## UCSF

### Introduction

Zoom is the official video conferencing solution at UCSF for meetings between UCSF faculty, staff, and students including desktops, mobile devices, and conference rooms. As a non-telehealth employee, you will be accessing the UCSF instance of Zoom.

## Accessing Zoom Web Conferencing

The process for accessing the UCSF version of Zoom is simple and can be completed within a web browser.

1. Navigate to **https://ucsf.zoom.us** before selecting the **Login** link.



2. The **MyAccess login screen**, enter your **UCSF** email address and password.

**NOTE**: You may be prompted to authenticate your identity with Duo Multi-Factor Authentication.



3. **Zoom** will load successfully in the browser.



## Navigating Zoom

From the **Zoom** homepage, you can view your upcoming meetings from the **Meetings** tab. Additionally, you can select the **join a meeting** or **host a meeting** links to join an existing meeting or starting a new meeting.

## Starting a Zoom Meeting

1. From **Zoom in a browser**, select the **join a meeting** (This requires a code)/ **host a meeting** link or select a **Zoom link** within an Outlook invite.

# 3. On the **Launch Meeting** dialog window, select the **Cancel** button.



4. Click the Launch Meeting button.

5. On the **Launch Meeting** dialog window, select the **Cancel** button a second time.

6. Select the Join from Browser link.

7. After the **Zoom meeting** loads, set your audio options by selecting the **Join Audio by Computer** or the **Phone Call** tab



8. After your *audio connection* is set, you will be **muted**, so remember to *unmute* your microphone before speaking.

## **Setting Your Webcam**

1. If your computer has a **webcam**, you can use it in Zoom by selecting the *selecting* button.

2. Set the background for your webcam to **blur** or have a **custom virtual background** by selecting the **arrow** next to the *Video* button before selecting the **Blur My Background** or **Choose Virtual Background** options.



3. Once selected, your *background* will change to be *blurred* or selected *background*.

## Sharing your Screen in Zoom

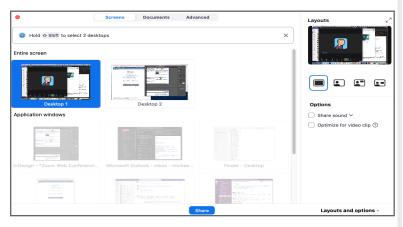
1. From the *navigation* at the *bottom* of the Zoom screen, select the option.

Share

2. The *Share Screen* window will open, select the **Desktop** or **application** screen to be shared.

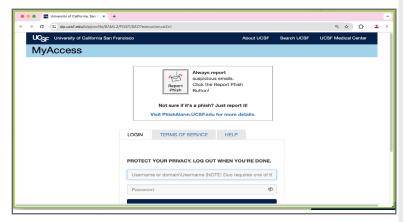
Continued on next page

#### Sharing your Screen in Zoom (Continued)



3. When ready click the **Share** button to begin sharing your screen.

4. The *Share Screen* window will **disappear**, and a **green bar** will surround the selected *desktop* or *application* screen.



#### **Enabling and Viewing Transcripts**

1. Zoom provides users with *live transcription* to highlight the *spoken words* in the users preferred language.

2. To view the meeting transcripts, select the option.



3. Select the preferred **speaking language**.

**NOTE**: Only **English transcription** is currently available, language translation is not allowed at this time.

<ul> <li>Set the caption language for</li> </ul>	t the caption language for this meeting					
<b>Caption language</b> Captions will appear in this language fo	Caption language Captions will appear in this language for everyone.					
English	~]					
	Cancel Save					

4. Select the **Save** button to commit your changes.

5. As the participants speak, you will see their **profile picture** next to their **words** in real time!



#### **Ending Zoom meetings**

1. Select the Leave Meeting (or End for hosts) icon.

**NOTE**: If you are the host of the Zoom meeting and there is not a defined co-host, the meeting will end for all users.

3. The Zoom application will close.

#### **Scheduling Zoom Meeting in Outlook**

In Outlook, you can add a Zoom meeting to the invitation sent to your colleagues or external stakeholders through the Zoom add-in for Outlook.

- 1. Select the 📄 icon in Outlook .
- 2. Select the 🕒 New event 🗸 option.
- 3. Click the Soom v icon.
- 4. Select the 🕒 Add a Zoom Meeting Option.
- 5. Click Allow.

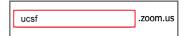


6. Log into Zoom.

a. Click the

icon.

b. Enter **UCSF** into the **Domain** field then click **Continue**.



#### Continued on next page

2

#### Scheduling Zoom Meetings in Outlook (Continued)

c. Enter your UCSF email address and

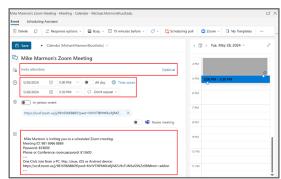
password into the MyAccess screen (if prompted).

	Always report suspicious emails. Click the Report Phish Button!
	Report Phish Not sure If It's a phish? Just report It! Visit PhishAlarm.UCSRedu for more details.
	TERMS OF SERVICE HELP
.OGIN	TERMS OF SERVICE HELP
ROTEC	TYOUR PRIVACY. LOG OUT WHEN YOU'RE DONE.

7. The *Meeting Invite* will update to contain a *Zoom link* and the *call-in information.* 

Mike N	Jarmon's Zoom Meetin	a - Meetina - Cale	ndar - Michael Marmon@ucsf.edu					с×
Event								
-			Busy ~ 🔯 15 minutes b	sefore - 🤣 -	🔀 Schedulin	g poll	Zoom ~ D My Templates	
8	Save Caler	ndar (Michael Man	non@ucsf.edu) ∨			< 0	] > Tue, May 28, 2024 ~	2
¢,	Mike Marmon's Zoom Meeting							
ೆ	Invite attendees				Optional			ø
٩	5/28/2024	5:00 PM	All day      Time zon	es		5 PM	5:00 PM - 5:30 PM	•
	5/28/2024	5:30 PM $_{\odot}$ $\sim$	🗢 Don't repeat 🗠			6.PM		
۲	In-person event     Intps://ucsf.zoom.uus/j98169668869?pwd=NVIVT88PM0kx8(IMZ ×					7 PM		
				💽 🎁 Teams	meeting	8.PM		
E	Wite Memors is initing you to a scheduled Zoom meeting.           Meeting 0, 511 696 689           Resurved 81306           Resurved 81306           Octometer Tom parameter 113600           Over Cold, Som Bern R. Kou, Linux, GS On Andread device.           Review 613106           Dev Cold, Som Bern R. Kou, Linux, GS On Andread device.           Review 613106           Dev Cold, Som Bern R. Kou, Linux, GS On Andread device.           Review 613000 Million Model (MIL) PULVIS KON 220 Memm-adden				9.PM			
					10 PM			
				ldon	11 PM			

8. Enter the applicable **meeting title** and **agenda**, required **invitees** and meeting **time**.



9. Click send we to send the meeting invite to the identified participants.