Logging into Zoom through the UCSF Zoom account

Why is this so important?

- Your name, pronouns, profile picture, skin tone, and any adjusted settings will represent you
- Preassigned breakout room functions will work smoothly and avoid hiccups with technology, allowing sessions to start and end on time
- You can act as “Host” in meetings that you are facilitating from your account or on others’ accounts if you are designated as alternative host
- Some meeting settings may not allow you to join if you are not logged into Zoom through UCSF
- TeleHealth clinicians need “Host” designation to admit patients from the waiting room.
- Attendance for curriculum sessions can be taken accurately.

Getting Started Quickly:

If you aren’t sure if you have the Desktop/Mobile App installed or you are working on a shared device

OR

If you are not logged into the Zoom Desktop/Mobile App through UCSF and you need to get going:

- You can quickly join a meeting through the UCSF Zoom account by going to [ucsf.zoom.us](http://ucsf.zoom.us) and clicking LOGIN before launching a meeting from a URL link or calendar invite.
- You will be asked to enter your MyAccess credentials and DUO Authentication if not previously done.
- Note: This same process can be done by in the reverse order by logging into MyAccess, selecting Zoom, and clicking on Login before launching a meeting from a URL link or calendar invite.
If you have the Desktop/Mobile App downloaded and installed,

Login to the zoom.us App through the UCSF Zoom Account

1) Open the Desktop/Mobile Zoom App (called zoom.us) and click on Sign In.
   *If you were previously signed in through a non-UCSF account, Sign Out to start the login process anew.*

2) **DO NOT** enter your email address in the Sign In field. Click on Sign in with SSO

3) Enter “UCSF” into the Company Domain field, then Continue.
4) Enter your MyAccess credentials & DUO Authentication (if you haven’t already)

5) Click on Open zoom.us. You can check the box next to “Always allow ucsf.zoom.us to open links of this type in the associated app” if you don’t want to be prompted each time a meeting launches from a link.

6) Confirm that you see your profile picture and account information for UCSF in the top right of the zoom.us App. Your UCSF email address should be the one associated with your account.

7) If the zoom.us App does not display your UCSF email and account information, select “Sign out” or “Switch Account” and start again.

8) Once you are logged into the Zoom Desktop/Mobile App through UCSF:
   - You can login to MyAccess in your browser and click on Zoom meeting links from your browser through a Calendar (Outlook, Ilios) or similar set up to join meetings and be recognized through UCSF Zoom.
   - Usually the Zoom Desktop/Mobile App will “remember you” and then confirm that you are logged into UCSF MyAccess (once every 16 hours) before launching a meeting.
   - If you’ve added a profile picture to your UCSF Zoom account, you can always double check that you are logged in by looking for your profile picture in the zoom.us App and/or when your video is off in a meeting.

9) IMPORTANT: If you are using a shared or public device, please logout of the browser and zoom.us App after your meeting. If using a personal device, you can stay logged in. The zoom.us App will also occasionally logout and the login steps will need to be repeated.