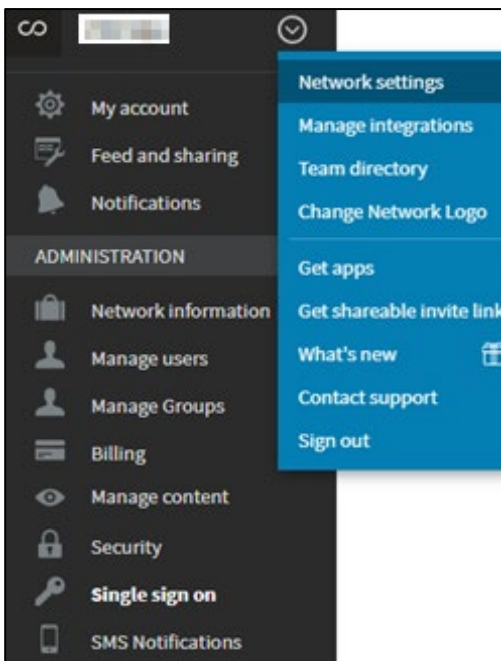To configure Convo for SSO through SAML, follow the steps below:
1. In a browser, type the URL, https://www.convo.com/ and press **Enter.**

2. On the Landing page, click **Log In**.

3. Type the credentials, and click **Sign In**.
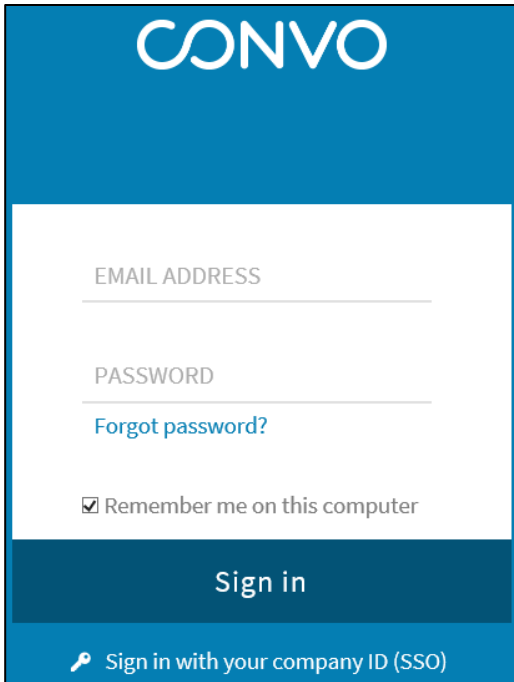
4. On the Home page, click the Settings icon. From the drop-down list, click **Network Settings**.

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) Authentication via SAML 2.0

As an administrator, you can enable and configure single sign-on (SSO) authentication for your team on Convo. This allows users to account by signing in to a central identity provider without requiring a separate password. Their passwords can remain within your Identity Provider (IdP). SSO authentication is not applicable on guest users.

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

Users will be able to sign in with either their Convo or SSO credentials.

Required

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   **2**

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

    iii.   **SAML Consumer URL/Postback URL:** Copy the SAML Consumer URL/Postback URL.

    iv.   **SAML Audience**: Copy the SAML Audience URL

    v.   **SAML identity location**: Select **Identity is in the NameIdentifier element**.

7. Click **Save Changes**.

The SSO configuration is saved.