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.