

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.

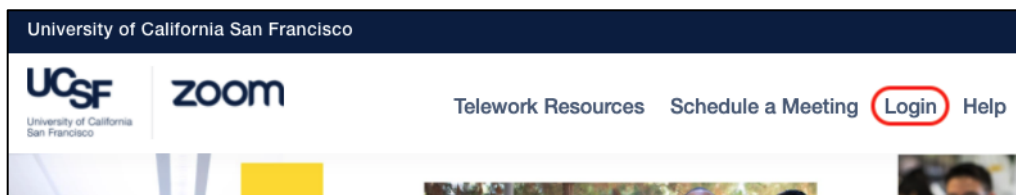
Getting Started Quickly:

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** 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.*

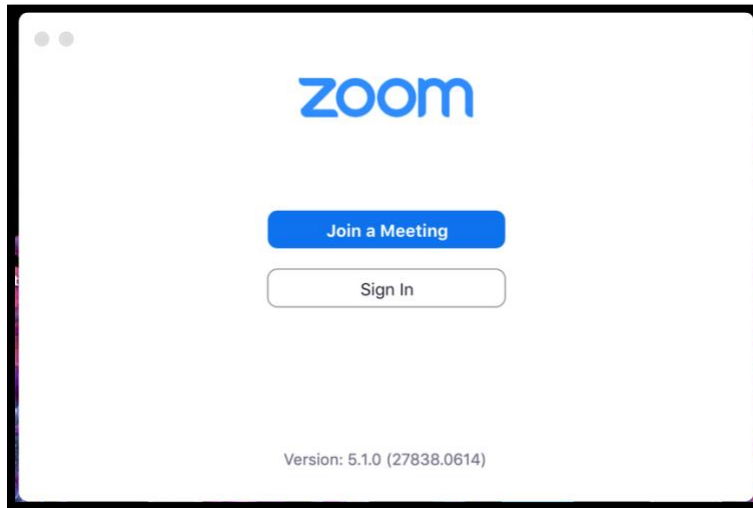


[If you have the Desktop/Mobile App](#) downloaded and installed,

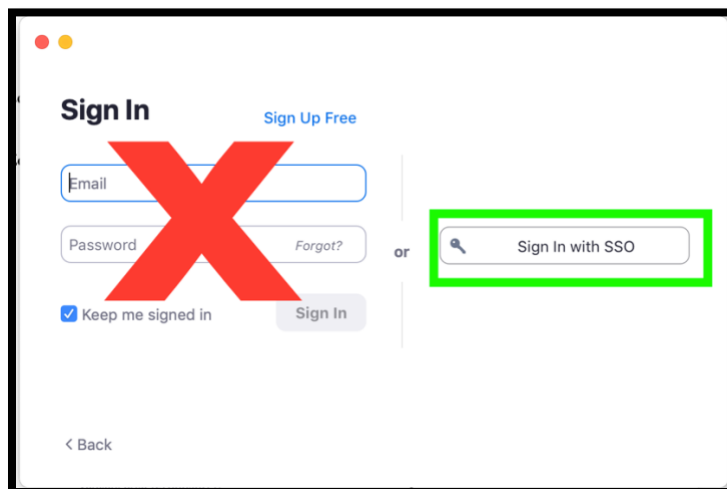
Login to the zoom.us App through the UCSF Zoom Account

1) Open the Desktop/Mobile Zoom App (called **zoom.us**) and click on **Sign In**.

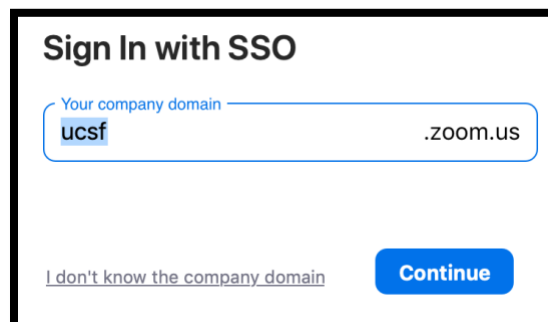
If you were previously signed in through a non-UCSF account, Sign Out to start the login process anew.



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

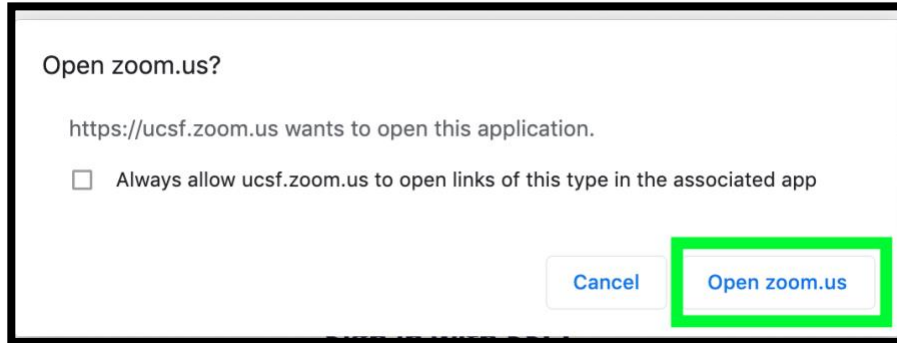


3) Enter "**UCSF**" into the Company Domain field, then Continue.



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.